BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the Briston Parish Council meeting held on Monday 3 June 2019 at 7pm in the Copeman Centre, Briston.

Present: Cllr Ian Chilton Chairman

Cllr Pete Moulton

Cllr Mrs Hayley Quinsey

Cllr Mrs Carole Moulton

Cllr Ms Julie White

Cllr Les Edwards

Cllr Terry Girling

Cllr Mrs Noeleen Woodhouse

Cllr Matthew Pickhaver

Cllr Martyn Barr

Cllr Andrew Rainsford

Clerk: Mrs Jenny English

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| **Number** |  | **Action** |
| **2019/76** | **Apologies for absence**  Cllr Twiddy gave his apologies as he has recently become a father and parental duties prevented his attendance. The meeting was very pleased to hear this news. |  |
| **2019/77** | **To record declarations of interest from members on any items on the agenda**  None |  |
| **2019/78** | **To approve the minutes of the Annual Parish Council Meeting held on Monday 13 May**  Proposed by Cllr Edwards, seconded by Cllr Ms White. **Approved** |  |
| **2019/79** | **To invite public participation including reports from:**  **County Councillor**  **District Councillor**  **SNT representative**  County Councillor, Steffan Aquarone gave an overview of the work of Norfolk County Council and Councillors. He said that most of the work he does is case work. He has 22 parishes in his patch. The County Council is now run by a cabinet system. At present they are looking at how the cuts in budgets from central government are affecting services. County Cllr Aquarone is interested in any stories from parishioners he can use to illustrate the effects of these cuts.  At the request of the clerk he then went on to talk about village gates. This had been requested at the Annual Parish Meeting. County Cllr Aquarone said that the best way to get money for these was to go to NCC Highways Dept and describe the problem and why the gates were needed. He suggested a survey asking residents how speeding on roads affected them. Could also get some data from the Speedwatch team. County Cllr Aquarone said that he could produce and deliver a survey. He will also see if it is possible to get funding for another SAM speed monitor or to borrow one.  The District Councillor was not in attendance  The SNT representative was not in attendance.  Notes from the last SNAP meeting were presented and it was pointed out that some of the crime statistics could be misleading.  Cllr Mrs Quinsey volunteered to attend SNAP meetings on behalf of the Parish Council. The chairman thanked Mr Neil Fippard for attending the SNAP meetings during his time on the Parish Council |  |
| **2019/80** | **To discuss matters arising from the minutes of the Parish Council held on 13 May**  2019/67 no details on purchase of another speed watch pole yet  2019/69 renewal of insurance will be discussed at the Finance & General Purpose Committee meeting on 17 June. This was proposed by Cllr Chilton, seconded by Cllr Girling **Approved** |  |
| **2019/81** | **To consider and make observations on the following planning**  **applications and any more that may be received:**  **PF/19/0742: First floor extension, 30 The Lane, Briston, Melton Constable NR24 2AD.**  The council has no objection or comment to this.  **PF/19/0794: Removal of condition 4 (agricultural occupancy) of PO/01/1604 to allow for unrestricted occupation of the dwelling. Meadow House, Craymere Beck, Melton Constable**  **NR24 2LR**  The council agreed to object to this as the property is outside the settlement area of Briston. Cllr Rainsford said that there is no reason why the current occupier cannot continue to live there as he used to work in agriculture.  **PF/19/0727: Extension to existing car park, 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, Melton Constable, NR24 2HY.**  The council supported this application.  **PF/19/0705Single-storey side extension and regularisation of existing dwelling, including changes to fenestration.**  **Bodgers Field, Norwich Road, Briston, Melton Constable NR24 2BB**  The council supported this application. |  |
| **2019/82** | **To discuss the Draft Local Plan from North Norfolk District Council and the letter from CPRE dated 16 May with relation to this and to formulate a response to NNDC**  Cllr Rainsford said that he proposed that no reply was needed as the contents of the letter were not relevant. Seconded by Cllr Barr.  **Approved** |  |
