

Brisley Parish Council

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

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

District Cllr Gordon Bambridge
Sheryl Irving – Parish Clerk

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from County Cllr Mark Kiddle-Morris.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on the 5th February 2025.

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.

D/Cllr Bambridge reported that the Local Plan review has now resumed and parish councils will be consulted again in the near future. The number of houses required to be built per year has increased from 618 to 903.

He also said that devolution and local government reorganisation was ongoing. It was likely that council tax will increase in Breckland when we move to a unitary authority, as it was currently the lowest in Norfolk.

In response to a query, the D/Cllr agreed to contact County Council regarding the need to book a slot at the recycling centres.

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.

- **The raised verges at the top of School Road are a safety issue due to the lack of highway visibility and Highways will deal.**

Council noted that County Cllr Kiddle-Morris has confirmed works are programmed but unlikely to take place until the next financial year.

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

Council noted that the County Cllr is chasing this up.

7. Planning

a) Applications for consideration.

There were no applications for consideration.

b) To note any planning decisions/appeals.

Council noted that the following application remained pending.

- 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.

Council noted the following application has been withdrawn.

- 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.

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

There was no update in respect of this matter.

8. Open Spaces

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

Council noted that an article requesting support will be in the next newsletter.

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

There was no update in respect of this matter and the time period for planting bare root hedging is nearing the end.

c) To consider a quotation for a tree risk assessment survey in the churchyard.

Cllr Collinge proposed that the quote for £295 be approved and quotes obtained for any advised works, this was seconded by Cllr Diggins and unanimously agreed by Council.

d) To note the minutes of the Grazing Rights Holders meeting held on the 10th February 2025 and consider any matters raised.

- To consider any fence repairs at Harpers Green – Cllr Dennis reported that one post needs to be replaced and Cllr Green volunteered to carry out the works.
- To ask The Bell to update public footpath map which is incorrect but distributed to customers – a copy of the map will be obtained.
- To ask The Bell to provide a dog waste bin for the use of their customers who use the Green to walk their dogs – Council agreed to ask The Bell if they would consider providing a dog bin.
- To receive reassurance from a GRH regarding a new SFI agreement and consider submitting an application – Council noted that information regarding the requirement for all grazing rights holders to sign up to any agreement was awaited.

e) To consider a request to site a duck house on a pond at The Hill.

Cllr Collinge proposed that the request be approved, with approval of the design delegated to the Clerk and that the grazing rights holder be consulted regarding fixings, this was seconded by Cllr Irons 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.

There was nothing to report in respect of the North Green, South Green, Play Area and Patch Corner.

Footpaths – Cllr Irons advised that there was no fingerpost sign for one of the footpaths leading off the Gateley Road across the amenity area and Highways will be notified.

Churchyard (Cllr Irons) – Cllr Irons had slipped on one of the gravestones which is laying down. Council agreed there was a need for members of the public to be careful in the churchyard but will contact the PCC to ascertain if there is a problem.

Allotments (Cllr Dennis) – another half plot has been taken on and there are no vacant plots available.

Amenity Area (Cllr Dennis) – an owl box has been installed on the perimeter of the area. Many thanks to an allotmentee for the purchase.

Harpers Green (Cllr Dennis) – this year's mulching work has been carried out by our contractor.

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

Council agreed that a vending machine, as suggested by a member of the public, was not practical, however, consideration and approval was given to an allotment holders table, with honesty box, for excess crops, if the allotment holders so wished.

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

Cllr Dykes will report on this matter at the next meeting, following the Teams meeting on the 19th March.

12. To review the Brisley Green Information and Rules for Grazing Rights Holders.

Council agreed the document needs review and this will be carried out by the Clerk and Cllr Dennis.

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 consider a request for a reduced allotment fee in acknowledgement of community donation of Owl Box.

Council agreed that a reduced fee was not appropriate as the member of the public had volunteered to provide the box.

c) To consider any requests for charitable donations.

There was no proposal for any donations.

d) 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.

| <u>PAYMENTS</u> | | |
|------------------------|--|--------------|
| P61 | Clerk (March Salary & Allowance) | £479.36 (SO) |
| P61 | HMRC – PAYE | £3.60 |
| P62 | Clerk – Expenses | £22.55 |
| P64 | Harpers Green – Mulching | £1555.20 |
| P65 | Play Area Inspection | £180.00 |
| Financial Year 2025/26 | | |
| P1 | Norfolk Parish Training & Support Subscription | £132.60 |

14. Correspondence for consideration.

- The 10th Great British Spring Clean – no action was suggested.

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

Cllr Dennis suggested Council consider a Conservation Volunteers group be set up to assist with pond maintenance and other conservation projects.

Cllr Green left the meeting at this point.

16. To note the Annual Meeting of the Parish Council will be held on Wednesday 7th May 2025, following the Annual Parish Meeting which will commence at 6.30pm in the Village Hall.

The date of the Annual Council and the Annual Parish Meetings was noted and the Chairman closed the meeting at 8.01pm.

Signed:

Date:

DRAFT

BRISLEY PARISH COUNCIL

FINANCIAL REPORT

MARCH 2025

| Bank Reconciliation as at 11th February 2025 | |
|--|------------------|
| Balance per bank statements | |
| Barclays Savings Account | 22,774.43 |
| Barclays Current Account | 2,754.52 |
| Less any unrepresented cheques | 0.00 |
| Add any outstanding payments into bank | 0.00 |
| | 25,528.95 |
| 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 | 19,828.16 |
| Less payments in the year | 19,655.91 |
| Closing balance per cash book | 25,528.95 |
| 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 | 340.00 |
| GENERAL RESERVE | 17,951.42 |

| BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2025 | | | | | | | | | |
|---|----------------|----------------|------------------|--------------|----------------------|----------------|-----------------|------------|-----------------|
| MARCH 2025 | | | | | | | | | |
| PAYMENTS* | BUDGET | SPEND | AVAILABLE | % | RECEIPTS | BUDGET | RECEIVED | DUE | % |
| | 2024/25 | TO DATE | | SPEND | | 2023/24 | TO DATE | | RECEIVED |
| Salary | 5,628 | 5,556 | 72 | 99% | Precept | 13,000 | 13,000 | - | 100% |
| Admin | 2,011 | 1,753 | 258 | 87% | Burials | - | 192 | - | 192 |
| Open Spaces | 11,134 | 9,822 | 1,312 | 88% | Wayleaves | 511 | 510 | - | 1 |
| Donations | - | - | - | | Allotments | 585 | 755 | - | 170 |
| TOTAL | 18,773 | 17,130 | 1,643 | 91% | Amenity | 2,028 | 2,034 | - | 6 |
| | | | | | HMRC | - | - | - | |
| | | | | | Admin | - | 200 | - | 200 |
| HLS (Harpers) | 900.00 | 1624.00 | -724.00 | 180% | Bank Interest | - | 262.92 | - | 0 |
| | | | | | TOTAL | 16,124 | 16,954 | - | 568 |
| TOWNLANDS | 270.00 | 473.00 | 150.00 | 175% | HLS (Harpers) | 1,469 | 1,469 | - | 100% |
| DEFIBRILLATOR | 226.00 | 235.00 | -9.00 | 104% | 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. | | | | | | | | | |