DRAFT

**MINUTES OF MEETING OF BRINTON PARISH COUNCIL**

**Held on Thursday 6th January 2022 at 7pm in the Village Hall**

Present: Cllr. D. Hyslop (Chair), Cllr. M. Bishop (Vice Chair), Cllr. A. Brewer, Cllr. E. Harland, Cllr. R. Hislop. Cllr. P. North

Attendance: Mrs. S. Hayden (Clerk)

 County Councillor Michael Darby

 8 Members of the public

The meeting opened at 7pm by the Chair who outlined the Covid precautions

1. To consider and accept apologies for absence

 Apologies were accepted from Cllr. E. Kane. District Cllr. A. Brown had sent apologies.

2. To receive any declaration of Interest and any dispensations of disclosable pecuniary interests

 None

3. To approve the minutes of the meetings held on 11th November 2021 and 8th December 2021

 Both sets of minutes were approved and then signed by the Chair

4. Matters arising from those minutes

 None

5. To receive reports from County and District Councillors

 District Cllr. Brown had sent updates on the following planning applications by email, which were read out to the meeting as follows:

 “1. Knockavoe. I am still in negotiations with NNDC LPA to find a way to reverse the installation of the fence which has replace the removed hedge on the frontage boundary. More on this to follow.

 2. Rovale. I have asked the officer to contact me in view of a delivery of timber cladding at the property today, indicating a level of anticipation that it will receive approval on the part of the applicant. I need confirmation of the LPA’s assessment of the proposal before making an official response.

 3. Bramblings. The LPA’s officer is currently on annual leave until 17th January and I will be taking this further with the officer as there are some issues which conflict with planning policy which need addressing.”

6. Public questions, comments or representations

 Members of the public commented as below:

 (1) Re: item 7.2 application PF/21/21/3266 Bramblings, a member of the public read out his comments as submitted to the NNDC planning department as follows:

 “Whilst the footprint of the property is only increasing by 10sq metres the proposed development will convert a relatively small 3 bedroomed cottage into a 4 bedroomed property with 3 en suite bathrooms and increase the bedroom accommodation from 34sq metres to 68.3 sq metres, two of which have balconies. This would have the potential of alfresco dining and thus add to the noise and privacy invasion of neighbours. Taking into account the number of potential guests - up to 8 - this will increase the number of vehicles at the property which is accessed via a narrow track and with little or no parking access (as stated in the application). Removal of a hedge in front of the property could provide limited space for vehicles but as the property is in a conservation area this would mean replacing the hedge that had been removed. Again, the application states there are no trees/hedges adjacent that would affect the local landscape. Not true. The applicant (Miss Parnell) has clearly not visited the site as she says that foul sewage is dealt with via mains sewer but all properties in Sharrington have septic tanks, and the small one currently at The Bramblings would be insufficient which could be problematic. The proposal includes the use of vertical timber cladding which is not in keeping with the neighbouring properties. In addition being in a conservation area such materials are not generally approved. In summary the proposed development will create an overdeveloped property with a suburban style design in a countryide setting within a conservation area, and permission should be refused”

 (2) Comments had made to NNDC planning department on 24th December on the same application, but they had not been posted on the planning portal, so there may be other objections on the application that cannot be seen. The ownership of the track was discussed and the member of the public had deeds copies that showed Albanwise owned the whole of the track. The Chair had spoken with the farm manager, who was concerned that the lane may be blocked for access to the fields. The member of the public commented that on reading the Conservation Area Appraisal documents, there appeared to be a number of areas where this application appears to conflict with the Appraisal and he would putting another objection in.

 (3) Confirmed the NNDC website was also not showing another objection to the same application. The objections had apparently been received but not loaded.

 (4) Maintenance of Jubilee Corner was impressive, but the member of the public was concerned that increased traffic generated by the same application would result in parking on that grass and ruining it. The Conservation Appraisal had extolled those types of areas.

 (5) Drawings for planning applications were not detailed enough and did not show the depth of footings, which help to assess them. In connection with the application by Sharrington Strawberries, he had no objection to sales on the side of roads, which was happening all over Norfolk and had done for many years. He had read the amended application and felt that it was not necessary as the farm complex already contained a massive building for storage. The red outline on the application had been moved from previous blue edging. There would be heavy vehicles delivering to the barn and he felt this would then extend the drive to allow for a circular route around it and an extension of the site use in the future. He would be submitting his comments to NNDC. Finally, he commented on item 13 of the Agenda, saying that it was important that archived documents were retrieved by the parish council and in particular he wished to see past correspondence relating to common land.

 (6) In connection with the Conservation Appraisal, a member of the public had helped with comments submitted by the Church, but would be submitting her personal comments as well. She was not happy with the tone of the Appraisal and felt it restricted the freedom of property owners.

 (7) Regarding Primrose Grove, Thornage Road and its planning history. An application in 2013 – part retrospective - had been refused and a later one in 2017 had been approved. The original building should have been removed and had not. Could the Parish Council investigate whether this could be enforced, together with the hedge that should have been replaced but has not. Copies of the Notices were handed to the Clerk. Another member of the public commented that there were nesting barn owls in a field shelter.

