

BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,

Briston, Melton Constable NR24 2PS

Telephone: 01263 862638

Email: parish-council@briston-norfolk.org.uk

Website: <http://bristonparishcouncil.org/1&1>

Minutes of the meeting of Briston Parish Council held on Monday 5 March 2018 at 7pm in the Copeman Centre, Briston

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


Clerk: Mrs J English

Number		Action
2018/16	Apologies for absence Cllr L Edwards, ill. Cllr C Lakey, working. Accepted	
2018/17	To record declarations of interest from members on any items on the agenda None	
2018/18	To approve the minutes of the Parish Council meeting held on Monday 5 February 2018 Proposed Cllr Serne. Seconded Cllr Jeary. Approved	
2018/19	To adjourn the meeting to allow public participation: County Councillor District Councillor SNT Representative Meeting adjourned at 7.02pm Meeting reconvened at 7.14pm	
2018/20	To discuss matters arising from the minutes of the Parish Council meeting held on 5 February 2018/05. Clerk apologised for leaving this item off the agenda. She reported that she was trying to get in touch with Ray Lake Electrical to see if he could offer advice as to how best to decorate the tree. 2018/05. The clerk reported that she was waiting for a phone call from Henry Cockerton of Brown and Co to arrange for them to come out and value the office for rental purposes. 2018/08. The clerk reported that more and more information on the General Data Protection Regulations (GDPR) had been received. Cllrs Fippard and Serne was going on training courses in March and the meeting	Clerk

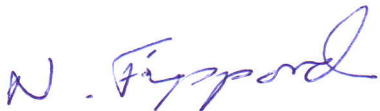
	to discuss how to implement these would take place after the training. 2018/07. Cllr Serne reported that the dog walking area in Stody is currently closed while tree work and fencing is being carried out.	
2018/21	<p>To consider and make observations on the following planning applications and any more that may be received:</p> <p>Erection of two storey detached dwelling with vehicular access to Hall Street Land at 130 Hall Street, Briston, Melton Constable, NR24 2LQ. PF/18/0248 Cllr Serne proposed that this application be supported. Seconded by Cllr Fippard. Approved</p> <p>Internal and external alterations to facilitate installation of shower room Lawn Cottage, Edgefield Road, Briston, Melton Constable, NR24 2HX. LA/18/0089 Cllr Jeary proposed that this application be supported. Seconded by Cllr Miss Whatling Approved</p> <p>Notification for prior approval for change of use of agricultural building to a dwelling house (Class C3) The Old Piggery, Reephams Road, Briston, Melton Constable, NR24 2JL Appeal dismissed</p>	
2018/22	<p>Clerk's report TT Jones end of week report The following lights have been attended to: Fakenham Road, opposite the garage, Hall Street opposite Marwood, Holt Road outside Dial House.</p> <p>Disappearance of footpath map from the Old Post Road Car Park Cllr Twiddy said that this had been destroyed and pieces found in the litter bin. The clerk will look into getting a replacement and also replacing the airmen's memorial plaque which is getting faded from Strucutreflex <i>Structure flex</i></p> <p>Parking of vehicles on grass area in Hillside View – complaint from parishioner The clerk will write to residents explaining that this is amenity land and parking is not allowed on it.</p> <p>Reply from resident re letter from Briston Parish Council concerning overhanging trees in Providence Place The clerk said she had received a letter from the householders saying that they were aware of the problem and were looking to replace the hedge with a fence.</p> <p>Letter from Norfolk County Council re deposit entered into the Register of Deposits and Declarations under Section 31(6) of the Highways Act 1980 re road closure</p> <p>Update Battle's Over 11 November 2018 with regard to bugler The clerk said that Mr Dowsett had agreed to come and perform at this commemoration.</p> <p>For information: date of internal audit 11 May 2018</p>	
2018/23	<p>To discuss and decide on course of action with regard to claiming from the Parish Council's insurers with regard to damage at the Briston Pavilion The clerk was asked to look at the amount of excess on the Parish Council's policy. Cllr Fippard proposed that the clerk go ahead and claim from the insurers. Seconded by Cllr Serne. Approved</p>	
2018/24	<p>Report on new Parish Council website – Cllr Fippard Cllr Fippard reported that he had been working for some time on a new website to replace the one hosted by NALC. The new website was hosted by 1&1 with whom the Parish Council already had an account. He</p>	<i>NF</i>

