BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the Briston Parish Council meeting held on Monday 1 July 2019 at 7pm in the Copeman Centre, Briston.

Present: Cllr Pete Moulton Chairman

Cllr Ms Julie White

Cllr Mrs Carole Moulton

Cllr Matthew Pickhaver

Cllr Andrew Rainsford

Cllr Martyn Barr

Cllr Mrs Hayley Quinsey

Clerk Mrs Jenny English

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| **Number** |  | **Action** |
| **2019/98** | **Apologies for absence**  Cllrs Chilton and Girling – holiday. Cllr Mrs Woodhouse – prior engagement booked before elected. Cllrs Twiddy and Edwards family commitments. |  |
| **2019/99** | **To record declarations of interest from members on any items on the agenda**  Cllr Rainsford said that he had as conflict of interests with the planning application for holiday accommodation as he provided holiday accommodation at his dwelling through AirB&B. |  |
| **2019/100** | **To approve the minutes of the Parish Council meeting held on Monday 3 June 2019**  Proposed by Cllr Mrs Moulton, seconded by Cllr Ms White. **Approved** |  |
| **2019/101** | **To invite public participation including reports from:**  **County Councillor**  County Councillor Steffan Aquarone sent his apologies and a report which mentioned Climate Emergency. Cllr Aquarone is on the “Task and Finish” group on climate change and is considering what Norfolk County Council can do to deal with climate change. He gave an update on the Children’s Centres saying that the centre which serves Briston is in Holt and is undersubscribed and there are places available for September. He said that the Portage service which helps with transition for very young children requiring extra assistance has seen a large increase in demand but no increase in funding. With regard to the village speed survey for Briston he will be delivering this with his latest leaflet later in the month.  **District Councillor**  Mrs Jolanda Stenton was welcomed to the meeting.  In her report Mrs Stenton said that the full council had met twice since May. The corporate plan was drafted and this put the community at heart. The council were committed to the problem of climate change and wanted to build more affordable and carbon neutral homes. The council was also looking to improve its customer services and was in the process of reviewing its assets and were taking a more proactive approach to business. There were also plans to plant 10,000 trees.  **SNT representative**  No representative present and no report submitted.  No questions or comments from the public present. |  |
| **2019/102** | **To discuss matters arising from the minutes of the Parish Council meeting held on 3 June**  Cllr Rainsford said that he was disposing of the rubbish from the public bin on Garden Close.  The clerk said that she was sorting out the memorial plaque for the airmen on Wellington Road. | Clerk |
| **2019/103** | **To consider and make observations on the following planning applications and any more that may be received:**  **PF/19/0747 – Conversion of agricultural storage building to 1 n. self-contained holiday accommodation. Boundary Farm, Reepham Road, Briston, NR24 2JN**  Supports the application on the condition that it is used only as holiday accommodation and does not become permanent accommodation.  **PF/19/0910 – Demolition of existing detached dwelling and erection of replacement detached dwelling. Watermere, Thurning Mill Lane, Briston NR24 2LL**  Supports the application and were impressed with the design of proposed replacement dwelling  **PF/19/0964 – Variation of condition 1 (plans) to allow fenestration amendments & removal of conditions 2 (materials), 3 (joinery sections), & 4 (section drawings of plinth, roof edges, eaves & window depths) of planning permission PM/18/1997. Coal Stacking Ground, The Lane, Briston, NR24 2JX**  Supports the application  **PF/19/0727 – Extension to existing car park and garden area, provision of 2no. electric car charging stations, provision of secure compound for the storage of refuse and associated works. The Three Horseshoes, West End, Briston NR24 2HY**  Supports the amended application |  |
| **2019/104** | **To approve and the chairman sign Section 2 – Accounting Statements 2018/19 of the Annual Governance and Accountability Return 2018/19**  Proposed by Cllr Pickhaver, seconded Cllr Mrs Moulton **Approved** |  |
| **2019/105** | **To receive presentation from Cllr Barr on the Briston Parish Council website and to consider proposals made.**  Cllr Barr’s proposals included making the homepage more welcoming, explaining what the County Council, District Council and Parish Council all do to help residents with any queries they may have. Adding details of parish councillors, information on other organisations, link to the Briston & District News and ‘What’s On’ information.  Cllr Rainsford thanked Cllr Barr and said it was a brilliant piece of work. He asked if it was possible to get a gov.uk domain name. Cllr Barr will investigate this. Cllr Barr will also look into writing a policy with regard to which organisations might be included in a ‘What’s On’ section. It was agreed that the Parish Council would reserve the right to say who can put items on the website.  It was agreed that Cllr Barr continue with this project. Proposed by Cllr Rainsford, seconded by Cllr Pickhaver. **Approved** | Cllr Barr |
| **2019/106** | **To receive a paper from Cllr Rainsford with regard to Bee Orchids and various green initiatives and to decide on action to be taken**  Various proposals were made with regard to proposed sites which could become wild life areas. These included the allotment on Stone Road which is not used as it is under trees, part of the green area on Garden Close and part of the village green. The clerk said that there was already a site at the top of Pack Lane called the Spinney. It was agreed that it was important to get residents involved in nominating sites. Cllr Moulton thanked Cllr Rainsford for his work on this project.  It was proposed that Cllr Rainsford report back to the next meeting with suitable areas and proposals for them. Proposed by Cllr Barr. Seconded Cllr Mrs Moulton. **Approved** | Cllr Rainsford |
