

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 Briston Parish Council meeting held on Monday 1 April 2019 at 7pm in the Copeman Centre, Briston

Present: Cllr Neil Fippard Chairman
Cllr Martin Collins
Cllr Terry Girling
Cllr Mrs Joan Denton
Cllr Miss Pauline Whatling
Cllr Simon Twiddy
Cllr Les Edwards
Cllr Tony Serne

Clerk: Mrs Jenny English

Number		Action
2019/35	Apologies for absence Cllr Patrick Egan	
2019/36	To record declarations of interest from members on any items on the agenda and to consider requests for dispensations Cllr Miss Whatling – planning application in the Lanes (submitted by relative). Cllr Edwards – finance (wife responsible for pay roll).	
2019/37	To approve the minutes of the Parish Council meeting held on Monday 4 March 2019 Proposed by Cllr Girling. Seconded by Cllr Miss Whatling. Approved	
2019/38	To invite public participation including reports from: County Councillor District Councillor SNT representative County Councillor Mr Steffan Aquarone sent his apologies as he was on holiday. District Councillor Mrs Jenny English reported the following: Last week she had a meeting with Mr Watson, one of the planning officers at NNDC. This was with regard to former petrol station Church Street. Mr Watson was unhappy with the design of the dwelling for this site and thought that something better could be achieved which was more in keeping with the character of this part of Church Street. He produced a drawing which had been submitted for this site in 1993 which had been approved by NNDC. This was a far more sympathetic design for the site. It was agreed that Mr Watson would speak to the current owner explaining that the current design would not gain planning approval and seeing if he would like to use the earlier design. As part of the Member Development Committee at NNDC she was involved in producing the induction programme for the new intake of District Councillors after the elections on 2 May 2019.	

These minutes are unconfirmed until approved by Briston Parish Council

	<p>A parishioner had sent her an email today saying that early on Saturday morning, 30 March, she and her daughter had found three small cellophane packets containing remains of cannabis leaf in the car park of the Briston Pavilion. Mrs English said that she would forward this email to the police.</p> <p>Everyone Active has been appointed to manage the six leisure facilities in North Norfolk for the next 10 years. The includes the new Splash at Sheringham and the Fakenham Sports & Fitness Centre, which will be upgraded.</p> <p>Beat Manager Graham Gower-Smith send his apologies and the following statement:</p> <p>We, in North Norfolk are still being targeted for rural crime. This includes the theft of trailers, small plant equipment and quad bikes, etc.</p> <p>Some arrests and intelligence work has led to a decrease but the message is still very clear.</p> <p>Keep it locked and consider methods that will deter would be thieves.</p> <p>For any assistance or for crime prevention advice, feel free to contact me and I will visit and try and assist.</p> <p>The crime figures have been published as per the usual cluster newsletter.</p> <p>A parishioner said that when he went to play tennis at the Recreation Ground he found a lot of empty alcohol bottles in the shelter adjoining the courts.</p> <p>It was reported that a resident of Macks Loke was in contact with Steve White from NCC Highways Department with regard to the recent traffic problems in Macks Loke.</p> <p>A resident offered to trim the lower branches off the tree at the entrance to the drive into the Copeman Centre. Gratefully accepted.</p>	
2019/39	<p>To discuss matters arising from the minutes of the Parish Council meeting held on 4 March</p> <p>Paul Tipper has emailed the clerk to say that he will fit the new solar panels on the Briston Pavilion on Friday 19 April. The clerk has told him she will not be available on that day as it is Good Friday.</p> <p>2019/25 No further information has been received with regard to a production of 'A Christmas Carol'.</p> <p>2019/28 The clerk has submitted an image of the Briston mural in the Briston Pavilion to 'Visit East of England'.</p> <p>2019/22 The clerk has had no information on whether the defibrillator is working. She will chase this.</p> <p>2019/11 The chairman and clerk are still investigating saving the parish council information to the cloud as this is proving rather more tricky than they thought it would.</p>	Clerk
2019/40	<p>To observe and make observations on the planning applications below and any more that may be received:</p> <p>Conversion of outbuilding with alterations to form dwelling with access to Orchard Close</p> <p>Land at the rear of, 66-68 the Lane, Melton Constable, NR24 2AD</p> <p>No objection</p> <p>Two storey detached dwelling</p> <p>Land West of 7, Orchard Close, Briston</p> <p>No objection</p> <p>Two storey rear extension (part retrospective)</p> <p>Cherry Tree Corner, Craymere Road, Briston, Melton Constable NR24 2LS</p> <p>Support</p> <p>Demolition of conservatory and erection of single storey side extension</p> <p>19 Gloucester Place, Briston, Melton Constable, NR24 2LD</p>	

