

## **BRININGHAM PARISH COUNCIL**

### **Minutes of the Annual Parish Council Meeting held on Thursday 1<sup>st</sup> May 2025, at Briningham Village Hall following the Annual Parish Meeting.**

**Present:** Cllrs, Helena Gregory (Chair) (HG), Hugh Crossley (HC), Tracey Gardner (TG), Chris Rix (CR), Jackie Rix (JR), Parish Clerk – Kerry. Harris (KH), 5 members of the public

#### **25/15 To elect a Chair for 2025 - 26.**

Helena Gregory was unanimously elected as Chair on a Proposal by JR and Seconded by TG. She signed the Declaration of Acceptance of Office.

#### **25/16 To elect a Vice-Chair for 2025 - 26.**

Chris Rix was unanimously elected as Vice-Chair on a Proposal by HG and Seconded by JR. He signed the Declaration of Acceptance of Office.

#### **25/17 Welcome and to consider apologies and reasons for absence.**

HG welcomed everyone to the meeting.

NNDC Cllr Andrew Brown had sent his apologies.

#### **25/18 To receive declarations of Interest and request for dispensations for any agenda item**

HG declared an interest in item 11 – To Receive an update on allotment matters – as she is now an allotment holder. Cllrs agreed a dispensation for her to speak and to vote as the discussion was not about the tenancy of the allotments rather Health & Safety issues and the security of the village and allotment area – on a Proposal by CR and Seconded by TG

#### **25/19 To approve Minutes of the Parish Council Meeting held on 30<sup>th</sup> January 2025.**

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

#### **25/20 Matters arising in the Minutes (for information only), not included on the agenda.**

There were none.

#### **25/21 Open forum for Public Participation.**

- (i) There were no comments from residents.
- (ii) To receive reports from NCC Cllr Aquarone and NNDC Cllr Brown  
No report had been received from Cllr Aquarone

Cllr Brown (AB) had sent a written report. Planning: the latest amendments to the Local Plan have been accepted by the Inspector and should go live later this year; Weekly Food Waste Collections by law have to be introduced by April 2026 – details on the implementation will follow later this year; Local Government Reform: Councils have until September to submit their final formal bids to the Government; Holt: discussions are ongoing about the need for a new primary school, and a planning application is expected from Lidl; Council Tax is being increased by 3%; Make My House Green has entered into an agreement with NNDC to offer a discount of £500 for everyone applying for Solar Panels and Batteries – enter details at [www.makemyhousegreen.com/north-norfolk](http://www.makemyhousegreen.com/north-norfolk)  
Omaze Promotion Property is being investigated; Second Homes Council Tax: NNDC expect to receive £1.3million and are planning to invest in more temporary homes for the homeless.

#### **25/22 Financial and Governance Matters**

- (i) To Approve the Internal Audit undertaken for y/e 31<sup>st</sup> March 2025.

This was Approved by All on a Proposal by CR and Seconded by TG. Revised Standing Orders and Financial Regulations are being discussed later this meeting.

- (ii) To Approve the signing of the Exemption Certificate for 2024 – 25

The Exemption Certificate was Approved by All on a Proposal by JR and Seconded by CR.

- (iii) To Approve the Governance Statement for 2024/25 (AGAR Form 2)

The Governance Statement was read by the Chair and Approved by All on a Proposal by HC and Seconded by JR.

- (iv) To Approve the Accounting Statement for 2024/25 (AGAR Form 2)

The Accounting Statement was Approved by All on a Proposal by JR and Seconded by HC.

- (v) To Approve the cashbook, Receipts and Payments since the last meeting

The Balance in the Current Account is £3,665.67. The Balance in the Business Premium Account is £10,278.10. The Balance in the NS&I Account is £6,541.61.

Receipts since the last meeting – 2024 – 25: Allotment fees & deposit £50.00; VAT Refund £36.80.  
2025 – 26 The first Precept payment is due

Payments to be Approved: 2024 - 25 C. Harris (Clerk's Salary, January - March) £373.50; HMRC (Tax on salary) £93.20; NPTS (Annual Subscription) £57.50; 2025 – 26 D. Dann (Internal Audit) £40.00.

