

BRISTON PARISH COUNCIL

The Parish Office

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

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

Present: Cllr N Fippard - Chairman
Cllr T Serne
Cllr P Egan
Cllr L Edwards
Cllr S Twiddy
Cllr D Jeary
Cllr M Collins
Cllr Miss R Gilding
Cllr Mrs J Denton
Cllr Miss P Whatling

Clerk: Mrs J English

Number		Action
2015/145	To consider apologies for absence Cllrs Lakey and Girling	
2015/146	To record declarations of interest from members in any items to be discussed None	
2015/147	To approve the minutes of the last Parish Council meeting held on Monday 3 August 2015 Cllr Miss Whatling proposed that these be approved. Seconded by Cllr Mrs Denton. Approved	
2015/148	To adjourn the meeting to allow public participation: County Councillor District Councillor SNT Representative The meeting adjourned at 7.05pm The meeting reconvened at 7.15pm	
2015/149	To discuss matters arising from the minutes of Monday 3 August 2015 2015/135. The chairman reported that the proposal to store to Cloud had been shelved as a back up solution with the existing external hard drive had been found. 2015/136. The chairman distributed hard copies of the internal review to councillors for information only. Website: Waiting for NALC training course to activate this. Cllrs Fippard and Egan are interested in attending this with the clerk. Existing website: Chairman explained that he cannot access the program. Cllr Collins will get together with him to sort it out.	Cllrs Fippard and Collins
2015/150	To consider and make observations on the following planning applications and any more that may be received:	

	<p>Erection of extensions and alterations to bungalow including raising of roof height, dormer extension and increasing the size of the balcony and covered entrance (PF/14/1586 refers) The Maples, Fakenham Road, Briston, Melton Constable, NR24 2HJ No objections but councillors wished to comment that the work seems to have already been started.</p> <p>Variation of conditions 3 and 6 of PF/10/0550 to permit alternation to access arrangements Westview House, 36 Church Street, Briston, Melton Constable, NR24 2LE No objections or comments</p> <p>Erection of detached double garage The Pig Pen, 104A Hall Street, Briston, Melton Constable, NR24 2LQ Cllr Serne proposed that this be objected to as the design is out of keeping with the Pig Pen house and the surrounding area. Seconded by Cllr Mrs Denton. <p style="text-align: right;">Approved</p> <p>Erection of single-storey rear and side extensions to existing detached garage to facilitate conversion to ancillary accommodation to 53 Reepham Road, Briston 53 Reepham Road, Briston, Melton Constable, NT24 2JL Application withdrawn</p> </p>	
2015/151	<p>Clerks Report Moles, Plantation Hill Two moles have reappeared which Cllr Miss Whaling is trapping Letter from The Norfolk Hospice, Tapping House Update and appeal for funds Letter from Mid Norfolk Citizens' Advice Bureau Invitation to AGM and appeal for funds Email from Came & Company re insurance policy amendment Following alterations have been made to policy with the Property Damage – All Risks and Theft Sections of the Aviva Policy effective from 21 August 2015: Added Playground Equipment for a sum of insured of £6,140.00 to cover the supply and installation of the children's outdoor gym equipment. Please note VAT has not been included. Email from David Ramsbotham re Craymere Road – 30mph speed limit Including email from Steve White, NCC saying that as this road does not conform to the elected member approved Speed Management Strategy for a reduced speed limit nothing can be done. Email from Highway Community Rangers re visit on 21 September. Clerk read an email from a parishioner asking is the hedge overhanging the footway at 8 Woodfield could be cut back. As the property is empty it was suggested that the Rangers be asked if they can carry out this work. Parish Council Website – update. Covered by Chairman earlier NNDC Engagement event. Register of interests and declarations of interest – Wednesday 16 September at Fakenham Community Centre 6 to 8pm. Cllr Mrs Denton and the clerk will attend this. Cloud/external hard drive – update. Covered by Chairman earlier.</p>	Clerk
2015/152	<p>Bank mandate – chairman to report This is now being dealt with by Cllr Mrs Denton who has arranged a meeting with a personal advisor at Barclays Bank in Fakenham on Friday 11 September.</p>	Cllr Mrs Denton
2015/153	<p>Christmas Tree Festival – clerk to report The clerk had sent out samples of a letter to sponsors and people interested in decorating a tree to councillors before the meeting. She will</p>	

