

# **BRININGHAM PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held at St Maurice Church, Briningham, Monday 27<sup>th</sup> March 2023 at 6.30pm**

**Present:** Councillors Ian Cook, Julia Lewis (Chair), Alison Cook, Jo Miller

Clerk Amanda Yacoubian  
Clerk Jane Wisson  
5 members of the public  
Cllr Andrew Brown

**2023/20 Welcome and to consider apologies for absence:** Cllr Steffan Aquarone.

**2023/21 To approve minutes of the meeting held on 6<sup>th</sup> January 2023** – Minutes were approved by Cllr Ian Cook, seconded by Cllr Alison Cook. Minutes were signed by Cllr J Lewis

**2023/22 To receive statements of pecuniary or prejudicial interests and dispensations to speak -**  
none

**2023/23 To consider matters arising not covered elsewhere (on the agenda) for information purposes only -** none

**2023/24 To receive County & District Councillor reports**

- (i) Councillor Steffan Aquarone - none
- (ii) Councillor Andrew Brown – circulated to Councillors on 26<sup>th</sup> March 2023.  
Cllr AB had nothing new to add to the report, it will be posted on the Notice Board

**Cllr Andrew Brown**  
*Liberal Democrat*  
*North Norfolk District Council - Stody Ward*  
**07970 298695**  
[andrew.brown@north-norfolk.gov.uk](mailto:andrew.brown@north-norfolk.gov.uk)

**2023/25 To allow 15 minutes for public participation as per our standing orders and to allow a statement to be read regarding disorderly conduct at meetings**

**2023/26 To adopt NALC Parish & Town Council bullying & harassment policy V4 and to take the Civility & Respect Pledge** – this has been read by all the Councillor’s proposed Cllr I Cook & Seconded Cllr Jo Miller. The Pledge is a series of Podcasts to help Councillor’s better understand their responsibilities as employers and to help build civility and respect within the Councils.

**2023/27 To adopt Local Government Model Councillor Code of Conduct 2020** – Proposed Cllr I Cook, seconded Cllr Jo Miller

**2023/28 To consider main drains feasibility.** – Cllr Jo Miller has started a survey regarding connecting to the main drains however only one person has contacted the PC so far to show support. Cllr JM would like thoughts on how to contact more people in the village to gain support for

this. This procedure could take a while however parishioners need to express an interest before it can proceed. All the details of the main drain survey and how to respond are on the notice board.

**Before the next item Cllr Julia Lewis left the room due to a conflict of interest, the meeting will continue with Cllr I Cook as Vice Chair**

#### **2023/29 To decide on requests in correspondence regarding allotments**

**Motion 1. – To agree the boundaries on all the allotments** – We have reviewed the evidence and considered the proposal, I propose that we approve. Proposed Cllr IC, Seconded Cllr AC, no objection Cllr JM. Motion 1 is carried

**Motion 2 – To agree the measurements of all the allotments** - We have reviewed the evidence and considered the proposal, I propose that we approve. Proposed Cllr IC, Seconded Cllr AC, no objection Cllr JM. Motion 2 is carried

**Motion 3 – To agree allotment rents are applied equally and fairly across all the allotments and fields and by percentage increase**– We have reviewed the evidence and considered the proposal, I propose that we approve. Proposed Cllr IC, Seconded Cllr AC, no objection Cllr JM. Motion 3 is carried

**Motion 4 - To agree what the expectations are around cultivation of an allotment and issue guidance in accordance with our current tenancy documents** – We have reviewed the evidence and considered the proposal, I propose that we approve. Proposed Cllr IC, Seconded Cllr AC, no objection Cllr JM. Motion 4 is carried

**Motion 5 - To agree the War Memorial Field is a community asset and should maintain its allotment status** – We have reviewed the evidence and considered the proposal, I propose that we approve. Proposed Cllr IC, Seconded Cllr AC, no objection Cllr JM. Motion 5 is carried

**Cllr Julia Lewis is invited back into the room to continue the meeting as Chair**

#### **2023/30 To consider Planning Applications(s) – none**

#### **2023/31 Finances**

- (i) To approve cash book & budget (circulated on 17<sup>th</sup> March 2023)**  
Cash book & budget was approved by Cllr IC, seconded by Cllr AC
  
- (ii) To agree retrospective payments/receipts Accounts list (circulate on 17<sup>th</sup> March 2023)**  
  
**Retrospective Payments**
  - (i) £233.13 Jan pay
  - (ii) £233.13 Feb pay
  - (iii) £59.99 Microsoft 365 subscription

Payments were approved by Cllr JL, seconded by Cllr JM

**2023/32 To acknowledge and accept resignation of Clerk and sign letter to Barclays** – cancellation of standing order letter signed Acknowledged and accepted by all Councillors

**2023/33 To consider Date & Time of next Parish Council Meeting – March 31<sup>st</sup> 2023, 6.30pm St Maurice’s Church**

**2023/34 To Close the meeting:** The meeting was closed at 18.49 pm

Signed .....

Dated.....