Brisley Parish Council

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

Present: Cllr Henry Collinge (Chair)
Cllr Bridget Diggens
Cllr Julie Colley
Cllr Bobby Green
Cllr Tony Irons

Five Members of the Public
District Cllr Bill Borrett
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Dykes and Dennis were approved. Apologies were also received from County Cllr Mark Kiddle-Morris and District Cllr Gordon Bambridge.

The Chairman then paid respects to Mrs Judy Garwood, who had recently passed away. Mrs Garwood had been a valued member of the parish council and was the Chair for some time.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on the 3rd December 2025.

Cllr Diggens 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.

The District Cllr reported that the county elections due to take place this year have now been cancelled by Government. The next elections will be in May 2027 for the Shadow members to the new Unitary Authority(s), which will replace the existing district/county authorities in 2028. The decision regarding how many unitary authorities there will be is due in March.

The Local Plan consultation continues and it is important that it is put in place before the Unitary Authority takes over.

The Chairman thanked D/Cllr Borrett for his report.

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

A member of the public asked Council to approve works that Planning/Highways were insisting took place on the driveway to the property on the Green. Council again advised that they were not legally permitted to give permission and a Section 38 application must be made.

A member of the public raised the issue of heavy and large vehicles and speeding in Church Street, School Road and Gateley Road. Council agreed to put a call out in the next newsletter for volunteers to form a Speedwatch Team in the village. The school will also be contacted and asked to remind parents that they are in a residential area and to drive accordingly. Village gates were suggested but Council had looked at these previously and the cost was prohibitive, even with 50/50 match funding from the County Council.

A suggestion to make Woods Lane one-way traffic was also raised but this would be too expensive to put in place.

In respect of heavy, large vehicles there was nothing that could be done as vehicles, including farm vehicles, are simply much larger now than ever before.

A member of the public said that they had objected to the application for three dwellings in Gateley Road but noticed that a live power line goes directly across the site and this will need to be moved if the application was approved. Council will consider adding this to their submission.

6. Highway Matters

a) To receive an update on matters reported to Norfolk and Breckland Councils.

- Degradation of road surface on Gateley Road – survey results awaited and C/Cllr Kiddle-Morris is chasing it up.

b) To receive an update regarding the Konect Bus 23 Service.

Council noted that the service had been withdrawn because there were no regular users and Brisley children are not entitled to free school transport to Dereham as their catchment school is Litcham. The Clerk has gone back to the person who initially raised the matter for any comments.

c) To consider any solutions to heavy, speeding traffic on the Gateley Road.

This matter was dealt with at item 5. above.

7. Planning

a) Applications for consideration.

- PL/2025/1965/FMIN – Land south of Gateley Road and adjacent to The Old Orchards - erection of three detached dwellings, with garages, and access via shared driveway directly from Gateley Road – Council considered this application and Cllr Collinge proposed that objections on the grounds that the application does not meet Policy HOU05 in the existing Local Plan, nor appropriate policies in the emerging Local Plan,

that the road is not suitable with regular issues raised regarding speeding etc, flooding in the locality is an issue, nutrient neutrality needs to be addressed, and the application would also be detrimental for biodiversity. The application relies heavily on a lack of a five year land supply by Breckland but Breckland have stated that there will be a presumption in favour of sustainable development, which Brisley is not. Additionally, Brisley is expected to have ten 'rural housing for local people' dwellings which are the type of property needed in the village, not more executive housing. Finally, the dark skies policy should also be included as well as the power line issue mentioned earlier, and the opposition to this application from local residents. This was seconded by Cllr Colley and unanimously agreed by Council.

- PL/2026/0065/HOU- Church House, Church Street – removal of 3 no sky lights from single storey roof, brick up double doors on east elevation, change window to door on north elevation – Council raised no issues and the dark skies comments will be submitted.

b) To note any planning decisions/appeals.
There were none to note.

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 was dealt with at item 4. above.

At this point, the Chairman thanked D/Cllr Borrett for attending and the D/Cllr then left the meeting.

8. Open Spaces

a) To consider recipient of amenity area hay for 2026.
Cllr Collinge declared an interest in this matter and did not take part in the discussion. Council agreed to approach the active grazing rights holders to initially find out which of them wanted the hay, which was free of charge but the recipient was responsible for cutting and baling.

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) – nothing to report.

South Green (Cllr Diggens) – the ponds are all nice and full and we continue to strive for a solution regarding the pollution levels in certain ponds. The plants are starting to become established and the water is being tested regularly. Council noted that the Environment Agency will take further action in April, once residents have had the opportunity to upgrade their systems.

Cllr Diggens also thanked the volunteer who had turned out to help maintain the restored ponds.

Footpaths (Cllr Diggens) – nothing to report.

Churchyard (Cllr Irons) – nothing to report.

Play area (Cllr Irons) – the "fireman's pole" on the large slide is corroded and rusting and not suitable for sliding down. This problem has happened before but clearly , when it was repaired, the rust cannot have been properly treated. Council agreed to obtain a quote for a replacement pole, a stainless steel pole and the removal of the pole, all to be considered at the next meeting.

Patch Corner – no issues raised.

Allotments – one of the longer-standing tenants gave notice in the New Year but this plot has been quickly filled with a new tenant. The remaining vacant half plot is likely to be filled too.

