

BRISTON PARISH COUNCIL

The Parish Office

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

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Minutes of a meeting of Briston Parish Council held on Monday 5 September 2016 at 7pm in the Copeman Centre, Briston

Present: Cllr Neil Fippard Chairman
Cllr Mrs Joan Denton
Cllr Miss Pauline Whatling
Cllr Terry Girling
Cllr Martin Collins
Cllr Tony Serne
Cllr Patrick Egan

Clerk: Mrs Jenny English

Number		Action
2016/31	To receive apologies for absence Cllrs Edwards, Jeary and Lakey working, Cllr Miss Gilding on training course, Cllr Twiddy ill. Proposed to accept Cllr Serne. Seconded Cllr Fippard. Accepted	
2016/32	To record declarations of interest from members on any items on the agenda None	
2016/33	To approve the minutes of the Parish Council meeting held on 4 July 2016 Proposed Cllr Serne, seconded Cllr Miss Whatling. Approved	
2016/34	To adjourn the meeting to allow public participation: County Councillor District Councillor SNT Representative Meeting adjourned at 7.15pm. Meeting reconvened at 7.20pm.	
2016/35	To discuss matters arising from the minutes of the Parish Council meeting held on 4 July 2016 Clerk is still in process of querying street lighting electricity bill.	Clerk
2016/36	To consider and make observations on the following planning applications and any more that may be received: Part change of use of existing building from N8 to B2 The Big Prawn Company, Marriott Way, Melton Constable, NR24 2BT No comment Erection of two-storey detached dwelling Wayside, Craymere Road, Briston, Melton Constable, NR24 2LS (please note: this is a redesign of a previously approved replacement dwelling and vary of condition application) No comment Decision notices: 19 Hewitts Close, Briston, Melton Constable Two-storey side extension – permit Innisfree, (Land adjoining ‘Carefree’), The Driftway off Providence Place, Melton Constable	

	<p>Erection of single-storey dwelling – approve The Hollies, Norwich Road, Briston, Melton Constable, NR24 2BB</p> <p>Single storey extension to side – permit Barn at Boundary Farm, Reepham Road, Briston, NR24 2JN</p> <p>Intention to change of use of agricultural building to 2 dwelling houses – may proceed</p> <p>Site for erection of two-storey dwelling and detached garage Meadow House, Providence Place, Briston</p> <p>An appeal against refusal has been received. The Written Representations procedure has been adopted.</p> <p>Demolition of existing dwelling and erection of 4 residential dwellings 106 Hall Street, Briston, Melton Constable NR24 2LQ</p> <p>Application has been withdrawn and no further action will be taken by the District Council</p>	
2016/37	<p>To discuss and approve request from Holt & Communities First Responders to take over maintenance and financial responsibility for the defibrillator and cabinet outside Graves the butchers</p> <p>The clerk said that an anonymous donor had offered to pay for the batteries needed in the upkeep of the defibrillator. A parishioner, Paul Cook, who is a member of the First Responders had offered to carry out the weekly, monthly and annual checks. Cllr Fippard proposed that Briston Parish Council take over the maintenance and financial responsibility for this defibrillator. Seconded by Cllr Serne.</p> <p style="text-align: right;">Approved</p>	Clerk to write to Holt & Communities First Responders
2016/38	<p>To discuss action to be taken with regard to the Pit on the Fakenham Road/Poors allotments. NCC recommend clearing out and outfall exposing</p> <p>The Clerk reported that to stop the flooding on the Fakenham Road the pit, which was very overgrown needed clearing out. Norfolk County Council said that their drains from the road were not working properly owing to the overgrown state of the pit. Cllr Serne proposed that Nev Clarke be asked to carry out this work. Seconded by Cllr Girling.</p> <p style="text-align: right;">Approved</p>	Clerk to contact Nev Clarke and get work carried out.
2016/39	<p>To discuss and approve support for Burgh Beck Pollution Project</p> <p>Cllr Mrs Denton proposed that Briston Parish Council support this project. Seconded by Cllr Fippard.</p> <p style="text-align: right;">Approved</p>	Clerk to write
2016/40	<p>To receive a report from the meeting of 26 August with regard to Road Safety in Briston, Providence Place/Edgefield Road</p> <p>Cllr Egan reported that it had been a successful meeting. Norfolk County Council had agreed to repaint the road markings and erect a sign showing the junction.</p>	
2016/41	<p>NCC partnership scheme for purchase of SAM – to sign and witness acceptance form and memorandum of understanding</p> <p>Proposed by Cllr Miss Whatling, seconded by Cllr Serne. Form of acceptance and memorandum of understanding signed.</p> <p style="text-align: right;">Approved</p>	
2016/42	<p>To discuss proposal for double yellow lines outside Waddingham’s Farm, Fakenham Road. Councillor Serne to raise</p> <p>The meeting adjourned at 7.47 to allow County Councillor Ramsbotham to speak. Cllr Ramsbotham said that this proposal was a non starter and the access to the farm should be improved by the owner. He has told Mr Waddingham this.</p> <p>Meeting reconvened at 7.52pm</p>	
2016/43	<p>To discuss requirement for Council to test and certify as such street lights (BS7671:2008 (IEE Wiring Regulations 17th Edition) re letter from TT Jones</p> <p>Cllr Fippard proposed that further to the letter from TT Jones the Council agree to a five year rolling testing programme starting now. Seconded by Cllr</p>	Clerk to organise with TT