	<p>send these letters out as soon as possible.</p> <p>Cllr Miss Whatling had obtained prices for Christmas trees from Edgefield Nursery. A five to six foot tree in a bucket, delivered will cost £12.50. The clerk said that this price was cheaper than paid for the trees a couple of years ago. Edgefield Nursery will also sponsor a tree.</p>	Clerk
2015/154	<p>To discuss proposal to purchase Allotment Management Software from RBS Rialtas</p> <p>The clerk produced costings for this. After discussion Cllr Serne proposed that this item be deferred and put on the precept for the next financial year. Seconded Cllr Miss Whatling. Approved</p>	Clerk
2015/155	<p>To discuss proposals for continued professional development training for the clerk</p> <p>The clerk had distributed a paper outlining her training needs for the rest of the financial year to councillors before the meeting. Cllr Fippard proposed that this be approved. Cllr Egan seconded.</p> <p>Approved</p> <p>Cllrs Fippard and Egan would like to go on the Word Press Training organised by Norfolk Parishes Training Partnership.</p>	
2015/156	<p>To discuss and approve the Grant Awarding Policy and Procedure</p> <p>The clerk had distributed this document to councillors before the meeting. Cllr Mrs Denton proposed that this be approved and adopted. Seconded Cllr Jeary. Approved</p>	
2015/157	<p>To discuss retrospective approval for a loan of £6,000 from Briston Parish Council to the Trustee of the Higginbottom Charity.</p> <p>Cllr Mrs Denton explained that Mrs Edwards, who was auditing the Higginbottom accounts was concerned because there was no mention of approval for this loan in the accounts. Cllr Mrs Denton said that this had now been resolved by minute 4210 at the parish council meeting on 7 February 2011:</p> <p>“Surveyors Fund: finalization of terms of funds earmarked for the Community Centre (required prior to end of current financial year) the Clerk referred to £6,000 which had been earmarked to assist in covering the cost of necessary improvements of the building. She stated that with the end of the current financial year approaching it was necessary for the Council to finalize whether this was a loan, a gift or part loan, part gift. The Clerk also informed the Council that to date £1,800 had been transferred. Following due discussion Cllr Chambers proposed that the £6,000 from the Surveyors Fund earmarked for costs incurred for improvements to the Community Centre be given in the form of an open ended loan to be repaid in full or in instalments as soon as practically possible. Cllr Craske seconded the proposal with the addition that this should be reviewed annually. With all being in favour the motion was carried.”</p> <p>The relevant paperwork has been given to Mrs Edwards who has attached it to the accounts.</p>	
2015/158	<p>To receive a presentation on lorry routes – Cllr Edwards</p> <p>Cllr Edwards reported that he had looked into traffic going through the village on the B1354 and there was one lorry about every 30 minutes causing noise, congestion and general inconvenience. A total of about 2,500 vehicles use this road every day. As this road is designated as a main distributor route nothing can stop lorries using it. He has spoken to Steve White at NCC but nothing seems to be able to be done about the amount of lorries using this road, particularly those using it as a short cut. Anglian</p>	

