

# BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,  
Briston, Melton Constable NR24 2PS

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Minutes of the Briston Annual Parish Council meeting held on Monday 18 May 2015 at 7pm in the Copeman Centre, Briston

Present: Cllr N Fippard  
Cllr D Jeary  
Cllr Miss Whatling  
Cllr Miss Gilding  
Cllr Girling  
Cllr Lakey  
Cllr Collins  
Cllr Twiddy  
Cllr Egan  
Cllr Edwards  
Cllr Mrs Denton  
Cllr Serne

Clerk Mrs J English

Number		Action
2015/67	<b>Declarations of acceptance of office</b> All members signed the declaration of office, the clerk countersigned them and retained them.	
2015/68	<b>Apologies for absence</b> All members were present.	
2015/69	<b>Election of chairman</b> Cllr Miss Whatling proposed Cllr Fippard. Seconded Cllr Lakey. <b>Approved</b>	
2015/70	<b>Election of vice chairman</b> Cllr Miss Whatling proposed Cllr Jeary. Seconded Cllr Lakey. <b>Approved</b>	
2015/71	<b>To record declarations of interest from members on any items on the agenda</b> Cllrs Giirling, Collins and Twiddy rent or partners rent allotment. <b>7.20pm</b> Cllr Mrs Denton apologised that she had to leave the meeting.	
2015/72	<b>To approve the minutes of the Parish Council meeting held on 13 April 2015</b> Minute 2015/48 time was amended. 2015/63 figure was amended. With these amendments made Cllr Girling proposed that the minutes be approved. Seconded by Cllr Miss Whatling. <b>Approved</b>	
2015/73	<b>To adjourn the meeting to allow public participation</b> <b>County Councillor</b> <b>District Councillor</b> <b>SNT Representative</b> The meeting adjourned at 7.25pm	

  
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	The meeting reconvened at 7.32pm	
2015/74	<p><b>To discuss matters arising from the minutes of the Parish Council meeting held on 13 April</b></p> <p>The clerk reported that there had been no further news on the lime tree on the village green with regard to possible damage to its roots. The planning application for land behind Holly House, the Lane, had been discussed and observations made at the meeting of the Planning Committee held on 27 April.</p> <p>Minute 2015/54 VJ Day. This had been omitted from the agenda and will go on the June agenda.</p>	Clerk
2015/75	<p><b>To agree the appointment of members to the following committees:</b></p> <p><b>Allotment</b>  Cllr Fippard                      Cllr Jeary                      Cllr Girling  Cllr Twiddy                      Cllr Lakey                      Cllr Edwards  Cllr Miss Gilding  Proposed by Cllr Serne.    Seconded by Cllr Jeary/                      <b>Approved</b></p> <p><b>Finance &amp; General Purpose</b>  Cllr Fippard                      Cllr Jeary                      Cllr Girling  Cllr Collins                      Cllr Serne                      Cllr Denton  Cllr Lakey                      Cllr Egan  Proposed by Cllr Jeary, seconded by Cllr Serne.                      <b>Approved</b></p> <p><b>Personnel</b>  Cllr Fippard                      Cllr Jeary                      Cllr Miss Whatling  Cllr Serne                      Cllr Edwards                      Cllr Egan  Cllr Collins  Proposed by Cllr Jeary, seconded by Cllr Fippard.                      <b>Approved</b></p> <p><b>Planning</b>  Cllr Fippard                      Cllr Jeary                      Cllr Egan  Cllr Edwards                      Cllr Miss Gilding                      Cllr Serne  Cllr Girling                      Cllr Miss Whatling  Proposed by Cllr Jeary, seconded by Cllr Serne                      <b>Approved</b></p>	
2015/76	<p><b>To consider and make observations on the following planning applications and any more that may be received</b></p> <p><b>Town and Country Planning Act 1990. appeal by Mr &amp; Mrs T Berwick. Site address: Boundary Farm, Reephram Road, Melton Constable, NR24 2JN. Site visit 10:00 on Monday 18 May 2015. No members were able to attend this meeting.</b></p> <p><b>Wayside, Craymere Road, Briston, Melton Constable, NR24 2LS</b>  <b>Proposal: Variation of condition 2 of planning of two French doors and Juliet balconies to first floor east elevation: PERMIT</b></p> <p><b>130B Hall Street, Briston, Melton Constable NR24 2LQ</b>  <b>Proposal: Erection of detached garden room and extension to wall. PERMIT</b></p> <p><b>Line Side, Macks Loke, Reephram Road, Briston, Melton constable NR24 2JL. Proposal: Erection of attached garage and single-storey side extension PERMIT</b></p> <p><b>Bowling Green, Grove Road, Melton Constable NR24 2DE</b>  <b>Erection of 38 dwellings. PERMIT</b></p> <p>Members asked that the clerk look into this application with regard to the hedge which borders the Plantation Hill allotments. They also asked</p>	