	Support Revised internal layout for conversion to single private dwelling The Old Chapel, The Lane, Briston Support	
2019/41	To receive a statement from Cllr Serne Cllr Serne made a statement apologising for his non attendance at meetings over the last few months and saying in the main he had enjoyed his time on the council. He then went on to give a list of his grievances concerning the running of the Higginbottom Charity and Briston Pavilion. These were mainly aimed at the clerk with regard to actions she had carried out which Cllr Serne claimed were unauthorised. He also said that he felt that the clerk had a conflict of interest as she was Parish clerk and Conservative District Councillor for the Briston Ward. He threatened to take this matter further if she did not sort it out. After making his statement Cllr Serne left the meeting.	
2019/42	To discuss and approve the appointment of Auditing Solutions Ltd to carry out the 2018/2019 internal audit Proposed Cllr Fippard, seconded Cllr Miss Whatling. Approved	
2019/43	To readopt the following policies: Standing Orders and Chairmanship Code of conduct for Briston Parish Council General Data Protection Regulation Policy Briston Parish Council Privacy Notice GDPR Risk Assessment Briston Parish Council Financial Regulations Parish Council Risk Assessment Document Procedures in respect of planning matters Information Systems Policy Lone Working Policy Equal Opportunities Policy Complaints Policy Information available from Briston Parish Council under the model publication scheme Grant Awarding Policy and Procedure Donation, Grant and Loan Policy Financial Risk Assessment Document Document Retention, Archive and Destruction Policy Policy for audio/video recording of council meetings Procedure emergency work on parish property Retention of Documents and Records Cllr Fippard stated that the Model Publication Scheme will need updating in May when the new council takes over. Cllr Mrs Denton proposed that these policies be readopted. Seconded Cllr Fippard. Approved	Clerk
2019/44	To discuss and approve purchase of new lawn mower to replace existing which can no longer be repaired. Proposed replacement Mountfield HW531 PD from Anglia Mowers The clerk said that she and the handyman had visited Anglia Mowers and the most suitable lawn mower was the Mountfield SP555V at a cost of £500 plus VAT. Cllr Girling asked why a mower was needed and the clerk said it was to cut off bits of grass such as the verges along the footpath into the Briston Pavilion and the inside of the pump track. Cllr Girling proposed that the purchase of the Mountfield SP555V go ahead. Seconded Cllr Fippard. Approved	Clerk
2019/45	To decide whether to support the call on the Government by Rural Services	

	Network for a Rural Strategy Cllr Edwards proposed that this be supported. Seconded by Cllr Miss Whatling. Approved																							
2019/46	To approve an amendment to the date for the Annual Parish Meeting (minute 2019/27 refers) from Tuesday 21 May to Wednesday 22 May as no venues are available on the 21 May Cllr Girling proposed that this new date be approved and the Briston Pavilion booked for this meeting. Seconded by Cllr Fippard. Approved																							
2019/47	To thank Cllr Twiddy for his repair work to the public seat at the junction of the Lane and the Fakenham Road Cllr Twiddy was thanked for the excellent work he had done to the seat.																							
2019/48	To discuss and approve training provision for new councillors and chairman The clerk said that she thought that it was important for all councillors to have training on their role after the May election. She had obtained information from Norfolk PTS who could deliver training for the whole council at a cost of £300. This would include about 2.5hours of training, handouts, certificates and refreshments and Norfolk PTS would do the training in Briston. Norfolk PTS also offer specialist chairmanship training. It was agreed that training provision would be needed to be finalised after the May election. Proposed Cllr Fippard, seconded Cllr Edwards. Approved																							
2019/49	To discuss and approve the bank statement for March and the payments for April The clerk apologised for the lack of a bank statement explaining that she had locked herself out of the online bank account and the paper copy had not arrived in the post yet. Bank Statement £20,141 (as at 4 March 2019) Payments – April 2019 <table><tr><td>Grass cutting – churchyard</td><td>£375.00</td></tr><tr><td>SSE electricity for street lights</td><td>£265.94</td></tr><tr><td>Postage stamps</td><td>£27.84</td></tr><tr><td>Anglia Mowers Motomix for strimmer</td><td>£20.00</td></tr><tr><td>Payroll March 2019</td><td>£15.00</td></tr><tr><td>Anglian Water – allotments Church Street</td><td>£55.16</td></tr><tr><td>TT Jones Street lighting maintenance</td><td>£500.70</td></tr><tr><td>S/O Clerk salary March</td><td>£632.40</td></tr><tr><td>S/O Handyman salary March</td><td>£291.29</td></tr><tr><td>Npower village green</td><td>£7.91</td></tr><tr><td>Total</td><td>£2191.24</td></tr></table> Proposed that these be approved by Cllr Fippard, seconded by Cllr Mrs Denton Approved	Grass cutting – churchyard	£375.00	SSE electricity for street lights	£265.94	Postage stamps	£27.84	Anglia Mowers Motomix for strimmer	£20.00	Payroll March 2019	£15.00	Anglian Water – allotments Church Street	£55.16	TT Jones Street lighting maintenance	£500.70	S/O Clerk salary March	£632.40	S/O Handyman salary March	£291.29	Npower village green	£7.91	Total	£2191.24	
Grass cutting – churchyard	£375.00																							
SSE electricity for street lights	£265.94																							
Postage stamps	£27.84																							
Anglia Mowers Motomix for strimmer	£20.00																							
Payroll March 2019	£15.00																							
Anglian Water – allotments Church Street	£55.16																							
TT Jones Street lighting maintenance	£500.70																							
S/O Clerk salary March	£632.40																							
S/O Handyman salary March	£291.29																							
Npower village green	£7.91																							
Total	£2191.24																							
2019/50	To invite public participation It was suggested that a fixtures board for the Briston Football Club be erected in a prominent position somewhere on the recreation ground so that people would know when the next match was being played.																							
2019/51	Any other business (for discussion only) It was requested that enquiries be made as to whether Briston could have a 20mph speed limit through the whole village. Cllr Twiddy reported that the board with the airmens names on on the memorial																							

	<p>in Wellington Road was very faded and the names hard to read. If a new board was purchased he was stick it to the base.</p> <p>Cllr Collins said that in response to the statement made by Cllr Serne it was wrong to say that the clerk was not authorised to carry out certain actions for the Higginbottom Charity and the Briston Pavilion. She was acting in the best interests of the Parish Council, who has the ultimate responsibility for the Higginbottom Charity. The clerk was also right to point out that councillors have a duty of care to all users of the Briston Pavilion and need to have all the necessary documentation in place.</p> <p>He further said that with regard to the Youth Club although it is struggling a bit no one has any intention of shutting it down. The Briston Pavilion had to be cleared of clutter and rubbish to ensure that that the building would not be closed down. With regard to the firework money held by the BRSA he had concerns that this was being used by the youth club although it had been ring fenced for the 2019 firework night.</p> <p>Cllr Collins also thanked Mrs Hayley Quinsey and the Football Club for supporting the Friendship Club with its insurance.</p> <p>Cllr Mrs Denton highlighted that fact that the Briston Pavilion Management Committee is responsible to the Higginbottom Charity.</p>	
2019/52	<p>Date of next scheduled Parish Council Meeting – Monday 13 May 2019</p> <p>The chairman, Cllr Fippard thanked everyone for attending the meeting and closed it at 8.10pm.</p>	

Signed:

Dated:

K. Bell 13/05/2019