

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 3rd December 2025, at 7.00pm in the Village Hall.

Present: Cllr Richard Dykes (Vice Chair)
Cllr Tony Irons (arrived late)
Cllr Julie Colley
Cllr Bridget Diggins
Cllr Peter Dennis

Two Members of the Public
Sheryl Irving (Clerk)

In the absence of the Chairman, the Vice Chairman, Cllr Richard Dykes, took the Chair.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Collinge and Green were approved. 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 November 2025.

Cllr Dennis proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Dykes 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 County and District Councillors, there was no update.

At this point in the meeting, Cllr Irons arrived.

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

A member of the public asked for guidance in respect of a planning application to upgrade an existing roadway on the common, in line with Highways requirements. Council said that until the application was in front of them they could not make a decision but agreed they had no objections to the proposal as it stands, with the exception of the use of 'golden gravel'. However, they could

not see any need for the upgrade. It was agreed the applicant would try to arrange a site visit with a Highways officer so that Council could have an opportunity to explain the complexities of commons and specifically the need for a Section 38 application for any changes.

7. Highway Matters

a) To receive an update on matters reported to Norfolk and Breckland Councils.

- Degradation of road surface on Gateley Road – survey results awaited.
- Potholes near Cricket Club entrance – reported to Highways and will be repaired.

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

There was no further update in respect of this issue and it was agreed to remove from the agenda. The situation will continue to be monitored.

c) To receive an update regarding the Konect Bus 23 Service.

Council noted that this matter had been raised by at least one other parish and County Cllr Kiddle-Morris is dealing.

8. Planning

a) Applications for consideration.

There were no new applications for consideration.

b) To note any planning decisions/appeals.

There were no decisions/appeals to note.

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.

There was no update in respect of this matter.

9. Open Spaces

a) To consider quotes for mulching at Harpers Green.

In the absence of quotes, Council agreed that the Clerk should circulate quotes once received for approval, if appropriate, as the next Council meeting was not until February. Funding is available in a reserve account for the works.

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

Council noted that there was nothing to report in respect of the North Green, the Amenity Area, Allotments, Churchyard, Harpers Green and Patch Corner.

In respect of the Play Area, the tree trunk still needs to be dealt with but it is currently stable and no need for any urgent works.

Cllr Diggins reported that recent water testing had shown that the pond water on the South Green remains 'poor'. Further testing will be carried out before any further action.

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

Cllr Dykes reported that a draft was ready for the next newsletter which explains the need for a plan and asks for volunteers to come forward. Cllr Colley reported that Lowland Rescue are keen to be involved.

12. To note the meeting dates for 2026.

The meeting dates were noted.

- Wednesday 4th February
- Wednesday 4th March
- Wednesday 6th May (Annual Parish & Annual Council – commencing at 6.30pm)
- Wednesday 3rd June
- Wednesday 1st July
- Wednesday 2nd September
- Wednesday 7th October
- Wednesday 4th November
- Wednesday 2nd December

Grazing Rights Holders Meeting Dates:

- Monday 23rd March
- Monday 28th September

13. Finance & Governance Matters

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

The financial report (attached) was noted.

In respect of the Crowdfunder initiative, Council agreed that, as it runs for twelve weeks, it should commence at Easter, when more walkers are likely to be using the amenity area.

b) To approve the draft budget and set the precept for the year ending 31st March 2027.

Council noted the increase in costs for the year ending 31st March 2027 and agreed it was important to raise the precept annually when the need arises. A lower precept would result in a much higher increase in following years and a smaller general reserve, which should be kept at approximately one years' expenditure. Cllr Dykes proposed acceptance of the budget and an increase in the precept to £15,830, as required by the budget. This was seconded by Cllr Irons and unanimously agreed by Council.

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

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

PAYMENTS

P48	Grass Contractor 1	£618.60
P49	Clerk Salary & Allowance (December)	£502.86 (SO)
P49	HMRC PAYE	£4.40
P49	HMRC Employers NIC	£10.54
P50	ICO Data Protection	£52.00 (DD)

RECEIPTS

R6	Townlands Rental Fee	£145.00
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14. Correspondence for consideration.

There was no correspondence for consideration.

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 4th February 2026, at 7.00pm in the Village Hall.

The date of the next meeting was noted and the Chairman closed the meeting at 8.42pm.

Signed: _____

Date: _____

BRISLEY PARISH COUNCIL - FINANCIAL REPORT

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2026
DECEMBER 2025

PAYMENTS*	ACTUAL 2024/25	BUDGET 25/26	SPEND TO DATE	AVAILABLE	% SPEND
Salary	5,556	5,923	4,473	1,450	76%
Admin	1,753	1,850	1,301	549	70%
Open Spaces	9,947	10,359	9,497	862	92%
TOTAL	17,256	18,132	15,271	12,922	29%
Other**	0	0	610.20	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	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	-	
TOTAL	17,514	16,434	13,964	2,604	85%
HLS (Harpers)	1,469	1,469	-	1,469	0%
TOWN LANDS	270	270	270	-	100%

Bank Reconciliation as at 11th November 2025	
Balance per bank statements	
Barclays Savings Account	18,988.54
Barclays Current Account	3,571.04
Less any unpresented cheques	40.00
Add any outstanding payments into bank	0.00
	22,519.58
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	15,368.34
Less payments in the year	16,547.55
Closing balance per cash book	22,519.58
which includes the following reserves:	
Higher Level Stewardship Scheme (Harpers)	8,301.71
Defibrillator	95.65
Townlands	390.00
Allotment Deposits	370.00
GENERAL RESERVE	13,362.22