

**BRINTON PARISH COUNCIL**  
**Minutes of Parish Council Meeting**

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**DATE:** Thursday 25<sup>th</sup> January 2024  
**TIME:** 7pm  
**PLACE:** Sharrington Village Hall  
**PRESENT:** Cllr D. Hyslop (Chairman), Cllr. S. Gray, Cllr. R. Hyslop and Cllr. E. O’Kane  
**IN ATTENDANCE:** Mrs. S. Hayden (Locum Clerk)  
 County Cllr. Michael Dalby  
 District Cllr. Andrew Brown  
 10 members of the public

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The meeting was opened by the Chair at 7pm who welcomed everyone and introduced the new Clerk who was in attendance as a member of the public. The Chairman explained that she would be formally appointed at item 17.

**1. To receive apologies for absence**

None. It was noted that Cllr. M. Bishop, Cllr. P. North and Cllr. C. Rivett had all resigned.

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

None

**3. Resolution to add the following clauses to Brinton Parish Council Standing Orders under clause 3 Meetings Generally:**

*“The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed thirty minutes unless directed by the chairman of the meeting.*

*Subject to standing order 3(f) above, a member of the public shall not speak for more than four minutes.*

*In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.”*

Proposed and resolved

The Chair explained for the benefit of the public attending, that although three minutes time limit seemed to be the norm, the parish council had wished to give the public as much time as possible, but had to limit time in order to progress the meeting

**4. Public questions, comments or representations**

The Chair explained that resolution under item 3 would take effect immediately. Members of the public commented as follows.

1. The decision at item 3 was not valid as Standing Order 26(b) provided that two councillors had to request a change in Standing Orders. He asked if that had been the case. The Locum Clerk replied that she was of the opinion that item 3 had been dealt with correctly and the resolution would stand. She confirmed that she would check the Standing Order, confirm the answer to him and if the resolution was invalid it would be dealt with again at the next meeting. He also asked if the Chair controlled public participation. The Locum Clerk replied in the negative as it was an Agenda item.

2. In connection with item 8.2, the Planning Officer's report was inaccurate as it did not note that the original permission contained a condition that the building was only to be used as ancillary to the main dwelling. This application was for a separate dwelling.

3. A query was raised by a parishioner who was not present at the November meeting as to whether names were mentioned in connection with an enforcement matter at that meeting, and if so whether this was legitimate. No names had been mentioned by the Parish Council and the Clerk responded that this would be a matter for NNDC who would be able to answer the query.

#### 5. **Approval of draft Minutes of the Meeting of 23<sup>rd</sup> November 2023**

Approved and signed by the Chair

#### 6. **Matters arising from those Minutes**

In connection with drainage at Jubilee Corner, Cllr. O'Kane mentioned she had contacted County Cllr. Dalby, who confirmed he would follow up the matter. Briefly discussed.

District Cllr. Andrew Brown arrived.

#### 7. **Reports**

##### **To receive reports from District Councillor and County Councillor**

**County Cllr. Michael Dalby** had sent a report which is annexed to these minutes. He read out his report in précis. Cllr. O'Kane raised the matter of the proposed repairs to the milestone on the A148 that had been damaged. She explained that the Milestone Society had advised her to contact the Highways Authority for funding, which she had done. The Chair mentioned mud on the roads and various potholes and Cllr. Dalby offered to follow these up if he could be sent the reporting references. Cllr. O'Kane explained that it was time consuming to report multiple potholes on-line as they had to be reported separately in order to mark their position on the map. Cllr. Dalby agreed and would pass on her comments.

**District Councillor Andrew Brown** reported that the Planning Inspector had been at the Council Offices inspecting the new Local Plan documents and would be re-visiting in a couple of weeks, followed by a further visit in March. It was hoped that the Council would receive some feedback shortly after Easter. The new NPPF had been received and was interesting in that it would be more difficult for major developments to be built on prime agricultural land and in conservation areas. Developments would also be more difficult if they changed the nature of the area even if plans complied with the Local Plan policies. Cllr. Brown reminded the parish councillors of the planning forum in Holt the following week and confirmed that the Head of Planning would be presenting, with Geoff Lyon outlining the content. The new Levelling-Up Bill had allowed councils to increase fees for planning applications. They had realised that funding was needed for more planning officers, with a £100,000 grant also being received, which would allow planning officers to be employed to look at longer running and complex planning applications. He noted that waste tip charges would be discontinued, which should reduce rogue traders and members of the public fly-tipping in the area. Cllr. Brown would be going to the House of Lords the following week with the Chief Planning Executive to "fly the flag" for North Norfolk. He confirmed the Glaven Valley Conservation Area Appraisal had been signed off and was now policy. Cllr. Gray thanked all concerned, including the Parish Council, Cllr. Brown and NNDC for all the hard work put in to get the document off the ground.

## **8. Planning**

### **8.1 To discuss and make observations on any applications received after the date of this Agenda**

None

### **8.2 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.* Cllr. Brown had spoken to the Planning Officer that afternoon, who was awaiting a structural survey. For the application to be approved, under policy HO9 it would need to be structurally stable or sound. There were also other consultees' replies awaited.

### **8.3 Update on any enforcement matters**

District Cllr. Brown reported that a stop notice had been served regarding the occupied outbuilding on the A148. There was a right of appeal. However the occupier has confirmed the site will be vacated as they have accommodation in N. Walsham. Everything then has to be cleared from the site and the indentation in the road will be put back to as it was originally.

## **9. Finance and Regulatory**

### **9.1 To receive balance sheet and report on bank reconciliation**

A cash account prepared by Cllr. Bishop in the absence of a permanent clerk had been circulated prior to the meeting, so that councillors were aware of receipts and payments. As Cllr. Bishop had been the internal control officer before resignation, the bank reconciliation would be held over until the next meeting.

### **9.2 To approve payments**

It was proposed and resolved to approve the following payments. The cheques would be signed after closure of the meeting:

Village Hall rent £24

Temporary locum clerk £832.30

### **9.3 To agree internal auditor for 2023-24 accounts**

Di Dann had provided a quote for £40. Proposed and resolved to appoint Di Dann as internal auditor.

### **9.4 To agree third signatory for bank accounts**

Proposed and resolved to appoint Cllr. Stevie Smith as third signatory

### **9.5 To agree appointment of internal control officer to check bank reconciliations**

Cllr. R. Hyslop stated as the only councillor who was not a signatory and therefore eligible for appointment, he would prefer not to be appointed as his wife was a signatory. Agreed to hold over until another parish councillor or councillors joined the Parish Council.

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

Cllr. O'Kane reported that she was waiting replies to her enquiries. A member of the public offered to help find someone to carry out repairs. Funding was discussed. District Cllr. Brown advised that the NNDC Sustainable Communities Fund may be withdrawn or suspended due to spending constraints. It was noted that bollards were protecting the milestone, but permission had been refused to remove it from the site for repair.

**11. To consider Brinton PC actions to contribute to conserve and enhance biodiversity as required by the Environment Act 2021**

Ideas were discussed but it was noted that possibilities were limited as the Parish Council did not own or manage any land or buildings. Cllr. O’Kane advised that orchids were carefully preserved on Jubilee Corner and were increasing in number. Agreed to investigate and speak again to Albanwise re the previous request for trees/hedging on the A148/Ashyard’.

**12. To review open evening**

The open evening held on the previous Monday had been successful and well attended with lots of ideas and comments which would be taken on board. Further time was needed to go through the comments, but as an example, the subject of exception/affordable housing had been raised. District Cllr. Brown offered to give a talk on that subject at a Parish Council meeting and his offer was accepted with thanks. The subject of dark skies had been raised and it was noted that the Norfolk Coast Partnership may be willing to give a talk on the subject. CPRE had also recently circulated suggested comments for planning applications, on the subject of lighting in dark sky areas. All suggestions from the evening would be further studied for possible inclusion in future agendas. The Chair thanked all those taking the time to attend.

**13. To deal with any correspondence**

Orsted and Hornsea Project 3 – abnormal loads were expected at a rate of up to six per week from Mondays to Fridays. The dates and details would be posted on the noticeboards and website.

**14. Matters for Information Only or Next Agenda**

Next Agenda: Talk by District Cllr Brown as item 12  
 Comments from Open Evening  
 Drainage at Jubilee Corner – update  
 Highways issues  
 Milestone - update

**15. To agree date of next meeting**

Agreed the next meeting would be on 4<sup>th</sup> April 2024

**16. 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 17**

Proposed and resolved to close the meeting to discuss item 17. The public left the meeting.

**17. Update on clerk vacancy and appointment of Clerk, including agreement of any terms of employment**

The offer letter was signed by both parties. The terms of the employment were agreed. Proposed and resolved to appoint Linda Jennings as Clerk to Brinton Parish Council

There being no further business the meeting closed at 9.20pm and the approved cheques were signed.