

BRISTON PARISH COUNCIL

The Parish Office
Briston Pavilion, Recreation Ground,
Stone Beck Lane, Briston,
Melton Constable NR24 2LG
Telephone: 01263 862638

Email: parish-council@briston-norfolk.org.uk

Minutes of the Briston Parish Council meeting held on Monday 13 April 2015 at 7pm in the Copeman Centre, Briston

Present: Cllr Mrs Simmons Chairman
Cllr N Fippard Vice Chairman
Cllr Mrs A Aspinall
Cllr Miss P Whatling
Cllr Mrs B Nutkins
Cllr Mrs Denton
Cllr D Jeary
Cllr T Girling
Cllr M Collins
Cllr T Serne

In attendance Mr S Twiddy
Shadow Council Miss R Gilding

Clerk Mrs J English

Number		Action
2015/45	To consider apologies for absence Cllr Chris Lakey	
2015/46	To record declarations of interest from members in any items on the agenda Cllr Mrs Nutkins and Cllr Miss Whatling planning Cllr Girling allotments	
2015/47	To approve the minutes of the meeting of Briston Parish Council held on Monday 2 March Proposed by Cllr Fippard, seconded Cllr Mrs Aspinall. Approved	
2015/48	To adjourn the meeting to allow public participation County Councillor District Councillor SNT representative The meeting adjourned at 7.07pm The meeting reconvened at 7.07pm 10 PM	
2015/49	To discuss matters arising from the minutes of the Parish Council meeting held on 2 March Cllr Mrs Simmons said that there was nothing to report with regard to the query on the BT bill. 2015/28. With regard to the roots of the lime tree on the village green, a parishioner, Mrs Taylor is liaising with BT over this.	

<p>2015/50</p>	<p>To consider and make observations on the following planning applications:</p> <p>Variation of condition 2 of planning permission ref: 10/0372 to permit re-positioning of dwelling and insertion of two French doors and Juliet balconies to first floor east elevation. Wayside, Craymere Road, Briston, Melton Constable, NR24 2LS. No objection or comment. Proposed by Cllr Fippard, seconded Cllr Serne. Approved</p> <p>Erection of attached garage and single-storey side extension Line Side, Macks Loke, Reepham Road, Briston, Melton Constable NR24 2JL. Cllr Miss Whatling declared an interest and took no part in the voting. No objection or comment. Proposed by Cllr Mrs Aspinall, seconded Cllr Girling. Approved</p> <p>Erection of agricultural contractors storage building Tithe Barn Lane, Briston NR24 2JB Cllr Mrs Nutkins declared an interest and took no part in the voting. The council voted to support the application. Proposed by Cllr Mrs Denton, seconded by Cllr Jeary. Approved</p> <p>Erection of detached garden room and extension to wall 130B Hall Street, Briston, Melton Constable, NR24 2LG. No objection or comment. Proposed by Cllr Mrs Aspinall, seconded by Cllr Miss Whatling. Approved</p> <p>Decision Notice – The Maples, Fakenham Road, Briston, Melton Constable, NR24 2HJ. Proposal erection of rear and link to garage extensions, raising roof height, insertion of dormer windows and balcony to provide accommodation to roofspace – PERMIT</p> <p>Decision Notices – Roper Farm, Saxthorpe Road, Briston, Melton Constable, NR24 28D Demolition of two agricultural buildings – REFUSED Any other planning applications or other planning matters which may come in before the meeting</p> <p>Decision Notice – The Maples, Fakenham Road, Briston, Melton Constable, NR24 2HJ Proposal: Erection of rear and link garage extensions, raising roof height, insertion of dormer windows and balcony to provide accommodation in roofspace – PERMIT</p>	
<p>2015/51</p>	<p>Clerks Report</p> <p>School Crossing patrol service The Clerk read email from Ian Webb, School Crossing Patrol Manager at Norfolk County Council (NCC) saying that the service will continue in the next financial year and suggesting parishioners contact their County Councillors as they will make the final decision.</p> <p>Waste bin behind the Chinese takeaway on the Fakenham Road – donated by the East of England Co-op. The Clerk reported that she had had a meeting with the area manager and it had been agreed to site this next to the first bench. It was being installed shortly.</p> <p>Circus Tyanna – 26 to 30 August on village green (reported for information).</p> <p>Breck Farm Reservoirs Liaison Group meeting 12 noon on Monday 27 April at Breck Farm. Two representatives invited from Parish Council.</p>	