| **2019/107** | **To discuss the possibility of taking up the offer from the owners of the Three Horseshoes to look at the work which has been undertaken there and plans for the future**  The councillors agreed that they would be very happy to meet with the owners and see the works carried out. Cllr Rainsford was concerned that the invitation implied that some sort of refreshments might be offered and he was worried that this might compromise the position of the councillors. The clerk will look into this and then investigate when the owners would like to meet the council. | Clerk |
| **2019/108** | **To discuss a request from the Copeman Centre to site the paper bank on the front car park while the nursery playground is being refurbished (this work is scheduled for week commencing 12 August)**  The clerk explained that this land belonged to Briston Parish Council which was why the Copeman Centre was asking for permission. Cllr Ms White proposed that this be allowed. Seconded by Cllr Mrs Moulton. **Approved** |  |
| **2019/109** | **To receive a copy of the Copeman Centre accounts and note the name of the new treasurer**  These were received and distributed to councillors. The clerk said that the new treasurer would be Katie Andrews who is part of Briston Nursery. |  |
| **2019/110** | **To discuss the 2019 bonfire and firework display**  The clerk said that in order for the bonfire and firework display to be covered by the parish council insurance the parish council had to be the sole organiser. She also had concerns as last year a nearby resident claimed a firework had damaged his conservatory and a petition about the level of noise had been received from approximately 30 residents on the Bure Park Estate. There was a discussion and it was agreed that Cllr Moulton would produce a risk assessment document for the September meeting. Proposed Cllr Moulton, seconded Cllr Mrs Quinsey. **Approved** | Cllr Moulton |
| **2019/111** | **To discuss and approve the bank statement for June and the payment for July**  Cllr Mrs Moulton proposed that these be approved. Seconded by Cllr Rainsford. **Approved**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Description** | **Money in**  **£** | **Money out £** | **Balance**  **£** | | 28 June | Clerk salary – June |  | 632.20 | 35,930.56 | | 28 June | Handyman salary - June |  | 290.69 | 36,562.76 | | 25 June | Cheque – rent one year to Management Committee |  | 840.00 | 36,853.45 | | 18 June | DD Npower – Archery Club |  | 6.47 | 37,693.45 | | 18 June | Cheque – subscription Allotment Association |  | 66.00 | 37,699.92 | | 17 June | Cheque – Norse 6 months grounds maintenance |  | 6,124.43 | 37,765.92 | | 13 June | Cheque – Cartridgesave toner |  | 101.34 | 43,890.35 | | 13 June | Cheque – HMRC Paye/NIC |  | 211.32 | 43,991.69 | | 11 June | Cheque – Churchyard maintenance |  | 375.00 | 44,203.01 | | 10 June | HMRC VTR – Vat reclaim | 11,172.89 |  | 44,578.01 | | 10 June | DD – Plusnet – broadband/telephone |  | 29.58 | 33,405.12 | | 4 June | Cheque – TT Jones street lighting maintenance |  | 119.71 | 33,434.70 | | 30 May | DD 1&1 Internet  Website |  | 5.99 | 33,554.41 | | 29 May | DD Npower – village green power |  | 7.27 | 33,560.40 |   **Payments**  Copeman Centre – rent to year end April 2019 £63.00  Higginbottom Community Centre – Annual parish meeting rent £40.00  TT Jones – street lighting maintenance £155.82  Churchyard maintenance £375.00  Norfolk Training and Support – training and publications £104.00  Morrisons – fuel £10.00  SSE – street lighting energy May £358.80  MAE Bookkeeping – April, May, June £54.00  HMRC – PAYE/NIC £205.00  Handyman wages – SO April £290.69  Handyman wages – SO May £290.69  Handyman wages – SO June £290.69  Clerk wages SO – April £632.20  Clerk wages SO – May £632.20  Clerk wages SO - June £632.20  1&1 IONOS website DD £5.99  Npower – village green power DD £6.47  Came & Company insurance renewal £2,367.89  **Income**  Public Sector Deposit Fund (this has been reinvested) £17.16  VAT repayment £11,172.89  The clerk suggested that from the VAT reclaim amount the council may wish to invest £10,000 in the CCLA Public Sector Deposit Fund. She said that the banks were paying no interest so this money would gain nothing. The Public Sector Deposit Fund was an instant access account. Investing in it would give the council some reserves as at present it had very little. Cllr Pickhaver proposed that £10,000 be invested in the Public Sector Deposit Fund. Seconded by Cllr Barr. **Approved**  Cllr Rainsford asked the clerk why three months payslips for staff were included in the payments as he understood that there was a legal requirement to provide these each month. The clerk will ask the payroll provider if these can be sent monthly. | Clerk  Clerk |
| **2019/112** | **To invite public participation**  A member of the public asked if the Briston & District News could go on the parish council website. After some discussion it was suggested that the printer will send a final copy of the magazine to Cllr Barr for him to put on the website.  A member of the public asked whether the defibrillator was working. The clerk said that it wasn’t and she had no news on when it would be. The person who looked after it thought that at some stage it might have been dropped but couldn’t prove this. It was asked whether there would be an insurance claim for this. |  |
| **2019/113** | **Any other business (for discussion only)**  The clerk reported that someone had dug up the verge outside their property on the Fakenham Road and planted trees. She has reported this to NCC and NCC had asked if the parish council want it to be investigated. Council would like this to happen.  Cllr Ms White said that obstructions had been placed on the verges down the Reepham Road. The clerk will investigate and report to NCC.  The clerk said that she had attended a very interesting presentation from the CCLA about investing. She would circulate the slide presentation to councillors.  Cllr Rainsford asked for the most up to date accounts from the Higginbottom Charity. |  |
| **2019/114** | **Date of next scheduled Parish Council Meeting – Monday 5 August**  **Trustee of the Higginbottom meeting – Monday 15 July**  **The meeting closed at 8.30pm** |  |

**Signed:**

**Dated:**