

# **Brisley Parish Council**

Minutes of a meeting of Brisley Parish Council held on Wednesday 5<sup>th</sup> November 2025, at 7.00pm in the Village Hall.

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

One Member of the Public  
Sheryl Irving (Clerk)

## **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Diggins were approved. Apologies were also received from County Cllr Mark Kiddle-Morris and the Breckland Officer who was going to deliver the presentation at item 4.

## **2. To receive declarations of interest.**

There were none declared.

## **3. To approve the minutes of the meeting held on the 1<sup>st</sup> October 2025.**

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

## **4. To receive a presentation from a Breckland Planning Officer regarding Planning and Conservation Areas/Article 4.**

In the absence of the Breckland Officer, there was no presentation.

## **5. To receive County and District Councillor reports.**

In the absence of Councillors, there were no reports.

## **6. Open Forum: an opportunity to hear from members of the public.**

A member of the public raised the issue of the pond restoration near the Gas Hub at Harpers Green in that it did not appear to have been done sympathetically and rubbish had been left on the site. The Chairman responded that the works had been carried out by the Norfolk Wildlife Trust, in conjunction with Natural England, and with the permission of DEFRA. The restoration, which did appear severe, was done as planned and by experts in that field. There was some surprise that no silt had been left in the pond and Norfolk Wildlife Trust will be asked to confirm that this is

acceptable. In respect of perceived 'rubbish' on the site, this will provide homes for wildlife and the pond and surrounding area will soon naturalise.

The member of the public kindly offered to clear some willow around a pond and a risk assessment will need to be carried out beforehand.

## **7. 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 – survey results awaited.
- Footpath 6 overgrown and impassable – reported to NCC and landowner will be contacted.
- Potholes on Fludges Lane – reported to Highways and now repaired.
- The right of way from School Road now runs right through to the Whissonsett Road and is a bridleway all the way through.

### **b) To receive an update regarding flooding issues on School Road.**

Council noted that the culvert along School Road has been cleared and some households had received advice regarding their ditches. The advisory leaflet is nearing completion, for circulation to all households.

It was noted that flooding issues upstream will be looked at in due course.

## **8. Planning**

### **a) Applications for consideration.**

There were no applications for consideration.

### **b) To note any planning decisions/appeals.**

Council noted that the following two applications have been approved.

- PL/2025/1143/HOU – Wuthering Heights, School Road - Remove rear garden room erect 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.

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

There was no update in respect of this matter.

### **d) To consider a response to the next consultation regarding the Breckland Local Plan.**

Council noted the draft plan and that ten properties had been approved for the Rural Housing for Local People site; there was no proposal to respond to the consultation.

## 9. Open Spaces

### a) To receive an update regarding the Pond Project.

Council noted the following updates:

- Effluent in South Green Pond – the Environment Agency is now dealing with this issue and is awaiting the results of improvements to household sewage systems before taking any action.
- Harpers Green Pond Restoration – this item was dealt with at item 6 above.
- Richard Waddingham Pond Conservation Award – Cllr Dennis reported that the Parish Council came runner up in this award which is for long term commitment to pond improvement, which is the most beneficial action for biodiversity. The Village Hall will be approached to see if the award can be displayed in the Village Hall lobby.

### 10. 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) – a second topping of thistles has taken place at the very far end of the South Green, it will be interesting to see if there is a significant reduction of thistle in this area as a result. The two culverts that were blocked and main ditch running behind cricket pitch have now been cleared and a letter of thanks will be sent to Foxburrow Farms.

Footpaths (Cllr Diggins) – nothing to report.

Churchyard (Cllr Irons) – nothing to report.

Play area (Cllr Irons) – there are a few small holes that need filling for the sake of safety and Cllr Dennis will deal.

The annual inspection has taken place and Cllr Irons reported that all items are either low risk or very low risk with the exception of a moderate risk in respect of the tree trunk where the fixings are coming apart. Cllr Green will deal with this matter.

Patch Corner (Cllr Dennis) – the trees and overhanging branches have been cleared from the North end of the pond.

Allotments (Cllr Dennis) – nothing to report.

Amenity Area (Cllr Dennis) – the perimeter hedge has been trimmed as has the inside of the walkway of overhanging branches. The whole area is now in good order.

In response to a request to erect a 'no parking' sign at the Gateley Road end of the Amenity Area, Council agreed there was no need and further signage was not wanted unless absolutely necessary.

Harpers Green (Cllr Dennis) –the fence line to the north of the Green may need clearing to prevent continuing problems with trees falling across the fence and Cllr Dennis is acquiring two quotes for mulching.

The remaining cattle are now off the area for the winter months and the Green is looking very good.

The Hill – the Japanese Knotweed has been treated again this year. The contractor was concerned that some ground had been disturbed on the Hill and new knotweed has come through. The works, which disturbed the ground and related to the installation of a sewage treatment plant, were carried out without consultation or permission.

#### **11. To receive an update regarding Community Resilience – Emergencies and Civil Contingencies.**

Cllr Dykes circulated a draft plan to members for comments. It was noted that a flyer can be circulated to every household calling for volunteers and that any plan would need to be reviewed regularly.

#### **12. To consider a quote for one grass cutting contract for 2026.**

Cllr Collinge proposal acceptance of the one year quote from grass contractor 2 of £5,040 for 2026, this was seconded by Cllr Colley and unanimously agreed by Council.