	<p>Cllrs Mrs Aspinall and Cllr Serne will attend.</p> <p>'Slow Down in Our Village' posters. The Clerk reported that she had received an email from Ben Hanlon, Highway Technician (North Area) – Highways & Transport, NCC saying that the Casualty Reduction team no longer supply or promote the use of these.</p> <p>Barclays Bank – attempt to stop providing paper statements. The Clerk had been in touch with Barclays Bank to say that paper statements are still required.</p> <p>Norfolk RCC Signpost magazine – tabled</p> <p>SLCC Norfolk Branch AGM Friday 24 April from 10am to 2pm. There were no members who wanted to attend.</p> <p>Magpas Life Savers' magazine – tabled</p> <p>CPRE Norfolk Light Pollution Survey, Guidance Note and Conference - tabled</p> <p>Hall Street Culvert – email from Steve White, Highways Engineer, Norfolk County Council. Reported that he had been in contact with a colleague, a bridge inspector who reported that the culvert was fully functional. Mr White did not plan to take any action at the moment.</p> <p>Position of waste bins after emptying. The Clerk had been in contact with Richard Crabb, Environmental Contracts Officer - Waste, Cleansing and Street Signs, North Norfolk District Council (NNDC), who would raise the matter with Kier.</p>	
2015/52	<p>To discuss and approve the appointment of Auditing Solutions Ltd to carry out the 2014/2015 internal audit</p> <p>Proposed Cllrs Mrs Simmons, seconded Cllr Girling. Approved</p>	
2015/53	<p>To discuss changing the date of the May meeting of the Parish Council from 11 May to 18 May owing to proximity of Election</p> <p>Proposed to go ahead by Cllr Mrs Denton, seconded Cllr Mrs Simmons Approved</p>	Clerk
2015/54	<p>To discuss commemorating the 70th anniversary of ending of WW2 – ref: email from William Heal</p> <p>Two specific dates – VE day 8 May and VJ day 15 August. Melton Constable holding short service on VJ day. If Briston wish to hold their own would they need wreaths, etc. It was agreed to defer this matter to the May meeting</p>	Clerk
2015/55	<p>To readopt the following:</p> <p>Standing Orders and Chairmanship</p> <p>Document Retention, Archive and Destruction Policy</p> <p>Lone Working Policy</p> <p>Policy for audio/video recording of council meetings</p> <p>Financial Risk Assessment Document</p> <p>Information Systems Policy</p> <p>Complaints Policy</p> <p>Equal Opportunities Policy</p> <p>Emergency work on parish property</p> <p>Model publication scheme</p> <p>Code of conduct</p> <p>Cllr Fippard proposed that these be readopted on block. Seconded Cllr Mrs Simmons. Approved</p>	
2015/56	<p>To adopt Financial Regulations</p> <p>The Clerk explained that this was a new document adapted from the</p>	

