

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 1st October 2025, at 7.00pm in the Village Hall.

Present: Cllr Tony Irons (Chair)
Cllr Bridget Diggins
Cllr Julie Colley
Cllr Peter Dennis
Cllr Bobby Green

County Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)

In the absence of both the Chairman and the Vice Chairman, Cllr Colley proposed that Cllr Irons take the chair for this meeting. This was seconded by Cllr Diggins and unanimously agreed by Council. Cllr Irons then took the chair.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Collinge and Dykes were approved.

2. To receive declarations of interest.

Cllr Dennis declared an interest in item 12.b and will take no part in the decision.

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

Cllr Dennis 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.

County Cllr Kiddle-Morris reported that the County Council has submitted its proposal for one unitary authority to Government, who will make the final decision. Options for two and three authorities are also on the table.

No decision regarding devolution and a mayor has yet been made.

He also reported that the survey has been carried out on the Gateley Road and he is awaiting the results.

A camera survey of the culverts is also taking place on School Road.

In respect of the Local Plan, the next consultation will commence on the 31st October and run for six weeks. He advised members to read the plan.

The Chairman thanked Cllr Kiddle-Morris for his input and the C/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 – results of survey awaited.
- Footpath 6 overgrown and impassable – reported to NCC and landowner will be contacted.
- Potholes on Fludges Lane – reported to Highways and will be repaired.

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

This item had been dealt with at 4. above.

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

Council noted that the application has the support of the County Cllr but, with a cost of over £4,000, it will leave Council having to find over £2,000 to match the funding. A decision on the application will be known in March 2026.

d) To receive an update on the request to establish a Roadside Nature Reserve on a stretch of Fludges Lane.

Council noted that this will not proceed but is on the list for any future reserves.

e) To receive an update on the SAM II sign and consider the purchase of a new radar.

Cllr Diggins proposal approval of a repair for £52.50, this was seconded by Cllr Green and unanimously agreed by Council. Council noted that a new radar was required at a cost of £815 to ensure correct data was being collected. Council agreed the sign is a useful deterrent, even without data collecting. It was also noted that Brisley was now the sole user of the sign.

7. Planning

a) Applications for consideration.

There were no applications for consideration.

b) To note any planning decisions/appeals.

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

- PL/2025/1143/HOU – Wuthering Heights, School Road - Remove the rear garden room and erection of rear single storey extension, conversion of integral garage to multi-purpose room, cladding to front elevation and erection of new cart shed (front).

- PL/2025/1299/HOU – Butlers/Alms Cottages, Church Street – installation of solar panels on existing garage/annexe building and creation of hardstanding to form access/turning area off existing access to the garage building, infill of old gateway opening.

Cllr Irons advised that he had assisted a member of the public who wished to object to the above application.

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 regarding the Pond Project.

- Effluent in South Green Pond – Council noted that the Environment Agency are now dealing with this matter and have contacted all properties to identify the source of the problem.
- Harpers Green Pond Restoration – Council noted that now permission has been obtained from DEFRA, the restoration will go ahead.

b) To consider any matters raised at the Grazing Rights Holders meeting held on 29th September 2025.

Council noted the minutes and there were no matters raised.

c) To consider a request from a resident for improvements to their access over the South Green.

This item has been withdrawn.

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 new to report.

South Green (Cllr Diggins) – nothing new to report.

Footpaths (Cllr Diggins) – nothing new to report.

Churchyard (Cllr Irons) – nothing new to report.

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

Patch Corner (Cllr Dennis) – Cllr Dennis had met with the Tree Contractor and obtained a quote to clear the willow from around the water line of the pond. Cllr Dennis proposed approval of the quote for £575, this was seconded by Cllr Green and unanimously agreed by Council. Cllr Dennis also reported that they had discussed an access route into the pond from behind the War Memorial and this will be revisited next year.

Allotments (Cllr Dennis) – nothing new to report.

Amenity Area (Cllr Dennis) – Cllr Green volunteered to deal with a number of potholes in the entrance to the car park.

Cllr Dennis volunteered to deal with the fly-tipping; to be reimbursed for any disposal cost. Council were grateful to the member of the public who had removed the abandoned door.

Council agreed to investigate 'justfundraising' to help fund the upkeep of the amenity area, which is used by a large number of people from outside the village.

Harpers Green (Cllr Dennis) – there are now two head of cattle grazing the area. The pond is almost completely dry, otherwise all is well.

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

In the absence of Cllr Dykes, this matter was deferred to the next meeting.

11. To consider the grass cutting contracts for 2026.

Council noted that one contract is approved for 2026 and agreed to obtain a one year quote from the second contractor. Council agreed that when both contracts finished in 2027 the work will go out to tender, as advised by the Internal Auditor.

12. Finance & Governance Matters

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

The financial report (attached) was noted.

b) To review the allotment rental fees.

Council agreed to make no change to the allotment rental fees.

c) To review the burial ground fees and consider an administrative charge for any requests.

Cllr Colley proposed the increases, as set out in the table below, this was seconded by Cllr Green and unanimously agreed by Council.

	AVAILABLE TO RESIDENTS or NON- RESIDENTS WITH LINKS TO THE VILLAGE	NON-RESIDENT WITH NO LINKS
INTERMENTS		
Burial of body over 18 years	£409	£431
Burial of cremated remains	£198	£258
PERMISSION TO ERECT A MEMORIAL		
To erect a headstone/memorial in accordance with regulations	£150	£150
An administration fee of £25 will be charged for any approvals required not outlined elsewhere.		

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

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

PAYMENTS

P31	Grass Contractor 1	£220.20
P32	Grass Contractor 2	£340.00
P33	Clerk – Salary & Allowance – October	£502.86
P33	PAYE (4.40)/EMP NIC (10.54)	£14.94

RECEIPTS

Bank Interest	£65.65
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13. Correspondence for consideration.

There was no correspondence for consideration.

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

There were no new items for the next agenda.

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

The date of the next meeting was noted and the Chairman closed the meeting at 7.58pm.

Signed: _____

Date: _____

BRISLEY PARISH COUNCIL - FINANCIAL REPORT

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2026
OCTOBER 2025

PAYMENTS*	ACTUAL 2024/25	BUDGET 25/26	SPEND TO DATE	AVAILABLE	% SPEND
Salary	5,556	5,923	3,477	2,446	59%
Admin	1,753	1,850	1,055	795	57%
Open Spaces	9,947	10,359	6,244	4,115	60%
TOTAL	17,256	18,132	10,776	12,922	29%
Other**	0	0	557.70	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	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	-	134	-	
TOTAL	17,514	16,434	7,334	9,234	45%

HLS (Harpers) 1,469 1,469 - 1,469 0%

TOWN LANDS 270 270 - 270 0%

Bank Reconciliation as at 9th September 2025

Balance per bank statements

Barclays Savings Account 17,988.54

Barclays Current Account 2,379.57

Less any unpresented cheques 36.00

Add any outstanding payments into bank 0.00

20,332.11

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 8,468.34

Less payments in the year 11,835.02

Closing balance per cash book 20,332.11

which includes the following reserves:

Higher Level Stewardship Scheme (Harpers) 8,301.71

Defibrillator 95.65

Townlands 120.00

Allotment Deposits 370.00

GENERAL RESERVE 11,444.75