DRAFT

**MINUTES OF MEETING OF BRINTON PARISH COUNCIL**

**Held on Thursday 3rd March 2022 at 7pm in Sharrington Village Hall**

Present: Cllr. D. Hyslop (Chair), Cllr. M. Bishop (Vice Chair), Cllr. E. Harland, Cllr. R. Hislop, Cllr. E. O’Kane and Cllr. P. North

Attendance: Mrs. S. Hayden (Clerk)

 District Councillor Andrew Brown

 3 Members of the public

The meeting opened at 7pm by the Chair

1. To consider and accept apologies for absence

 Apologies were accepted from Cllr. A. Brewer

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

 None

3. To approve the minutes of the meeting held on 6th January 2022

 Approved and 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 a report which had been previously circulated and is annexed to these minutes. He further reported that a 1.99% increase in Council Tax had been agreed. NNDC also collect the Council Tax for NCC, Police and parish councils. There would be no cuts to services and the budget would balance. NCC share had increased by 2.99%, the Police increase was 3.49%, plus each parish precept. The percentage increase would mean an increase of £158 on a Band D property. However, the Budget may not balance next year, with the Council possibly having to draw on reserves. It was difficult to predict the Budget when the Government grant is notified only 10 days prior to the Budget meeting. On other matters, the Local Plan consultation was causing some consternation as it was quite technical. The Government give six weeks for the consultation, but NNDC had extended it to seven weeks. If anyone had problems with technicalities, they could telephone 516318 to speak to someone in the planning policy department, or write or email. Cllr. Bishop raised a query on planning consistency in Brinton and was asked by Cllr. Brown to email the details and he would help answer the query.

 There was no report from County Councillor M. Dalby

6. Public questions, comments or representations

 A member of the public commented as below:

 (1) Bale Road was breaking up, with water laying on the surface. The Clerk would report this to Highways and would look at the road and the potholes the following week.

 (2) Conservation Area Appraisal – Hall Lane should not be taken out of the CA and there should be a section on wildlife

 (3) Planning Applications – the applicant’s name should not be redacted in the applications. There were too many fertiliser tanks in the area. This was discussed briefly

 (4) What progress had been made about missing parish council documents? This would be discussed at item 12, but the Parish Council had taken advice from NALC.

7. Planning

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

 None

7.2 Update on other applications

 *PF/21/3266 First floor side and rear extensions with rear balconies – Bramblings, The Street, Sharrington, NR24 2AB –* The Parish Council had objected. District Councillor Brown advised that he had objected and the planning officer had requested delegated power to refuse the application. The grounds were: Policies HO8 – over intensive development of the site; EN4 location not sustainable; EN8 – Conservation Area preservation and enhancement and CT6 – parking/access not suitable for volume of vehicles.

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

 *NP/21/3472 Prior notification of proposed erection of building for agricultural use – Sharrington Strawberries, Holt Road, Sharrington NR24 1PH –* Prior Approval given

 *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 – District Cllr. Brown would speak to the planning officer for an update

 *PF/20/1278 Removal of Condition 3 (hedge retention) of planning permission PF/93/0561 to regularise position following removal of hedge – Knockavoe, Sharrington* – District Cllr. Brown advised that this was a difficult problem to solve and explained the background. He had liaised with the senior planning officer. The current position and difficulties were discussed.

7.3 Enforcement Matters

 7.3.1 Update – *Valley View, Brinton Road, Sharrington* – The enforcement officer was to make another visit following the Parish Council’s query on the land the subject of his letter summing up his action.

 7.3.2 To discuss any action – *Primrose Grove, Thornage Road, Sharrington –* Agreed the Clerk to ask the planning department if any action would be taken regarding the original sawmill.

8. Finance and Regulatory

8.1 To receive [reconstituted] balance sheet and report on bank reconciliation

 Balance sheet received with no comments and signed by the Chair. Cllr. Bishop confirmed the bank reconciliation was correct.

8.2 To approve any payments

 No payments. Approval of Locum Clerk’s salary payment was discussed. A set figure was not possible as payment was according to the hours worked.

8.3 To adopt Parish Council Policies and Documents

 Agreed to amend Standing Orders and Financial Regulations as discussed prior to the meeting between the Chair and Locum Clerk. Locum Clerk to circulate with amendments for approval at the May meeting, to give parish councillors more time to check through all policies.

8.4 Annual Governance and Accountability Return 2020-21U

 The AGAR and Internal Audit Report had been previously circulated to parish councillors

 8.4.1 To receive the Annual Internal Audit Report 2020-21

 The Report had been carried out with some documents being unavailable. Received

 8.4.2 To approve section 1 Annual Governance Statement

 The Clerk read through the questions in turn and all replies were agreed. Section 1 was then signed by the Chair and Locum Clerk

 8.4.3 To approve section 2 Accounting Statements

 The Accounting Statements had been signed by the Locum Clerk. Resolved to approve and signed by the Chair.

9. To deal with any correspondence

 None

10. Matters for information only or next Agenda

 Complaints had been received of mud on Brinton Road - the road was now being cleaned regularly. There were problems with drainage in Sharrington – Clerk to report to Highways Authority.

11. To arrange the date of the next meeting

 Possible date 12th May – to be confirmed

12. Resolution to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 to deal with item 13.1 and 13.2

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

13. Employment

13.1 To formally approve letter of appointment for Locum Clerk and review any applications for clerk vacancy

 The letter of appointment had been circulated. Resolved to approve the letter – duplicates had been signed by the Locum Clerk and Chair and were exchanged.

 An application for the Clerk vacancy had been received and it was agreed to make an appointment for three parish councillors to meet the applicant.

13.2 Update on Parish Council documents held by previous Clerk

 The Parish Council had been asked if they held a list of the documents handed over. Agreed no list was in existence and the Locum Clerk to reply, stating that the Parish Council would accept such documents as the previous Clerk had in her possession.

There being no further business the meeting closed at 9.30pm