

Brisley Parish Council

Minutes of the Annual meeting of Brisley Parish Council held on Wednesday 7th May 2025 at 7.25pm, in the Village Hall.

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

County Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Dykes proposed that Cllr Collinge be elected as Chairman, this was seconded by Cllr Dennis and unanimously agreed by Council. Cllr Collinge duly signed his declaration of acceptance of office form.

2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Collinge proposed that Cllr Dykes be elected as Vice Chairman, this was seconded by Cllr Irons and unanimously agreed by Council. Cllr Dykes duly signed his declaration of acceptance of office form.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Green were approved.

4. To receive declarations of interest.

There were none declared.

5. To approve the minutes of the meeting held on the 5th March 2025.

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

6. To receive County and District Councillor reports.

C/Cllr Kiddle-Morris reported that there was a grant available for new bus shelters. He also said that only one in five potholes is being reported so to report any that are spotted so they can be repaired promptly.

The C/Clr will ask for a Highways assessment of the Gateley Road which is in a very poor condition.

He reported that the Western Link road application has not been abandoned but withdrawn to seek advice from Government, who are querying the preferred route.

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

There were no members of the public present.

8. Highway Matters

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

Council noted the following updates:

- Missing footpath fingerpost sign on Gateley Road – reported to Highways but had been covered by vegetation which has been cleared.
- School Road, Ash Trees – defects confirmed but does not meet criteria for highways action at this time.

b) To receive an update regarding flooding issues on School Road and the flood management team inspection.

The report has not been received and the C/Clr is chasing it up.

9. Planning

a) Applications for consideration.

There were no applications to consider.

b) To note any planning decisions/appeals.

Council noted the following three applications have been approved.

- 3PL/2024/0614/LB & 0615/HOU – Rose Cottage, School Road - proposed two storey extension, enlarged garage and siting two new outbuildings bin store / shed to front boundary & shed to side/rear boundary, including consultations.
- PL/2024/1182/HOU – Red Cottage, The Green - erection of a 2 storey rear extension.
- PL/2025/0294/FMIN – Sunset View, Fakenham Road, Horningtoft - provision of single storey studio extension Change of Use for area of Grassland to Domestic Garden Land for extension

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

Council noted that the scheme continues to progress with a footpath and sewage treatment currently under consideration.

10. Open Spaces

a) To receive an update regarding a wildflower area in the churchyard.

There was only one response to the request in the recent newsletter for support and this is not enough to submit a second application for grant funding. Council agreed to meet with PCC members to agree leaving an area to rewild itself as the PCC are keen to pursue this.

b) To receive an update regarding new hedgerow plants for the amenity area.

Council noted that the new hedging has been planted.

c) To consider the tree risk assessment survey for the churchyard and associated quotations.

Council noted the survey report which highlighted no urgent works. Three quotes had been requested, with just one being received for the recommended works. Cllr Collinge proposed approval of the £630 quote, this was seconded by Cllr Irons and unanimously agreed by Council.

d) To note updates arising from issues raised by the Grazing Rights Holders meeting held on the 10th February 2025.

Council noted the following updates:

- The Bell public footpath map which is incorrect but distributed to customers – The Bell has confirmed they do not have any such leaflet.
- To ask The Bell to provide a dog waste bin for the use of their customers who use the Green to walk their dogs – The Bell has confirmed they have a dog waste bin and will add additional signage.

e) To receive an update regarding an SFI agreement for the Green.

Council noted that the scheme is now closed to new applications but it was hoped to submit an application next year when it is anticipated the scheme will reopen.

f) To consider the formation of a Conservation Volunteer group to help maintain areas within the village.

Council agreed that the best way forward would be to set a date for a working party and then call for volunteers. This will be planned for later in the year.

g) To receive an update on village volunteers following the Spring Newsletter.

Council noted that, disappointingly, just one person had come forward to help.

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

North Green (Cllr Green) – in the absence of Cllr Green, there was no report.

South Green (Cllr Diggins) – the annual round of grazing has begun with two areas now finished. The flock will be making its way slowly up towards the cricket pitch over next few weeks.

Footpaths (Cllr Diggins) – there are cattle in the meadow where Footpath No 14 leaves the common heading for Beetley. There are a lot of very young calves so walkers must pay great attention when walking through with or without a dog, they will not be there for much longer.

Churchyard (Cllr Irons) – the resident at Old Hall Cottage wants to remove the hedge and install a fence. A Church representative has been contacted and has no objections and none were raised by Council members.