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	<p>whether there would be an section 106 allocation from this development for Briston as some of the houses are in Briston. Members also requested that the legality of the footpath across the allotments is investigated.</p> <p><b>Tithe Barn Lane, Briston, NR24 2JB. Proposal: Use of land as agricultural contractor's storage building and retention of alterations to access. REFUSE</b></p>	
2015/77	<p><b>Clerk's Report</b></p> <p><b>Letter from Mr M P Eggleton re Land at rear of Holly House, Briston.</b> Mr Eggleton said that he had spoken to North Norfolk District Council (NNDC) and the 106 allocation for this development would be £5,000 which he hoped would be spent for the good of the village. Members felt that this sum was too little from this development and asked the clerk to investigate with NNDC.</p> <p><b>Grass cutting Hawthorn Estate, Hall Street.</b> The clerk read out an email from Paul Ingham at NNDC which confirmed that the district council had adopted the open space on the Hawthorn Estate from Necton Management and will cut the grass once a fortnight from April to October.</p> <p><b>Dog waste in waste bins – email from Environmental Contracts officer, NNDC.</b> The clerk read out an email from Richard Crabb which confirmed that dog waste can be placed in any kind of litter bin and NNDC actively encourage this rather than have people leave it on the ground. Members asked that this item be put on the June agenda and asked the clerk to investigate whether the existing dog bins could be emptied by the village handyman rather than paying for the contractor used at the moment. Members also asked that an article be put in the Briston &amp; District News telling people that dog waste can be put in ordinary bins. Also to stress that people should not let their dogs foul.</p> <p><b>Tendering – Children's gym equipment.</b> The clerk produced a poster inviting people to tender for the installation of the children's gym equipment. These have gone up in all the parish noticeboards.</p> <p><b>Waste bin behind the Chinese on the Fakenham Road.</b> The clerk reported that this had been installed and the village handyman would be emptying it.</p>	<p>Clerk</p> <p>Clerk</p>
2015/78	<p><b>To receive a report from the Allotment Committee meeting held on 27 April 2015: Cllr Girling. Minutes of the meeting to be tabled</b></p> <p>Cllr Girling reported that strimming will take place round the allotments on Plantation Hill and he and Simon Twiddy will shortly be sorting out the water tap. Richard Lubbock, who has an allotment on the Poors will be sent a final letter as he has not paid the rent and the plot does not seem to be worked. The clerk will write to the tenant on plot 11 on the Plantation Hill as he appears to be burning household rubbish on it. The posts for the Poors need to go in.</p>	<p>Cllrs Girling and Twiddy</p> <p>Clerk Clerk</p>
2015/79	<p><b>To receive a report from the Finance &amp; General Purpose Committee meeting held on 27 April 2015: cllr Fippard. Minutes to be tabled</b></p> <p>Cllr Fippard reported on the tendering process for the church yard, the waste bin behind the Co-op and the problem of moles on the open space in Garden Close. The clerk will get a quote for removing them.</p>	<p>Clerk</p>
2015/80	<p><b>To receive a report from the Copeman Centre Committee: Cllr Fippard</b></p> <p>Cllr Fippard reported that the income for the month of April had been £1475.27 with expenditure of £222.13. Main points included: a new dishwasher was being purchased, the tap dancing floor needs to be cut in half, the date of the pudding evening has been changed as a wedding</p>	

