

BRININGHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 13th May 2024, at Briningham Village Hall at 7.35pm.

This meeting was recorded

Present: Cllrs, Helena Gregory (Chair) (HG), Hugh Crossley (HC), Tracey Gardner (TG), Chris Rix (CR), Jackie Rix (JR), NCC Cllr Steffan Aquarone, Parish Clerk – Kerry. Harris (KH)
5 residents

24/19 To elect a Chair for 2024-25 and sign the Declaration of Acceptance of Office

Helena Gregory was elected Chair by All on a Proposal by JR and Seconded by TG and signed the Declaration of Office.

24/20 To elect a Vice Chair for 2024-25 and sign the Declaration of Acceptance of Office

Chris Rix was elected Vice Chair by All on a Proposal by HG and Seconded by TG and signed the Declaration of Office

24/21 Welcome and to consider apologies and reasons for absence.

HG welcomed Cllr Aquarone and residents to the Annual Parish Council Meeting. Apologies were received from NNDC Cllr Andrew Brown.

24/21 To receive declarations of Interest and request for dispensations for any agenda item

There were none.

24/22 To approve Minutes of the Parish Council Meeting held on 8th January.

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

24/23 Matters arising in the Minutes (for information only), not included on the agenda.

There were none.

24/24 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.

(i) Opportunity for members of the public to ask questions or raise concerns

A resident suggested that the money held in the Reserve account should be spent as its value depreciates every year. The Clerk reminded him that much of it was capital funds and there was a limit on how it could be spent.

A discussion took place between Cllrs, residents and Cllr Aquarone regarding the cost of the Police and Crime Commissioner elections and the costs involved, particularly as there was no other election taking place.

(ii) To receive reports from NCC Cllr Aquarone and NNDC Cllr Brown

Cllr Brown had sent the Year End 2023-24 District Council Performance Report for information. It commented on the 2023-27 Corporate Plan and Delivery Plan for NNDC, the new District Local Plan which is currently at the examination stage; the Heritage Action Zone Improvement Grant and associated works; investment in new public toilets in North Walsham, Fakenham, Sheringham and Holt; the 2019 pledge to plant a tree for every resident (110,000 trees) has been surpassed by 5,000; an update on the Nutrient Neutrality issues which are in progress; investment in Temporary Accommodation; action on Coastwise, jointly funded by the Government and NNDC and the results of the independent Local Government Peer Review of NNDC which concludes that NNDC performs well in caring and delivering for residents, giving a 4 out of 5 rating.

Cllr Aquarone reported on the advantages and disadvantages of the Northern Distributor Road being built; but noted that a major problem with it progressing is the refusal by the Environment Agency to grant it a license. Footpaths – the County Council have agreed to produce a workable toolkit which would enable Parishes to produce circular walking routes in their areas – the next stage is to consult with stakeholders to update the existing Parish Paths pack; the Devolution Deal with the Government will give additional powers to the Region, and the Leader of the County Council will become a directly elected position as opposed to one being chosen by the party with the majority of Cllrs..

24/25 Financial and Governance Matters

- (i) To Agree the Internal Audit undertaken for y/e 31st March 2024.

KH explained that, as VAT was less than £100 per year the PC could only reclaim it once in each 12 month period so she did this each February to ensure it was repaid by the end of the Financial Year. The outstanding amount will be added to the next claim.

The PC will review their earmarked reserves.

Allotment Holders will be added to the Information Audit.

The Period for the Exercise of Public Rights will take place from 10th June to 19th July.

Two Cllrs use a separate email address for PC business. The other three Cllrs agreed to look into this. Training will be added to the next agenda.

The Internal Audit was Approved by All.

- (ii) To Agree the signing of the Exemption Certificate for 2023/24

The Exemption Certificate was Approved by All and signed by HG and KH on a Proposal by JR and Seconded by TG.

- (iii) To Agree the Governance Statement for 2023/24 (AGAR Form 2)

The Governance Statement was read out by the Chair and was Approved by All on a Proposal by CR and Seconded by TG. It was signed by HG and KH.

- (iv) To Agree the Accounting Statement for 2023/24 (AGAR Form 2)

The Accounting Statement, signed by KH, was Approved by All and signed by HG on a Proposal by TG and Seconded by CR.

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

The Balance in the Current Account is £4,018.13. The Balance in the Business Premium Account is £10,155.23 – this included £10,000 Transfer from NS&I Account as the interest rate is better and £144 Allotment Deposit fees. The Balance in the NS&I Account is £6,449.29.

