

BRININGHAM PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 9th October 2023,
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), Hugh Crossley (from item 3) (HC), NNDC Cllr Andrew Brown, Locum Clerk – Kerry. Harris (KH)

11 residents

1. Welcome and to consider apologies and reasons for absence.

HG welcomed all to the Full Council meeting. Apologies were received from NCC Cllr Aquarone. She informed those present that the meeting was being recorded.

2. To Co-opt a new Councillor onto the Parish Councillor

There had only been one application. Hugh Crossley was co-opted onto the Council, signed the Declaration of Acceptance of Office and joined the Councillors.

3. To receive declarations of Interest and request for dispensations in any of the agenda items

There were none.

4. To approve Minutes of the Parish Council Meetings held on 17th July.

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

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

There were none.

6. 1. Open forum for Public Participation. As per our Standing Orders 15 minutes will be allowed for members of the public to raise questions or concerns.

A resident read out in full an email that he had sent to the PC email address regarding events prior and post the elections in May and he wanted it minuted that he has not yet received an answer that he finds satisfactory.

He also wanted it noted that he was concerned that the blacking out of the road signs had been removed and that motorists may now drive through the village at 60mph. The PC noted the statement.

A resident informed the meeting that she was not consulted about the allotment documentation in advance of the meeting in her role as Chair of the Allotment Association. She referred to motions passed at a March meeting of the pre-election PC that had been Approved and was concerned about objectivity of some members of the current Parish Council. She noted that she had a copy of a letter sent 13.06.22 signed by residents including current Cllrs which has led to this opinion. She also expressed concern that there was still no information regarding the cost to the PC for the locum clerk. The PC has noted her comments.

2 residents left the meeting.

2. To receive reports from NCC Cllr Aquarone and NNDC Cllr Brown, if attending.

Cllr Browns congratulated the Cllrs on their election and welcomed the Chair to her role. His report had been circulated to Cllrs before the meeting:

Local Development Plan has been referred to the Government Inspector for examination; Glaven Valley Rural Conservation Area has gone out for further consultation in relevant areas; Peer Review – a LGA governance review of NNDC were impressed with their financial governances since 2019; Customer focus – Local elections in May involved 138 candidates for 40 seats in the District Council and 775 nominations for town and parish councils, 13 of which were contested, including Briningham. No significant issues were recorded with the introduction of Voter ID; East Runton, Mundesley and Sea Palling beaches have lost Blue Flag status; Affordable Homes – NNDC continue to encourage small sites for housing development but these have been affected by Nutrient Neutrality and measures to combat this are now at an advanced stage; the annual Monitoring Report confirms 314 against a target of 4010 dwellings were completed and 175 new dwellings received consent to build; House prices continued to increase last year; NNDC bid successfully for Local Authority Housing Funding to purchase 4 Temporary Homes, initially for refugees, but will later be added to the Council's housing stock for homeless families. Cllr Brown reported on the site meeting with MP Duncan Baker which CR had also attended to discuss the new damage on the B1110 road bridge and said that no new measures had been agreed.

7. Financial and Governance Matters

- (i) To receive an update on the Barclays Bank Account.

Confirmation from Barclays has been received that the new signature mandate has been approved, but the account is now with the KYC team. No bank statement has been received since March 2023 by the previous clerk or any member of the PC.

- (ii) To receive an update on the NS&I Bank Account and potential alternatives

Confirmation from NS&I has been received that the new signatories are confirmed.

HG has contacted the following organisations regarding moving the capital funds to increase interest earned: Unity would require the current account to be moved and would charge £6 per month; a Cambridge BS Account would earn 2.9% but the nearest branch is Bury St Edmunds and as they do not offer an online account, all business would need to be transacted by post; she had so far been unable to make contact with an investment company which works with local councils.

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

Receipt: £1,000 (Precept)

Payments: There have been no known payments since the last meeting.

This was Approved by all.

- (iv) To Approve the following Policies: Risk Management, Asset register, Co-option Policy, Allotment Policy

Information for the Asset Register and the Risk Management Policy is still being confirmed – these will be presented to Cllrs at the next PC meeting.

Co-option Policy – this was Approved on a Proposal by JR and Seconded by TG. This will be reviewed in 3 years.

Allotment Policy – this was Approved on a Proposal by CR and Seconded by TG

- (v) To Approve a request to NNDC for a Community Governance Review to increase the number of Parish Councillors from 5 to 7

NNDC have confirmed that there would need to be an election if the Community Governance Review agreed to increase the number of Cllrs. The PC did not think they could justify the cost at this stage but would remain on the agenda and review at the next meeting.

8. To receive an update and Approve any action on Highways matters

The vandalised road sign at the top of Bayse's Lane has not been cleaned – this will be reported.

KH reminded the meeting that there was an online form to report issues to Highways.

9. To Approve any action regarding planting around the Millenium Oak

All agreed that this would be a nice idea. HG will contact the Highways Department to get permission for planting.

10. To receive an update on any Planning matters and Approve any action.

There have been no planning applications since the previous meeting.

11. To Approve the updated Allotments Tenancy Agreement and General Rules

In response to a recommendation from NPTS the Tenancy Agreement had been simplified and General Rules drawn up to accompany the new agreement. These were Approved on a Proposal by JR and Seconded by CR.

12. To Review and Approve Rents for 2024 for Allotment and Amenity land

In 2021 an index-linked annual increase was introduced for the Recreation Field. As this was not introduced on other land, it was proposed to remove this. This was Approved by all on a Proposal by CR and Seconded by TG.

It was Approved by all that there would be no increase in rental for any Allotment or Amenity land in 2024 on a Proposal by CR and Seconded by TG.

13. To consider a report of a meeting with NPTS on Allotments and to Approve any action

Copies of the report were available. HG read the report to the meeting in full.

The report recommended that a surveyor be employed to confirm the measurements of all plots to the original plan. Due to the difficulties with the bank account this had not yet happened, but was planned to take place during the course of the year.

The report had informed the new documents which would be used from 2024.

A refundable deposit would be introduced for new tenants.

Signage for the allotments would be agreed once funding was available. Cllr AB suggested grant funding may be available.

A meeting will be arranged with the Land Agent managing the farmer's portion of the Memorial Field. A resident suggested the Land Agent may prefer Allotments 1-3 as a first new let.

14. To receive an update on the return of the milestone

HG has contacted NCC officer Steve White and is waiting for a response. NCC Cllr Aquarone has also contacted Steve White.

15. To receive an update on the clothing bank

NCC removed the clothing bank and confirmed that no monies were due to the PC.

16. To receive an update on the appointment of a new Clerk

The PC is not in a position to move this matter forward until banking issues are resolved.

17. To note any Correspondence

- 11.08.23 Beat Manager, Richard Dawson leaving Fakenham
- 6.09.23 Town & Parish Forum agenda
- 6.09.23 NPTS Cllr Networking sessions
- 7.09.23 MP Duncan Baker letter on speeding
- 11.09.23 Highways visit
- 18.09.23 Email from resident regarding issues of concern
- 2.10.23 Highways and footpaths issues

18. To set dates for future meetings

Provisional date – Monday 8th January 2024 – 7pm – Full PC Meeting

19. Any other business – for information and future agenda

There was none.

20. To close the meeting

There being no further business, the meeting closed at 7.50pm

Signed: Date: