DRAFT

**MINUTES OF ANNUAL MEETING OF BRINTON PARISH COUNCIL**

**Held on Thursday 19th May 2022 at 7.30pm in Sharrington Village Hall**

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

Attendance: Mrs. S. Hayden (Locum Clerk)

 District Councillor Andrew Brown

 5 Members of the public

The meeting was opened at 7.30pm by the Chair

1. To elect the Chairman of the Council followed by signing of Acceptance of Office

 Proposed: Cllr. D. Hyslop. Resolved. Acceptance of Office to be signed before the next meeting.

1. To elect the Vice-Chairman

Proposed: Cllr. M. Bishop. Resolved

3. To consider and accept apologies for absence

 Apologies were accepted from Cllr. A. Brewer and Cllr. R. Hyslop

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

 Cllrs. Bishop and North declared an “other interest” in connection with item 10.2 as members of Friends of Brinton

5. To approve the minutes of the meeting held on 3rd March 2022

 Approved and signed by the Chair

6. Matters arising from those minutes

 1. In connection with the £150 grant towards Council Tax, Band D bills had risen by £158.

 2. Had Bale Road surface been reported? Clerk confirmed it had

 3. Cllr. North thanked the Chair for her work on the Knockavoe planning application where the result had been a refusal.

7. To receive reports from County and District Councillors

 County Cllr. M. Darby had sent a report which had been circulated and is annexed to these minutes.

 District Cllr. A. Brown

 Cllr. Brown’s report had been circulated and is annexed to these minutes.

 Cllr. Brown commented on the UK Prosperity Fund analysis for 2022/3, that 33% or £105 per person less would be spent in rural areas than urban, although more is being raised in Council Tax in rural areas compared to urban areas. NNDC were rolling out the Council Tax rebates with £5m distributed so far, to 70-75% of Council Tax payers. He reminded the meeting that there would be a Working Party meeting in connection with the Conservation Area Appraisal on the following Monday.

8. Public questions, comments or representations

 The following comments were made by members of the public.

1. Repainting at Bale Road junction was needed. Clerk to send a reminder to Highways as this had been reported.
2. A query was raised about the necessity for planning permission for internal work. District Cllr. Brown replied that it was probably not necessary for internal work. If external work was done it may need planning permission and the Enforcement Team could be consulted.
3. Primrose Grove – was there an update? Cllr. Brown would chase the matter.
4. There was an aerial structure/flag at Sharrington Strawberries, which was very distracting for drivers. People were also parking in the slip road to the car park, which blocked the sight line for emerging cars and was dangerous. Discussed – clerk to raise with the Police Beat Manager in the first instance.

9. Planning

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

 None

9.2 Update on other applications

 *PF/21/3266 First floor side and rear extensions with rear balconies – Bramblings, The Street, Sharrington, NR24 2AB –* Application withdrawn. It appeared the property had been sold.

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

 *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* – Approved with conditions attached

 *PF/20/1278 Removal of Condition 3 (hedge retention) of planning permission PF/93/0561 to regularise position following removal of hedge – Knockavoe, Sharrington* – Refused

9.3 Enforcement Matters

 7.3.1 Update – *Valley View, Brinton Road, Sharrington* – The Enforcement Officer had revisited the site and advised that a wire fence/hedge be put around the garden area to differentiate it clearly from the fenced area and which the occupant states is still used for agricultural purposes. No other action to be taken,

 7.3.2 *Primrose Grove, Thornage Road, Sharrington –*  No reply received from the enforcement team. Clerk and District Cllr. Brown would chase.

10. Finance and Regulatory

10.1 To review the Parish Council’s insurance policy and approve payment of premium

 Discussed the three quotes received. Proposed and resolved to accept Zurich Municipal quote for £214. Clerk to investigate who is responsible for repairs to the Village Cross which was not included.

10.2 To consider donation to Friends of Brinton for purchase of noticeboard

 Cllrs Bishop and North did not vote on this matter

 Cllr. Bishop explained that the Friends had obtained a quote for repair of the noticeboard, but it had been nearly as much as buying new. Therefore, they had chosen a new noticeboard which was being made. The total cost would be £735 and the Friends felt that as it was used by the Parish Council they would like a donation to be made. Proposed and resolved to pay £355 towards the noticeboard. Maintenance was discussed - It has been agreed the Friends would deal with future maintenance. As it was on the Parish Council asset register, the Friends would discuss future ownership.

10.3 To approve any payments

 The following payments were read out for approval:

 NPTS £35 for internal audit

 Clerk locum fees £1,008.42 (invoice dated 31.3.22)

 NALC £121.95 Subscription

 NPTS £50 subscription

 Zurich £214 insurance

 Approved

10.4 To adopt Parish Council Policies and Documents (as drafts on website)

 The Clerk confirmed these could be amended at any time if the Parish Councillors wished

 Proposed approval en bloc. Resolved.

10.5 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances all to 31.3.22

 Received

10.6 Annual Governance and Accountability Return 2021-22

 10.6.1 Certificate of Exemption – Proposed and resolved to exempt

 10.6.2 To receive the Annual Audit Report – Received

 10.6.3 To approve section 1 Annual Governance Statement – Proposed and resolved to approve. Signed by the Chair and Clerk

 10.6.4 To approve section 2 Accounting Statements – Proposed and resolved to approve. Signed by the Chair.

11. To deal with any correspondence

 NNDC letter re outcome of Stody Community Governance review was read out to the meeting

12. Matters for information only or next Agenda

 Conservation Area Appraisal – the land on Bale Road previously included in the conservation area had been taken out on the request of the landowner. The Chair would attend the working party meeting on Monday to speak and request it be reinstated.

13. To arrange the date of the next meeting

 Agreed 21st July 2022

14. 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

 No public present

15. Employment

15.1 Review any applications for clerk vacancy

 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.

15.2 Update on Parish Council documents held by previous Clerk

 No agreement to produce the documents had been forthcoming. Clerk to review the risk assessment and check with ICO whether the situation needed reporting.

There being no further business the meeting closed at 9.45pm