

DRAFT

BRINTON PARISH COUNCIL
Minutes of Parish Council Meeting

DATE: Thursday 23rd November 2023
TIME: 7pm
PLACE: Sharrington Village Hall
PRESENT: Cllr D. Hyslop (Chairman), Cllr. M. Bishop (Vice Chairman), Cllr. S. Gray, Cllr. R. Hyslop, Cllr. P. North, Cllr. E. O’Kane and Cllr. C. Rivett
IN ATTENDANCE: Mrs. S. Hayden (Locum Clerk)
District Cllr. Andrew Brown
13 members of the public

The meeting was opened by the Chairman at 7pm who welcomed everyone and introduced the Locum Clerk

1. To receive apologies for absence

None

2. Declarations of interest and any dispensations of disclosable pecuniary interests

Cllr. C. Rivett declared a pecuniary interest in item 9.2 PF/23/1352

3. Public questions, comments or representations

The Chair reminded the meeting that public comments should be restricted to items on the Agenda

1. Potholes were reported at The Street, telephone box and Thornage Road junction. Cllr. R. Hyslop explained that they could be reported via the Norfolk County Council website. Cllr. O’Kane would report the potholes discussed.

2. A member of the public had raised a number of matters with the Parish Council by email, which he felt had not been answered satisfactorily and which he outlined to the meeting. The Locum Clerk read out his email and her reply to update the public. He felt that communication between the Parish Council and residents should be improved. As the matters raised could not be dealt with at the meeting, the Parish Council offered to hold either an open surgery or meeting, which was accepted by the member of the public, with a date to be agreed following the meeting.

3. Another member of the public pointed out that the usual route for communication with the Parish Council is via a parish councillor who can raise an agenda item if necessary and the Parish Council needed to make decisions on the agenda items at the meeting.

4. A member of the public commented on one of the items raised above, in that he felt there was a precedent (quoted) for a Parish Council to consult an organisation such as CPRE.

4. Approval of amended draft Minutes of the Meeting of 7th September 2023

The Locum Clerk advised that a request at the October meeting to include a resignation comment by a parish councillor did not need including in the minutes as the Local Government Act 1972 requires a parish councillor to resign in writing to the Chair, so that the comment was not a substantive part of the meeting. It was then proposed and resolved to approve the amended minutes, which were signed by the Chair.

5. Matters arising from those Minutes

The Locum Clerk advised that there was no restriction on a husband and wife being elected to a parish council

6. Approval of Minutes of Extraordinary Meeting of 23rd October 2023

Agreed to delete item 9.7. Proposed and resolved to approve the amended minutes, which were then signed by the Chair.

7. Matters arising from those Minutes

None

8. Reports

To receive reports from District Councillor and County Councillor

The Locum Clerk advised that County Councillor M. Darby was ill

District Councillor Andrew Brown did not have a report, but was attending to advise where required. Cllr. Gray asked about the usual time allowed for public participation and Cllr. Brown outlined the usual times, which would normally be stated in Standing Orders.

Cllr. North raised a question on whether the Chairmen of parish councils generally attended the Development Committee meetings on behalf of their councils and were they mandated to attend. Cllr. Brown replied that the chair or a senior member usually attended and he had never attended a parish council meeting where they had been mandated. He confirmed that a parish councillor could attend personally, although it was advisable to state whether they were speaking on behalf of their parish council or personally.

9. Planning

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

None

9.2 To receive update on other applications

PF/23/1840 Conversion of agricultural building to single dwelling associated external alterations at land adjacent to Mayflower Cottage, Sharrington Road, Brinton – Pending NNDC decision, expected the following day

PF/23/1352 Erection of single-storey detached agricultural workers dwelling and detached agricultural storage barn – land west of Michael's House, Bale Road, Sharrington – approved by NNDC

9.3 Update on Glaven Valley Conservation Area Appraisal

The Planning Policy and Built Heritage Committee had approved the draft Policy and would recommend approval to the Cabinet. It did not have to go to full Council. Brinton and Sharrington had been included in the new draft.