	NALC template and covered all the financial regulations for the council. Agreement to adopt these proposed by Cllr Mrs Denton, seconded Cllr Fippard. Approved	
2015/57	Allotment matters – Cllr Girling to raise Condition of footpath on the Plantation Hill Estate Allotment number 6 will be resized to make this footpath bigger Strimming of grass on the Plantation Hill allotments The Clerk will ask Mr Twiddy if he can do this Water dip tank on the Plantation Hill allotments Still not operational Tap in car park on the Plantation Hill allotments Not turning on or off. Clerk to contact Lomax Homes Fallen tree on Stone Road allotments. Clerk and Mr Twiddy will look at this and see if Mr Twiddy is able to clear it.	Cllr Girling Clerk Cllr Girling Clerk Clerk/Mr Twiddy
2015/58	To receive a report from the Copeman Centre – Cllr Fippard Treasurers Report: Income £1312.25. Expenditure: £1689.44 J Wharton will service the boiler later in the year. Teach ins to be arranged so that members know the ins and outs of the building. Pauline has found a handyman to make and hang doors on the new cupboard for £300. Parish Council has installed new drainage on car park Autumn Dance cancelled Request for another shed from Briston Players turned down Agreed to renew subscriptions for Village Halls Association and RCC.	
2015/59	To discuss and approve provision of waste dog bin at Garden Close The Clerk reported that it was now possible to put dog waste in litter bins and this would be a better and more cost effective option than a dog bin. Broxap sold an Athena Steel Litter Bin from £219 plus VAT and carriage. Cllr Mrs Simmons proposed that the litter bin be purchased provided that a written assurance is given that litter bins can be used for dog waste. Seconded Mrs Nutkins. Approved	Clerk
2015/60	To discuss cancelling of cutting of church yard and village sign by contractor The Clerk said that she had received a letter just before Easter from Mr Williamson saying that he would not be able to cut the church yard and round the village sign owing to ill health. She said it was a matter of urgency that a new contractor be found as the church yard was becoming very unkempt. After much discussion Cllr Jeary proposed that three quotes were obtained. This was seconded by Cllr Mrs Denton. Approved Cllr Mrs Nutkins suggested that an invitation to tender notice could be put in the May edition of the Briston and District News.	Clerk
2015/61	To discuss changing the Parish Council communication package providers to Plusnet Cllr Mrs Simmons said that it would make financial sense to change the council's providers to Plusnet instead of using three providers as at present. She proposed that the Clerk be given authority to make the change to Plusnet. Seconded by Cllr Serne Approved	Clerk
2015/62	To approve and pay parish contribution of Trod at Vicarage Corner (£4,732)	

