

BRININGHAM PARISH COUNCIL

Parish Clerk and RFO : Kerry Harris
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22nd August 2025

Dear Councillors

You are summoned to the Parish Council Meeting of Briningham Parish Council on Monday 1st September 2025 at 7pm at Briningham Village Hall

Kerry Harris Parish Clerk

Agenda

1. Welcome and to consider apologies and reasons for absence
2. To receive declarations of interest and request for dispensations in any of the agenda items
3. To approve Minutes of the Parish Council Meeting held on Thursday 1st May
4. Matters arising on the Minutes (for information only), not included on the agenda
5. To note the minutes from the Annual Parish Meeting held on 1st May
6. Open forum for Public Participation
 - (i) Questions and comments from residents and members of the public.
 - (ii) To receive reports from NCC Cllr Aquarone and NNDC Cllr Brown.
7. Financial and Governance Matters
 - i. To Approve the Cashbook, Receipts & Payments since the last meeting and note Spending against Budget
 - ii. To note the Local Government pay award of 3.2% backdated to April 2025
 - iii. To Review and Approve the Asset Register
 - iv. To appoint Mrs Di Dann as the Internal Auditor
 - v. To Approve the following policies:
IT policy
 - vi. To Approve Training costs for the Clerk (cost + mileage - 20% of total): SLCC Annual Conference £13.72, NPTS Autumn Seminar £17.94 – Total £31.66
8. To consider the guidance for websites and email addresses from the 2025 Practitioners Guide Assertion 10 and Approve any action
9. To receive an update on Devolution and the Re-organisation of Local Government
10. To receive an update on Allotment matters and Approve any action
 - i. To Review and Approve Allotment Rents for the Year starting November 2026
 - ii. To Review and Approve General Rules relating to Allotment Tenancy for the Year starting November 2025
 - iii. To receive an update on the installation of gates and an Information Board for the Memorial Field
11. To receive an update on Highways matters and Approve any action
12. To receive an update on Planning matters and Approve any action
13. To receive an update on biodiversity in the Parish and to Approve any action
14. To note any Correspondence since the last meeting
15. To note dates for future meetings – 1st December, March
16. Any other business – for information and future agenda
17. To close the meeting

Attachments: minutes (1st May), Minutes of the Annual Parish Meeting, Cashbook & Payments List , website report, IT policy, Allotment General Rules