Play area (Cllr Irons) – there are still a few holes in the ground that Cllr Dennis will make good.

Patch Corner (Cllr Dennis) – it was agreed to obtain a quote to remove the willows that have fallen into the pond over winter. If left, they will root and spread across the pond. Specialist equipment will be required.

Allotments (Cllr Dennis) – despite very dry conditions and a lot of watering everything is in good order. It is good to see a lot of activity on the plots.

As there is now a waiting list for plots, it was agreed to write to all tenants to ensure they were using their plots.

Amenity Area (Cllr Dennis) – the memorial Oak we planted by School Road is shooting at the base of the trunk, so hopefully it will grow away. Once there is significant growth the dead wood can be removed.

Hay making was considered by Council and it was agreed that the North Green Grazing Rights Holder could take hay from the North Green and Amenity Area, and the South Green Grazing Rights Holder can take hay from the South Green. This will be reviewed next year with some allocated to the third active Grazing Rights Holder.

Harpers Green (Cllr Dennis) - the area is looking fantastic at the moment with all the gorse out in full flower. There are six cattle and two calves grazing the green at present. There is not a great deal of grass for them, with growth restricted by the dry weather. It was agreed to contact the grazier regarding the grazing period.

12. To receive a report regarding Community Resilience – Emergencies and Civil Contingencies.

Cllr Dykes proposed that he and Cllr Colley prepare a community resilience plan for the village, this was seconded by Cllr Irons and unanimously agreed by Council.

13. To consider the updated Brisley Green Information and Rules for Grazing Rights Holders.

Cllr Irons proposed approval of the updated document, this was seconded by Cllr Diggins and unanimously agreed by Council. The document will be circulated to all Grazing Rights Holders.

14. Finance & Governance Matters

a) To receive a financial report for the years ending 31st March 2025 and 2026.

The financial reports (attached) were noted. With the previous financial year ending within budget, the purchase of a new Parish Council notice board for the Village Hall will be considered.

b) To consider approval of a Health & Safety Policy.

Cllr Dennis proposed approval of the policy, this was seconded by Cllr Dykes and unanimously agreed by Council.

c) To receive an update regarding the Council insurance renewal.

Council noted the renewal of the insurance scheme at £554.13, a considerable increase on the previous year of £413.29.

d) To receive the internal auditors report and consider any recommendations.

Council noted the report and agreed that all recommendations will be implemented when policy documents are next reviewed.

e) To approve the annual governance statement in the 2024-25 Annual Return.

Cllr Collinge proposed approval of the annual governance statement, this was seconded by Cllr Irons and unanimously agreed by Council. The statement was duly signed.

f) To approve the Statement of Accounts in the 2024-25 Annual Return.

Cllr Collinge proposed approval of the statement of accounts, this was seconded by Cllr Irons and unanimously agreed by Council. The statement was duly signed.

g) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Collinge proposed approval of the certificate of exemption, this was seconded by Cllr Irons and unanimously agreed by Council. The certificate was duly signed.

Council noted the date of public rights, 3rd June to 14th July 2025.

h) 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

P63	Allotment – New Tenant Preparation	£150.00 (24/25 financial year)
P2	Grass Contractor 1 (March)	£132.00
P6	Wave – Allotment Water	£35.15 (DD)
P3	Clerk (April Salary & Allowance) (including incremental salary increase)	£486.57 (SO)
P3	HMRC – PAYE	£5.60
P8	Website – Annual Renewal – Refund to Clerk	£142.06
P5	Tree Risk Assessment Report	£354.00
P4	Amenity Area Rent – half year	£750.00
P9	Grass Contractor 2 (March)	£170.00
P7	Clerk (May Salary & Allowance)	£492.17 (SO)
P7	Employers Contributions HMRC – PAYE	£8.27
P10	Internal Auditor	£50.00
P11	Grass Contractor 1 (April)	£220.20
P13	Insurance Renewal	£554.13

RECEIPTS

R10	Wayleaves	£480.00 (24/25 financial year)
	Bank Interest	£80.55 (24/25 financial year)
R1	Breckland Precept	£6,630.00

15. Correspondence for consideration.

Council noted the forthcoming Breckland Local Plan update webinar.

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

Consideration of the purchase of a new notice board for the Village Hall will be added to the next agenda.

17. To note the next meeting of the Parish Council will be held on Wednesday 4th June 2025, at 7.00pm in the Village Hall.

