

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 3rd September 2025, at 7.00pm in the Village Hall.

Present: Cllr Henry Collinge (Chair)
Cllr Richard Dykes (Vice Chair)
Cllr Bridget Diggins
Cllr Julie Colley
Cllr Bobby Green

District Cllr Gordon Bambridge
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Dennis and Irons were approved.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on the 2nd July 2025.

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

4. To receive County and District Councillor reports.

District Cllr Bambridge reported that the Local Plan is ongoing and consideration of the sites submitted on the recent 'call for sites' will soon commence; the consultation remains open at present for individuals and councils to respond, if they have not already done so. Large housing sites are expected at both Hockering and North Tuddenham as the A47 is currently being upgraded in those areas.

D/Cllr Bambridge was pleased to learn that Council had been in contact with an officer from the Water Management Alliance who had done a great deal of good work in other locations to resolve flooding issues. Council will be circulating an advice leaflet to all households. It was noted that households with ditches adjoining their property are responsible for the maintenance of those ditches and a lot of the 'greenery' growing in ditches along School Road needed to be removed.

In response to a query, he also confirmed that areas affected by nutrient neutrality are now able to proceed with developments as the issue has been resolved and 'credits' are available to builder. These have been obtained from the septic tank replacement scheme, which many households in the village had taken advantage of.

The District Cllr agreed to chase up the Housing for Local People scheme which was currently stalled due to foul water drainage issues.

The Chairman thanked Cllr Bambridge and the District Cllr then left the meeting.

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

There were no members of the public present.

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 – C/Cllr requesting survey.
- Footpath 6 overgrown and impassable – reported to NCC and landowner will be contacted.

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

This matter had been dealt with at item 4 above.

c) To consider submitting an application to the Parish Partnership Scheme to provide 50/50 funding for information boards on the Green.

Council noted the quote for two recycled plastic lecturn information boards and artwork of £3,600 and agreed that they would be useful and provide information to visitors to the common regarding grazing rights, fencing, biodiversity etc. Cllr Collinge proposed that an application be submitted to the Parish Partnership Scheme for 50/50 funding, this was seconded by Cllr Diggins and unanimously agreed by Council.

d) To consider submitting a request for a Roadside Nature Reserve on a stretch of Fludges Lane.

Cllr Diggins proposed that an application be submitted to the County Council to establish a roadside nature reserve along an area of Fludges Lane to protect the wildflowers, some of which are quite rare, this was seconded by Cllr Collinge and unanimously agreed by Council.

7. Planning

a) Applications for consideration.

There were no applications for consideration.

b) To note any planning decisions/appeals.

Council noted the following application had been withdrawn.

- PL/2025/0798/HOU – Ivydene, School Road - Proposal: Rear addition 1 1/2 storeys and partial single storey, Front section of property retained with new fenestration and porch. Two storey Outbuilding for parking and ancillary use (annex/workshop/family/storage). Low level brick and flint wall for front boundary.

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

This matter had been dealt with at item 4 above.

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

This matter had been dealt with at item 4 above.

8. Open Spaces

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

Council noted that a meeting will be arranged early in the new year.

b) To consider improvement works to the Village Hall overflow car park entrance.

Council agreed to continue to monitor the situation.

c) To receive an update regarding the Pond Project.

Cllr Diggins reported on the alarming results of the recent water testing of the recently restored South Green pond which now has extremely bad water quality, despite the best efforts of Council. This was impacting other water improvement schemes as the pond eventually feeds into the River Wensum. Council agreed that nearby residents had been well informed of the issues and the opportunities currently available to resolve it but no action appeared to be taking place. Cllr Diggins proposed that a complaint be submitted to the appropriate authorities to try to resolve the problem, this was seconded by Cllr Collinge and unanimously agreed by Council.

Council noted that an application for a temporary change had been submitted to the Rural Payments Agency in respect of the pond restoration at Harpers Green.

Council noted that the restored pond on the North Green has been nominated to the Norfolk Ponds Project Richard Waddingham Pond Conservation Award 2025 which is an indicator of the good work the Council is doing by restoring the ponds on the common.

d) To consider a request from a resident at Old Hall Barn on the South Green to replace a fence with a hawthorn hedge, to be planted on the common.

Cllr Collinge proposed approval of the request as it would be an improvement on the current fence, this was seconded by Cllr Colley and unanimously agreed by Council.

9. 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) – much of the Green has been topped, including the thistles. No hay has been taken.

South Green (Cllr Diggins) – the sheep are on last piece of grazing and hay has been taken from roadside area. A last top will take place to catch any thistles not topped in the main flowering season.

Footpaths (Cllr Diggins) – footpath No 6 has been left by the landowner once again despite assurance last year that 2025 would be better, it has been reported to NCC.

Churchyard (Cllr Irons) – the Chairman and Cllr Green are dealing with the mole hills.

Play area (Cllr Irons) – nothing new to report.

Patch Corner (Cllr Dennis) – the water level is very low in the pond and it is a good time to clear the willows that are growing in the North end. This could be done by volunteers, if available, but Council agreed to obtain a quote for the works, in the event no volunteers are available.

Allotments (Cllr Dennis) – nothing new to report.

Amenity Area (Cllr Dennis) – the area has been cut and hay has been made and removed. The perimeter track has been mown and the hedges and overhanging branches will be cut back in due course.

The grass contractor had advised that dead elm trees are hanging over the track path round the outer edge making it difficult to get the larger tractor round to do the maintenance work required. They can be knocked back to get better access round the field at the same time as the hedges are cut and it will cost approx. an additional £250.00. Cllr Collinge proposed approval of these works, this was seconded by Cllr Green and unanimously agreed by Council.

Cllr Colley queried whether any action could be taken in respect of the damage done by badgers but was informed that nothing should be done as the badgers are protected in law.

Harpers Green - there are no livestock on the Green at present; this is not a problem at the moment as there is little grass for them. Council noted the need to book the mulcher for a days work in the new year and Cllr Dennis will obtain a quote.

Council noted that Cllr Collinge had agreed to attend a tree inspection course which would negate the need for costly tree risk surveys. Cllr Diggins proposed approval of the cost of the course of £150, this was seconded by Cllr Dykes and unanimously agreed by Council.

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

Cllr Dykes reported that work was ongoing and he planned to be ready to proceed by the Annual Parish Meeting in May 2026.

11. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2026.

The financial report (attached) was noted.

b) To appoint an internal auditor for the year ending 31st March 2026.

Cllr Collinge proposed the appointment of Mrs Dann as Internal Auditor at a cost of £50, this was seconded by Cllr Dykes and unanimously agreed by Council.

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

CLlr Collinge proposed approval of the following payments, this was seconded by CLlr Colley and unanimously agreed by Council. The receipt was noted.

<u>PAYMENTS</u>		
P15	Grass Contractor 2 (May)	£680.00
P21	Grass Contractor 2 (June)	£340.00
P22	Wave – Allotment Water (estimated)	£56.13 (DD)
P23	Clerk (Aug Salary & Allowance)	£490.97 (SO)
P23	HMRC – PAYE	£1.20
P23	Employers Contributions NIC - HMRC	£8.27
P24	Grass Contractor 1 (July)	£740.40
P25	Grass Contractor 2 (July)	£340.00
P26	Grass Contractor 1 (Aug)	£406.20
P27	Community Heartbeat VETS	£120.00
P28	Clerk (Sept Salary & Allowance)	£563.32 (SO)
	(including Pay Award arrears backed to 01.04.2025)	
P28	HMRC – PAYE	£19.40
P28	Employers Contributions NIC - HMRC	£21.86
P29	Grass Contractor 2 (Aug)	£340.00
P30	Allotment Deposit Refund	£30.00
<u>RECEIPTS</u>		
R3	Wayleaves	£510.16

12. Correspondence for consideration.

There was no correspondence to consider.

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

There were no items received for the next meeting.

14. To note the next meeting of the Parish Council will be held on Wednesday 1st October 2025, at 7.00pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.17pm.

Signed:

Date:

BRISLEY PARISH COUNCIL - FINANCIAL REPORT

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2026
SEPTEMBER 2025

PAYMENTS*	ACTUAL 2024/25	BUDGET 25/26	SPEND TO DATE	AVAILABLE	% SPEND
Salary	5,556	5,923	2,980	2,943	50%
Admin	1,753	1,850	1,035	815	56%
Open Spaces	9,947	10,359	5,925	4,434	57%
TOTAL	17,256	18,132	9,940	12,922	29%
Other**	0	0	557.70	0	
HLS (Harpers)	1,630	1,065	-	1,065	0%
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 with the exception of Harpers Green.					
RECEIPTS	ACTUAL 2024/25	BUDGET 2025/26	RECEIVED TO DATE	DUE	% RECEIVED
Precept	13,000	13,260	6,630	6,630	50%
Burials	192	-	-	-	
Wayleaves	990	511	510	1	100%
Allotments	755	635	60	575	9%
Amenity	2,034	2,028	-	2,028	0%
Admin	200	-	-	-	
Bank Interest	343	-	68	-	
TOTAL	17,514	16,434	7,268	9,234	44%
HLS (Harpers)	1,469	1,469	-	1,469	0%
TOWN LANDS	270	270	-	270	0%

Bank Reconciliation as at 12th August 2025

Balance per bank statements	
Barclays Savings Account	20,422.89
Barclays Current Account	1,219.66
Less any unrepresented cheques	45.47
Add any outstanding payments into bank	510.16
	22,107.24
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	8,402.69
Less payments in the year	9,994.24
Closing balance per cash book	22,107.24
which includes the following reserves:	
Higher Level Stewardship Scheme (Harpers)	8,301.71
Defibrillator	195.65
Townlands	150.00
Allotment Deposits	370.00
GENERAL RESERVE	13,089.88