9.4 Update on any enforcement matters

District Cllr. Brown reported the following:

1. Knockavoe – no further developments
2. An occupied outbuilding on the A148, where a parking space had been carved out of a layby and a garden made and fenced, with a gate and path had been reported to the enforcement team. They were preparing to issue an enforcement notice. Cllr. Bishop wondered whether if someone was made homeless it would cost more to place them into temporary accommodation than enforcement action.
3. Regarding a complaint received about a building and landscaping on an agricultural field off Bale Road, an appointment had been made by the enforcement team to meet with the owner.

10. Highway matters for reporting

Cllr. O’Kane reported that there were seven enquiry numbers ongoing currently, which were mostly drainage issues, including flooding at Jubilee Corner and the culvert at the Old Chapel. The drainage outside Newlands had been reported again. A further drain was discussed.

11. Finance and Regulatory

11.1 To receive balance sheet and report on bank reconciliation

This was held over until the next meeting due to the Parish Council currently being without a clerk to prepare them.

11.2 To approve List of Payments

The following payments were approved and the cheques signed:

£25 Brinton PCC donation for the Newsletter/magazine (replacement cheque)

£100 Friends of Brinton for the defibrillator. This was now on order following receipt of a grant

£89.40 Karen Orgill – clerk final payment to include recent sector agreed salary raise backdated to April 2023. The locum clerk confirmed this was due even if a clerk had left the employment concerned.

£22.40 HMRC – income tax on final payment

£16 – Sharrington Village Hall – hire

11.3 To discuss Budget for 2024-25 and agree precept

The draft Budget had previously been circulated. It had been prepared by the Chair in the absence of a clerk. Discussion of the figures commenced, before an interruption by members of the public occurred and the Chair adjourned the meeting at 8.55pm for a short break.

At this point Cllr. Rivett made her apologies and left the meeting

The meeting opened again at 9.10pm, but due to disturbance by some members of the public, it was proposed and resolved to ask the public to leave the meeting so it could proceed. All members of the public left the meeting and it re-commenced.

11.3 The budget discussion continued in detail, with some draft Budget figures being amended. It was proposed and resolved to set the precept at £6,500 for 2024-25.

12. To discuss forward maintenance of the village milestone situated on the A148 and agree any action

Cllr. O’Kane reported that she had contacted The Milestone Society and had checked archive documents. The 2019 quote from H. Brett & Sons for the Sharrington milestone had been £1,350 plus £270 VAT for repairs. The Friends of Brinton had helped with past restoration of the Brinton milestone. Cllr. O’Kane had emailed County Cllr. Dalby for help and was awaiting a reply. The Milestone Society was able to approach the Highways Authority for help with funding, as well as a private sponsor. There could also be a £100 donation from The Milestone Society, Norfolk branch.

13. To discuss and agree councillor training

Dates were discussed and it was agreed that the Chair would obtain available dates for April

14. To deal with any correspondence

Brinton PCC – request for donation, which had been dealt with prior to the meeting. Item 11.2 refers

15. Matters for Information Only or Next Agenda

None

16. To agree date of next meeting

Agreed the next meeting would be on 25th January 2024 and the following meeting would be 21st March 2024 [*subsequently changed to 4th April 2024*]

17. Resolution to close the meeting to the press and public under the Public Bodies (Admission to Meetings Act) 1960 s.1.2 to discuss item 18

There were no public present, but it was formally proposed and resolved to close the meeting to discuss item 18

18. Clerk Vacancy

18.1 To agree terms for employing locum clerk

Agreed to employ Sarah Hayden for the November and January meetings to provide advice, draft Agenda, clerk the meetings and draft the minutes. No other work to be carried out. To be paid on a invoice at £14 per hour and to be responsible for reporting to HMRC. If a permanent clerk or longer term clerk is found in the meantime, Sarah will stand down.

18.2 To review any applications for vacancy

One application had been received but was unfortunately not suitable.

There being no further business the meeting closed at 10pm