

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 December 2015 at 7pm in the main hall of the Briston Pavilion.

Present:

Cllr N Fippard – chairman
Cllr D Jeary
Cllr C Lakey
Cllr P Egan
Cllr T Serne
Cllr L Edwards
Cllr S Twiddy
Cllr M Collins
Cllr T Girling
Cllr Miss R Gilding
Cllr Miss P Whatling
Cllr Mrs J Denton

Clerk: Mrs J English


Number		Action
2015/125	To consider apologies for action All members present.	
2015/126	To record declarations of interest from members on any items on the agenda Cllr Edwards – wife does consultancy work for the council Cllr Girling – wife tenant on the Poors Cllr Jeary – planning – grain store at Stody Estate	
2015/127	To approve the minutes of the Parish Council meeting held on Monday 2 November 2015 2015/196. Cllr Serne asked for the following to be recorded in relation to this minute: 'Cllr Serne raised objections to minute 2015/196 as it did not contain reference to a budget sum for reserves which had been recommended by the internal auditor.' Cllr Fippard proposed that the minutes be approved. Seconded by Cllr Girling. Approved	
2015/128	To adjourn the meeting to allow public participation: County Councillor District Councillor SNT Representative The meeting adjourned at 7.26pm The meeting reconvened at 7.34pm	
2015/129	To discuss matters arising from the minutes of the Parish Council meeting held on 2 November 2015 2015/195. The chairman had received a further letter from Mrs Webster complaining about overnight camping on the car park in Church Street.	

	<p>The clerk will investigate costs of bollards and height barrier.</p> <p>2015/192 Further to guidance from the ICO the clerk had replied to Mr Craske's request and had heard nothing further from him.</p>	Clerk
2015/130	<p>To consider and make observations on the following planning applications and any more that may be received:</p> <p>Variation of conditions 2 and 3 of 13/0598 to allow alterations to access and fenestration materials Highfield, Craymere Road, Briston, Melton Constable, NR24 2LS. No objection or comment</p> <p>Erection of single storey rear extension Highfield, Craymere Road, Briston, Melton Constable, NR24 2LS No objection or comment</p> <p>Erection of single and two-storey extensions with balcony to rear of dwelling and detached garage with store to first floor. Tithe House, Tithe Barn Lane, Briston, Melton Constable, NR24 2JB No objection or comment</p> <p>Erection of grain store Estate Office, Stody Estate, Stody, Melton Constable, NR24 2ER Conversion of agricultural building to two units of holiday accommodation No objection or comment</p> <p>Boundary Farm, Reepharn Road, Briston, Melton Constable, NR24 2JN Object as per the last application: Policy HO9 of the Local Development Framework Core Strategy states that the building be worthy of retention due to its appearance, historic, architectural or landscape value. Councillors felt that the existing buildings fulfilled none of the above criteria. Policy HO9 of the Local Development Framework Core Strategy states that the building is structurally sound and suitable for conversion to a residential use without substantial rebuilding or extension and the alterations protect or enhance the character of the building and its setting. Councillors believe that the building is not structurally sound enough to be converted into two dwellings and would have to be substantially rebuilt. Erection of single and two-storey extensions to side and rear of dwelling (Revised scheme 15/1037 refers) 7 Jewel Close, Briston, Melton Constable, NR24 2SH. Objects to the application – Cllr Serne proposed and Cllr Edwards seconded as the proposed extension was on the boundary line of the property giving the home owner no access to the side of the property. Approved</p>	
2015/131	<p>Clerk's Report</p> <p>Speed Awareness Mobile Sign – Parish Partnership Scheme Norfolk County Council (NCC) has given a cost for this of between £4,000 and £5,000. Clerk will apply to Scheme.</p> <p>Website – plan of content. Agreed with Cllr Egan to start work on this next week.</p> <p>Astley Primary School – update on extension proposals. Clerk read out email from County Cllr Ramsbotham to Chris Hey from NCC. Cllr Ramsbotham was requesting a site meeting with Chris Hey and representatives from the parish council, school governors and the school to discuss problems from this proposal.</p> <p>Hedge cutting – Church Street Car Park – Clerk asked for opinion on the quality of the work done. Cllrs Jeary, Lakey and Girling all said that this years growth had not been cut from the hedge. It was about 8 inches longer than it should be and this could cause problems next year. Clerk will write to Norse to complain.</p>	<p>Clerk Clerk/Cllr Egan</p> <p>Clerk</p>