	Mrs Denton.	Approved	Jones
2016/44	Further to inspection carried out by TT Jones to approve the following works to street lights: Hall Street, opposite Old Post Road, straighten and re-concrete £99.58 Mill Road, opposite Mill Lane, foliage cut back £24.22 The Lane entrance to Woodfield. Straighten and re-concrete £99.58 Cllr Fippard proposed that this work go ahead. Seconded by Cllr Girling.	Approved	Clerk to organise with TT Jones
2016/45	To formally approve purchase of allotment software from RBS Proposed by Cllr Girling, seconded by Cllr Fippard.	Approved	Clerk to organise
2016/46	To approve a request from the BRSA for permission to have a bonfire on the recreation ground on Friday 4 November and to request help from the Parish Council to man the event Cllr Serne proposed that permission be given. Seconded by Cllr Fippard.	Approved	
2016/47	To discuss and approve the clerk investigating company to inspect the play equipment offered by Melton Constable Parish Council After discussion about the viability of the equipment on offer Cllr Serne proposed that the Clerk write to Melton Constable Parish Council thanking it for its offer but saying the Council had decided no to take it up. Seconded by Cllr Miss Whatling.	Approved	Clerk to write to Melton Constable Parish Council
2016/48	To approve clerk writing letter of thanks to resident of Church Street who looks after the floral display round the Wishing Well Cllr Miss Whatling said that Ms Marian Colley was doing a good job. Cllr Fippard proposed that a letter of thanks be written and Cllr Miss Whatling seconded.	Approved	Clerk to write to Ms Colley
2016/49	To discuss and approve the purchase of a mini fridge for the parish office The Clerk said that the full size fridge in the office usually contained no more than one bottle of milk and she felt that this was uneconomical. She proposed that the Council buy a mini fridge at a cost of about £80. It was agreed that the Clerk research this to achieve the most cost effective deal. It was agreed to go ahead and buy another fridge by Cllr Fippard and seconded by Cllr Mrs Denton.	Approved	Clerk to source and purchase
2016/50	Clerks report: Email from Mark Wyatt – Norse re grass cutting Clerk reported that Norse had agreed to some free cuts to compensate for poor service at start of season Email from Quentin Barker – Ranger visit There were no items to be forwarded to the Rangers Wowgive.co.uk Councillors said that this website would not benefit the Council An introduction to 105 Clerk read out the main points of a letter explaining this North Norfolk Parish and Town Council – second homes tax Clerk read out the main points of a letter explaining this Citizens Advice Mid Norfolk – AGM 7 September For information Email from Robert Richards re wooden bollard in Chequers Close Clerk reported that the bollard is no longer required and will be removed Request for donation from Norfolk Citizens Advice Clerk read out main points of letter Local Government Boundary Commission – electoral Review of North Norfolk		

	Clerk gave short report				
2016/51	To discuss procedures and time scales for setting the 2017/2018 precept Cllr Fippard proposed that the process be started at the September Finance & General Purpose Committee meeting and all members be invited to attend. Seconded by Cllr Mrs Denton. Approved				
2016/52	To discuss and approve the financial statements for July and August and the payments for September Bank Statement 30 Jun – 29 Jul 2016				
	Date	Description	Money Out £	Money in £	Balance £
	30 Jun	Start balance			14,302.98
	1 Jul	D/D E.on	143.27		14,159.71
		DD E.on	61.00		14,098.71
	5 Jul	Direct credit from Groundwork UK (Tesco grant)		6,000.00	20,098.71
	6 Jul	Cheque 101897 (spray paint)	30.05		20,068.67
	7 Jul	D/D Plusnet	29.58		20,039.00
	11 Jul	Cheque 101911 (postage stamps)	33.48		20,005.61
	12 Jul	Cheque 101907 (Mrs Edwards payroll)	15.00		19,990.61
	13 Jul	Cheque 101905 (CAN subs)	20.00		19,970.61
		Cheque 101908 NPTS (training cost)	45.00		19,925.61
	14 Jul	Cheque 101912 (Anglian Insulation – cavity wall Briston Pavilion)	2,862.00		17,063.61
	21 Jul	Cheque 101906 (TT Jones – street light maintenance)	162.06		16,901.55
	25 Jul	Direct credit from HMRC Barclays (VAT reclaim)		5,719.17	22,620.72
		Deposit (Allotment rent)		7.50	22,628.22
	26 Jul	Cheque 101910 (HMRC PAYE)	435.40		22,192.82
	27 Jul	D/D Npower	44.18		22,148.64
	28 Jul	S/O Mr R Twiddy (salary)	231.31		21,917.33
		S/O Mrs J English (salary)	442.03		21,475.30
	29 Jul	Balance carried forward			21,475.30
		Total payments/receipts	4,554.35	11,726.67	
	Bank Statement 30 Jul – 30 Aug 2016				
	Date	Description	Money out £	Money in £	Balance £
	30 Jul	Start Balance			21,475.30
	1 Aug	D/D E.on	55.00		21,420.30
	5 Aug	D/D Plusnet	31.28		21,389.02
	30 Aug	D/D 1&1 Internet	5.99		21,383.03
		S/O Mr R Twiddy (salary)	231.31		21,151.72

