

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 5th February 2025, at 7.00pm in the Village Hall.

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

County Cllr Mark Kiddle-Morris
Two Members of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Diggins and Cllr Green were approved. Apologies were also received from District Cllr Gordon Bambridge.

2. To receive declarations of interest.

Cllr Dennis declared an interest in item 8f and Cllr Dykes declared an interest in item 7b, Rose Cottage, and neither will take part in the relevant decisions.

3. To approve the minutes of the meeting held on the 4th December 2024.

Cllr Collinge 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.

4. To receive County and District Councillor reports.

County Cllr Kiddle-Morris reported that Norfolk and Suffolk have been fast-tracked to devolution and local government reorganisation. The County elections in May are likely to be postponed and an election for a Mayor is likely in May 2026. Parish Councils will not be affected by the changes.

C/Cllr Kiddle-Morris, in response to a complaint, agreed that the new planning portal was not user friendly and that improvements are needed but it is a now a national system.

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

A member of the public raised concerns regarding the planning application in respect of Ivydene, School Road, and said that it was over development of the site, the zinc cladding was out of keeping with the character of the village, much of the work is impossible as it is along the neighbouring boundary line, there is possible business/separate accommodation potential and a housemartin colony on the side of the house would be destroyed.

A member of the public raised concerns regarding the overhanging hedge on the pathway in the churchyard and that the churchyard generally was getting quite untidy.

The Chairman thanked both members of the public for raising the issues and said that these matters were being considered later in the meeting.

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 Highways will deal, although this is now likely to take place in the next financial year.
- Degradation at junction with B1146 and School Road – reported to Highways and now repaired.

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

The County Cllr confirmed that he continues to await the report.

c) To receive an update on the proposed 40mph speed limit on the B1145.

Council was pleased to note that Highways has agreed to extend the 40mph speed limit to now include Cattlegrids, as suggested by the Parish Council.

7. Planning

a) Applications for consideration.

- PL/2024/1038/HOU - Ivydene, School Road – two storey front addition, first floor rear addition Conversion of rear barn spaces to habitable use within house. New car port with studio space in roof over to side of plot – following discussion, Cllr Collinge proposed that an objection to the application be submitted on the grounds that it is over development of the site, out of character in the village, particularly the zinc cladding, a colony of housemartins needs to be protected, a restriction should be put in place to prevent any business/accommodation ventures in the double storey garage building, and the Council's dark skies policy also be included. This was seconded by Cllr Irons and unanimously agreed by Council.

b) To note any planning decisions/appeals.

Council noted that no decision had been made on the following application.

- 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 reconsultation.

Council noted that the following application has been approved.

- 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.

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

There was no update in respect of this matter.

d) To consider the Planning Reform White Paper.

Council noted the ongoing national consultation and no action was required.

8. Open Spaces

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

Cllr Irons reported that the grant application had not been successful, due to a lack of local support. Council agreed to an article in the next newsletter, asking for support, with a reply slip etc.

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

Council noted that a contractor will be planting the new plants during February.

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

Council noted that the works to the trees, as recommended in the report, have been carried out. The Ash trees with dieback along School Road have been reported to Highways and will be inspected.

d) To receive an update regarding the tree works in the churchyard and to consider a professional tree risk assessment survey.

Council noted that the urgent tree works have been carried out and agreed to obtain a quotation for a tree risk assessment for all trees in the churchyard.

A letter will be sent to a neighbouring property, asking them to cut back their hedge which is overhanging the pathway.

e) To consider a request to site an owl box on the Amenity Area, from an allotment holder.

Council raised no objections to this request.

f) To consider a wayleave request from UK Power Networks relating to the North Green.

Cllr Irons proposed approval of the wayleave request, this was seconded by Cllr Dykes 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.

South Green (Cllr Diggins) – the ponds are looking full and, in most cases, healthy. Newly seeded areas around the recently cleared pond have taken well and more pond plants will be planted in February.

There has been no action clearing the ditch and culverts by the two exit gates onto Foxburrow farm and this will be raised at the Grazing right Holders meeting on the 10th February.

Footpaths (Cllr Diggins) – a recent walk to Harpers Green showed that all footpaths around the parish appear to be in good shape

Churchyard (Cllr Irons) – the Ash tree is now neat and tidy. There are a lot of mole hills but Council again agreed to wait until nearer the start of grass cutting before taking any action.