	reception has booked the proposed evening and ideas for decorating the tree for the Christmas Tree Festival were requested.																																																																																											
2015/81	<p><b>To receive tender documents and agree contractor for the cutting of grass in Briston Churchyard and round the village sign</b></p> <p>The chairman read out tenders from five contractors. After some discussion it was decided to go with the cheapest quote of £1950 from Kevin Batch. The contract will be reviewed in October. Proposed by Cllr Serne, seconded Cllr Girling.</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk																																																																																										
2015/82	<p><b>To discuss and approve annual cost of living rise for the village handyman and clerk (cost of living 1.2%) backdated to April 2015</b></p> <p>Proposed Cllr Serne, seconded Cllr Fppard</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk																																																																																										
2015/83	<p><b>To discuss and approve back payment to the clerk: Cllr Mrs Denton's statement</b></p> <p>Mrs Denton stated that when it was agreed to pay the clerk for 15 hours work per week from the 1<sup>st</sup> December the standing order was not amended until March. The clerk was owed £38.66 for the months of December, January and February. This amounted to £116. Cllr Serne proposed that this amount be paid to the clerk. Seconded by Cllr Edwards.</p> <p style="text-align: right;"><b>Approved</b></p>																																																																																											
2015/84	<p><b>To discuss and approve the financial statement for April and the payments for May</b></p> <p>Proposed that these be approved by Cllr Serne, seconded by Cllr Girling.</p> <p style="text-align: right;"><b>Approved</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Money out £</th> <th>Money in £</th> <th>Balance £</th> </tr> </thead> <tbody> <tr> <td>31 Mar</td> <td>Start balance</td> <td></td> <td></td> <td>8,570.36</td> </tr> <tr> <td>1 Apr</td> <td>Direct Debit to E.On</td> <td>29</td> <td></td> <td>8,541.36</td> </tr> <tr> <td>2 Apr</td> <td>Unpaid cheque (allotment rent)</td> <td>20</td> <td></td> <td>8,521.36</td> </tr> <tr> <td></td> <td>Represented cheque (allotment rent)</td> <td></td> <td>20</td> <td>8,541.36</td> </tr> <tr> <td>9 Apr</td> <td>D/D Plusnet</td> <td>16.33</td> <td></td> <td>8,525.03</td> </tr> <tr> <td>13 Apr</td> <td>D/D E.On (street lighting)</td> <td>175.72</td> <td></td> <td>8,349.31</td> </tr> <tr> <td>15 Apr</td> <td>D/D Anglian Water</td> <td>16.00</td> <td></td> <td>8,333.31</td> </tr> <tr> <td>20 Apr</td> <td>Cheque (J English) repayment for keys cut</td> <td>10.00</td> <td></td> <td>8,323.31</td> </tr> <tr> <td></td> <td>Cheque (R Twiddy) drain work Copeman Centre</td> <td>56.00</td> <td></td> <td>8,267.31</td> </tr> <tr> <td>22 Apr</td> <td>Cheque (Blyth &amp; Wright) salver, drain pipes</td> <td>150.99</td> <td></td> <td>8,116.32</td> </tr> <tr> <td></td> <td>Cheque (TT Jones) street lights maintenance</td> <td>162.06</td> <td></td> <td>7,954.26</td> </tr> <tr> <td></td> <td>Cheque (Andrew Benn) repair to computer</td> <td>40.00</td> <td></td> <td>7,914.26</td> </tr> <tr> <td>23 Apr</td> <td>Cheque (Higginbottom) repayment</td> <td>397.84</td> <td></td> <td>7,516.42</td> </tr> <tr> <td></td> <td>Cheque (RG Windows) office door</td> <td>1,295.00</td> <td></td> <td>6,221.42</td> </tr> <tr> <td>24 Apr</td> <td>Cheque (P Whatling) repayment Structure Flex</td> <td>72.00</td> <td></td> <td>6,149.42</td> </tr> <tr> <td></td> <td>Cheque (NALC) subs</td> <td>351.04</td> <td></td> <td>5,798.38</td> </tr> <tr> <td>28 Apr</td> <td>S/O R Twiddy salary</td> <td>234.74</td> <td></td> <td>5,563.64</td> </tr> </tbody> </table>	Date	Description	Money out £	Money in £	Balance £	31 Mar	Start balance			8,570.36	1 Apr	Direct Debit to E.On	29		8,541.36	2 Apr	Unpaid cheque (allotment rent)	20		8,521.36		Represented cheque (allotment rent)		20	8,541.36	9 Apr	D/D Plusnet	16.33		8,525.03	13 Apr	D/D E.On (street lighting)	175.72		8,349.31	15 Apr	D/D Anglian Water	16.00		8,333.31	20 Apr	Cheque (J English) repayment for keys cut	10.00		8,323.31		Cheque (R Twiddy) drain work Copeman Centre	56.00		8,267.31	22 Apr	Cheque (Blyth & Wright) salver, drain pipes	150.99		8,116.32		Cheque (TT Jones) street lights maintenance	162.06		7,954.26		Cheque (Andrew Benn) repair to computer	40.00		7,914.26	23 Apr	Cheque (Higginbottom) repayment	397.84		7,516.42		Cheque (RG Windows) office door	1,295.00		6,221.42	24 Apr	Cheque (P Whatling) repayment Structure Flex	72.00		6,149.42		Cheque (NALC) subs	351.04		5,798.38	28 Apr	S/O R Twiddy salary	234.74		5,563.64	
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	28 Apr	S/O J English salary	407.80		5,155.84		
	29 Apr	Balance carried forward			5,155.84		
		Total Payments/Receipts	3,434.52	20.00			
	<p><b>Payments – May 2015</b></p> <p>Mrs J English</p> <p>Underpayment of wages: December, January, February £116.00</p> <p>HM Revenue &amp; Customs</p> <p>Payment of tax for Mrs English and Mr Twiddy</p> <p>February, March, April £442.24</p> <p>Npower</p> <p>Kiosk on village green D/D £ 99.71</p> <p>E-on</p> <p>Street lighting D/D £170.28</p> <p>Plusnet D/D £ 16.33</p>						
2015/85	<p><b>To adjourn the meeting to allow public participation</b></p> <p>The meeting adjourned at 8.35pm</p> <p>The meeting reconvened at 8.37pm</p>						
2015/86	<p><b>To discuss any other business</b></p> <p>Cllr Jeary was concerned about safety aspects of the archery club and asked about their insurance. The clerk replied that the club shot towards the tennis courts and wooden doors had been placed along the hedge to deflect any stray arrows. With regard to insurance the clerk reported that Jon Hancock, who runs the club, asked her, about a month ago, if it could go on the council insurance if it paid the premium. The clerk had spoken to Came &amp; Co (council insurance brokers) who said that no activity using arrows could be insured. She had told Jon Hancock this and assumed he would sort his insurance. Last week John Hancock had again asked the clerk if the club could go on the council insurance. She had rung Came &amp; Co and they said that the club could not be insured as its activities were outside the remit of the parish council. She was concerned that the club had no insurance. It was agreed that the clerk would write to Jon Hancock expressing the Council's concerns and asking for a copy of his insurance.</p> <p>Cllr Miss Whatling said that grass cuttings were being dropped over the fences of house backing onto the foot path at the back of Jewel Close and Wellington Road. Clerk to write to residents asking them to stop.</p> <p>Cllr Egan asked about the Briston Parish Council website. Cllr Serne said that the old one was defunct and the clerk replied that she was asking NALC about providing a website for Briston Parish Council.</p> <p>Cllr Egan said that he had been speaking to the planning department at NNDC and was left feeling bemused. Councillor sympathised with him.</p> <p>Cllr Edward said that the bin behind the Chinese would be better positioned down the footpath, as more rubbish was left there than round the seats and asked if the bin could be repositioned.</p> <p>Unfortunately this is not possible and Cllr Edward was asked to monitor the situation to see if another bin was needed.</p> <p>The clerk drew the members' attention to parking on the village green and asked them to monitor the situation. This will go on the June agenda.</p> <p>Cllr Egan asked if there was a map of the village, did NNDC have one.</p>						Clerk
						Clerk	
						Clerk	
						Cllr Edwards	
						All councillors	
2015/87	<p><b>To receive items for the next agenda</b></p> <p>Remembrance of VJ Day</p>						