Payments to be Approved made since the last meeting, audited in 2022 – 23 Accounts: SURE (Laptop repair) £34.80, Microsoft Annual Subscription - £59.99, C. Harris (Clerk's Salary 29.01.24 – 31.03.24) £247.33, HMRC (Tax on Salary) £61.60, NPTS (Annual Subscription) £55.00: TOTAL - £458.72

Receipts & Payments relating to 2024 – 2025 Financial Year: Receipts - NNDC:- 1st Precept Payment - £1,050.00, Payments - C. Harris (Locum fees & expenses - January 2024) £274.32, D. Dann (Internal Audit fees) £35.00, C. Harris (Reimbursement for stamps) £9.00, C. Harris (20% cost - Reimbursement for training fees) £25.50: TOTAL - £363.82

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

- (vi) To receive an update on banking

HG had investigated other accounts with a higher interest rate for the PC, but Skipton had required the Current Account to be transferred to them and the nearest branch for the Cambridge Building Society was in Bury St Edmunds, hence transferring £10,000 to the higher interest Barclays Account.

(vii) To Adopt the General Power of Competence

The advantages of adoption of GPOC were explained by KH and its adoption was Approved by All on a Proposal by HC and Seconded by HG.

(viii) To Approve Insurance

Zurich Municipal have quoted £196 for insurance. This was Approved by All on a Proposal by JR and Seconded by CR.

(ix) To Approve A Guide for the public attending and speaking at meetings

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

(x) To Approve payment of £25.50 as 20% contribution to the Clerk attending online "Risk" training session and travel to and cost of the NPTS Spring Seminar

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

24/26 To receive an update on a request to NNDC for a Community Governance Review to increase the number of Parish Councillors from 5 to 7

No action will be taken at this stage, but this will be kept under review.

24/27 To receive an update on Allotment matters

Three Allotments on the War Memorial Field have been released since the last meeting and there have been enquiries from 2 further residents..

(i) To Approve the cost of a survey for the Parish allotments at a cost of £650

This quote covers all parcels of land which the PC have responsibility for and will provide up to date computerised mapping of the sites to future proof the information held on land by the PC for future purposes. It was noted that the original allotment size was 20 poles and the new map could help to divide this into smaller areas for residents who would prefer that. 1.2m paths were being introduced between the allotments for accessibility and a 4m wide belt around the outside. The quote was the cheaper of the quotes received, will provide modern measurements and confirm the new layout for the War Memorial Field. This was Approved by All on a Proposal by CR and Seconded by TG.

24/28 To receive an update and Approve any action on Highways matters

Issues on speeding had been raised at the Annual Parish Meeting earlier this evening and a discussion had taken place about measures that could be considered. NCC Cllr Aquarone acknowledged that the speed limit through the village should not be national, ie 60mph but there does not appear to have ever been a 30mph sign at the village entrance. Cllr Aquarone said he would await instruction from the PC.

24/29 To receive an update on any Planning matters and Approve any action.

There have been no Planning Applications since the last meeting.

24/30 To Approve the request for a Detectorist to use a metal detector on Parish owned land

The PC have received a request from a metal detectorist for permission to survey the War Memorial Field. HG contacted the Farm Manager leasing the field. He has given his permission with certain time constraints and information about the Detectorist he would require before the Detectorist should commence. KH will liaise with the Detectorist. HG requested that all results should be shared with the PC. It was suggested that the PC should receive 50% monetary value of any finds. All were positive and this was Approved on a Proposal by JR and Seconded by CR.

24/31 receive an update on biodiversity in the Parish and to Approve any action

Cllrs have informally surveyed the War Memorial Field and Parish verges throughout the village to ascertain the visible flora. On 21st April 21 varieties of plant were noted on the War Memorial Field with 5 in the hedgerow: 34 varieties in the Melton Road verge and 7 in the hedgerow. It is planned to repeat this survey 3 or 4 times during the year.

24/32 To receive an update on the return of the milestone

The milestone is with Paul Brett, the stonemason who is currently working on it. NCC will pay all associated fees, including reinstatement which will probably take place at the end of the main tourist season.

24/33 To note any Correspondence

Hornsea Abnormal load information

NNDC re Armed Forces Covenant

Police priorities for Fakenham area

Invite to security briefings

Coastwise survey

NNDC Planning Roadshow information

Fakenham police SNAP meetings

Offer of King's portrait

Thornage Road closure

Rural Business Awards

Bin collection changes

24/34 To set dates for future meetings

Monday 15th July

24/35 Any other business – for information and future agenda

There was none

24/36 To close the meeting

There being no further business, the meeting closed at 8.36pm

Signed:

Date: