

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 4th December 2024, at 7.00pm in the Village Hall.

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

County Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on the 6th November 2024.

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

4. To receive County and District Councillor reports.

The County Cllr had previously circulated a written report and highlighted the forthcoming local government changes whereby Norfolk and Suffolk will move to a Mayoral Combined Authority with Unitary Councils. The changes are likely to be implemented by 2027.

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:

- The raised verges at the top of School Road are a safety issue due to the lack of highway visibility and the C/Cllr reported that Highways have inspected and will deal.
- Degradation at the junction of School Road and the B1146 will be reported to Highways.

- The plans for the proposed 40mph speed limit on the B1145 coming into the Village from North Elmham have been received and it is proposed the limit will come into force just beyond the two track entrances to the commons. Cllr Collinge proposed that Council request that it be extended to beyond 'Cattle Grids', this was seconded by Cllr Diggins and unanimously agreed by Council.
- Fly Tipping on Kenny's Lane will be reported to Breckland.

b) To receive an update regarding speeding issues in School Road.

Council noted the recent speeding statistics from the SAM II Sign on School Road and agreed that, with the exception of some high speeding around school times, the average speed was acceptable. Council agreed to share the results with the School and ask that they request parents picking up and dropping off are considerate to local residents.

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

C/Cllr Kiddle-Morris reported that the inspection has taken place and the results are now awaited.

7. Planning

a) Applications for consideration.

- PL/2024/0980/FMIN - St Bartholomews Church, Church Street - removing the concrete tiles from the north aisle roof of the church and recovering in terne-coated stainless steel, with capped batten rolls – Council considered this application and no issues were raised; a 'no comments' response will be submitted.

b) To note any planning decisions/appeals.

Council noted that no decision has been made on the following application:

- 3PL/2024/0614/LB & 0613/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.

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

There was no update in respect of this matter.

The Chairman thanked C/Cllr Kiddle-Morris for his input and the C/Cllr then left the meeting.

8. Open Spaces

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

Council noted that a decision was awaited in respect of the application for funding from 'Awards for All'.

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

There was no update in respect of this matter.

c) To receive an update regarding the Ash Trees with dieback on the Amenity Area boundary.

Cllr Dennis reported that two contractors had been contacted for a quote, although additional works have now been highlighted by the hedge contractor and quotes to include these works, and removal of a dead tree on the South Green, will be obtained.

Cllr Collinge proposed that, as this matter should be dealt with as soon as possible, authority to deal with this matter be delegated to the Clerk, this was seconded by Cllr Irons and unanimously agreed by Council.

d) To receive a report re any action required following the play area annual inspection.

Council noted that the urgent works as set out in the inspection are awaiting repair, with the equipment having been removed from use. Cllr Irons reported that all other matters raised are low risk and a working party in the spring would be able to address them by cleaning, tidying and painting. An item will be put in the next newsletter asking for volunteers at Easter. Cllr Green will deal with the broken/missing signage.

e) To note the date of the next Grazing Rights Holder Meeting – Monday 10th February 2025.

Council noted the date of the next meeting.

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) – nothing to report.

South Green (Cllr Diggins) – the two culverts have not yet been cleared and Cllr Diggins will speak to the grazier again. A lowland grass and wildflower seed mix was sown around the edge of newly cleared pond at end of the good weather and looks to have germinated. A number of water plants have been transported from other ponds around the common to start the filtration process, although more are required. Any residents of School Road who are clearing their ditches are encouraged to take the plants to this pond.

Footpaths (Cllr Diggins) – nothing to report.

Churchyard (Cllr Irons) – there is mole activity to the west of the church and Council agreed to leave this until nearer the date of the next grass cutting period.

Play area (Cllr Irons) – nothing to report other than at item 8d. above.

Patch Corner (Cllr Dennis) – nothing to report.

Allotments (Cllr Dennis) – nothing to report.