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

- (vi) To Approve the following policies: Standing Orders, Financial Regulations

Standing Orders and Financial Regulations were amended in line with the recommendation in the Internal Audit as a result of the introduction of the Procurement Act 2023 & the Procurement Regulations 2024. The policies were Approved by All on a Proposal by HG and Seconded by TG.

- (vii) To Approve the Insurance for the 2025 – 26 Financial Year.

The Insurance quotation from Zurich Municipal for £196.00 was Approved by All on a Proposal by HG and Seconded by JR.

### **25/23 To consider the guidance for websites and email addresses from the 2025 Practitioners Guide Assertion 10 and Approve any action**

KH reported - *Assertion 10: Email Management – Every authority must have a generic email account hosted on an authority owned domain.* They also require the council's email address to be *.gov.uk* (or *.org.uk*)

It was agreed that, as the Council has until March next year, that this will be discussed at the next meeting

### **25/24 To receive an update on Devolution and the Reorganisation of Local Government**

Norfolk and Suffolk will have a single Mayor – it is not known where the Mayor will be located. The election for Mayor is likely to be May 2026.

District and County authorities throughout Norfolk will be replaced by Unitary Authorities. Draft proposals had to be received in March and the final proposal will need to be received by the Government in September.

### **25/25 To receive an update on Allotment matters and to Approve any action**

- (i) To Approve the installation of gates for the Memorial Field

Quotes have been sought by 2 Councillors. It was agreed that gates were essential now that the Memorial Field was being used for more allotments. A discussion ensued around wooden or metal gates and the need for pedestrian access.

HG will speak to the farmer about the plan to install gates.

It was agreed that the same specification should be agreed and further quotes should be sought.

- (near) Mill Lane end of the field - wooden gate - 12' with wooden posts to be concreted in by the contractor. A pedestrian 1.4m (approx 4.5 foot) gap to be allowed next to that
- Further end - metal 14' gate with metal posts and no pedestrian access and a rail either side of the gate.
- post and rail for the gap in the middle of the hedge - size

This was Approved by majority vote – 3 votes for and 2 against on a Proposal by CR and Seconded by HG. The motion was carried.

(ii) To Approve the erection of an Information Notice for the Memorial Field Allotment Area  
Cllrs agreed to do nothing at this stage and will wait for the erection of the gates.

### **25/26 To receive an update and Approve any Action on Highway matters**

- (i) To consider any action on the speed limit in the Parish

NCC Cllr & MP Steffan Aquarone had advised the PC that extending the speed limit to the Parish boundary was unlikely. Cllrs considered the costs of an initial feasibility study of £5,000 from current expenditure in the light of these comments and agreed not to progress at this stage.

### **25/27 To receive an update on any Planning matters and Approve any action.**

PF/24/2594 – Meadow View, Burgh Stubbs: Erection of detached annex building – Approved

### **25/28 To receive an update on biodiversity in the Parish and to Approve any action**

Cllrs are continuing to monitor biodiversity of flora in the Parish. There are more snowdrops and cowslips on the Memorial Field,

### **25/29 To note any Correspondence**

NNDC Planning topics	Consultations on Devolution & Reorganisation
Online Allotment Newsletter	NPTS Updates
Email requirements for PCs	NCC Funding for bus shelters
Closure of B1354	NNDC Planning training
Fakenham Neighbourhood police meetings	Report from MP Steff Aquarone

### **25/30 To set dates for future meetings**

Mondays 1<sup>st</sup> September and 1<sup>st</sup> December

### **25/31 Any other business – for information and future agenda**

CR – the dead tree, near to the Brinton turn off has been reported to Highways.

KH – the period of Public Rights will be Monday 9<sup>th</sup> June to Friday 18<sup>th</sup> July

### **25/32 To close the meeting**

There being no further business, the meeting closed at 8.30pm

Signed: .....

Date: .....