Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 4th November 2026 at 7.00pm in the Village Hall.

Present: Cllr Henry Collinge (Chair)
Cllr Richard Dykes (Vice Chair)
Cllr Julie Colley
Cllr Peter Dennis
Cllr Bobby Green
Cllr Tony Irons

District Cllr Gordon Bambridge
Three Members of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence (apologies received from Cllr Irons).

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Diggens were approved. Apologies were also received from County Cllr Tom Dickerson.

2. To receive declarations of interest.

Cllr Dykes declared an interest in item 7a – PL/2026/1388/HOU.

3. To approve the minutes of the meeting held on the 7th October 2026.

Cllr Collinge proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Colley and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To receive County and District Councillor reports.

D/Cllr Bambridge reported that Local Government Reorganisation is being revisited by Government. However, local elections will go ahead next year as previously planned.

The Local Plan is now ready for submission.

5. Open Forum: an opportunity to hear from members of the public.

The three members of the public all raised the issue of an emergency plan for the village, now more necessary then ever before due to the fire on Woods Lane during the summer when many nearby households felt in danger of damage to their properties. It was also suggested that local farmers be consulted as fire breaks etc could be useful. The Village Hall Committee are willing to assist and will hold a fund-raiser if necessary.

The Chairman said that a plan is being put together but there had been little response to the call for help. However, Council continues with the plan and will now liaise with local organisations.

In response to a query regarding the exception rural housing site, the Chairman reported that progress was slow, mainly caused by Anglian Water not being helpful in respect of the sewage connection.

In respect of the planning appeal for the Gateley Road application, there is no more that can be done and the result is awaited. The D/Cllr said that Breckland has a good record of appeals being dismissed in their favour.

At this point, the D/Cllr left the meeting.

6. Highway Matters

a) To receive an update on matters reported to Norfolk and Breckland Councils.
Council noted the following updates:

- Degradation of road surface on Gateley Road – works programmed.
- Footpath 6 impassable – reported to Highways.
- Hedge over Highway at junction of School Road and Gateley Road (Patch Corner) – this is the responsibility of the Parish Council and the issue has been resolved. It is hoped that this area can be included in the mulching work planned for the Green.
- Land between The Bell & Woods Lane – checked for highway visibility issues and visibility is not impaired.
- VAS sign before Church Street junction with School Road – not working and reported to Highways.

b) To receive an update regarding the Parish Partnership scheme installation of information boards for the Green.
Cllr Dennis reported that one board is now installed but, with the very dry ground, it proved extremely difficult to do. The second one will be installed once the ground is softer.

c) To receive an update regarding the 'crash barriers' application to the Parish Partnership scheme 2027.
Unfortunately, in the absence of the C/Cllr, there was no update from Highways in respect of this proposal. Cllr Collinge proposed that an application be submitted for crash barriers on the junction of Church Street/School Road, with the proviso that more suitable options will be considered if put forward by Highways, such as an anti-slip road surface or crumple planters, or the application withdrawn if too expensive. This was seconded by Cllr Irons and unanimously agreed by Council.

7. Planning

a) Applications for consideration.

- PL/2026/1388/HOU – Orchard Cottage, The Green – proposed erection of a Cart Lodge – Schedule 1 – Council considered this application and agreed a 'no comment

other than dark skies' response. Council also approved the amendment to the dark skies policy to reflect the updated National Planning Policy Framework.

b) To note any planning decisions/appeals.

Council noted that no decisions have been made on the following applications:

- PL/2026/1089/FMIN - Hall Farm, Church Street – change of use and conversion of an agricultural storage building to 1 no self build dwelling, and a new toilet cabin to serve the existing tourism use.
- Planning appeal - Land South of Gateley Road and adjacent to the Old Orchards, Gateley Road, Brisley (Appeal ref 6015315).

c) To receive an update regarding the Housing for Local People scheme.

There was no update in respect of this matter.

d) To receive an update regarding the Breckland Local Plan.

This item had been dealt with at item 4 above.

8. Open Spaces

a) To receive an update concerning the public liability cover requirements in respect of the ponds on the commons.

Council noted that the ponds have all been measured, thanks to Cllr Dykes, and the individual signage is being erected. All elements of the risk assessment are now in place, with the exception of the pond signage for the two information boards.

b) To receive an update regarding the polluted South Green pond.

Council noted that the Environment Agency will be re-testing the water in due course.

c) To receive an update regarding the play area equipment repairs.

Council noted that the bid for funding was not successful and Cllr Dennis proposed approval of the quote for the works, at £521.68 (plus VAT), this was seconded by Cllr Dykes and unanimously agreed by Council. It was noted that the rung from the ladder was found and this can be deducted from the quote.

d) To receive an update regarding the restoration of the large pond on Harpers Green.

Council noted that the prospective volunteer no longer has their certificates and it was agreed to plan this restoration for 2027.

e) To consider replacing the dead and failing trees in the Memorial Field.

Cllr Dennis volunteered to identify the trees to be replaced and use the larger, seeded trees from the amenity area.

9. To receive reports on the regular inspections of village sites where the Council has a responsibility and consider any maintenance required.

North Green (Cllr Green) – all in good order and will be mulched during the winter to remove some of the gorse, which is taking over in places.

South Green (Cllr Diggens) – nothing to report.

Footpaths (Cllr Diggens) – still waiting for Highways answer re Footpath No 6 being impassable.

Churchyard (Cllr Colley) – the smaller, broken branches have been cleared. It was agreed that now the grass cutting has finished the molehills can be monitored, with any on the pathways being flattened.

The wildflower area has been cut and will be raked.