Amenity Area (Cllr Dennis) – the perimeter hedge and verges have been trimmed. Cllr Dennis will meet with the contractor to look at where any overhanging branches need to be trimmed to facilitate the continued cutting of these hedges etc – see item 8c. above.

Cllr Irons, on behalf of some residents, thanked the Clerk and Breckland for dealing quickly with the recent fly-tipping on the amenity area.

Harpers Green (Cllr Dennis) – nothing to report.

10. To consider alternative ideas for the Annual Parish Meeting (Chair’s decision).

Council agreed to defer this item to the next meeting as the most recent newsletter had asked for suggestions from residents.

11. To note the meeting dates for 2025.

Council noted the meeting dates for 2025, as follows:

- 5th February
- 5th March
- 7th May (ACM & APM)
- 4th June
- 2nd July
- 3rd September
- 1st October
- 5th November
- 3rd December

12. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2025.

The financial report (attached) was noted.

b) To consider the draft budget and set the precept for the year ending 31st March 2026.

Council considered the draft budget and, as costs were continually rising, Cllr Collinge proposed a 2% inflationary increase to the precept and with that increase, the budget be accepted. This was seconded by Cllr Green and unanimously agreed by Council. The precept for 2025/26 will be £13,260.00.

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 receipts were noted.

PAYMENTS

P51	Clerk (December Salary & Allowance) (including pay award back dated to 01.04.2024)	£603.68 (SO)
P51	HMRC – PAYE	£34.00
P49	Clerk – Play Area Sign	£41.06
P50	Grass Contractor 1	£901.50
P52	Village Hall Recycling	£200.35

RECEIPTS

R6	Townlands	£145.00
	NCC – Recycling	£200.34
R7	Burials – Internment	£192.00

13. Correspondence for consideration.

There was no correspondence to consider.

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

There were no new items received for the next agenda.

15. To note the next meeting of the Parish Council will be held on Wednesday 5th February 2025, at 7.00pm in the Village Hall.

The date of the next meeting was noted and the Chairman closed the meeting at 8.00pm.

Signed:

Date:

BRISLEY PARISH COUNCIL

FINANCIAL REPORT

DECEMBER 2024

Bank Reconciliation as at 12th November 2024		
Balance per bank statements		
Barclays Savings Account	22,686.36	
Barclays Current Account	3,426.41	
Less any unrepresented cheques	35.00	
Add any outstanding payments into bank	0.00	
		26,077.77
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	15,542.09	
Less payments in the year	14,821.02	
Closing balance per cash book		26,077.77
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	330.00	
GENERAL RESERVE		18,510.24

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2025									
DECEMBER 2024									
PAYMENTS*	BUDGET 2024/25	SPEND TO DATE	AVAILABLE	% SPEND	RECEIPTS	BUDGET 2023/24	RECEIVED TO DATE	DUE	% RECEIVED
Salary	5,628	4,167	1,461	74%	Precept	13,000	13,000	-	100%
Admin	2,011	1,500	511	75%	Burials	-	192	-	192
Open Spaces	11,134	7,119	4,015	64%	Wayleaves	511	510	-	1
Donations	-	-	-		Allotments	585	60	525	10%
TOTAL	18,773	12,786	5,987	68%	Amenity	2,028	-	2,028	0%
					HMRC	-	-	-	
HLS (Harpers)	900.00	334.00	566.00	37%	Admin	-	200	-	200
					Bank Interest	-	174.85	-	0
TOWNLANDS	270.00	473.00	150.00	175%	TOTAL	16,124	14,137	2,161	88%
DEFIBRILLATOR	226.00	235.00	-9.00	104%	HLS (Harpers)	1,469	-	1,469	0%
					TOWN LANDS	270	270	-	100%
<i>*includes payments as listed on agenda</i>									

Open Spaces includes the Common, the Churchyard, Patch Corner, the Amenity Area, the Play Area and the Allotments & the Christmas Tree project etc.