	<p>Moles – Open space at Garden Close and Children’s Play Area – Clerk said there was an increasing problem with moles in these areas. Trapping had been undertaken and the traps stolen and the moles still there. She read a letter and quotation from Clearview Pest Control. This will go as an item on the February 2016 agenda.</p> <p>Post outside 22 Chequers Close – Clerk reported that she had received an email from the householder saying that the post had been damaged. Cllr Miss Gilding said that this was so. Clerk will look into replacement.</p>	Clerk
2015/132	<p>To discuss request from Ashley Carr to discuss with members of Briston Parish Council proposals for a Melton Constable Community Venue and its impact on existing facilities.</p> <p>Councillors felt that there would be no harm in meeting with Ashley Carr but could not see much coming out of it. Cllrs Fippard, Jeary and the clerk will organise a meeting with Ashley Carr after Christmas.</p>	Clerk
2015/133	<p>To receive names of councillors who would like to attend the ‘Rights of Way & Byways’ Course on Monday 8 February 2016 starting at 7pm in Kettlestone Village Hall</p> <p>Cllrs Fippard, Egan, Mrs Denton and the clerk. Clerk will forward this information.</p>	Clerk
2015/134	<p>To receive a report from the clerk on the decision of NNDC to allow the thinning and lifting of trees in Bakery Close and discuss and approve costings for this work and to one lime tree on Briston Village Green</p> <p>Clerk reported that she had had a site visit with Oliver Husar with regard to these trees. The trees in Bakery Close were of poor quality and planted too close together. He had prepared a report which the clerk read to the meeting. This report proposed to remove several trees from this area and tidy up the remaining. The clerk had sent off a new application to North Norfolk District Council (NNDC) requesting permission to carry out this work. The cost would £530.</p> <p>Oliver Husar had also inspected the Lime tree on the village green. He felt that the roots were not impacted but it needed the crown lifted to clear the highway and dead wood removed. The cost would be £150. He also provided a quotation for supplying and planting a 6ft Norway Maple on the village green. Cost £100.</p> <p>Cllr Serne proposed that this work go ahead, subject to approval from NNDC for the work in Bakery Close. Seconded by Cllr Girling.</p> <p style="text-align: center;">Approved</p>	Clerk
2015/135	<p>To discuss a suggestion from Mrs Urquhart re planting trees on the grassed area in Wellington Road formerly containing site huts</p> <p>Cllr Twiddy queried whether this area was suitable for trees as it was picked to be a play area. Cllr Jeary said that any planting would have to be carefully considered so that the adjoining properties did not have light blocked.</p> <p>As Mrs Urquhart was not at the meeting Cllr Jeary proposed that this item be deferred to the February meeting. Seconded by Cllr Serne.</p> <p style="text-align: center;">Approved</p>	
2015/136	<p>To discuss and approve purchase of maps of Briston – Cllr Egan to raise</p> <p>Cllr Egan said that an A3 size map to 1:25,000 would cost approximately £17. Cllr Mrs Denton asked what purpose would they be used for. Cllr Egan said that they could be given out from the parish office. Cllr Jeary said that they could be laminated by Structureflex and positioned near the parish notice boards. Cllr Egan proposed that a map be purchased and he will check copyright to ensure it could be copied. Seconded by</p>	Cllr Egan

