DRAFT

**MINUTES OF MEETING OF BRINTON PARISH COUNCIL**

**Held on Thursday 21st July 2022 at 7pm 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

 4 Members of the public

The meeting was opened at 7pm by the Chair

1. To receive apologies for absence

 The NNDC conservation officer had been invited to attend the meeting, but had tendered apologies due to vehicle problems.

 [Apologies were received from County Cllr. Darby following the meeting]

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

 None

3. To approve the minutes of the meetings held on 19th May 2022 and 5th July 2022

 Both sets of minutes were approved and signed by the Chair

4. Matters arising from those minutes

 1. Bale Road white lines had been painted

 2. The Locum Clerk was investigating who owned the villages medieval crosses and was awaiting a reply from Norfolk County Council. She handed out details of the remains of the cross at Brinton and the cross at Sharrington obtained from the NCC website so far.

5. 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. The Clerk summarised this.

 District Cllr. A. Brown

 Cllr. Brown had sent his report prior to the meeting, which had been circulated. He further reported that he had chaired the Town & Parish Forum where affordable housing had been discussed. It had been reported that in connection with Ukrainian refugees, 80 places had been approved. NNDC’s wellbeing strategy was outlined. 9th November had been advised as the cut-off date where parish councils need not co-opt councillors due to the elections in May 2023. A new engagement strategy for NNDC had been outlined and a youth council was being set up. Cllr. Brown had also attended a Town & Country Planning Association meeting on the Strategic Flood Risk Assessment. The Overview and Scrutiny Committee had agreed to a rearrangement of the bin cycle collection after 5th September. There was current disquiet amongst Serco employees regarding their pay. Regarding nutrient neutrality, progress had been made, in that DEFRA had come forward with funding to appoint an officer to address this in each area.

6. Public questions, comments or representations

 The following comments were made by members of the public.

1. Had the Bale Road problems been reported? Clerk confirmed they had.
2. Regarding the planning application at Michael House, the Parish Council had submitted good comments. He showed photographs of cottages that had been renovated in keeping with their age and expressed the view that Michael’s House plans were not. He explained that he had been investigating the history of that property going back to 1818. Within the property is a section called “Jodrell’s Barn” which at the time was a quality build. It is probably the oldest building in the village. Regarding the trees, four oaks on the ditch side should be set back ten feet. He would be continuing his work on the history of the cottage. There was a short discussion on the above.

7. Planning

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

 None

7.2 To discuss and make observations on the following:

 *PF/22/1641 Conversion of single storey outbuilding to annexe accommodation. External alterations including insertion of windows and roof lights, raising of height of part of roof – 1 Marestail Cottages, The Street, Brinton –* Cllr. Bishop outlined the history and standard of previous renovation at this cottage. Agreed there was no objection to this application.

7.3 Update on Conservation Appraisal

 District Cllr. Brown advised that the Conservation Appraisal had gone to full Council and had been approved. A rural conservation appraisal was due, although he did not know the time scale. He would recommend that Brinton and Sharrington be put within a rural conservation area. The conservation team accept there is no reason in landscape terms why it could not be included. The forthcoming Glaven Valley Appraisal was discussed and Cllr. Brown explained that the planners would like to consult on this Appraisal.

7.4 Update on other applications

 *PF/22/1426 Two storey side extension to replace existing single storey extension, removal of front Leylandii hedge and relocation of vehicle access and parking place – Bramblings, The Street, Sharrington, and*

 *PF/22/1402 First floor extension and external alterations to dwelling; external alterations including replacement roof to attached domestic workshop – Michael House, Bale Road, Sharrington, NR24 2PG*

The Parish Council had made their comments and submitted them on both applications. A member of the public had been in touch with the conservation officer and would be sending a letter to him on the architectural side which he felt was important. Cllr. Brown would offer to meet the applicants as cabinet member for planning

7.5 Enforcement Matters

 *Primrose Grove, Thornage Road, Sharrington –* The Clerk had sent a reminder to the enforcement team at NNDC

 *PF/20/1278 Removal of Condition 3 (hedge retention) of planning permission PF/93/0561 to regularise position following removal of hedge – Knockavoe, Sharrington* – This had been refused, but it was not known whether removal of the fence was to be enforced. District Cllr. Brown to enquire.