	S/O Mrs J English (salary)	442.03		20,709.69
30 Aug	Balance carried forward			20,709.69
	Total Payments/Receipts	765.61	0.00	
Payments September 2016 (£)				
	Blyth & Wright (monthly invoice)			32.35
	MAE Book Keeping (July and August payroll @ £15 per month)			30.00
	Viking (litter bin liners)			89.93
	Realise Futures (litter bin - The Lane/Fakenham Road)			394.80
	Rialtas Business Solutions (training)			718.56
	Clearview Pest Control (moles on play area)			75.00
	Norse (six monthly charge grass cutting: Recreation Ground, Village Green, Plantation Hill)			2,726.69
	Oliver Husar (tree work Bakery Close)			180.00
	Jon Woodhouse Joinery (wood for seat repair The Lane/Fakenham Road)			108.00
	SSE (electricity for street lighting June and July)			318.41
	Plusnet D/D date: 01/08/2016			31.28
	Plusnet D/D date: 01/09/2016			30.60
	J English S/O (July salary)			457.43
	R Twiddy S/O (July salary)			230.71
	J English S/O (August salary)			457.43
	R Twiddy S/O (August salary)			230.71
	Total			£6,111.90
Please note: the second half of the precept is due from North Norfolk District Council on 30 September				
Cllr Fippard proposed that the statements and payments be accepted and approved. Seconded Cllr Egan. Approved				
2016/53	To adjourn the meeting to allow public participation The meeting adjourned at 8.30pm The meeting reconvened at 8.40pm			
2016/54	To discuss any other business (please note this item is for discussion only. Nothing can be approved under this item) Trees Bakery Close – situations needs to be reviewed. The Spinney – needs to be looked at to see if maintenance is required.			
2016/55	To receive items for the next agenda Play equipment on Plantation Hill Street lighting electricity costs Trees at Bakery Close The Spinney			
2016/56	Date of next parish council meeting – Monday 3 October 2016 To discuss dates for committee meetings. Committee meetings will be held on Monday 19 September starting at 7.00pm with a Personnel Meeting, continuing with Allotment and then F&GP.			
	The meeting closed at 8.50pm			

Signed:



Date: 3 October 2016

Public Forum
Minute 2016/34 refers

4 members of the public present

County Councillor David Ramsbotham reported that there is a waste disposal amnesty over the 17/18 September where members of the public will be able to take such items as paint cans to selected waste disposal sites. The nearest to Briston is Hempton.

The deadline for applications to the Parish Partnership is 16 December 2016.

The Fire Brigade is helping the First Responders

Devolution is still ongoing

Members of the public are being encouraged to register to get updates.

District Councillor Jenny English said that she had not attended any meetings during August owing to holidays. She had attended the Panel for the Big Society Fund that day and Briston Parish Council had been offered a grant to buy heaters for the Briston Pavilion.

There was no representative from the SNT but the Clerk read the following from PCSO Clarke: 'There were 36 calls received from Briston since your last meeting. From these 9 crimes have been received.'

Mrs Fippard asked how often the verges will be cut next year as this year they were so overgrown that it made driving and walking dangerous in places. County Cllr Ramsbotham replied that the new system didn't work as the grass grew so quickly this season.

Public Forum
Minute 2016/53

Cllr Egan said that he had received complaints about the overgrown and unworked condition of some of the allotments. These will be sorted out when the rental letters are sent out at the end of September.

Mr Mussellwhite asked when the white lining would be put in place outside the Astley School. County Cllr Ramsbotham replied that the Highways Department was still waiting for permission to go ahead.

Cllr Egan asked about the map which he had expected to see blown up and laminated. Cllr Fippard said that he had blown up the centre section.

Mr Mussellwhite asked about the payback on the PVA system. Cllr Fippard replied that he was still in consultation with E.on about this.