In respect of a request to site a glass greenhouse on the site, Council agreed this was not practical nor safe and agreed to add that 'glass greenhouses are not permitted' to the tenancy agreement.

Amenity Area – Council noted that more tyres have been dumped in the car park and these will be taken to the recycling centre.

Harpers Green – Cllr Collinge proposed approval of a maximum of two days mulching work and two days manual labour at a cost of £500 per day and £450 per day respectively, together with haulage costs for the mulcher of £275 each way. This was seconded by Cllr Diggens and unanimously agreed by Council. Cllr Dennis will liaise with the contractor.

10. To receive an update regarding Community Resilience – Emergencies and Civil Contingencies.

Council noted that a call for volunteers will be in the next newsletter and, after consulting with members of the public, the Chairman agreed that the format of the next Parish Meeting will be changed for 2026 and the Plan launched at that meeting. It was hoped this may result in a larger attendance. It was also suggested that light refreshments be served.

11. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2026.
The financial report (attached) was noted. Council also noted the increased higher level stewardship grant and Cllr Diggens proposed that £1,000 be set aside in a reserve account for tree maintenance, this was seconded by Cllr Irons and unanimously agreed by Council.

b) To consider approval of the following policy documents:

- **Risk Assessment & Management Policy**
- **Asset Register**
- **Financial Regulations**
- **Standing Orders**
- **Data Protection Policy**
- **IT Policy**
- **Planning Policy**

Council noted the updated and new policies, which now included the new procurement regulations where necessary. Cllr Collinge proposed that they all be approved, this was seconded by Cllr Colley and unanimously agreed by Council.

c) To receive a report regarding the Annual Governance Statement - Assertion 10.
Council noted the new requirements under Assertion 10, which related to websites and accessibility, data protection, an IT policy and email accounts. The Clerk reported that policies and systems have been put in place and the Council can fully meet the new requirements of Assertion 10 and be able to answer YES on the Annual Governance Statement.

d) To approve the following payments and note any receipts.
Cllr Collinge proposed approval of the following payments, this was seconded by Cllr Irons and unanimously agreed by Council. The receipts were noted.

	PAYMENTS	
P49	ICO Data Protection	£47.00 (amendment)
P50	Clerk Salary & Allowance (January)	£503.06 (SO)
P50	HMRC PAYE	£4.20
P50	HMRC Employers NIC	£10.54
P51	Allotment Water	£23.53 (DD)
P52	Clerk Salary & Allowance (February)	£502.86(SO)
P52	HMRC PAYE	£4.40
P52	HMRC Employers NIC	£10.54
	RECEIPTS	
R7	Allotment Rental Fees 2026/Deposit	£675.00
R8	Woodland Grant – Amenity	£2,034.00
R9	Higher Level Stewardship – Harpers	£2,469.45

12. Correspondence for consideration.

There was no correspondence for consideration.

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

There were no new items received for the next agenda.

14. To note the next meeting of the Parish Council will be held on Wednesday 4th March 2026, at 7.00pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 7.53pm.

Signed: Dated:

BRISLEY PARISH COUNCIL - FINANCIAL REPORT

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2026
FEBRUARY 2026

PAYMENTS*	**ACTUAL 2024/25**	**BUDGET 25/26**	**SPEND TO DATE**	**AVAILABLE**	**% SPEND**
Salary	5,556	5,923	5,469	454	92%
Admin	1,753	1,850	1,336	514	72%
Open Spaces	9,947	10,359	10,066	293	97%
TOTAL	**17,256**	**18,132**	**16,870**	**12,922**	29%
Other**	0	0	640.21	0	
HLS (Harpers)	**1,630**	**1,065**	**360**	**705**	34%
DEFIBRILLATOR	**235**	**235**	**100**	**135**	43%
TOWNLANDS	**473**	**270**	**-**	**150**	0%

**includes payments as listed on agenda*
***includes Notice Board*

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

RECEIPTS	**ACTUAL 2024/25**	**BUDGET 2025/26**	**RECEIVED TO DATE**	**DUE**	**% RECEIVED**
Precept	13,000	13,260	13,260	-	100%
Burials	192	-	-	-	
Wayleaves	990	511	510	1	100%
Allotments	755	635	735	- 100	116%
Amenity	2,034	2,028	2,034	- 6	100%
Admin	200	-	-	-	
Bank Interest	343	-	190	-	
TOTAL	**17,514**	**16,434**	**16,729**	- 105	102%
HLS (Harpers)	**1,469**	**1,469**	**2,469**	- 1,000	168%
TOWN LANDS	**270**	**270**	**270**	-	100%

Bank Reconciliation as at 11th November 2025		
Balance per bank statements		
Barclays Savings Account	19,045.16	
Barclays Current Account	4,628.64	
Less any unpresented cheques	40.00	
Add any outstanding payments into bank	0.00	
		23,633.80
The net balance reconciles to the Cash Book for the year, as follows:		
Opening Balance as at 1st April 2025	23,698.79	
Add receipts in the year	17,618.96	
Less payments in the year	17,683.95	
Closing balance per cash book		**23,633.80**
which includes the following reserves:		
Higher Level Stewardship Scheme (Harpers)	10,771.16	
Defibrillator	95.65	
Townlands	390.00	
Allotment Deposits	370.00	
GENERAL RESERVE		**12,006.99**