	<p>Water will be sorting out dips in the road which are causing further noise problems.</p> <p>Cllr Mrs Denton asked if it would help if there was a 20mph speed limit along this stretch of road. As there are no speed limit signs at this end of the village would it help to have a flashing sign which gives vehicle speeds. The clerk will look into costings for these.</p> <p>8.15pm The chairman adjourned the meeting to allow County Councillor Remsbotham to speak. He said that parish councils can get funding for these under the Parish Partnership scheme.</p> <p>8.17pm. The meeting reconvened.</p> <p>It was suggested that the Speedwatch team could spend some time on this stretch of road.</p>	Clerk																																																																												
2015/159	<p>To discuss and approve the financial statement for August and the payments for September</p> <p>Cllr Serne proposed that these be approved. Seconded by Cllr Miss Whatling.</p> <p style="text-align: right;">Approved</p> <p>Statement from Barclays Bank as at 07/09/2015</p> <p>Available balance £8,633.73</p> <table border="1" data-bbox="363 875 1259 1357"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Money Out £</th> <th>Balance £</th> </tr> </thead> <tbody> <tr> <td>07/09</td> <td>Plusnet</td> <td>20.57</td> <td>8,633.73</td> </tr> <tr> <td>01/09</td> <td>E-on (office)</td> <td>61.00</td> <td>8,654.30</td> </tr> <tr> <td>28/08</td> <td>Mrs J English (salary)</td> <td>442.03</td> <td>8,715.30</td> </tr> <tr> <td>28/08</td> <td>Mr R Twiddy (salary)</td> <td>231.31</td> <td>9,157.33</td> </tr> <tr> <td>25/08</td> <td>101828 NCC Trod</td> <td>4,732.00</td> <td>9,388.64</td> </tr> <tr> <td>24/08</td> <td>Npower (kiosk on green)</td> <td>83.45</td> <td>14,120.64</td> </tr> <tr> <td>19/08</td> <td>101832 RBL</td> <td>60.00</td> <td>14,204.09</td> </tr> <tr> <td>19/08</td> <td>101829 TT Jones (repairs)</td> <td>432.30</td> <td>14,264.09</td> </tr> <tr> <td>12/08</td> <td>101831 NNDC (dog bins)</td> <td>1,123.20</td> <td>14,696.39</td> </tr> <tr> <td>11/08</td> <td>E-on (street lighting)</td> <td>233.66</td> <td>15,819.59</td> </tr> <tr> <td>10/08</td> <td>101830 Mrs Edwards (PAYE work)</td> <td>35.00</td> <td>16,053.25</td> </tr> </tbody> </table> <p>Payments</p> <p>NGF Play Ltd</p> <table data-bbox="363 1469 1161 2040"> <tbody> <tr> <td>Installation of gym equipment</td> <td style="text-align: right;">£1,850.40</td> </tr> <tr> <td>Post Office 100 2nd class stamps (repayment to J English)</td> <td style="text-align: right;">£54.00</td> </tr> <tr> <td>Bertram A Watts</td> <td></td> </tr> <tr> <td>Whiteboard pen (repayment to J English)</td> <td style="text-align: right;">£1.99</td> </tr> <tr> <td>Blyth & Wright</td> <td></td> </tr> <tr> <td>Litter picker (repayment to J English)</td> <td style="text-align: right;">£4.50</td> </tr> <tr> <td>Cartridgesave</td> <td></td> </tr> <tr> <td>2 toner cartridges</td> <td style="text-align: right;">£69.82</td> </tr> <tr> <td>Andrew Benn – Silver Surfers Computer Services</td> <td></td> </tr> <tr> <td>Resolve issues with office computer</td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td>Viking</td> <td></td> </tr> <tr> <td>Computer paper and black sacks</td> <td style="text-align: right;">£94.10</td> </tr> <tr> <td>E-on</td> <td></td> </tr> <tr> <td>Street lighting</td> <td style="text-align: right;">£233.66</td> </tr> </tbody> </table>	Date	Description	Money Out £	Balance £	07/09	Plusnet	20.57	8,633.73	01/09	E-on (office)	61.00	8,654.30	28/08	Mrs J English (salary)	442.03	8,715.30	28/08	Mr R Twiddy (salary)	231.31	9,157.33	25/08	101828 NCC Trod	4,732.00	9,388.64	24/08	Npower (kiosk on green)	83.45	14,120.64	19/08	101832 RBL	60.00	14,204.09	19/08	101829 TT Jones (repairs)	432.30	14,264.09	12/08	101831 NNDC (dog bins)	1,123.20	14,696.39	11/08	E-on (street lighting)	233.66	15,819.59	10/08	101830 Mrs Edwards (PAYE work)	35.00	16,053.25	Installation of gym equipment	£1,850.40	Post Office 100 2 nd class stamps (repayment to J English)	£54.00	Bertram A Watts		Whiteboard pen (repayment to J English)	£1.99	Blyth & Wright		Litter picker (repayment to J English)	£4.50	Cartridgesave		2 toner cartridges	£69.82	Andrew Benn – Silver Surfers Computer Services		Resolve issues with office computer	£120.00	Viking		Computer paper and black sacks	£94.10	E-on		Street lighting	£233.66	
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	Mrs J English (salary) S/O	£407.80	
2015/160	To adjourn the meeting to allow public participation		
	Meeting adjourned at 8.22pm		
	Meeting reconvened at 8.30pm		
2015/161	To confirm the dates for the next council meeting and committees		
	Allotment Committee – Monday 21 September		
	Finance & General Purpose Committee – Monday 21 September		
	Parish Council – Monday 5 October		
2015/162	Any other business		
	Cllr Twiddy reported that there was fly tipping at Plantation Hill allotments and Cuckoo Bridge. Norse has not cut the grass round the airmen's memorial and the allotments		
	Cllr Jeary said that he would sort out repairs to the airmen's memorial where persons unknown had tried to chip away the stone.		
	Cllr Twiddy said that the Speedwatch team would be good between 6.30am and 7am near Ekes Garage on the Fakenham Road.		
	Cllr Egan asked about his suggestion to hold some sort of Christmas Social for Christmas. The clerk will see if this could be combined with some training.		
	The clerk reported that she had now had costings from Plusnet and would be changing the telephone provider to them as their package for broadband and telephone was considerable cheaper than BT. Minute number 2015/61 refers.		
2015/163	To receive items for the agenda of the next parish council meeting		
	Parking on village green		
	The meeting closed at 8.40pm		

