

# BRISTON PARISH COUNCIL

The Parish Office  
Recreation Ground, Stone Beck Lane,  
Briston, Melton Constable NR24 2PS  
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Minutes of the Annual Parish Council Meeting of Briston Parish Council held on Monday 8 May 2017 at 7pm in the Copeman Centre, Briston

Present: Cllr Fippard Chairman  
Cllr Miss Gilding  
Cllr Collins  
Cllr Twiddy  
Cllr Edwards  
Cllr Girling  
Cllr Mrs Denton  
Cllr Egan  
Cllr Serne

Clerk Mrs Jenny English

Number		Action
2017/55	<b>Apologies for absence</b> Cllr Miss Whatling – holiday	
2017/56	<b>Election of Chairman</b> Cllr Girling proposed Cllr Fippard. Seconded Cllr Collins. <b>Approved</b>	
2017/57	<b>Election of Vice Chairman</b> Cllr Girling proposed Cllr Jeary. Seconded Cllr Collins. <b>Approved</b>	
2017/58	<b>To record declarations of interest from members on any items on the agenda</b> Cllr Girling – wife allotment tenant on Poors Cllr Edwards – wife does consultancy work for Parish Council	
2017/59	<b>To approve the minutes of the Parish Council meeting held on 3 April 2017</b> Proposed by Cllr Mrs Denton. Seconded by Cllr Girling. <b>Approved</b>	
2017/60	<b>To adjourn the meeting to allow public participation:</b> <b>County Councillor</b> <b>District Councillor</b> <b>SNT Representative</b> Meeting convened at 7.10 pm. Meeting reconvened at 7.15 pm.	
2017/61	<b>To discuss matters arising from the minutes of the Parish Council meeting held on 3 April</b> A new post is being bought for the SAM2 to go on the Fakenham Road. 2017/53 – the yellow lines have been renewed outside the Astley School.	
2017/62	<b>To agree the appointment of members to the following committees:</b> <b>Allotment</b> <b>Finance &amp; General Purpose</b> <b>Personnel</b> <b>Planning</b> <u>Allotment</u> Cllr Fippard Cllr Jeary Cllr Girling	

	<p>Cllr Twiddy                      Cllr Lakey                      Cllr Miss Gilding</p> <p><u>Finance &amp; General Purpose</u></p> <p>Cllr Fippard                      Cllr Jeary                      Cllr Girling</p> <p>Cllr Collins                      Cllr Serne                      Cllr Mrs Denton</p> <p><u>Personnel</u></p> <p>Cllr Fippard                      Cllr Jeary                      Cllr Mrs Denton</p> <p>Cllr Serne                      Cllr Edwards</p> <p><u>Planning</u></p> <p>Cllr Fippard                      Cllr Jeary                      Cllr Serne</p> <p>Cllr Girling                      Cllr Miss Gilding</p> <p>Proposed by Cllr Fippard, seconded by Cllr Serne.                      <b>Approved</b></p>	
<b>2017/63</b>	<p><b>To consider and make observations on the following planning applications and any more that may be received:</b></p> <p><b>108 Hall Street, Briston, Melton Constable NR24 2LQ</b> Change of use of part of public house to self contained holiday unit and erection of front porch (retrospective)</p> <p><b>4 Seven Acre Farm, Thurning Road, Briston, Melton Constable NR24 2JW</b> Rear extension to existing amenity block to form daycare treatment facilities and nursing carer accommodation</p> <p><b>Decisions: Holly House, The Lane, Briston, Melton Constable, NR24 2JX</b> Erection of 12 shared ownership dwellings and garages – PERMIT</p> <p><b>The Old Piggery, Reepham Road, Briston, Melton Constable, NR24 2JL</b> Notification for prior approval for change of use of agricultural building to a dwelling house (Class C3) – REFUSE</p> <p><b>2 Hillside, Briston NR24 2DW</b> Erection of single storey rear extension – PERMIT</p> <p>108 Hall Street – no objections 4 Seven Acre Farm – no objection 38 Mill Road, Briston, Melton Constable, NR24 2JE – no objection Demolition of existing dwelling and erection of 3no. detached bungalows and garages (outline) Carefree, Providence Place, Briston, Melton Constable NR24 2HZ – objection – not enough off road car parking space. Over development of site. Stody: Land at Breck Farm, Stody, Norfolk, NR24 2ER: Variation of Conditions 1 and 4 of planning permission ref C/1/2014/1006 to permit temporary silt storage above original ground levels in northern extraction area (retrospective), and extend the start time/hours for operations: Frimstone Ltd – Peter Dawes – objection – the increased hours are going against what was originally agreed.</p> <p><u>Decisions</u> Flintstones, Fakenham Road, Briston, Melton Constable NR24 2HJ Erection of conservatory to rear elevation – PERMIT Craymere Lodge, Craymere Road, Briston, Melton Constable NR24 2LS Erection two storey rear extension with external staircase and first floor side extension – PERMIT</p>	
<b>2017/64</b>	<p><b>Clerks report</b></p> <p><b>Final recommendations on the electoral review of North Norfolk from the Local Government Boundary Commission</b> – boundaries for district council are unchanged for Briston</p> <p><b>Energy Surcharge Arrangements - Axis</b> – read letter</p> <p><b>Trailer parked on the car park in Old Post Road</b> - clerk reported that although this had now been moved she would appreciate some guide lines from the council in case the situation rose again. The council said that trailers could not be parked on the car park and vehicles or trailers could not be advertised for</p>	