#### **13. To consider setting up a fundraising account to help raise funds to maintain the amenity area.**

Cllr Collinge proposed approval of a Crowdfunder account to try and raise funds to help with the maintenance of the amenity area, particularly from visitors outside of the village, this was seconded by Cllr Dykes and unanimously agreed by Council.

#### **14. To consider future maintenance/replacement of the defibrillator.**

Cllr Irons said he felt that the Townlands funds could be used to maintain/replace the defibrillator in the future as they should be used for the 'poor of the village' and it was known that the 'poor' were more likely to suffer from ill health and having a defibrillator in the village would be of help to them in the event of any heart issues. Cllr Irons proposed that all future funds be used for the defibrillator, this was seconded by Cllr Collinge and unanimously agreed by Council.

Cllr Irons went on to propose that the VETS scheme be discontinued as it had not yet been used and was an additional cost that Council could not easily afford. This was seconded by Cllr Collinge and put to the vote, with five in favour and one abstention, the vote was carried.

#### **15. Finance & Governance Matters**

##### **a) To receive a financial report for the year ending 31<sup>st</sup> March 2026.**

The financial report (attached) was noted.

**b) To approve the budget and set the precept for the year ending 31<sup>st</sup> March 2027.**

Cllr Dennis proposed that the precept be increased to £14,000 for the next financial year but with no seconder this proposal was not put to the vote.

Council agreed to defer a decision to the December meeting once everyone had a chance to look at the figures properly.

**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**

P34	Wensum Farmers – Associate Membership	£80.00
P35	SAM II Assessment & Battery replacement	£63.00
P36	Wave – Allotment Water	£132.01(DD)
P37	NCC – Amenity Rent	£750.00
P38	Patch Corner Tree Works	£575.00
P39	The Hill – Japanese Knotweed Treatment	£40.00
P40	Clerk Salary & Allowance (November)	£503.06 (SO)
P40	HMRC PAYE	£4.20
P40	HMRC Employers NIC	£10.54
P41	SLCC Membership (Clerk)	£34.20
P42	Grass Contractor 1	£659.40
P43	Environment Agency Drainage Charges	£43.12 (DD)
P44	Play Area Inspection	£360.00
P45	Grass Contractor 2	340.00
P46	Royal British Legion (2 x wreaths)	£40.00

**RECEIPTS**

R4	Breckland Precept (2 of 2)	£6,630.00
R3A	Townland Rental Fee	£45.00
R5	Townland Rental Fee	£80.00

**16. Correspondence for consideration.**

There was no correspondence for consideration but the Clerk updated Council on a matter regarding Konect Bus 23 which took children to and from school in Dereham but had been discontinued since September, despite four children from the village regularly using it. County Cllr Kiddle-Morris is looking into this on our behalf.

**17. To receive any new items for the next agenda.**

There were no new items received for the next agenda.

**18. To note the next meeting of the Parish Council will be held on Wednesday 3<sup>rd</sup> December 2025, at 7.00pm in the Village Hall.**

The date of the next meeting was noted and the Chairman then closed the meeting at 8.11pm.

Signed:

Dated:

BRISLEY PARISH COUNCIL - FINANCIAL REPORT					
BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2026					
NOVEMBER 2025					
PAYMENTS*	ACTUAL 2024/25	BUDGET 25/26	SPEND TO DATE	AVAILABLE	% SPEND
Salary	5,556	5,923	3,975	1,948	67%
Admin	1,753	1,850	1,155	695	62%
Open Spaces	9,947	10,359	8,264	2,095	80%
<b>TOTAL</b>	<b>17,256</b>	<b>18,132</b>	<b>13,394</b>	<b>12,922</b>	<b>29%</b>
Other**	0	0	610.20	0	
<b>HLS (Harpers)</b>	<b>1,630</b>	<b>1,065</b>	<b>360</b>	<b>705</b>	<b>34%</b>
<b>DEFIBRILLATOR</b>	<b>235</b>	<b>235</b>	<b>100</b>	<b>135</b>	<b>43%</b>
<b>TOWNLANDS</b>	<b>473</b>	<b>270</b>	<b>-</b>	<b>150</b>	<b>0%</b>
*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	13,260	-	100%
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	-	
<b>TOTAL</b>	<b>17,514</b>	<b>16,434</b>	<b>13,964</b>	<b>2,604</b>	<b>85%</b>
<b>HLS (Harpers)</b>	<b>1,469</b>	<b>1,469</b>	<b>-</b>	<b>1,469</b>	<b>0%</b>
<b>TOWN LANDS</b>	<b>270</b>	<b>270</b>	<b>125</b>	<b>145</b>	<b>46%</b>

Bank Reconciliation as at 9th September 2025	
<b>Balance per bank statements</b>	
Barclays Savings Account	17,988.54
Barclays Current Account	8,595.71
Less any unrepresented cheques	575.14
Add any outstanding payments into bank	0.00
	<b>26,009.11</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>	
Opening Balance as at 1st April 2025	23,698.79
Add receipts in the year	15,223.34
Less payments in the year	12,913.02
<b>Closing balance per cash book</b>	<b>26,009.11</b>
<b>which includes the following reserves:</b>	
Higher Level Stewardship Scheme (Harpers)	8,301.71
Defibrillator	95.65
Townlands	245.00
Allotment Deposits	340.00
<b>GENERAL RESERVE</b>	<b>17,026.75</b>