

**THE ANNUAL MEETING OF BRISLEY PARISH COUNCIL
WILL BE HELD ON WEDNESDAY 7TH MAY 2025,
FOLLOWING THE ANNUAL PARISH MEETING
COMMENCING AT 6.30PM, IN THE VILLAGE HALL.**

The public and press are cordially invited to attend and are able to address the Council during the Public Participation session.

Our Standing Orders do not permit members of the public and press to take part in the debates.

AGENDA

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.
2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.
3. Welcome and apologies for absence.
4. To receive declarations of interest.
5. To approve the minutes of the meeting held on the 5th March 2025.
6. To receive County and District Councillor reports.
7. Open Forum: an opportunity to hear from members of the public.
8. Highway Matters
 - a) To receive an update on matters reported to Norfolk and Breckland Councils.
 - Missing footpath fingerpost sign on Gateley Road.
 - School Road, Ash Trees – defects confirmed but does not meet criteria for highways action at this time.
 - b) To receive an update regarding flooding issues on School Road and the flood management team inspection.
9. Planning
 - a) Applications for consideration.
 - Any applications received since the publication of the agenda.
(Go to: <http://planning.breckland.gov.uk/OcellaWeb/planningSearch>).
 - b) To note any planning decisions/appeals.
 - 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 consultations – GRANTED.

- PL/2024/1182/HOU – Red Cottage, The Green - erection of a 2 storey rear extension – GRANTED.
 - PL/2025/0294/FMIN – Sunset View, Fakenham Road, Horningtoft - provision of single storey studio extension Change of Use for area of Grassland to Domestic Garden Land for extension – GRANTED.
- c) To receive an update regarding the Housing for Local People scheme.

10. Open Spaces

- a) To receive an update regarding a wildflower area in the churchyard.
- b) To receive an update regarding new hedgerow plants for the amenity area.
- c) To consider the tree risk assessment survey for the churchyard and associated quotations.
- d) To note updates arising from issues raised by the Grazing Rights Holders meeting held on the 10th February 2025.
 - The Bell public footpath map which is incorrect but distributed to customers – The Bell has confirmed they do not have any such leaflet.
 - To ask The Bell to provide a dog waste bin for the use of their customers who use the Green to walk their dogs – The Bell has confirmed they have a dog waste bin and will add additional signage.
- e) To receive an update regarding an SFI agreement for the Green.
- f) To consider the formation of a Conservation Volunteer group to help maintain areas within the village.
- g) To receive an update on village volunteers following the Spring Newsletter.

11. To receive reports on the regular inspection of village sites where the Council has a responsibility and consider any maintenance required.

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

13. To consider the updated Brisley Green Information and Rules for Grazing Rights Holders.

14. Finance & Governance Matters

- a) To receive a financial report for the years ending 31st March 2025 and 2026.
- b) To consider approval of a Health & Safety Policy.
- c) To receive an update regarding the Council insurance renewal.
- d) To receive the internal auditors report and consider any recommendations.
- e) To approve the annual governance statement in the 2024-25 Annual Return.
- f) To approve the Statement of Accounts in the 2024-25 Annual Return.
- g) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- h) To approve the following payments and note any receipts.

PAYMENTS

P63	Allotment – New Tenant Preparation	£150.00* (24/25 financial year)
P2	Grass Contractor 1 (March)	£132.00*
P6	Wave – Allotment Water	£35.15 (DD)
P3	Clerk (April Salary & Allowance) (including incremental salary increase)	£tbc (SO)
P3	HMRC – PAYE	£tbc

P8	Website – Annual Renewal – Refund to Clerk	£142.06
P5	Tree Risk Assessment Report	£354.00*
P4	Amenity Area Rent – half year	£750.00*
P9	Grass Contractor 2 (March)	£170.00
P7	Clerk (May Salary & Allowance)	£tbc
P7	Employers Contributions HMRC – PAYE	£tbc
P10	Internal Auditor	£50.00
P11	Grass Contractor 1 (April)	£220.20
P12	Grass Contractor 2 (April)	£tbc

*, (SO) or (DD) indicates payment has been made.

RECEIPTS

R10	Wayleaves	£480.00 (24/25 financial year)
	Bank Interest	£80.55 (24/25 financial year)
R1	Breckland Precept	£6,630.00

15. Correspondence for consideration.

(any correspondence received after the agenda has been published will be circulated at the meeting).

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

17. To note the next meeting of the Parish Council will be held on Wednesday 4th June 2025, at 7.00pm in the Village Hall.

Sheryl Irving
Clerk to the Council
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Tuesday 29th April 2025