Signed:

N. Hayward

Dated:

5th Oct 2015

Public Forum

6 members of the public present

Minute 2015/148 refers

County Councillor David Ramsbotham said that there was not much to report. The Love Food Hate Waste Campaign would be starting shortly. This was designed to stop food being thrown away and volunteers are needed to help with the campaign.

The Parish Partnership scheme is up and running again.

The Northern Distributor Road is approved and building will start in October.

On Saturday 12 September the Tour of Britain cycle race comes to Fakenham.

District Councillor Jenny English said that there was not much to report as NNDC had held very few meetings during August and the September meetings all took place later in the month.

She had attended the Big Society Panel meeting recently when just over £62,000 was given away to various causes throughout the district.

In the absence of PCSO Keith Clarke the clerk read the following report:

Please find below the crime figures for the period 3/08 to 5/09:-

There were 31 calls to the police during this period. From these 9 crimes were recorded. One crime was the theft of a motor cycle. The other eight were domestic related.

Over the next month I will be visiting the allotments to property mark items. I will not be able to make a firm time or date for these as I am now never too sure when I will be available.

Cllr Fippard said that he had attended the last SNAP meeting and more members are needed.

Mrs Pedlow reported that the Woodland Trust like more trees planted. The trees were free but they needed sites to plant them on. The Parish Council will look at the agreement they have with Lomax Homes for the open spaces on Plantation Hill to see if more can be planted up there. The clerk will liaise with the village handyman and Cllr Girling to see if they have any ideas on where trees might be appropriate.

Mr Chambers asked if any requests had been made to NCC Highways with regard to hatching at the entrance to Mill Road and Hall Street. The Clerk replied that she would contact NCC Highways. He also asked about reporting dog fights over the village but nothing has been done.

Minute 2015/160 refers

Payment for Higginbottom Recreational Charity

Fenland Leisure Products

Chains etc for repair of swings

£95.04

Proposed Cllr Serne, seconded Cllr Lakey

Approved

Mr Mussellwhite reported that at the corner of Church Street and the Norwich/Fakenham Road the bushes are overhanging from the Poores allotments and the verges are overgrown.

Cllr Edwards reported that Mr Morrissey has repaired the footway on Fakenham Road.

It was asked if a notice about dog fouling on the Fakenham Road up to Hillside could be put in the next copy of the Briston & District News.