 (8) On the Conservation Area Appraisal, the area should be extended – it should not be reduced.

 (9) In connection with Bale Road water pipe – the pipe should be regularly flushed out, but had not been and was now collapsing. There may be flooding if that happened. The Chair had asked Highways to investigate when they were next in the area, but had not had an update from them.

County Cllr. Darby had arrived by this point and was asked to speak. He had sent his report prior to the meeting, which had been circulated and is annexed to these minutes. He gave a pr$\acute{e}$cis of part of the report. The question of an oak tree was raised which was felt to be dangerous, although the Highways Authority had confirmed that it was safe. Agreed the Parish Council would contact Albanwise on whose land it was and see if they would take some action. Cllr. Darby then left the meeting.

7. Planning

7.1 To discuss and make observations on any applications received after the date of this Agenda

 *NP/21.3472 Prior notification of proposed erection of building for agricultural use – Sharrington Strawberries, Holt Road, Sharrington NR24 1PH –* Discussed - the main problem was accidents on the A148 caused by increased use of the site. Clerk to check legislation and draft comments to circulate accordingly

7.2 To discuss and make observations on:

 *PF/21/3266 First floor side and rear extensions with rear balconies – Bramblings, The Street, Sharrington,, NR24 2AB –* The chair read out drafted comments which were discussed. Agreed to object – clerk to amend comments as discussed and circulate before submitting.

 *PF/21/3349 Single-story front and side extensions to dwelling – Hill Farm House, Swans Croft Lane, Brinton, NR24 2QW –* Discussed and agreed to support this application

7.3 Update on other applications

 *NP/21/3124 | Prior notification of proposed erection of building for agricultural use | Sharrington Strawberries Holt Road Sharrington Melton Constable Norfolk NR24 2PH* – Application withdrawn

 *PF/21/3040 | Single storey rear extension; front porch, demolition of attached garage and erection of detached double garage to front of dwelling; vertical timber boarding over external brickwork; replacement roof covering and replacement windows; new vehicle access and driveway | Rovale Thornage Road Sharrington Melton Constable Norfolk NR24 2PN* – Pending NNDC decision

 Knockavoe – as District Councillor’s report above item 5. Agreed the Parish Council would write again for a further update

7.4. Conservation Area Appraisal

 The Chair summed up the comments from the December meeting. No comments had been received from Brinton and Cllr. Bishop agreed to send out a circular email to the Friends of Brinton asking if anyone wanted to submit comments, could they contact her. Some residents would be commenting individually. Agreed to ask for the Conservation Area to be extended. The areas to be excluded and included were discussed. Some factual errors had been made in the Appraisal. The Chair would draft comments and circulate them, to be submitted by the deadline of 22nd January 2022.

 At this point the Chair allowed open discussion on the circulation of parish council news

8. Finance and Regulatory

8.1 To receive [reconstituted] balance sheet

 Received with no comments. The clerk confirmed a bank reconciliation had been done.

8.2 To appoint parish councillor to check bank reconciliations

 Resolved to appoint Cllr. Bishop

8.3 To appoint an internal auditor for 2021-22 accounts

 A quote had been received from Di Dann for £40. Resolved to accept the quote and appoint her.

 In connection with completion of the 2020-21 AGAR, a reconstituted balance sheet would be produced and documents requested for an internal audit would be collated. A quote of £35 had been received from Di for the internal audit. Resolved to accept the quote.

8.4 To approve any payments

 A request for a donation to the Lynx had been received. A donation had been made in 2020-21 of £50. Resolved to approve a donation of £50.

 The Clerk had purchased Microsoft 365 (annual) for £59.99 (as the laptop did not have any office programme), a minute note book for £1.99 and paper at £3.99. Resolved to pay those expenses. Clerk salary would be paid quarterly, next payment in March.

 The approved cheques were written out and signed

9. To deal with any correspondence

 The bridge on the footpath between the two ponds had been reported as in need of repair. The Chair had contacted Albanwise, who would check it and renew if necessary

 A resident had mentioned the excessive amount of weed on the pond and the Chair had asked the farm manager if he would have any objection to the Parish Council asking relevant organisations for help in controlling it, which he did not. Agreed organisations would be contacted.

10. Matters for information only or next Agenda

 None

11. To arrange the date of the next meeting

 Agreed to meet on Thursday 3rd March 2022

12. Resolution to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 to deal with item 12

 Resolved, although the public had left the meeting by this point

13. To receive update on Parish Council documents held by previous Clerk

 The Locum Clerk reported that on her appointment she had contacted the previous Clerk to ask for the documents to be passed to her. The previous Clerk requested a short letter (previously submitted to the Parish Council) be signed by the Parish Council. The Parish Council had previously taken specialist advice. Resolved not to sign the letter on that advice. The Locum Clerk relayed District Cllr. Brown’s email advice to the Parish Council following his speaking to the Monitoring Officer.

 The Locum Clerk confirmed she had carried out the Information Commissioner’s Risk Assessment and made notes on her conclusion that it did not, at this stage, need reporting to the ICO. She would circulate the RA to the parish councillors.

The meeting closed at 9.05pm