2015/88	Date of next parish council meeting – Monday 1 June 2015 at 7pm in the Copeman Centre	
	The meeting closed at 8.55pm	

Signed: 

Dated: 1<sup>st</sup> June 2015.

  
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1/6/15

**Public Forum**  
**Minute 2015/73 refers**

Apologies were received from David Ramsbotham – County Councillor

Jenny English – District Councillor said how very pleased she was to have been elected. The first full council meeting will be held on Wednesday 20 May. At the moment she is very busy doing induction training.

PCSO Keith Clarke reported that one crime had been reported in the last period. At the last SNAPS meeting the priorities were set as: 1. Theft from sheds and allotments. 2. Money scam. 3. Youth anti social behaviour. There were parking issues outside Silver Cottage in Hall Street. Cllr Jeary said that there were great problems with parking down Hall Street outside Silver Cottage. There were three or four cars parked in a row making it impossible to see oncoming traffic. He asked what would happen if there was an accident? PCSO Clarke replied that he could forward this concern to Highways and the Police who could issue tickets for dangerous and inconsiderate parking. He could also spend more time there.

**Public Forum**  
**Minute 2015/85 refers**

Mr Mussellwhite asked about the method of paying the contractor for cutting the churchyard and whether a contract would be drawn up. It was agreed a contract would be drawn up.

Mr Wing asked if the low hanging branch over the kissing gate at the far end of the recreation ground could be removed.

Mr Wing asked if it was possible that council owned bins could have a label on saying that dog waste could be put in them and would it be possible for the village handyman to empty the existing dog waste bins.