

MINUTES OF MEETING OF BRINTON PARISH COUNCIL
Held on Thursday 23rd March 2023 at 7pm in Sharrington Village Hall

Present: Cllr D Hyslop (Chair), Cllr M Bishop (Vice Chair), Cllr E O’Kane and Cllr P North
Attendance: Cllr Andrew Brown - North Norfolk District Council
Karen Orgill – Parish Clerk
7 members of the public

The meeting was opened at 7pm by Cllr D Hyslop (Chair) who welcomed all to the meeting.

1. To receive apologies for absence – Cllr R Hyslop and Cllr M Dalby – County Councillor
2. To receive any declaration of Interest and agree any dispensations of disclosable pecuniary interests - None
3. To approve the minutes of the meeting held on Thursday 19th January – these were proposed by Cllr M Bishop, seconded by Cllr P North and were duly approved and signed by the Chair.
Minutes of the meeting held on Tuesday 7th February – these were proposed by Cllr E O’Kane, seconded by Cllr P North and were duly approved and signed by the Chair.
4. Matters arising from those minutes – None
5. To receive reports from County and District Councillors -
Norfolk County Council - Cllr. M Darby sent in his report just before the meeting and will be circulated after the meeting and posted on the parish council website.

North Norfolk District Council – Cllr A Brown had sent his report prior to the meeting, which had been circulated and will be posted on the parish council website. He reminded all the parish councillors of the deadline to hand in their nomination packs – 4pm on Tuesday 4th April and that the Election Office was very busy and appointments could be made. Cllr M Bishop asked whether they could be just dropped off and Cllr A Brown confirmed this.

6. Public questions, comments or representations - The following comments were made by members of the public -

A parishioner enquired whether NNDC’s Enforcement of Primrose Road was still open and Cllr A Brown informed the meeting that it had been closed by NNDC. The same parishioner highlighted to the meeting that the planning application approved 5 years ago for Primrose Road had lapsed so a new planning application would be required. The same parishioner acknowledged that dates for parish council meetings were displayed on the parish council website and noticeboards but asked if dates for meetings could also be posted on Sharrington villages WhatsApp platform. Cllr E O’Kane offered to post the dates in the future.

The same parishioner informed the meeting that neither Sharrington nor Brinton had defibrillators and said it would be a ‘Community Benefit’. The Chair gave an overview of previous discussions and a previous presentation by Community Heartbeat and informed the meeting that it required volunteers, would have to be grant aided, would require a maintenance budget for pads/batteries, etc and agreement on where it could be sited either the telephone box or outside the village hall. The Chair asked the parish clerk to put defibrillators on the agenda for the meeting in May and she asked the parishioner to prepare a proposal for the meeting in May and would he ask a Village Hall Committee member to join the meeting in May.

Cllr M Bishop informed the meeting that she will be drafting a proposal for a defibrillator in Brinton and will be applying for grants shortly and she is happy to work with the parishioners in Sharrington for their defibrillator.

A parishioner also reinforced the importance of defibrillators, highlighted the criteria and previous background in trying to obtain one.

Cllr A Brown recommended to the meeting that grants are available from North Norfolk Sustainable Communities Grant – see website [Home | North Norfolk Sustainable Communities Fund Details \(north-norfolk.gov.uk\)](http://Home | North Norfolk Sustainable Communities Fund Details (north-norfolk.gov.uk)) and these grants are routinely used for purchasing defibrillators.

A parishioner informed the meeting that he had written to NCC Highways regarding the number of sugar beet vehicles driving through the village, requesting street cleaning and highlighting numerous potholes.

The Chair closed the public session.

7. Planning

7.1 To consider plans at the time of publishing: None

7.2 To consider plans since publication of agenda: None

7.3 To consider outcomes of planning – approved/withdrawn by the District Council:

PF/23/0154 Single storey detached agricultural workers dwelling – application withdrawn. Noted at the meeting.

PF/23/0120 Single storey rear extension following removal of conservatory; alterations to rear dormer and insertion of rooflights. Well Cottage, The Street, Sharrington.

Decision: Approve. Noted at the meeting.

PF/23/0120 - Single storey rear extension following removal of conservatory; alterations to rear dormer and insertion of rooflights at Well Cottage, The Street, Sharrington, NR24 2PJ.

The Chair informed the meeting that the architect for the above planning application had confirmed that the double-glazed painted joinery requested by Brinton Parish Council will replace the existing UPVC doors and windows and commented that 'it is good to have the support of the consultees'.

7.4 To consider Enforcement Matters since publication of agenda: None

8. Sharrington Parish Council Noticeboard

8.1 Update on NNDC's Sustainable Communities Grant Fund – The parish clerk informed the meeting that the recent grant application she had made for the replacement of the oak posts for Sharrington Village Noticeboard had been successful and a grant of £230 had been received.