	<p>It was agreed that the money to pay for this project would come from the Surveyor's Trust and that when money was received for the development in Church Street it would be hoped that this money would be paid back. Cllr Mrs Simmons proposed that £4,732 be paid from the Surveyor's Trust to NCC for this work. Seconded Cllr Fippard Approved</p>	Clerk																																																																																																									
2015/63	<p>To discuss and approve the financial statement for February and the payments for March Proposed that these be approved by Cllr Fippard, seconded Cllr Mrs Aspinall. Approved</p> <p>Barclays Bank Statement 28 Feb – 30 Mar 2015</p> <table border="1" data-bbox="403 555 1278 2009"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Money out</th> <th>Money in</th> <th>Balance £</th> </tr> </thead> <tbody> <tr> <td>28 Feb</td> <td>Start balance</td> <td></td> <td></td> <td>7,880.21</td> </tr> <tr> <td>2 Mar</td> <td>Cheque issued (ref 101788)</td> <td>12.98</td> <td></td> <td>7,867.23</td> </tr> <tr> <td>2 Mar</td> <td>D/D E.On ref: 8407959904 A</td> <td>29.00</td> <td></td> <td>7,838.23</td> </tr> <tr> <td>2 Mar</td> <td>S/O Mr R Twiddy ref: salary</td> <td>207.07</td> <td></td> <td>7,631.16</td> </tr> <tr> <td>2 Mar</td> <td>S/O Mrs J English ref: salary</td> <td>407.80</td> <td></td> <td>7,223.36</td> </tr> <tr> <td>3 Mar</td> <td>Cheque issued (ref: 101792)</td> <td>130.80</td> <td></td> <td>7,092.56</td> </tr> <tr> <td>3 Mar</td> <td>Deposit re 43Fakenham 000001</td> <td></td> <td>65.00</td> <td>7,157.56</td> </tr> <tr> <td>6 Mar</td> <td>D/D to Pnet1186139-2 Ref: Pnet1186139-2</td> <td>16.33</td> <td></td> <td>7,141.23</td> </tr> <tr> <td>11 Mar</td> <td>Cheque issued (ref: 101794)</td> <td>118.40</td> <td></td> <td>7,022.83</td> </tr> <tr> <td>11 Mar</td> <td>Cheque issued (ref: 101795)</td> <td>165.00</td> <td></td> <td>6,857.83</td> </tr> <tr> <td>12 Mar</td> <td>D/D to Hmrc Ndds Ref: 600749354630612506. This is a new direct debit payment</td> <td>1,063.60</td> <td></td> <td>5,794.23</td> </tr> <tr> <td>12 Mar</td> <td>D/D to E.On Ref: C4118273 A</td> <td>158.70</td> <td></td> <td>5,635.53</td> </tr> <tr> <td>16 Mar</td> <td>D/D Anglian Water Ref: 105209209</td> <td>16.00</td> <td></td> <td>5,619.53</td> </tr> <tr> <td>18 Mar</td> <td>D/D to BT direct Debits Ref: EA36477027Q037</td> <td>149.04</td> <td></td> <td>5,619.53 5,470.49</td> </tr> <tr> <td>20 Mar</td> <td>Cheque issued (ref: 101793)</td> <td>8.59</td> <td></td> <td>5,461.90</td> </tr> <tr> <td>30 Mar</td> <td>S/O to Mr R Twiddy Ref: salary</td> <td>234.74</td> <td></td> <td>5,227.16</td> </tr> <tr> <td>30 Mar</td> <td>S/O to Mrs J English Ref: salary</td> <td>407.80</td> <td></td> <td>4,819.36</td> </tr> <tr> <td>30 Mar</td> <td>Deposit re 43Holt 000001</td> <td></td> <td>20.00</td> <td>4,839.36</td> </tr> <tr> <td>30 Mar</td> <td>Internet Banking transfer from account 60198498 at 20-30-81</td> <td></td> <td>3,731.00</td> <td>8,570.36</td> </tr> <tr> <td>30 Mar</td> <td>Balance carried forward</td> <td></td> <td>3,731.00</td> <td>8,570.36</td> </tr> </tbody> </table>	Date	Description	Money out	Money in	Balance £	28 Feb	Start balance			7,880.21	2 Mar	Cheque issued (ref 101788)	12.98		7,867.23	2 Mar	D/D E.On ref: 8407959904 A	29.00		7,838.23	2 Mar	S/O Mr R Twiddy ref: salary	207.07		7,631.16	2 Mar	S/O Mrs J English ref: salary	407.80		7,223.36	3 Mar	Cheque issued (ref: 101792)	130.80		7,092.56	3 Mar	Deposit re 43Fakenham 000001		65.00	7,157.56	6 Mar	D/D to Pnet1186139-2 Ref: Pnet1186139-2	16.33		7,141.23	11 Mar	Cheque issued (ref: 101794)	118.40		7,022.83	11 Mar	Cheque issued (ref: 101795)	165.00		6,857.83	12 Mar	D/D to Hmrc Ndds Ref: 600749354630612506. This is a new direct debit payment	1,063.60		5,794.23	12 Mar	D/D to E.On Ref: C4118273 A	158.70		5,635.53	16 Mar	D/D Anglian Water Ref: 105209209	16.00		5,619.53	18 Mar	D/D to BT direct Debits Ref: EA36477027Q037	149.04		5,619.53 5,470.49	20 Mar	Cheque issued (ref: 101793)	8.59		5,461.90	30 Mar	S/O to Mr R Twiddy Ref: salary	234.74		5,227.16	30 Mar	S/O to Mrs J English Ref: salary	407.80		4,819.36	30 Mar	Deposit re 43Holt 000001		20.00	4,839.36	30 Mar	Internet Banking transfer from account 60198498 at 20-30-81		3,731.00	8,570.36	30 Mar	Balance carried forward		3,731.00	8,570.36	
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N.F.