	<p>sale.</p> <p><b>Parking on village green for church fete on 15 July.</b> Council agreed that vehicles could park on the far side of the green as the car park was needed for the Morris Dancers.</p> <p><b>Cheque from Grays Fair</b> – Clerk reported that a cheque for £100 had been received after the recent visit of Grays Fair to the village green. It was agreed that this will be paid into the play area fund.</p>	Clerk
2017/65	<p><b>To discuss and accept quotation from Paul Minns for tree and clearing work at the pond on the Poors allotments</b></p> <p>Clerk reported that she had received a quotation from Paul Minns for £280 for the work. If this was acceptable he could do this job on 18 May.</p> <p>Cllr Serne proposed that this price and start date be accepted. Seconded Cllr Egan.</p> <p style="text-align: right;"><b>Approved</b></p>	
2017/66	<p><b>To discuss and agree how to spend the S106 contribution for open space re Church Street</b></p> <p>The clerk presented some ideas for equipment, mainly a climbers activity net and movers rota glide. Council suggested a zip wire. Council asked clerk to consult the insurance company to clear any proposed equipment with them before purchase. Cllr Serne said that he thought an access path was needed to the piece of adult outdoor gym equipment for wheelchair users.</p>	Clerk
2017/67	<p><b>To discuss request from residents for a litter bin on the Hawthorns Estate, near Hall Street.</b></p> <p>Cllr Edwards proposed that this go ahead. Seconded Cllr Fippard.</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk
2017/68	<p><b>To discuss the repayment of the loan for the solar installation on the roof of the Briston Pavilion in conjunction with reclaiming the VAT spent on this project.</b></p> <p>Clerk reported that as the Parish Council were due to receive £11,000 in VAT repayments this money could be used to pay of the loan faster. After discussion Cllr Serne proposed that the £11,000 go into the reserve fund and the first instalment of the loan of approximately £1,500 be paid as per the loan agreement. Seconded Cllr Egan.</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk
2017/69	<p><b>Trees on Bakery Close – Cllr Serne to raise</b></p> <p><b>Update on tree work on Bakery Close and timeline – Clerk to inform</b></p> <p>Cllr Serne said that he had been round to Bakery Close and there were a lot of tree stumps on the site. The clerk reported that these would be removed by a separate contractor who was coming to do the work on Tuesday 9 May.</p>	
2017/70	<p><b>Situation with regard to former Cllr Craske – Cllr Serne to raise</b></p> <p>Cllr Serne said that he was perturbed by the press release from the parish council which was published in the local press. He felt that the council should have said 'no comment'. Cllr Fippard said that the final remark was a personal comment from him. The clerk said that a 'no comment' tended to make people think that there was something to hide which was why she and the chairman had written the press release at short notice in response to a request from the press.</p>	
2017/71	<p><b>To discuss parking outside the Co-op Store in Church Street – Cllr Egan to raise</b></p> <p>Cllr Egan said that he was concerned about cars reversing onto the road from car parking spaces in the front of the Co-op building. Cllr Girling said that it was not illegal for cars to do this. Cllr Edwards said that he was concerned about the large vehicles accessing this car park. The council agreed with Cllr Egan about the parking problems in this area but thought that nothing could be done.</p>	
2017/71A	<p><b>To discuss a memorial tree on the village green in memory of Claire Carter</b></p> <p>Cllr Serne said this should go ahead.</p> <p>Cllr Fippard disapproved and said that he thought a memorial plaque in the</p>	

	<p>Copeman Centre would be more appropriate as Mrs Carter had been involved with two organisations who meet in there and the Copeman Centre itself. The organisations were; The Briston Players and Gardening Club. He suggested that this organisations might like to contribute towards a plaque. Seconded by Cllr Serne.</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk																																																																																																							
2017/72	<p><b>To discuss and approve the bank statement for April and the payments for May</b></p> <p>It was proposed by Cllr Fippard and seconded by Cllr Serne that these be approved.</p> <p style="text-align: right;"><b>Approved</b></p> <p>Cllr Girling asked if it would be more economical to sign up to a monthly deal for ink toner.</p> <table><tr><th>Date</th><th>Description</th><th>Money out £</th><th>Money in £</th><th>Balance £</th></tr><tr><td>31 Mar</td><td>Start balance</td><td></td><td></td><td>5,438.91</td></tr><tr><td>3 Apr</td><td>DD Eon – office heat and light</td><td>71.00</td><td></td><td>5,367.91</td></tr><tr><td>7 Apr</td><td>DD Plusnet – telephone/broadband</td><td>30.84</td><td></td><td>5,337.07</td></tr><tr><td>12 Apr</td><td>Cheque 101970 – P Minns Churchyard cutting</td><td>135.26</td><td></td><td>5,201.81</td></tr><tr><td>18 Apr</td><td>Cheque 101969 – Higginbottom parish office rent</td><td>330.00</td><td></td><td>4,871.81</td></tr><tr><td>19 Apr</td><td>Cheque 101971 – Anglian Water Stone Road allotments</td><td>12.58</td><td></td><td>4,859.23</td></tr><tr><td>24 Apr</td><td>Cheque 101972 – Cartridge Save</td><td>82.82</td><td></td><td>4,776.41</td></tr><tr><td>26 Apr</td><td>DD 1&amp;1 Internet</td><td>5.99</td><td></td><td>4,770.42</td></tr><tr><td>28 Apr</td><td>DD Axis for Business – electricity to village green</td><td>12.43</td><td></td><td>4,757.99</td></tr><tr><td>28 Apr</td><td>SO Mr R Twiddy – salary</td><td>231.31</td><td></td><td>4,526.68</td></tr><tr><td>28 Apr</td><td>SO Mrs J English – salary</td><td>457.43</td><td></td><td>4,069.25</td></tr><tr><td>28 Apr</td><td>Direct credit from NNDC – first half of precept</td><td></td><td>22,082.00</td><td>26,151.25</td></tr><tr><td>28 Apr</td><td>Balance carried forward</td><td></td><td></td><td>26,151.25</td></tr><tr><td></td><td>Total Payments/Receipts</td><td>1,369.66</td><td>22,082.00</td><td></td></tr></table> <p><u>Payments May 2017</u></p> <table><tr><td>Wyer Electrical Services Ltd</td><td></td></tr><tr><td>Fault finding to parish office and installation of new electric meter</td><td>£308.00</td></tr><tr><td>Paul Minns</td><td></td></tr><tr><td>Grass cutting churchyard and car park</td><td>£327.66</td></tr><tr><td>Mrs Marie-Anne Edwards</td><td></td></tr><tr><td>Payroll January/February/March</td><td>£75.00</td></tr><tr><td>HMRC</td><td></td></tr><tr><td>PAYE March 2017 (payment February and March)</td><td>£435.60</td></tr><tr><td>TT Jones Electrical Ltd</td><td></td></tr><tr><td>Street lighting maintenance</td><td>£554.17</td></tr><tr><td>Anglian Water</td><td></td></tr><tr><td>Stone Road allotments</td><td>£3.90</td></tr><tr><td>Blyth &amp; Wright</td><td></td></tr><tr><td>Maintenance goods</td><td>£22.02</td></tr></table>	Date	Description	Money out £	Money in £	Balance £	31 Mar	Start balance			5,438.91	3 Apr	DD Eon – office heat and light	71.00		5,367.91	7 Apr	DD Plusnet – telephone/broadband	30.84		5,337.07	12 Apr	Cheque 101970 – P Minns Churchyard cutting	135.26		5,201.81	18 Apr	Cheque 101969 – Higginbottom parish office rent	330.00		4,871.81	19 Apr	Cheque 101971 – Anglian Water Stone Road allotments	12.58		4,859.23	24 Apr	Cheque 101972 – Cartridge Save	82.82		4,776.41	26 Apr	DD 1&1 Internet	5.99		4,770.42	28 Apr	DD Axis for Business – electricity to village green	12.43		4,757.99	28 Apr	SO Mr R Twiddy – salary	231.31		4,526.68	28 Apr	SO Mrs J English – salary	457.43		4,069.25	28 Apr	Direct credit from NNDC – first half of precept		22,082.00	26,151.25	28 Apr	Balance carried forward			26,151.25		Total Payments/Receipts	1,369.66	22,082.00		Wyer Electrical Services Ltd		Fault finding to parish office and installation of new electric meter	£308.00	Paul Minns		Grass cutting churchyard and car park	£327.66	Mrs Marie-Anne Edwards		Payroll January/February/March	£75.00	HMRC		PAYE March 2017 (payment February and March)	£435.60	TT Jones Electrical Ltd		Street lighting maintenance	£554.17	Anglian Water		Stone Road allotments	£3.90	Blyth & Wright		Maintenance goods	£22.02	
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	NALC Annual subscription £387.29 SSE Supply of electricity for street lighting March and April £458.64 J English – repayment Refreshments for Annual Parish Meeting Petrol for mower Postage stamps £46.13 Plusnet DD Broadband and telephone £29.73 Axis DD Electricity to village green £12.43 J English SO Salary March 2017 £457.43 R Twiddy Salary March 2017 £230.71 Total £3,348.71  <u>Income</u> NNDC Precept and grant – first instalment £22082.00  The clerk was asked to research the Norfolk Parish Training & Support organisation to see if it offered a comparable service to NALC as councillors felt that NALC is expensive for the services offered.	Clerk
2017/73	<b>To adjourn the meeting for public participation</b> The meeting convened at 8.20 pm The meeting reconvened at 8.32 pm	
2017/74	<b>To discuss any other business (please note this item is for discussion only. Nothing can be approved under this item)</b> Provision of passing places was discussed and it was decided this is a subject for NCC Highways	
2017/75	<b>To receive items for the next agenda</b> Cllr Girling apologised that he would not be able to attend this meeting as he was working away. Permissive rights – Stody Estate	
2017/76	<b>To consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960s.1 in order to discuss a confidential employment matter and confidential Trust matter.</b> Proposed by Cllr Fippard and seconded by Cllr Serne. <b>Approved</b> The public and clerk left the meeting.	
2017/77	<b>To discuss and ratify the decisions of the personnel committee at its meeting held on Monday 24 April 2017</b> Decisions ratified.	
	The meeting closed at	