8.2 Refurbishment of noticeboard – decision required whether to agree essential work. A decision was made to agree to a quotation of £120 to ease the doors, fitting new oak to the top rear slope and fitting new brass handles. The parish clerk was requested to arrange for the work to be carried out in April.

9. NNDC's Elections Office – Nomination Packs/Deadlines/Timetable for Councillors and publicity to parish for elections – Thursday 4th May 2023. The parish clerk informed the councillors that she had the Register of Electors and would assist the councillors in completing their forms after the meeting. Cllr A Brown informed the meeting that an election would only take place if more candidates completed a nomination form than there were seats. Brinton and Sharrington Parish Council have seven seats and currently seven parish councillors and if no opposition then the councillors would be 'duly elected'. Cllr A Brown highlighted that parishioners have until 18th April to apply for a postal vote.

10. Bank of Scotland - decision required whether to progress Internet Banking with a proposed start date of 1st June 2023. The parish clerk had previously circulated an information sheet outlining Internet Banking and making payments online. A unanimous decision was made to start on 1st June. Confirmation of which councillors will carry out authorisation will be made at the Annual Parish Council Meeting at 7.30pm on Thursday 18th May 2023.
11. Glaven Valley Conservation Area – Updates – The Chair confirmed that a submission had been made which included fields in Brinton and further meetings had taken place in Holt and Blakeney. Parishioners have until the 31st March to make their own submissions.
12. Highways and Footpaths
- 12.1 Update on any NCC’s Highways matters - The parish clerk confirmed that she had chased up NCC Highways regarding painting ‘Slow’ on the road and was still waiting for a confirmed date to commence the work.
- 12.2 Matters needing reporting – The parish clerk had previously circulated that NCC’s Highways Rangers will be visiting Sharrington and Brinton in April. Cllr P North had prepared a map of Brinton highlighting all the potholes bigger than a dinner plate and at least 4” deep, the parish clerk agreed to email this to the Ranger Team. Further potholes in Sharrington were discussed and the parish clerk recommended that the Chair and Cllr E O’Kane used the website [Report a problem - Norfolk County Council](#) directly when they had identified all the potholes. Cllr E O’Kane also asked the parish clerk to report gullies outside the Village Hall which required cleaning out.
13. Finance and Regulatory
- The parish clerk informed the meeting that she had received a quotation from the internal auditor for £35 to carry out the internal audit for 2022-23. Cllr P North proposed and the Chair seconded the decision to accept the quotation.

13.1 To approve any payments for March 2023

Payments for Brinton and Sharrington PC Meeting - 23rd March 2023					
Chq No.	Supplier/individual name	Net	Vat	Gross	Notes
010468	Karen Orgill - New laptop and photocopying	291.47	56.50	347.97	Laptop £299, set-up £40, printing £8.97
010469	Sure Computers - Attempt Repairs	29.00	5.80	34.80	
010470	Sharrington Village Hall - Rent	52.00	0.00	52.00	Jan/Feb/March 2023
010471/2	Karen Orgill - March Salary/HMRC PAYE	224.81	0.00	224.81	
	Totals	597.28	62.30	659.58	

13.2 To receive balance sheet and report on bank reconciliation – circulated before the meeting. Cllr M Bishop had previously selected invoices and carried out the prescribed checking of invoices to cheques to bank reconciliation. Cllr M Bishop confirmed everything balanced and was recorded.

13.3 To consider and make decision whether to adopt the 2020 Code of Conduct – A unanimous decision was given to re-adopt the Code of Conduct and the parish clerk confirmed she would upload this to the parish website.

13.4 To consider and make decision to sign up to “The Civility and Respect Pledge” – Whilst this policy was agreed in principle a training programme, which is required, will be worked towards. Cllr P North highlighted that it was aimed at bigger organisations.

14. To deal with any correspondence

14.1 NNDC’s Planning Update – The parish clerk informed the meeting that NNDC’s Planning Team are now emailing out decision notices.

14.2 Norfolk Superheroes challenge – 10th June 2023 – noted at the meeting.

14.3 NCC’s – A County Deal for Norfolk – noted at the meeting.

15. To receive items for next Agenda

15.1 Defibrillator for Sharrington Village

15.2 Churchyard maintenance – Brinton PCC

15.3 Review of parish email addresses

15.4 Disposal of assets – broken parish laptop

16. Date of next meetings, 7pm 18th May 2023 - Annual Parish Meeting and 7.30pm 18th May 2023 Annual Parish Council Meeting

17. Exclusion of the Press and Public To consider passing the following resolution: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.”

18. Correspondence from ex-employee

The parish clerk had circulated correspondence from an ex-employee received in January/February 2023 and the parish clerk was instructed to write to the ex-employee and inform them that a unanimous decision had been made of “No further action to be taken”.

The meeting finished at 8.55pm