	<p>Cllr Jeary.</p> <p>The clerk will get costings from Strutureflex.</p> <p style="text-align: right;">Approved</p>	Clerk
2015/137	<p>To receive a report from the meeting of the Allotment Committee held on Monday 16 November – Cllr Girling. Minutes to be tabled</p> <p>Cllr Girling explained that there was a problem with the Holt Road entrance to the Poors. He had got a digger to clear 20 ft into the allotments however the tenant at number 7A had encroached onto the path. This now needed to be cleared. Mr Maurice Grey had agreed to take off the turf and level the patch. Cllr Girling proposed that he be asked to do this. Seconded by Cllr Mrs Denton. Approved</p> <p>Clerk will write and thank Mr Grey for doing this. Cllr Girling reported that the area outside the gate still needs levelling off. Cllr Jeary will look at this.</p>	<p>Clerk</p> <p>Cllr Jeary</p>
2015/138	<p>To receive a report from the Copeman Centre Committee – Cllr Fippard</p> <p>Cllr Fippard reported on the meeting held on 13 October 2015. This included: Car boots, decided to limit to four per year in February, March, October and November. Procedure for dishwasher, copy laminated and hung on wall. Dance school had reported that the floor in the main hall was slippery and a child had fallen on it. Being repolished in the New Year. Agreed that although the pudding evening was a success no more will be held until 2017. The old dishwasher will be scrapped. Andrew Graves will be contacted with regard to rodding the drains. An inventory of kitchen utensils had been carried out. Some were missing and items would need to be ordeed.</p>	
2015/139	<p>To receive a report from the SNAP meeting – Cllr Fippard</p> <p>The meeting was held on 12 November 2015.</p> <p>It was agreed SNT current priorities: Rogue traders, cold callers and distraction burglaries, anti social behaviour – active agreement with youth, parking issues in identified areas. New priorities: theft from church and agricultural buildings, marine and rural crime, anti social behaviour.</p> <p>117 crimes were reported. Major offences were against the person and theft. The new computer system was giving some anomalies to the figures. Inspector Stephens gave a review of operations and current police status.</p> <p>Speedwatch. There was a discussion for a new initiative to form a youth group to attend Speedwatch events.</p> <p>The next meeting will be at 7pm on Thursday 11 February at the Holt Youth Project.</p>	
2015/140	<p>To receive an update on the Christmas Tree Festival – Cllr Whatling/Clerk</p> <p>The clerk reported that the Christmas Tree Festival would be going ahead on the coming weekend in the parish church.</p> <p>There would be 19 trees plus two for the church and one outside. The trees were being supplied by Edgefield Nursery and would be installed on Wednesday evening. Trees could be decorated on Thursday evening and all day Friday. The clerk had obtained sponsorship and this covered all the costs of the Festival. The clerk and Cllr Whatling had made and erected posters and large signs outside the church, at the junction of the Holt and Edgefield Road and at the top of Melton Hill.</p> <p>All councillors were invited to the private view for sponsors, exhibitors and the PCC on Friday 11 December from 6 to 8pm.</p>	
2015/141	To discuss an appeal for financial help from Norfolk Citizens Advice	