Signed:

*N. Fippard*

Dated:

*8th June 2017*

**Public Forum**  
**Minute 2016/60**

County Councillor. Owing to the proximity of the Parish Council meeting to the elections for County Councillors the clerk had been unable to get in touch with Steffan Aquarone, the newly elected County Councillor.

District Councillor, Mrs J English. No full council meeting in April. Next is May meeting on 24. NNDC is looking at updating facilities at the Splash swimming pool in Sheringham. A feasibility study will be carried out but this could involve demolishing the present building and rebuilding including a pool, gym and associated facilities at a cost of approximately £8m. Money could come from long term loans, Sport England and income from additional development on land next to the Splash.

PCSO Keith Clarke sent his apologies and asked that councillors be made aware of the increase in lead thefts from church roofs in the area. Suspicious actions round local churches should be reported to the Police on 999.

Cllr Serne said that a letter of thanks should be sent to ex County Councillor David Ramsbotham as he was the best County Councillor Briston has had.

Mr Chris Mussellwhite said that the display boards advertising the Three Horseshoes on the Vicarage Cross Roads were a traffic hazard and should be reported to NCC Highways.

**Minute 2017/73 refers**

Mr Terry Herring said that if the Parish Council was going to complain about parking outside the Co-op it would also have to complain about parking outside other shops in the village.

Mrs Sheila Mussellwhite said that the worst parking outside the Co-op is on the other side of the road by the hedge. Parked cars here make it difficult to get out of the parking spaces and she suggested approaching NCC Highways to see if double yellow lines could be painted on this section of road.

A broken road sign in the Reephram Road needs to be reported to NCC Highways.

Mr Terry Herring said that there was a lot of dog fouling on the Fakenham Road. Cllr Edwards said that this area was a problem and will start his campaign of highlighting deposits again. Problems with this were also reported in the Lane and Church Street.

