

BRISTON PARISH COUNCIL

The Parish Office

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

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Minutes of the meeting of Briston Parish Council held on Monday 5 February 2018 at 705pm in the Copeman Centre, Briston

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

Clerk: Mrs J English

Number		Action
2018/01	Apologies for absence Cllr Miss R Gilding – work commitments	
2018/02	To record declarations of interest from members on any items on the agenda Cllr Edwards – wife does pay roll	
2018/03	To approve the minutes of the Parish Council meeting held on 4 December 2017 Proposed by Cllr Serne, seconded Cllr Mrs Denton. Approved	
2018/04	To adjourn the meeting to allow public participation: County Councillor District Councillor SNT Representative Meeting adjourned at 7.06pm Meeting reconvened at 7.12pm	
2018/05	To discuss matters arising from the minutes of the Parish Council meeting held on 4 December 2017/166 Speedwatch. Mr Mussellwhite is still moving the SAM speed monitor. Nothing has been done about a replacement for Mr Mussellwhite as a parishioner has come forward and it is hoped he can take over. 2017/163 Christmas Tree on village green. Mr Morrissey took this over. To go on agenda for March meeting. 2017/162 Office rent. Clerk still to contact valuer. 2017/173 To complaints that the flag pole is rather on the thin side the clerk replied that this was the one chosen by the parish council.	Clerk
2018/06	To consider and make observations on the following planning applications and any more that may be received:	

	<p>Erection of first floor rear extension, 3 Edgefield Road, Briston, Melton Constable, NR24 2HU No objections</p> <p>Erection of two dwellings (outline – all matters reserved), 2 Craymere Road, Briston, NR24 2LS Check to see if outside the local development framework. No objections if inside.</p> <p>Erection of single-storey residential annexe New Hall Farm, Mill Road, Briston, Melton Constable, NR24 2JF Supports the application</p>	
2018/07	<p>Clerk's report PCSO Clarke no longer employed from March. Email contact: gower-smithg@norfolk.pnn.police.uk Update on Stody Estate permissive paths and dog walking area. Press release and maps emailed to councillors before the meeting For information – correspondence from owner of Silver Cottage Keep Britain Tidy – Great British Spring Clean. 2-4 March 2018. Notification of external auditor appointments for the 2017/18 financial year. For 2017-2022 PKF Littlejohn LLP, SBA Team, 1 Westferry Circus, Canary Wharf, London E14,4HD, sba@pkf-littlejohn.com 020 7516 2200</p>	
2018/08	<p>To receive a report on the General Data Protection Regulation (GDPR) and to discuss and agree actions to be taken to enable Briston Parish Council to become compliant Cllr Mrs Denton proposed that the Finance & General Purpose Committee programme the requirements set out in the report presented to the meeting by the clerk and present them to a future Council meeting. Seconded by Cllr Fippard. Approved</p>	Finance & General Purpose Committee
2018/09	<p>To discuss and approve the appointment of Auditing Solutions Ltd to carry out the 2017/2018 internal audit Cllr Mrs Denton proposed that Auditing Solutions Ltd carrying out the 2017/2017 internal audit. Seconded by Cllr Miss Whatling. Approved</p>	
2018/10	<p>To discuss and approve quotation from Paul Minns Home and Garden Maintenance to carry out the grass cutting of Briston Churchyard and the grassed areas on the Church Street Car Park. Cllr Jeary asked if this contract needed to go out to tender. On consulting the Standing Order the chairman replied that it could continue as an extension of the existing contract. After further discussion Cllr Mrs Denton proposed the Mr Minns be awarded the contract for this season, that for the 2019 season the contract go out to tender for a three year contract. Seconded Cllr Girling. Approved</p>	
2018/11	<p>To receive final report on the Christmas Tree Festival and approve distribution of any remaining money The clerk reported that after all the expenses had been paid £245.36 was remaining. Cllr Edwards proposed that half of this money be given to All Saints' Church, Briston and the other half be paid into the recreation ground fund. Seconded Cllr Mrs Denton. Approved</p>	
2018/12	<p>To discuss quotation from Energy Observe for electricity for street lighting for the next financial year and to decide whether to accept this The clerk read out the figures and an email from Lee Gathercole, Account Manager. He stated that the electrical market had a massive 22% in the summer which was why the costs had gone up so much. The standing charge from SSE at 8.94p per day had not changed and this was</p>	