	<p>The clerk read out the first paragraph of a letter from the Norfolk Citizens Advice asking if the parish council would consider financially supporting them. The clerk said that she had been in touch with NNDC as Citizens Advice and how much financial support was going to be given was something that had been discussed at a council meeting. The reply said ‘The total funding is £109,000 per annum. Norfolk County Council are contributing £42,677 and NNDC £66,323. Cllr Fippard proposed that no action be taken and a letter of regret sent to Norfolk Citizens Advice. Seconded by Cllr Miss Whatling.</p> <p style="text-align: right;">Approved</p>	Clerk																																																																																																
2015/142	<p>To discuss and approve the financial statement for November and the payments for December</p> <p>Bank Statement</p> <table><tr><th>Date</th><th>Description</th><th>Money out £</th><th>Money in £</th><th>Balance £</th></tr><tr><td>31 Oct</td><td>Start balance</td><td></td><td></td><td>19,129.20</td></tr><tr><td>2 Nov</td><td>DD to E.on (office heat and light)</td><td>61.00</td><td></td><td>19,068.20</td></tr><tr><td>3 Nov</td><td>Deposit at Cromer</td><td>360.00</td><td></td><td>19,428.20</td></tr><tr><td>6 Nov</td><td>DD to Pnet</td><td>31.31</td><td></td><td></td></tr><tr><td>11 Nov</td><td>Cheque 101847 (dog fouling sign)</td><td>62.40</td><td></td><td>19,334.49</td></tr><tr><td>11 Nov</td><td>Direct credit from BT</td><td></td><td>6.86</td><td>19,341.35</td></tr><tr><td>12 Nov</td><td>Cheque – 101845 (flags – repayment T Girling)</td><td>64.72</td><td></td><td>19,276.63</td></tr><tr><td>12 Nov</td><td>DD E.on (street lighting)</td><td>233.66</td><td></td><td>19,042.97</td></tr><tr><td>16 Nov</td><td>Cheque – 101846 (I Clarke – churchyard grass cutting)</td><td>2,675.00</td><td></td><td>16,367.97</td></tr><tr><td>16 Nov</td><td>Cheque – 101849 – Mazars external audit</td><td>270.00</td><td></td><td>16,097.97</td></tr><tr><td>23 Nov</td><td>DD Npower (village green)</td><td>83.40</td><td></td><td>16,014.57</td></tr><tr><td>27 Nov</td><td>New balance carried forward</td><td></td><td></td><td>16,014.57</td></tr><tr><td></td><td>Total payments/receipts</td><td>3,481.49</td><td>366.86</td><td></td></tr></table> <p>Payments</p> <table><tr><td>Society of Local Council Clerks – subscription</td><td>£118.00</td></tr><tr><td>Viking – refuse sacks, sellotape and dispenser</td><td>74.94</td></tr><tr><td>Factory First – crockery, etc</td><td>707.42</td></tr><tr><td>Repayment to J English</td><td>85.34</td></tr><tr><td> 100 x 2nd class postage stamps</td><td></td></tr><tr><td> Stationery</td><td></td></tr><tr><td> Laminating pouches</td><td></td></tr><tr><td>MAE Bookkeeping & Accounts – Payroll for October</td><td>15.00</td></tr><tr><td>Blyth & Wright – monthly account – weed killer and nails</td><td>16.29</td></tr><tr><td>Cartridge Save Limited – 2 x toner cartridges</td><td>71.26</td></tr><tr><td>Higginbottom Community Centre – office rent April – Sept.</td><td>330.00</td></tr><tr><td>Wyer Electrical Services Ltd – light in alleyway</td><td>983.40</td></tr><tr><td>Mrs J English – salary S/O</td><td>442.03</td></tr></table>	Date	Description	Money out £	Money in £	Balance £	31 Oct	Start balance			19,129.20	2 Nov	DD to E.on (office heat and light)	61.00		19,068.20	3 Nov	Deposit at Cromer	360.00		19,428.20	6 Nov	DD to Pnet	31.31			11 Nov	Cheque 101847 (dog fouling sign)	62.40		19,334.49	11 Nov	Direct credit from BT		6.86	19,341.35	12 Nov	Cheque – 101845 (flags – repayment T Girling)	64.72		19,276.63	12 Nov	DD E.on (street lighting)	233.66		19,042.97	16 Nov	Cheque – 101846 (I Clarke – churchyard grass cutting)	2,675.00		16,367.97	16 Nov	Cheque – 101849 – Mazars external audit	270.00		16,097.97	23 Nov	DD Npower (village green)	83.40		16,014.57	27 Nov	New balance carried forward			16,014.57		Total payments/receipts	3,481.49	366.86		Society of Local Council Clerks – subscription	£118.00	Viking – refuse sacks, sellotape and dispenser	74.94	Factory First – crockery, etc	707.42	Repayment to J English	85.34	100 x 2 nd class postage stamps		Stationery		Laminating pouches		MAE Bookkeeping & Accounts – Payroll for October	15.00	Blyth & Wright – monthly account – weed killer and nails	16.29	Cartridge Save Limited – 2 x toner cartridges	71.26	Higginbottom Community Centre – office rent April – Sept.	330.00	Wyer Electrical Services Ltd – light in alleyway	983.40	Mrs J English – salary S/O	442.03	
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	<p>Mr R Twiddy – salary S/O 231.51</p> <p>E-on – street lighting – November 2015 233.66</p> <p>E-on - street lighting – December 2015 226.14</p> <p>Total £3,534.99</p> <p>Higginbottom</p> <p>Npower – Briston Bowls Club 32.29</p> <p>The clerk said that she had included a payment for the Higginbottom as there would not be another meeting until January and this bill needed paying now. She also asked for two other bills for the Higginbottom to be paid:</p> <p>Anglian Water 104.49</p> <p>Berryman 27.90</p> <p>Councillors queried the payment of £983.40 to Wyer Electrical Services asking when this work had been authorised and carried out. Cllr Serne replied that he had organised the work which had taken place at the end of last year. He had been invoiced in August and had not passed the bill to the clerk for payment until now. The clerk reported that this light had not been working for the past couple of months.</p> <p>Cllr Girling proposed that payment of this bill is postponed until the light is working. Cllr Jeary seconded this.</p> <p>Cllr Serne proposed that the bill be paid and Wyer Electrical Services be asked to sort the light out. There was no seconder. Failed.</p> <p>A vote was taken on the first proposal. Approved</p> <p>Cllr Serne said that he will speak to Wyer Electrical Services and explain the situation. He will refer any future electrical work needed to the clerk and the parish council.</p> <p> Cllr Serne proposed that the statement and payments be approved and the payments made, apart from the cheque to Wyer Electrical Services. Seconded by Cllr Collins. Approved</p>	
2015/143	<p>To adjourn the meeting to allow public participation:</p> <p>The meeting adjourned at 9.06pm</p> <p>The meeting reconvened at 9.11pm</p>	
2015/144	<p>Any other business</p> <p>Cllr Edwards said that the walkway behind the Chinese Take away off the Fakenham Road was very muddy and asked if a trod could be provided. It was explained that this is an unofficial foot path so nothing could be done with it.</p> <p>Cllr Mrs Denton reported that the verge on the new trod at the junction of Holt Road and Fakenham Road has been run over. Cllr Jeary reported that it is impossible to get round this corner without running over the verge if a car is towing a trailer. The verge follows the hatching line making the turning too tight. The clerk will write to Steve White at NCC about this.</p> <p>Cllr Edwards asked if he could have a couple of dog fouling signs as the</p>	Clerk