	Total payments/receipts	3,125.85	3,816.00
PAYMENTS			
April 2015			
1&1 Internet Limited charge (repayment to Management Committee)	£47.84		
Prestige Home Inspectors – Non Domestic Energy Certificate Briston Pavilion (repayment to Higginbottom Management Committee)	£350.00		£397.84
3 keys to new office door Fakenham Heel Bar Ltd (repayment to Mrs J English)			£10.00
Neville Clarke General Contractor to dig trench for drains – village green			£100.00
Blyth & Wright			
2 x 6mt soil pipe and fittings	£94.50		
1 salver and stand (engraving FOC)	£56.49		£150.99
Norfolk Training Partnership			
End of year training	£50.00		
Elections training	£30.00		£80.00
Structure-flex			
Supply of 1 x dibond panel Ref: Wellington Bomber (repayment Miss P Whatling)			£72.00
Norfolk Association of Local Councils Annual Subscription			£351.04
TT Jones Electrical Ltd			
Street lighting maintenance – April to June 2015			£162.06
RG Windows & Conservatories			
Supply and fit new composite door to Parish Office			£1,295.00
Andrew Benn – Silver Surfers Computer Services			
Resolve issue preventing Outlook email from loading and running			£40.00
BT telephone bill dated 4 March D/D			£149.04
E-on Street lighting D/D			£158.70
Plusnet D/D			£16.33
Mrs J English salary S/O			£407.80
Mr Twiddy salary S/O			£207.07

	Ron Twiddy – work carried out on village green	£56.00	
	E-on Street lighting D/D	£175.72	
	Total	£3,829.59	
2015/64	To adjourn the meeting to allow public participation The meeting adjourned at 8.20pm The meeting reconvened at 8.28pm		
2015/65	To discuss any other business Cllr Mrs Simmons thanked Cllr Jeary for sorting out the Christmas tree lights.		
5015/66	To receive items for the next agenda For the Finance & General Purpose Committee meeting on the 27 April Cllr Mrs Simmons asked that an item concerning the Briston Players storage problems be put on asking the Council for help. Concerns about the hazards outside Silver Cottage in Hall Street. PCSO Clarke is monitoring the situation but the Council wants to discuss it's options.		
	The meeting closed at 20.32pm		

Signed:

N. Figgard

Dated:

18TH May 2015

Public Forum

Minute 2015/48 refers

Apologies were received from David Ramsbotham – County Councillor
District Councillor John Wyatt said he had nothing to report as there was no council meeting
The clerk read a short report from the PCSO regarding awareness of motor cyclists

Mrs Taylor said that the sign at the end of Hall Street needed cleaning and Cllr Miss Whatling said that so did the one in Mill Road. Clerk to report to NCC.

Public Forum

Minute 2015/64 refers

Mr Mussellwhite asked who cut the grass on the recreation ground and how often. Clerk replied 'Norse' and approximately every 10 days in the growing season.

Mr Eggleton said that the church yard was originally the responsibility of the church but the parish council took over the grass cutting as it was in a bad way.

Cllr Mrs Denton said that she had contacted Mazaars with regard to spending money from the Surveyor's Trust and had the reply that money could be spent on capital projects for the benefit of the community.

Mr Eggleton reported that a television set had been dumped by Cuckoo Bridge. He asked if anything had been done about the boundary hedge and the rough area on the village green. The clerk replied that she and Mr Twiddy has inspected these areas and thought that no work was needed.

Mr Eggleton reported that some boundary markers had fallen down on the Poors Allotments. Cllr Mr Girling to investigate.

Mr Egglton reported that the millennium plaque on the village sign needed refurbishing

Mrs Taylor asked if the money spent on the Trod from the Surveyor's Fund would be repaid when money from the Church Street development came through.

Mr Wing said that it was difficult to say often grass needed cutting as it depended on the weather. He also reported that there was a lot of dog excrement at the top of Gloucester Place. He thought a name and shame campaign was needed.