Council noted the date of the next meeting and the Chairman closed the meeting at 8.14pm.

Signed:

Date:

BRISLEY PARISH COUNCIL

FINANCIAL REPORT

YEAR END 31ST MARCH 2025

Bank Reconciliation as at 31st March 2025		
Balance per bank statements		
Barclays Savings Account	20,354.98	
Barclays Current Account	3,343.81	
Less any unpresented cheques	0.00	
Add any outstanding payments into bank	0.00	
		23,698.79
The net balance reconciles to the Cash Book for the year, as follows:		
Opening Balance as at 1st April 2024	25,356.70	
Add receipts in the year	20,388.71	
Less payments in the year	22,046.62	
Closing balance per cash book		23,698.79
which includes the following reserves:		
Higher Level Stewardship Scheme (Harpers)	6,832.71	
Defibrillator	195.65	
Townlands	150.00	
Admin - Office Equipment	59.17	
Allotment Deposits	340.00	
GENERAL RESERVE		16,121.26

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2025									
YEAR END 31ST MARCH 2025									
PAYMENTS*	BUDGET 2024/25	SPEND TO DATE	AVAILABLE	% SPEND	RECEIPTS	BUDGET 2023/24	RECEIVED TO DATE	DUE	% RECEIVED
Salary	5,628	5,556	72	99%	Precept	13,000	13,000	-	100%
Admin	2,011	1,753	258	87%	Burials	-	192	-	192
Open Spaces	11,134	9,947	1,187	89%	Wayleaves	511	990	-	194%
Donations	-	-	-		Allotments	585	755	-	129%
TOTAL	18,773	17,255	1,518	92%	Amenity	2,028	2,034	-	100%
					HMRC	-	-	-	
HLS (Harpers)	900.00	1630.00	-730.00	181%	Admin	-	200	-	200
					Bank Interest	-	343.47	-	0
TOWNLANDS	270.00	473.00	150.00	175%	TOTAL	16,124	17,515	-	109%
DEFIBRILLATOR	226.00	235.00	-9.00	104%	HLS (Harpers)	1,469	1,469	-	100%
					TOWN LANDS	270	270	-	100%
*includes payments as listed on agenda									
Open Spaces includes the Common, the Churchyard, Patch Corner, the Amenity Area, the Play Area and the Allotments & the Christmas Tree project etc.									

BRISLEY PARISH COUNCIL

FINANCIAL REPORT - YEAR END 31ST MARCH 2026

BRISLEY PARISH COUNCIL	
Bank Reconciliation as at 8th April 2025	
Balance per bank statements	
Barclays Savings Account	20,354.98
Barclays Current Account	9,222.64
Less any unrepresented cheques	5.60
Add any outstanding payments into bank	0.00
	29,572.02
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	6,630.00
Less payments in the year	756.77
Closing balance per cash book	29,572.02
which includes the following reserves:	
Higher Level Stewardship Scheme (Harpers)	8,301.71
Defibrillator	195.65
Townlands	150.00
Allotment Deposits	340.00
GENERAL RESERVE	20,584.66

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2026					
As at May 2025					
PAYMENTS*	ACTUAL	BUDGET	SPEND	AVAILABLE	%
	2024/25	25/26	TO DATE		SPEND
Salary	5,556	5,923	953	4,970	16%
Admin	1,753	1,850	365	1,485	20%
Open Spaces	9,947	10,359	1,544	8,815	15%
TOTAL	17,256	18,132	2,861	15,271	16%
HLS (Harpers)	1,630	1,065	-	1,065	0%
DEFIBRILLATOR	235	235	-	235	0%
TOWNLANDS	473	270	-	150	0%
<i>*Includes payments as listed on agenda</i>					
Open Spaces includes all green spaces with the exception of Harpers Green.					
RECEIPTS	ACTUAL	BUDGET	RECEIVED	DUE	%
	2024/25	2025/26	TO DATE		RECEIVED
Precept	13,000	13,260	6,630	6,630	50%
Burials	192	-	-	-	
Wayleaves	990	511	-	511	0%
Allotments	755	635	-	635	0%
Amenity	2,034	2,028	-	2,028	0%
Admin	200	-	-	-	
Bank Interest	343	-	-	-	
TOTAL	17,514	16,434	6,630	9,804	40%
HLS (Harpers)	1,469	1,469	-	1,469	0%
TOWN LANDS	270	270	-	270	0%