Minute 2015/128 refers

Cllr Fippard thanked Cllr Jeary for all the time and effort he had spent in sorting out the Christmas tree lights on the village green. He also asked the clerk to write to Jim Morrissey to thank him for lending the cherry picker.

County Councillor David Ramsbotham send his apologies.

District Councillor Jenny English reported that the refurbished toilets on Cromer Pier have won a 2015 Loo of the Year Award in the beaches category. The inspection to win this award included signage, décor, maintenance, fittings, cleanliness and customer care.

The Planning Policy and Built Heritage Working Party is working on the Local Plan evidence. There are 36 documents in total, laid down by the government. Some are major and some minor. They include: Strategic Housing Market assessment incorporating up to date Housing Needs assessment, Assessment of second home and vacant homes, Indoors/Outdoors Sports Needs Assessment, Major Hazards and Incidents Assessment and Marine Policy Statement. All 36 documents have to be approved by an inspector before the Local Plan can be adopted.

Northern Distributor Route. Work will start in the New Year at the Fakenham end. It will be constructed in quarter mile chunks.

SNT – Graham Gowing-Smith reported that there were 23 calls to the Police. Three crimes came from these, mostly domestic related.

Minute 2015/143 refers

Cllr Mrs Denton reported that there were problem with sewage in Hall Street.

Cllr Miss Whatling reported that the street light opposite number 57 Reepham Road is not working and the Tithe Barn street sign is broken and appears to have been hit by a vehicle.