8. To discuss speeding in villages

 This had been discussed in the past, when it had been decided not to request speed signs due to enforcement difficulties. If 30mph signed were provided, there would have to be repeaters throughout the 30mph area, which would urbanise the villages. Cllr. Brown suggested sharing a SAM2 sign purchase. He knew County Cllr. Aquarone was working with the County Council on the subject and may be able to assist with the problem. A member of the public pointed out there had been three collisions at the sharp bend by Sharrington Hall which was felt to be particularly dangerous for pedestrians. Agreed Clerk to request painted “Slow” signs on either side of the bend. Otherwise agreed the situation would be monitored.

9. To discuss overgrown footpaths at Bullfer Grove and agree any action

 The Clerk had visited the wood with a resident and had found the footpath around the outer edge almost impassable, although the inner path was better. The gate needed repair, as did the NT sign, which was currently propped up. It was noted that trees had been planted. A member of the public also outlined the state of the wood. Agreed Clerk to write to NT asking for some maintenance to be carried out in line with the above, so that residents could access the area.

10. Highways and Footpaths

10.1 Update on highway matters at Sharrington Strawberries

 The local Police Beat Manager had agreed to visit, but he had past the site regularly and had not actually seen anyone parking on the slip road. He had advised that the Highways Authority could be approached on that and NNDC planning on the floating object above the site. The Clerk had reported to the Highways Authority, who had acknowledged the report and would investigate. Agreed Clerk to contact the planning department on the floating sign and also write a letter to the Highways Authority rather than just reporting via the portal.

10.2 Update on any other highways/footpaths matters

 The Bale Road problems (as per minutes from last meeting) had all been reported. There was a broken plank on the footpath from Hall Road, which had also been reported.

10.3 Any matters to be reported

 Cllr. O’Kane reported that two wooden posts were broken at Jubilee Corner as well as two road surface water drains that needed clearing.

11. Finance and Regulatory

11.1 To approve any payments

 The following payments were approved:

 £365 to Kirk Joinery for Noticeboard at Brinton (donation)

 £655.27 Locum Clerk fees and stationery expenses

 £96 Sharrington Village Hall rent

 £35 NPTS audit 2021-22

11.2 To receive list of actuals against budget, balance sheet and report on bank reconciliation

 Budget and balance sheet received with no comments. The Clerk apologised that she had not had time to do the bank reconciliation, but would do so following the meeting, submit to Cllr. Bishop and circulate to the parish councillors.

12. To deal with any correspondence

 None

13. Matters for information only or next Agenda

 The parish councillors agreed to check drainage gulleys, etc., in the village and report any blocked ones to the Clerk. The oak tree on Thornage Road needed work. Clerk to visit and report to whoever is responsible.

14. To arrange the date of the next meeting

 Agreed 22nd September 2022

15. 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

 Proposed and resolved. District Cllr. Brown left the meeting. No other public in attendance by this point, other than candidate for clerk vacancy who was invited to stay for item 15.2.

16. Employment

16.1 Review any applications for clerk vacancy

 Discussion took place with the candidate who had attended the meeting. An appointment for an interview would be made towards the end of August following holidays being taken by parish councillors. The candidate was thanked for attending the meeting and then left.

Cllr. O’Kane made apologies for a prior engagement and left the meeting.

16.2 Update on Parish Council documents held by previous Clerk

 Parish Council documents had been received from the previous Clerk, including cash book receipts and payments and completed annual returns going back to 1993, recent minutes, together with historical plans and a small amount of miscellaneous papers. The Locum Clerk had circulated a list to parish councillors of those documents she now held. She had acknowledged receipt to the previous Clerk, with thanks, and commented that she had assumed these were all documents held by the previous Clerk, although confirmation of that had not been received. Agreed to assume for the time being that all documents available were to hand and there should be no necessity for this item to appear on the next Agenda. The Locum Clerk advised that it would be helpful to visit the Norfolk Records Office to confirm and list the documents held by them up to 1981 and investigate whether any later documents were held.

There being no further business the meeting closed at 8.40pm