

BRININGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 4th November 2024, at Briningham Village Hall at 7.00pm.

This meeting was recorded

Present: Cllrs, Helena Gregory (Chair) (HG), Tracey Gardner (TG), Chris Rix (CR), Jackie Rix (JR), Parish Clerk – Kerry. Harris (KH) 4 members of the public

24/54 Welcome and to consider apologies and reasons for absence.

HG welcomed everyone to the meeting and informed All that the meeting was being recorded. Apologies have been received from NNDC Cllr Andrew Brown.

24/55 To receive declarations of Interest and request for dispensations for any agenda item

There were none.

24/56 To approve Minutes of the Parish Council Meeting held on 15th July.

These were Approved by All on a Proposal by CR and seconded by TG and were signed by HG.

24/57 Matters arising in the Minutes (for information only), not included on the agenda.

HG read out a statement: "Several allegations made against me at our meeting on 15th July were sadly escalated into a Code of Conduct complaint submitted to the District Council. This complaint was not upheld and I have been completely exonerated on all counts."

24/58 Open forum for Public Participation.

(i) A member of the public expressed concern about the survey undertaken of the allotments and the rationale behind it. The member of the public informed the meeting that a Freedom of Information Request had been raised on this matter. The member of the public expressed concern about the employment contract and costs of the current Parish Clerk. The comments were noted.

A member of the public read out a letter from a resident who was unable to attend the meeting - relating to concerns that the resident had regarding matters which led to the Code of Conduct Complaint, the Clerk's working hours, the allotment measurement of land survey and the status of the Village Hall. The comments were noted.

(ii) To receive reports from NCC Cllr Aquarone and NNDC Cllr Brown
No reports had been received.

24/59 Financial and Governance Matters

(i) To Approve the cashbook, Receipts and Payments since the last meeting.

The Balance in the Current Account is £3,947.66. The Balance in the Business Premium Account is £10,203.71. The Balance in the NS&I Account is £6,446.29. It was clarified that the amount shown paid for Allotments 46 and 47 was the amount received by the 30th September bank statement, before the Allotment invoices were issued. The outstanding £6 has now been paid.

Receipts since the last meeting – Allotment fees £1,617.00; Second Precept payment £ 1,050.00

Payments to be Approved: Information Commissioner's Office (Annual Subscription) £35.00; C. Harris (Clerk's Salary, July - September) £357.03; HMRC (Tax on salary) £89.20; Gauntlet Properties (Survey of all land owned by the Parish Council) £580.00; C. Harris (Clerk's expenses, May - October) £19.85.

This was Approved by All on a Proposal by TG and Seconded by JR.

- (ii) To receive an update on banking and Approve any action

The Clerk informed the meeting that the KYC Team at Barclays had been in touch with the PC again. She informed Cllrs that she was investigating whether the interest rate paid by Unity Bank would mitigate the £6 monthly charge and would report to the next meeting. She informed them that Unity Bank required that all banking would need to be undertaken online.

- (iii) To receive an update from the Village Hall Committee:

CR read a report as the PC representative of the Village Hall Management Committee.

This report is annexed to these minutes.

- (iv) To review and Approve the Asset Register.

The revised Asset Register includes up to date measurements recorded during the recent Survey of all Allotment and Amenity land owned by the Council. The Asset Register was Approved by All on a Proposal by TG and Seconded by CR.

- (v) To Appoint Mrs. Di Dann as the Internal Auditor for the 2024 – 25 Financial Year.

This was Approved by All on a Proposal by JR and Seconded by TG.

- (vi) To Approve 20% cost of Training for the Clerk on Data Protection Cours: £9.60

This was Approved by All on a Proposal by CR and Seconded by TG.

- (vii) To receive an update on Freedom of Interest requests

The Clerk informed the meeting that a request had been received on 3rd September relating to Allotment matters and the Surveyor engaged to measure the PC land. She had responded to the request but had been unable to supply sensitive commercial information.

24/60 To receive an update and Approve any Action on Highway matters

KH reminded all that Highways matters are best reported on the NCC Report a Problem portal wherever it is noticed, whether within or outside of the Parish. HG will report the partly broken sign near Melton Constable.

24/61 To receive an update on the Milestone

HG reported that, after an absence of seven years the Milestone has been restored and reinstated. The County Council paid all associated costs.

24/62 To receive an update on any Planning matters and Approve any action.

PF/24/2213 – Erection of detached outbuilding (garages and workshop), Glaven Oaks.

Cllrs discussed the application and agreed a neutral response.

24/63 To Receive an update on Allotment matters and Approve any action

All Parish land has been measured and updated plans produced for the following sites:

Village Hall car park and Village Hall land

Recreation Field

The Street and Amenity Land behind Kaye Cottage and Holly Lodge

War Memorial Field

The updated Plans do not affect any current tenants.

The Plans will be available on the website and Noticeboards in due course.

- (i) To Approve costs for rental of half an allotment

A request has been received by the Council to rent a half-allotment. Cllrs agreed that the cost should be half the cost for the full allotment plus an administration fee. An annual rent of £30 was Approved by All on a Proposal by JR and Seconded by CR.

24/64 To receive an update on biodiversity in the Parish and to Approve any action

A small wildflower space is being created at the base of the War Memorial Field. This year only lupins were apparent and it has now mowed by the farmer. Liaising more closely with the farmer will be considered for next year.

Highways have mowed the verges, so it is not possible to compile a biodiversity audit for the Autumn.

Some planting has been done in the Churchyard.

24/65 To note any Correspondence

East of England Ambulance Service Consultation	Fakenham Police Meetings
NPTS Training Newsletters	NNDC Online Planning Roadshow
Polling Districts Information	Police & Crime Commissioner Consultation

24/66 To set dates for future meetings

Provisional - Monday 6th January – to be confirmed after Cllrs have checked diaries

24/67 Any other business – for information and future agenda

KH informed the meeting that the Local Government Pay Award for 2024 had been agreed. There was a set FTE figure added to annual pay and the increase for Briningham amounted to about 4.4%.

24/68 To consider excluding the public under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the items to be discussed (Personnel Matters)

This was Approved by All on a Proposal by TG and Seconded by JR

HG asked that all recordings were now turned off and requested members of the public to leave. She asked the Clerk to leave the meeting.

24/69 To Approve an amendment to the Clerk's contract

An amendment to the Clerk's contract was Approved by All for the annual work relating to Allotment and Amenity Land contracts on a Proposal by TG and Seconded by CR.

An overtime payment to the Clerk was Approved by All to cover the costs of processing the FOI Requests on a Proposal by JR and Seconded by TG. The FOI related to Allotments so the costs will be covered from Allotment income.

24/70 To close the meeting

There being no further business, the meeting closed at 7.45pm

Signed:

Date: