

# BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of Briston Parish Council held on Monday 3 July 2017 at 7pm in the Copeman Centre, Briston

Present: Cllr Neil Fippard Chairman  
Cllr Duncan Jeary Vice Chairman  
Cllr Chris Lakey  
Cllr Terry Girling  
Cllr Miss Rosie Gilding  
Cllr Miss Pauline Watling  
Cllr Tony Serne  
Cllr Mrs Joan Denton  
Cllr Les Edwards  
Cllr Patrick Egan

Clerk Mrs Jenny English

Number	Action
<b>2017/96</b>	<b>Apologies for absence</b> Cllrs Martin Collins and Simon Twiddy – work commitments. <b>Accepted</b>
<b>2017/97</b>	<b>To record declarations of interest from members on any items on the agenda</b> Cllr Girling – wife tenant on Poors Allotments and Church Street Car Park
<b>2017/98</b>	<b>To approve the minutes of the Parish Council meeting held on 5 June 2017</b> With an amendment to minute 2017/88 proposed by Cllr Serne, seconded by Cllr Mrs Denton. <b>Approved</b>
<b>2017/99</b>	<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 7.05pm Meeting reconvened at 7.22pm
<b>2017/100</b>	<b>To discuss matters arising from the minutes of the Parish Council held on 5 June 2017</b> 2017/83. Paul Minns has cleared the back of the pond. Cllr Egan said he thought that the tree needed removing before the digger could get in. 2017/86. Any further action will be deferred until County Councillor Steff Aquarone has met with Steve White from Highways.
<b>2017/101</b>	<b>To consider and make observations on the following planning applications and any more that may be received:</b> <b>Single storey rear extension and detached garage (revised scheme ref: PF/15/0734), 132 Fakenham Road, Briston, Melton Constable, NT24 2HG</b> No objection or comment <b>Two Storey Rear Extension, 16 The Lane, Briston, Melton Constable, NR24 2AD.</b> No objection or comment



	<p><b>Single storey extension to front of dwelling, 54B The Lane, Briston, Melton Constable, NR24 2AD.</b> No objection or comment</p> <p><b>Erection of single storey rear extension &amp; erection of external chimney stack on side, 44 The Lane, Briston, Melton Constable, NR24 2AD</b></p> <p>No objection or comment</p> <p><b>Decisions:</b></p> <p><b>108 Hall Street, Briston, Melton Constable, NR24 2LQ</b></p> <p><b>Change of use of part of public house to self contained holiday unit and erection of front porch (retrospective) PERMIT</b></p> <p><b>38 Mill Road, Briston, Melton Constable, NR24 2JE</b></p> <p><b>Erection of single storey rear extension PERMIT</b></p> <p><b>Carefree, Providence Place, Briston, Melton Constable, NR24 2HZ</b></p> <p><b>Erection of 3 x detached bungalows and garages and demolition of existing dwelling (Outline) REFUSE</b></p>	
2017/102	<p><b>Clerks report</b></p> <p><b>Update on nomination of Pig Pen for the Graham Allen Awards</b></p> <p>Entry submitted. Awaiting further details from North Norfolk District Council</p> <p><b>Confirmation of standing order from Barclays Bank</b></p> <p>Email presented for information</p> <p><b>Email from Steve White of NCC with regard to overgrown trees and hedges on the roadside</b></p> <p>Thurning Mill Lane – Briston. Visit needed to ascertain which trees</p> <p>Mill Road – Briston. Owner Keith Catton</p> <p>Pack Lane – Briston. Reported that this has been cut.</p> <p><b>Report from Vattenfall regarding two offshore wind farms, Norfolk Vanguard and Norfolk Boreas</b></p> <p>Presented for councillors information</p> <p><b>Date for annual allotment inspection, Monday 10 July 6.30pm at the Plantation Hill Allotments</b></p> <p>All councillors invited to attend.</p>	
2017/103	<p><b>To discuss and approve donation of speed sign from parishioner to go on the wishing well in Church Street</b></p> <p>Cllr Mrs Denton said that a parishioner is producing 'Slow Down in Our Village' signs. Several have already gone up on various private dwellings. He would be prepared to produce one for the village to go on the 'Wishing Well' at the junction of Church Street and Old Post Road. Cllr Serne proposed that this offer be accepted. Seconded Cllr Fippard.</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk
2017/104	<p><b>To discuss and approve letter to Charlie MacNicol with regard to permissive paths and dog walking areas on Stody Estate</b></p> <p>After some discussion it was proposed that this letter be sent with the removal of the final sentence asking for a meeting. Proposed by Cllr Miss Gilding. Seconded Cllr Girling.</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk
2017/105	<p><b>To discuss feasibility and logistics of charging vehicles to park on the car park in Old Post Road</b></p> <p>After some discussion it was decided that this proposal was not feasible and should be abandoned.</p>	
2017/106	<p><b>To discuss ways of moving the Parish Council website from current provider</b></p> <p>Cllr Fippard has discussed this with Norfolk Parish Partnership. This would involve having the web site rebuilt. There is also the possibility of moving the website to 1+1. Cllr Fippard is still investigating this.</p>	Cllr Fippard
2017/107	<b>To approve the application to CCLA to invest money in the Public Sector</b>	



	<b>Deposit Fund and approve the Parish Council signatories for this account</b> Cllr Serne proposed that this application be approved and he and Cllr Edwards are signatories on the form. Seconded Cllr Miss Whatling. <b>Approved</b>				
2017/108	<b>To receive a report on the budget/variants for the first three months of the current financial year</b> Report received with the comment that there seems to be no budget figure for the General Maintenance Person.				Clerk
2017/109	<b>To discuss and approve the bank statement for June and the payments for July 2017</b> Bank Statement taken from the internet as postal copy had not arrived. Available budget £23,844.47				
	<b>Date</b>	<b>Description</b>	<b>Money in £</b>	<b>Money Out £</b>	<b>Balance £</b>
	03/07	Cheque 101989 Mrs Edwards Pay Roll		30.00	23,844.47
	03/07	E.on		71.00	23,874.47
	30/06	MRM-Epson – payback from printer	30.00		23,945.47
	28/06	Mrs J English SO – salary June		632.20	23,915.47
	28/06	Mr R Twiddy SO – salary June		290.69	24,547.67
	28/06	Axis for Business SO – electricity village green		13.03	24,838.36
	27/06	1&1 Internet Ltd		5.99	24,851.39
	21/06	Cheque 101997 – Mr Mussellwhite – repayment padlocks for SAM2		11.66	24,857.38
	21/06	Cheque 101996 - TT Jones annual street light testing		188.03	24,869.04
	21/06	Cheque 101988 – Norse grass cutting		2,863.00	25,057.00
	20/06	Cheque 101995 – PT Electrical – PAT testing		51.00	27,920.07
	20/06	Cheque 101990 – HMRC PAYE		258.80	27,971.07
	20/06	Cheque 101985 – Allotment Society subscription		66.00	28,229.87
	19/06	Cheque 101986 – Came & Co insurance renewal		2,845.28	28,295.87
	15/06	Cheque 101998 – Auditing Solutions		504.00	31,141.15
	15/06	Cheque 101984 – Blyth & Wright – monthly statement		8.54	31,645.15
	14/06	Cheque 101999 – SSE street lighting electricity		292.71	31,653.69
	14/06	Cheque 101994 – Paul Minns grass cutting		607.66	31,946.40
	14/06	Cheque 101993 – SSE street lighting electricity		69.71	32,554.06
	14/06	Cheque 101992 – Mrs J English salary adjustment		349.54	32,623.77

	14/06	Cheque 101991 – Mr R Twiddy salary adjustment		119.96	32,973.31	
	07/06	Plus Net DD – Broadband/telephone		29.40	33,093.27	
	<b>Payments July 2017</b>					
		NNDC - Emptying of Dog Bins from 01/04/2017 to 31/03/2018		£1198.08		
		TT Jones – Street Lighting Maintenance		£ 883.93		
		Paul Minns – Churchyard cutting		£ 327.66		
		Norwich Norse – tree cutting Bakery Close (cheque issued 5 June 2017 lost by Norse)		£1888.38		
		Mrs J English – repayment of purchase of office printer and fridge		£ 303.98		
		Viking – refuse sacks and printer paper		£ 95.82		
		Anglian Water Business – water Stone Road		£ 17.99		
		Anglian Water DD – water Poors		£ 5.00		
		Axis DD - village green		£ 13.03		
		Plusnet DD – telephone/broadband		£ 32.01		
		Mr Twiddy S/O salary July		£ 290.69		
		Mrs J English S/O salary July		£ 632.20		
		Proposed for approval by Cllr Girling, seconded by Cllr Edwards. <b>Approved</b>				
	<b>2017/10</b> 102 110	<b>To adjourn the meeting for public participation</b> Meeting convened at 8.16pm Meeting reconvened at 8.22pm.				
	<b>2017/11</b> 103 111	<b>To discuss any other business (please note this item is for discussion only. Nothing can be approved under this item)</b> Cllr Mrs Denton reported that Mrs Anne Aspinall had called out Anglian Water yet again as her toilet was blocked. Anglian Water said this was due to a build up of fat in the sewers. Cllr Mrs Denton said that she will write a piece for the Briston & District News about this problem. Cllr Fippard reported on a meeting held by the committee of the Copeman Centre on 30 May. Income was £1877.85 with spend of £1259.48. A new worktop for the bar kitchen will be installed. A price is being obtained for work on the nursery roof. There are problems with a wasps nest and it needs to be located. Cllr Serne requested that a parish council meeting be held in August. There was no support for this request.				
	<b>2017/12</b> 112 104	<b>To receive items for the next agenda</b> None				
	<b>2017/13</b> 105 113	<b>The next scheduled meeting of the Briston Parish Council is Monday 4 September 2017.</b>  The meeting closed at 8.30pm				



Signed:

N. Fyfe

Dated:

4<sup>th</sup> Sept 2017

**Public Forum**  
**Minute 2017/99 refers**

County Councillor Steff Aquarone sent apologies and the following report:

Road Sign Repair

I have conveyed the Parish Council's thanks to Steve White at Highways for the prompt repairing of the damaged road sign that was reported.

Traffic issues outside Coop

I attended and photographed the site with the PCSO and PC after the meeting. I have not yet had the opportunity to meet with Steve White to discuss the feasibility of regulating the opposite side of the road, however I hope to have done so before the next Parish Council meeting.

Other items of specific relevance to Briston

Melton Constable Parish Council are keen to participate in your Community Speedwatch scheme and the chair may already have taken the next step in making the approach to do this. My understanding is that they have identified a handful of volunteers to extend the coverage of the Fakenham Road and that this will benefit both villages.

I proposed my plan for speed management on the Fakenham Road to Melton Constable PC and they were favourable. In essence it is to:

1. Review the results of the SAM2 monitoring
2. Consult with ROSPA to gather evidence as to what are the most effective speed reduction measures that have been used across the UK in similar situations
3. Cost up and assess the feasibility of each of these options
4. Lobby the Highways Department to explore, assess and fund

I hope that by adopting a data-led approach, we can make a stronger case to the Highways department for intervention.

District Councillor Jenny English said that when former District Councillor said that there wasn't much to report she was always surprised but since becoming a District Councillor she now understood that there wasn't always much to report as the business of the District Council usually ran very smoothly.

At the last meeting of the Council all the financial reports were approved after having gone to cabinet and Overview and Scrutiny for approval. These reports were extremely detailed.

Work on the updating of the Core Strategy was still going on. This is a vital document and its worth has been recently proved with regard to the planning application in Sculthorpe which was turned down at appeal as it was outside recommendations in the Core Strategy.

PCSO Keith Clarke reported that 21 calls were received last month. Four of these resulted in crimes of which three were minor. There were no major issues. He reported that there has been a sharp increase in bogus callers e.g. guttering repairers and asked householders to be vigilant. At present these were mostly in North Walsham but he was highlighting this to make people aware.

With regard to the parking problems at the Coop PCSO Clarke said that this will always be a problem as people will not walk further than they have to. Double yellow lines will be ignored and it is a question of educating people.

NF

Mrs Jean Dawson complained about rubbish bin collections in Providence Place. The brown bins have not been collected on the last three occasions and the black bins were not collected the last time.

**Public Forum**

**Minute 2017/110 refers**

It was reported that the Stody Estate is not maintaining the perimeter fences.

Cllr Terry Girling said that he will be purchasing two new Union flags. He also requested that some traffic cones be purchased and suggested asking Steve White of NCC about supplying these.

Cllr Duncan Jeary reported that Anglian Water should be upgrading the pumping station in July.

## Detailed Receipts &amp; Payments by Budget Heading 31/06/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1076 Precept	22,082	41,980	19,898			52.6%	
1077 CT Support Grant	0	2,183	2,183			0.0%	
1120 Grants/Donations	100	0	(100)			0.0%	
Administration :- Receipts	<b>22,182</b>	<b>44,163</b>	<b>21,981</b>			<b>50.2%</b>	<b>0</b>
4000 Staff	1,200	9,485	8,285		8,285	12.7%	
4015 Rent	330	939	609		609	35.1%	
4020 Insurance	0	2,970	2,970		2,970	0.0%	
4026 Broadband/Internet/Telephone	60	440	380		380	13.7%	
4030 Stationery	69	440	371		371	15.7%	
4031 Office equipment	0	275	275		275	0.0%	
4035 Postage	46	119	73		73	38.8%	
4040 Audit Costs	0	825	825		825	0.0%	
4045 Hire of Meeting Place	0	77	77		77	0.0%	
4050 Office Light/Heat	127	1,302	1,175		1,175	9.7%	
4055 Subscriptions	387	550	163		163	70.4%	
4060 Chairman's Expenses	0	200	200		200	0.0%	
4061 Professional Services	75	495	420		420	15.2%	
4065 Parish Elections	0	100	100		100	0.0%	
4070 Training & Reference Material	0	550	550		550	0.0%	
4080 Security	0	110	110		110	0.0%	
Administration :- Indirect Payments	<b>2,295</b>	<b>18,877</b>	<b>16,582</b>	<b>0</b>	<b>16,582</b>	<b>12.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>19,887</b>						
<u>201 Public Amenities</u>							
1130 Feed in tariff	400	0	(400)			0.0%	
1140 Special Project Loan	(1,471)	0	1,471			0.0%	
Public Amenities :- Receipts	<b>(1,071)</b>	<b>0</b>	<b>1,071</b>				<b>0</b>
4200 General Maintenance Person	613	0	(613)		(613)	0.0%	
4205 Shelter Upkeep & Repair	0	55	55		55	0.0%	
4210 Open Spaces Upkeep	0	6,237	6,237		6,237	0.0%	
4211 Misc Expenditure	257	220	(37)		(37)	116.7%	
4215 Public Seating Upkeep	0	275	275		275	0.0%	
4220 Rubbish Collection	0	4,128	4,128		4,128	0.0%	
4225 Poop Scoop Bins	0	2,200	2,200		2,200	0.0%	
4235 Tree Work	0	275	275		275	0.0%	
4240 Hedge Cutting	0	495	495		495	0.0%	
4245 Maintain Car Park, Well, etc.	18	50	32		32	36.7%	
4250 Grass Cutting	463	2,700	2,237		2,237	17.1%	

## Detailed Receipts &amp; Payments by Budget Heading 31/06/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4255 Village Green Power Supply	21	99	78		78	21.4%	
4300 Allotments Maintenance/Water	14	275	261		261	5.0%	
4550 Special Project	0	1,472	1,472		1,472	0.0%	
Public Amenities :- Indirect Payments	<u>1,386</u>	<u>18,481</u>	<u>17,095</u>	<u>0</u>	<u>17,095</u>	<u>7.5%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(2,457)</u>						
<u>501 Public Lighting</u>							
4500 Street Lighting Energy & Maint	844	6,695	5,851		5,851	12.6%	
4515 Christmas Lights	0	110	110		110	0.0%	
Public Lighting :- Indirect Payments	<u>844</u>	<u>6,805</u>	<u>5,961</u>	<u>0</u>	<u>5,961</u>	<u>12.4%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(844)</u>						
<u>999 VAT Data</u>							
115 VAT Receipts	11,437	0	(11,437)			0.0%	
VAT Data :- Receipts	<u>11,437</u>	<u>0</u>	<u>(11,437)</u>				<u>0</u>
515 VAT on Payments	269	0	(269)		(269)	0.0%	
VAT Data :- Indirect Payments	<u>269</u>	<u>0</u>	<u>(269)</u>	<u>0</u>	<u>(269)</u>		<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>11,169</u>						
Grand Totals:- Receipts	32,548	44,163	11,615			73.7%	
Payments	4,793	44,163	39,370	0	39,370	10.9%	
<b>Net Receipts over Payments</b>	<u>27,755</u>	<u>0</u>	<u>(27,755)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>27,755</u>						