Play area (Cllr Irons) – the new dog signs are now in place.

There were no reports for the North Green, Patch Corner, the Allotments, the Amenity Area.

In respect of scrub clearance at Harpers Green, Cllr Collinge approved a quote for £1,290 (+ VAT), this was seconded by Cllr Irons and unanimously agreed by Council.

Council noted that the Clerk will be attending a meeting with the Farming Wildlife Advisory Group to investigate any grant funding options that might be available for the commons.

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

Council agreed to leave the format as it is but to advertise in the next newsletter, prior to the meeting.

11. To consider any suggestions put forward from residents, as requested in the Autumn newsletter.

One suggestion was raised by a member of the public but, in the absence of Cllr Diggins, consideration was deferred to the next meeting.

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

Cllr Dykes reported that he will be attending a forum on this issue; the date is yet to be confirmed.

He also reported that he had attended a Flood and Drought Summit and, as a result of the summit, George Freeman, MP, will be submitting a paper to Government regarding flooding. An action plan is also being produced for Norfolk.

13. Finance & Governance Matters

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

The financial report (attached) was noted.

b) To review the following policy documents.

Cllr Collinge proposed approval of the following documents, this was seconded by Cllr Irons and unanimously agreed by Council.

- Financial Regulations
- Asset Register
- Risk Assessment & Management Policy

- Allotment Policy
- Equality Policy
- Lone Working Policy
- Complaints Procedure

c) 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.

<u>PAYMENTS</u>		
P48	ICO – Data Protection	£35.00 (DD)
P53	Play Area Repairs	£579.54
P54	Clerk (January Salary & Allowance)	£479.16 (SO)
P54	HMRC – PAYE	£3.80
P55	Wave Water – Allotments	£13.84
P56	Clerk (February Salary & Allowance)	£479.16 (SO)
P56	HMRC – PAYE	£3.80
P57	Village Hall Hire – 2024	£190.00
P58	Tree works – Ash Trees on Amenity Area	£750.00
P59	Tree works – Churchyard	£535.00
P60	Allotment Refund	£20.00
<u>RECEIPTS</u>		
R8	Higher Level Stewardship – Harpers Common	£1,469.00
R10	Woodland Grant Scheme – Amenity Area	£2,034.00
R9	Allotment Receipts	£675.00

14. Correspondence for consideration.

Sennowe Park – Field Manoeuvres 2025 – Council noted the correspondence and no action was required.

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

There were no new items received for the next agenda.

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

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

Signed:

Date:

BRISLEY PARISH COUNCIL

FINANCIAL REPORT

FEBRUARY 2025

Bank Reconciliation as at 7th January 2025		
Balance per bank statements		
Barclays Savings Account	22,774.43	
Barclays Current Account	4,640.12	
Less any unpresented cheques	3.80	
Add any outstanding payments into bank	0.00	
		27,410.75
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	19,718.16	
Less payments in the year	17,664.11	
Closing balance per cash book		27,410.75
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		19,843.22

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2025									
FEBRUARY 2025									
PAYMENTS*	BUDGET 2024/25	SPEND TO DATE	AVAILABLE	% SPEND	RECEIPTS	BUDGET 2023/24	RECEIVED TO DATE	DUE	% RECEIVED
Salary	5,628	5,093	535	90%	Precept	13,000	13,000	-	100%
Admin	2,011	1,730	281	86%	Burials	-	192	-	192
Open Spaces	11,134	9,652	1,482	87%	Wayleaves	511	510	-	1
Donations	-	-	-		Allotments	585	645	-	60
TOTAL	18,773	16,475	2,298	88%	Amenity	2,028	2,034	-	6
					HMRC	-	-	-	
HLS (Harpers)	900.00	334.00	566.00	37%	Admin	-	200	-	200
					Bank Interest	-	262.92	-	0
TOWNLANDS	270.00	473.00	150.00	175%	TOTAL	16,124	16,844	-	458
					HLS (Harpers)	1,469	1,469	-	100%
DEFIBRILLATOR	226.00	235.00	-9.00	104%	TOWN LANDS	270	270	-	100%

*includes payments as listed on agenda