

BRINTON & SHARRINGTON PARISH COUNCIL
Minutes of Parish Council Meeting

DATE: Tuesday 26th November 2024
TIME: 6.15pm
PLACE: Sharrington Village Hall
PRESENT: Cllr D. Hyslop (Chair), Cllr. S. Gray, Cllr. R. Hyslop
IN ATTENDANCE: Mrs. L. Jennings (Clerk)
 3 members of the public

The meeting was opened by the Chair at 6.15pm who welcomed everyone.

1. To receive apologies for absence

Apologies were accepted from Cllr O’Kane. Apologies were received from District Councillor Andrew Brown.

2. Declarations of interest and any dispensations of disclosable pecuniary interests

None

The meeting closed for Public Participation

3. Public questions, comments or representations

1. A parishioner was unhappy that the Parish Council was donating such a large sum for the upkeep of Sharrington Churchyard (see agenda item 8.2g).

2. A resident brought to the attention of the Parish Council that Mayflower Cottage have stripped out the fence and installed agricultural style fencing of posts and netting.

On the proposition of Cllr R. Hyslop, seconded by Cllr S. Gray the meeting reopened.

4. Approval of Draft Minutes of the Parish Council Meeting of 26th September 2024 and the Extraordinary Meeting of 17th October 2024.

Proposed by Cllr Hyslop, seconded by Cllr Gray, approved and signed by the Chair.

5. Matters arising from those Minutes

5.1 The Milestone. The Clerk has been in contact with a local Stone Mason who is willing to give a quote for repairs. Pictures and an exact location will be sent to him. Nigel Ford and The Milestone Society have both offered £100 each towards repairs. The Clerk will also chase County Councillor Dalby who had said that the Norfolk County Council could also help with the repair costs.

5.2 NCC Highways have responded to our email request for inspection of Finger Posts. They have confirmed that they are ok. Concerns have been raised regarding the delivery vehicles at a property near Jubilee Corner and how they may damage the gullies and exacerbate flooding issues. Cllr Gray has spoken to the builder who has assured that any damage will be rectified.

5.3 The signpost on A148. This was reported but had already been repaired.

- 5.4 The booking system at the Recycling Centres. The Clerk has written to County Councillor Dalby informing him of the Council's concerns regarding the new booking system.
- 5.5 Filing cabinet to be situated in the Village Hall – this is still under discussion.
- 5.6 The Clerk has written and reminded past Councillors not to use the old 'G Mail' addresses.
- 5.7 New Parish Councillor email addresses, still awaiting action from Norfolk Association of Local Councils (NALC).
- 5.8 Parish name change – this is now complete. The new email address will be: brinton&sharringtonpc.gov.uk, although the date of when this will be live is yet to be confirmed.

6. Reports

To receive reports from County Councillor and District Councillor

County Cllr. Michael Dalby – report received and placed on the website.

District Councillor Andrew Brown – no report received.

7. Planning

7.1 To discuss and make observations on any applications received after the date of this Agenda

Nothing received to date.

7.2 To receive update on other applications

- a) PF/24/1479 – Change of use agricultural building to shop/café (Class E) with associated external alterations; alterations to car park layout. Sharrington Strawberries, Holt Road, Sharrington, NR24 2PH. No further updates from the Planning Department have been received.
- b) RV/24/2047 – Erection of single-storey detached agricultural workers dwelling and detached agricultural storage barn without complying with condition 2 (approved plans) of planning permission PF/23/1352 to allow change to barn's design and addition of solar panels on roof. Land West of Michael House, Bale Road, Sharrington, NR24 2PF. No further updates from the Planning Department have been received.

7.3 To consider and Enforcement Matters

The enforcement case on A148 in Bale. Nothing further has been heard.

8. Finance and Regulatory

8.1 To receive balance sheet and report on bank reconciliation

The report was duly circulated before the meeting and approved by the Chair.

8.2 To approve payments

It was proposed and resolved to approve the following payments. The cheques would be signed after closure of the meeting:

- 8.2a) To record the payment of £14.40 to NALC for the GOV.UK domain name registration for two years.
- 8.2b) Annual membership of Campaign for Rural England (CPRE). Following a discussion Councillors agreed to pay the nominal fee of £36 this year.
- 8.2c) Clerks salary and expenses - £664.70.
- 8.2d) To receive notification of the Local Government Services Pay Agreement 2024. This will be discussed at the end of the meeting in the private session.
- 8.2e) The draft Budget had been circulated. The Budget discussion continued in detail, with some draft Budget figures being amended. It was proposed by Cllr Gray, seconded by Cllr R Hyslop and resolved to set the precept at £8,000 for 2025-26. This will allow for the statutory increase in pay for the Clerk together with general increase in costs and contingency.

8.2f) Microsoft 365 annual package at a cost of £59.99. This is the operating software for the Parish Council's laptop.

8.2g) The grant of £250 to Sharrington Parochial Church Council (PCC) towards the upkeep of the churchyard was approved for payment. It was Resolved that, to keep the Parish Council's books in order, any future payments should only be paid on receipt of invoices from the Contractors who carry out the work at both Churchyards. Annual payments would be reviewed, and the Council would accept individual invoices throughout the year up to the maximum agreed for the year.

9. Policies for adoption and approval

- 9.1 Working from Home Policy – agreed.
- 9.2 Standing Orders – agreed subject to the removal of traffic lights on page 12.
- 9.3 Financial Regulations – agreed
- 9.4 Disciplinary and Grievance Policy – Councillors felt the draft Policy was not suitable for a small Parish. The Clerk will get a copy from ACAS and speak to the Internal Auditor for her advice.
- 9.5 Vexatious Policy – agreed
- 9.6 Co-option Policy – agreed subject to page numbers being added and the heading made larger.
- 9.7 Updating of other Policies – Councillors will look at this in the New Year. The Clerk presented a Policies Priority list for Councillors to decide which would be beneficial.
- 9.8 The Clerk has produced a draft Annual Action Plan which had been circulated. This will act as an aid memoire for the Parish Council.

10. To receive any correspondence

- 10a) Norfolk County Council (NCC) Highways Grit Bin Audit for 2024.
- 10b) Affordable Housing Crisis in North Norfolk.

11. Matters for Information Only or Next Agenda

- 11.1 Discipline and Grievance policy
- 11.2 Co-option of new Councillors, Council to agree next steps towards co-option

12. To agree date of next meeting

Agreed the next meeting would be on 21st January 2025 at 6.15pm.

13. TO MOVE THAT PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

On the proposition of Cllr S Gray, seconded by Cllr R Hyslop moved that the public and press be excluded from the meeting under the provisions of section 1(2) of the public bodies (admission to meetings) act 1960.

14. Staff matters were discussed and considered.

15. TO MOVE INTO OPEN SESSION

On the proposition of Cllr S Gray seconded by Cllr R Hyslop resolved the Council moves into Open Session.

There being no further business the meeting ended at 8.35pm

Signed

Date