	reported that the new website is up and running and in due course he will close down the other two. The address is http://bristonparishcouncil.org/1&1	
2018/25	To discuss and appoint a councillor to be the Internal Control Officer After some discussion Cllr Miss Whatling proposed that Cllr Mrs Denton be appointed. Seconded by Cllr Jeary. Approved	
2018/26	To discuss and update the Briston Parish Council Standing Orders and Chairmanship Cllr Fippard proposed that the updates as amended by approved. Seconded by Cllr Jeary. Approved	
2018/27	To agree the updated Parish Council Risk Assessment Document Cllr Fippard proposed that this be approved. Seconded by Cllr Girling. Approved	
2018/28	To agree and approve the 'Procedures in respect of planning matters' protocol The clerk said that she had recently attended a training session on the planning system operated by North Norfolk District Council. This procedure has been handed out. She thought that it would be very useful especially as terms of reference for the Planning Committee. Cllr Mrs Denton proposed that this procedures document be accepted and approved. Seconded by Cllr Girling. Approved	
2018/29	To reapprove the following Parish Council policies: Audio video recording of council meetings IT policy Lone worker policy Equal opportunities policy Complaints policy Model publications scheme Grant awarding policy Financial risk assessment policy Financial regulations policy Information systems policy Cllr Fippard proposed that these policies be readopted. Seconded by Cllr Serne. Approved	
2018/30	To discuss and approve the purchase of a BMX Track (as approved by the Higginbottom Charity) from BackonTrack from the S106 money from Barwick Close. The clerk reported that BackonTrack were offering an ex-demonstration BMX track at approximately half the usual price. This now made the track affordable. Although the Trustee of the Higginbottom Charity had agreed to using the money for this purpose she was asking the Parish Council to approve the expenditure as the money would be coming to it. Cllr Serne proposed that the purchase of the BMX Track be approved. Seconded by Cllr Mrs Denton. Approved	
2018/31	To discuss and approve the bank statement for February and the payments for March The clerk presented these and also the current cost centre report showing the variants to budget. Cllr Fippard proposed that the statement, payments and cost centre report be approved. Seconded by Cllr Miss Whatling. Approved	

N.F.

	Date	Description	Money in £	Money out £	Balance £	
	28.02.18	End balance			19,028.65	
	28.02.18	SO Staff salary		632.20	19,029.84	
	28.02.18	SO Maintenance person salary		290.69	19,662.04	
	28.02.18	Axis for Business – village green power		14.09	19,952.73	
	22.02.18	102058 Norfolk Parish Training GDPR		35.00	19,966.82	
	19.02.18	102056 SSE Street lighting		312.11	20,001.82	
	16.02.18	102059 Rialtas Software maintenance		139.20	20,313.93	
	14.02.18	102057 Viking Litter bin sacks		63.54	20,453.13	
	07.02.18	DD Plusnet broadband/telephone		30.53	20,516.67	
	02.02.18	102052 TT Jones Street light maintenance		150.84	20,547.20	
	01.02.18	E.on Feed in tariff	125.14		20,698.04	
	PAYMENTS – MARCH 2018					
		Briston PCC – share of Christmas Tree Festival remainder		£123.00		
		Norfolk Parish Training and Support – GDPR fee for a councillor		£35.00		
		Local Council Public Advisory Service		£40.00		
		Repayment for postage stamps		£56.00		
		MAE Bookkeeping and Accounts – Payroll January		£15.00		
		Donation to Walking with the Wounded on behalf of bugler		£25.00		
		SO Handyman salary – January		£290.69		
		SO Clerk salary – January		£632.20		
		SO Axis - electricity village green		£14.09		
		DD 1&1 - basic fee		£1.19		
		DD Plusnet – Broadband and telephone		£30.00		
		Total		£1,262.17		
2018/32	To adjourn the meeting for public participation The meeting adjourned at 7.15pm The meeting reconvened at 7.15pm as there were no questions from the public.					
2018/33	Any other business (for discussion only – nothing can be decided under this item) Cllr Miss Whatling said that the flag on Wellington Road needed replacing. The sign on the memorial to the airmen in Wellington Road was deteriorating and needed replacing. Further to email from a parishioner offering to help with litter picking it was agreed to invite him into the parish office to discuss how he could help. Cllr Fippard reported that he had joined the Speedwatch team and taken over half of the co-ordinator's job.					

2018/34	<p>Date of next meeting</p> <p>Monday 9 April (please note that the 2 April is a Bank Holiday)</p> <p>Monday 23 April is the date of the Annual Parish Meeting</p> <p>The meeting closed at 8.20pm</p>	
---------	--	--

Signed: 

Dated: 9th April 2018.