In respect of the tree that had fallen in the recent storm, Cllr Collinge proposed approval of a quote for £525 to clear and process the fallen tree, with the logs being offered to the landowner, this was seconded by Cllr Green and unanimously agreed by Council. Once cleared then the Council will need to repair the broken fence.

Play area (Cllr Dykes) – the tyre has been disposed of to Waste Recycling and the broken ladder taped off.

Defibrillator (Cllr Dykes) – all in working order - nothing to report.

Patch Corner (Cllr Dennis) – nothing new to report.

Allotments (Cllr Dennis) - the perimeter hedge has been trimmed and apart from looking tidy it will help thicken the hedge.

Amenity Area (Cllr Dennis) – the perimeter grass area has been topped.

Harpers Green (Cllr Dennis) – sadly a very large Black Poplar came down in one of the storms. Unfortunately, it fell across the adjacent power lines, disrupting parts of the village power supply. UK Power Networks cleared the tree the following day. Our thanks to the resident who reported the issue as it occurred in a position out of sight of normal inspections. That resident has requested vehicular access to remove sections of the fallen tree for firewood with no damage being done to the common; Council were happy for this to proceed.

10. To receive an update regarding the Community Resilience Emergency Plan.

Council agreed that the emergency numbers should be published in the next newsletter and Cllr Dykes will approach local organisations to involve them in the plan.

11. Finance & Governance Matters

a) To receive a financial report for the year 31st March 2027.
The financial report (attached) was noted.

b) To consider the draft budget for the years ending 31st March 2027 and 2028 and the precept for the year ending 31st March 2027.

Council noted the draft budget and agreed that any unused funds in respect of tree maintenance and the play area should be kept in reserve funds, given the likelihood of increased works being required in the future. The budget and precept will be approved at the December meeting, once the grass cutting contract for 2027 has been agreed.

c) To approve the following payments and note any receipts.

Cllr Collinge proposed approval of the following payments, this was seconded by Cllr Dykes and unanimously agreed by Council. The receipts were noted.

PAYMENTS		
P41	Grass Contractor 2 (Sept)	£350.00
P44	Amenity Rent – NCC	£750.00
P49	Clerk Salary & Allowance (Nov)	£529.71 (SO)
P49	HMRC PAYE	£5.20
P49	HMRC Employers NIC	£14.69
P45	Grass Contractor 1 (October)	£367.80
P45A	Grass Contractor 2 (October)	£tbc
P46	Hessian Bags for Christmas Tree sales	£27.98
P47	SLCC Membership	£37.95
P48	Disposal of tyre abandoned in play area	£6.00
P49	Water – Allotments	£143.48 (DD)
P50	Warning signs for ponds (refund to Clerk)	£50.88
P51	Information Commissioners Office	£47.00 (DD)
RECEIPTS		
R12-14	Townlands rental fees	£270.00

12. Correspondence for consideration.

- Deed of Easement, The Hill – request for approval: Cllr Dennis proposed that:

a) a termination clause be included in the deed,
b) responsibility be delegated to the Clerk to deal (in email consultation with Council), and
c) any further legal advice required be funded by the buyer.

This was seconded by Cllr Irons and unanimously agreed by Council.

13. To receive any new items for the next agenda.

There were no new items received for the next agenda.

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14. To note the next meeting of the Parish Council will be held on Wednesday 2nd December 2026 at 7.00pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.27pm.

Signed: Date:

BRISLEY PARISH COUNCIL - FINANCIAL REPORT - OCTOBER 2026

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2027

PAYMENTS*	ACTUAL 2025/26	BUDGET 2026/27	SPEND TO DATE	AVAILABLE	% SPEND
Salary	5,966	6,359	4,355	2,004	68%
Admin	1,483	2,058	1,112	946	54%
Open Spaces	10,066	10,697	5,272	5,425	49%
Donations		0	30		
TOTAL	**17,515**	**19,114**	**10,770**	**8,374**	
Parish Partnership		**1,141**	**3,305**		
HLS (Harpers)	**360**	**1,125**	**2,806**	**- 1,681**	249%
Donations	-	130	0.00		
Defibrillator	100	140	0.00		
TOWNLANDS	**100**	**270**	**-**		0%

**includes payments as listed on agenda*

Open Spaces includes all green spaces with the exception of Harpers Green.

RECEIPTS	ACTUAL 2025/26	BUDGET 2026/27	RECEIVED TO DATE	DUE	% RECEIVED
Precept	13,260	15,830	15,830	-	100%
Burials	-	-	348	- 348	
Wayleaves	510	511	510	1	100%
Allotments	795	615	20	595	3%
Amenity (inc C/Funder)	2,034	2,028	309	1,719	15%
Bank Interest	242	-	118	-	
TOTAL	**16,841**	**18,984**	**17,135**	1,967	90%
HLS (Harpers)	**2,469**	**1,469**	**-**	1,469	0%
(HLS currently extended to 30.06.2028)					
TOWN LANDS	**270**	**270**	**270**	-	100%

Bank Reconciliation as at 13th October 2026		
Balance per bank statements		
Barclays Savings Account	21,715.23	
Barclays Current Account	4,690.34	
Less any unpresented cheques	46.00	
Add any outstanding payments into bank	0.00	
		26,359.57
The net balance reconciles to the Cash Book for the year, as follows:		
Opening Balance as at 1st April 2026	24,979.67	
Add receipts in the year	18,254.27	
Less payments in the year	16,874.37	
Closing balance per cash book		**26,359.57**
which includes the following reserves:		
Higher Level Stewardship Scheme (Harpers)	7,170.91	
Tree Reserve	1,000.00	
Defibrillator	95.65	
Townlands	660.00	
Allotment Deposits	440.00	
GENERAL RESERVE		**16,993.01**

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