	significantly lower than E.on and British Gas. Cllr Fippard proposed that the SSE contract be renewed for a further year. Seconded by Cllr Girling Approved				
2018/13	To discuss and approve the bank statements for December 2017 and January 2018 and payments for February Cllr Fippard proposed that these be approved. Seconded by Cllr Egan. Approved				
	Date	Description	Money out £	Money in £	Balance £
	30 Nov	Start balance			28,992.51
	6 Dec	Cheque 102025 RBL donation	75.00		28,917.51
	6 Dec	Cheque 102030 Flags	31.98		28,885.53
	7 Dec	DD Plusnet Phone/Broadband	31.14		28,854.39
	12 Dec	Cheque 102039 Christmas trees	252.00		28,602.39
	13 Dec	Cheque 102042 Beacon	540.00		28,062.39
	13 Dec	Deposit Christmas trees		75.00	28,137.39
	15 Dec	Cheque 102037 Street lighting	594.67		27,542.72
	19 Dec	Cheque 102043 Office rent	330.00		27,212.72
	19 Dec	Cheque 102045 Flagpole	94.80		27,117.92
	19 Dec	DD 1&1 Internet Domain registration	106.75		27,011.17
	20 Dec	Cheque 102041 First aid Bonfire night	50.00		26,961.17
	20 Dec	Cheque 102046 Beacon installation	589.63		26,371.54
	21 Dec	Cheque 102038 SLCC subs	115.00		26,256.54
	28 Dec	Cheque 102040 Hedge work Stone Road	45.00		26,211.54
	28 Dec	Cheque 102044 Replacement street lights	2,319.84		23,891.70
	28 Dec	DD Axis for Business Electric village green	12.74		23,878.96
	28 Dec	SO village handyman salary December	290.69		23,588.27
	28 Dec	SO clerk salary December	632.20		22,956.07
	29 Dec	DD 1&1 Internet Website	11.99		22,944.08
	29 Dec	Balance carried forward			22,944.08
		Total payments/receipts	6,123.43	75.00	
	30 Dec	Start balance			22,944.08
	8 Jan	DD Plusnet Phone/broadband	29.70		22,944.08

15 Jan	Deposit Holt Allotment rents		22.50	22,936.88
15 Jan	Deposit Holt Allotment rents		30.00	22,966.88
22 Jan	Deposit Sheringham Allotment rent		7.50	22,974.38
22 Jan	Deposit Sheringham Christmas Tree Festival		20.00	22,994.38
24 Jan	Cheque 102050 Refreshments Christmas Tree Festival	47.64		22,946.74
25 Jan	Cheque 102048 HMRC	633.60		22,313.14
25 Jan	Cheque 102049 Poors Pond clearance	480.00		21,833.14
25 Jan	Cheque 102051 Monthly account	46.78		21,786.36
25 Jan	Cheque 102053 Toner	100.15		21,686.21
26 Jan	1&1 Internet Ltd Website	11.99		21,674.22
29 Jan	DD Axis for Business Village green electricity	15.30		21,658.92
29 Jan	SO village handyman Salary January	290.69		21,368.23
29 Jan	SO clerk Salary January	632.20		20,736.03
30 Jan	Cheque 102047 Pay roll service	30.00		20,706.03
30 Jan	Cheque 102054 Allotments water	93.22		20,612.81
30 Jan	Balance carried forward			20,612.81
	Total payments/receipts	2,411.27	80.00	
PAYMENTS				
SSE Street Lighting Account for January and December £312.11				
Viking Waste bin liners £ 63.54				
Norfolk Parish Training & Support – GDPR Training £ 35.00				
Rialtas Business Support – Alpha Software Maintenance £139.20				
SO Mr Twiddy – February salary £290.69				
SO Mrs English – February salary £632.20				
Plusnet – December broadband/telephone £ 29.70				
Plusnet – January broadband/telephone £ 30.53				
Axis – village green electricity December £ 15.30				
Total £1548.27				
Income				
Feed in payment 21 October 2017 to 22 January 2018 £125.14				
Payment history: January – April 2017 £400				
April – July 2017 £788				
July – October 2017 £515				
October – January 2018 £125				
Total - £1828				

2018/14	To adjourn the meeting for public participation The meeting convened at 8pm The meeting reconvened at 8.06pm	
2018/15	To receive items for the next agenda for the meeting scheduled on Monday 5 March 2018 Christmas Tree Village Green	
	The meeting closed at 8.10pm	

Signed:

N. Kippard

Date:

5TH March 2018.

Public Forum
Minute 2018/04 refers

The County Councillor did not attend

District Councillor Mrs Jenny English reported that January was a quiet month as there was no full council meeting. She had attended a training session on Treasury Management which was extremely interesting. There was no representative from the Police

One of the governors of the Astley Primary School, who was present, issued an invitation for everyone to attend the launch the new block. This is on Monday 19 March at 9.45am. He asked that those who wanted to attend give their name to Jenny English who will pass them onto the governor.

There was concern about the amount of water coming off the field on the Fakenham Road flooding the pavement adjacent to the Astley Primary School. It was requested that the clerk write to the owner of the field with these concerns.

It was reported that Norfolk County Council has cut back the hedge and cleared the footpath at the corner of the Fakenham Road into Church Street.

Anglian Water has been carrying out a manhole inspection programme.

Public Forum
Minute 2018/14 refers

It was requested that the village handyman strim inside the gate of the Plantation Hill allotments ready for fruit trees to be planted.

It was reported that bulbs have been planted round the pond on the Poors Allotments.

It was requested that an advertisement for vacant allotments go in the March edition of the Briston & District News.