| **2019/83** | **To discuss the start of the process to formulate a Neighbourhood Plan for Briston – Cllr Rainsford**  Cllr Chilton, on introducing the item said that we thought the formation of a working party was the way forward. He also said that he thought a Neighbourhood Plan would give opportunities for more strategic planning.  Cllr Rainsford said that a working party could see what could be included in a plan. Resident would also need to be asked what they wanted in a plan. Cllr Pickhaver said that he thought that the cost of developing a plan was high and asked what they covered. Cllr Rainsford said that the costs involved covered items such as professional costs, facilitation, surveys, responses, etc.  Cllr Chilton proposed that a working party led by Cllr Rainsford be formed to produce a feasibility study. Seconded by Cllr Barr. Cllrs Pickhaver and Ms White were against this as they felt it was too soon in the life of the new council to start on a project such as this.  **Motion failed**  Cllr Edwards felt that Briston did not need a Neighbourhood Plan as it was a proactive village. He proposed that Cllr Rainsford gets more information specific to small villages and report back to the council in September. Seconded by Cllr Girling. **Approved** | Cllr Rainsford |
| **2019/84** | **Introduction to Community Infrastructure Levy, how it affects Briston and actions which may be needed – Cllr Rainsford**  Cllr Rainsford said that the existing S106 was changing into the Community Infrastructure Levy (CIL). However, this was not happening at NNDC and there may be an opportunity to see if the system could be changed there. Other parish councils would need to get involved with this and Cllr Rainsford said he would talk to other parish councils about this. | Cllr Rainsford |
| **2019/85** | **To discuss the following training and information opportunities and ascertain levels of interest:**  **Effective Councillor Course – 27 June, Hellesdon. Run by NALC**  **Norfolk Local Councils 2019 Conference – Friday 12 July 2019, Carrow Road**  Cllrs Mrs Woodhouse, Mrs Quinsey, Rainsford, Moulton and Mrs Moulton asked to go on the 27 June course in Hellesdon.  Cllrs Mrs Quinsey and Mrs Woodhouse asked to go on the Council Finances course on 30 October run by Norfolk PTS.  The clerk will circulate the information on the Norfolk Local Councils 2019 Conference. | Clerk |
| **2019/86** | **Copeman Centre matters:**  **AGM Tuesday 11 June 7pm Main Hall, Copeman Centre**  **To appoint a representative to the Management Committee**  Cllr Chilton proposed Cllr Mrs Woodhouse. This was seconded by Cllr Edwards. **Approved** |  |
| **2019/87** | **Clerk’s report:**  **Parish Paths Seminar**  **The Big Balsam Bash at Blickling**  **SSAFA’s plans to commemorate and celebrate the 75th Anniversary of VE Day – 8 May 2020**  The clerk had attended the Parish Paths Seminar with Cllr Pickhaver. Cllr Pickhaver gave a very comprehensive report on the seminar. It was suggested that the new reporting system be flagged up in the Briston & District News.  Information was given on the Big Balsam Bash and the commemoration of 75th Anniversary of VE Day. The clerk said that she thought that the VE Day commemorations were more aimed at the parish church. |  |
| **2019/88** | **To discuss the format of the Annual Parish Meeting**  It was agreed that a new format was needed and more advertising. Cllr Pickhaver proposed that he ask Simon Kinder to come and give a talk on the history of Briston possibly linked with VE Day. Seconded by Cllr Mrs Woodhouse. **Approved** | Cllr Pickhaver |
| **2019/89** | **To discuss the production of a footpath map for Briston**  Cllr Chilton said that signage boards should be produced to raise general awareness of where footpaths are. At least two would be needed. Cllr Rainsford said that these should be linked into other forms of media such as the website. A concern was raised over the right to publish and Cllr Barr said that he had a licence to reproduce Ordnance Survey maps. It was suggested that it would be beneficial to discuss this project with the adjoining parishes of Melton Constable and Stody.  Cllr Chilton proposed a working party to put together a footpath map. Seconded by Cllr Mrs Woodhouse. **Approved**  The working will comprise Cllrs Chilton, Pickhaver and Barr. | Clerk  Cllrs Chilton, Pickhaver and Barr |
| **2019/90** | **To discuss revitalising the Briston Parish Council website**  Cllr Barr agreed to have a look at the website. | Cllr Barr |
| **2019/91** | **To discuss the possibility of having a Briston Parish Council Facebook page**  It was felt this was a good idea and should work in tandem with the website.  Cllr Mrs Woodhouse proposed that Cllr Pickhaver look into this and report back. Seconded by Cllr Rainsford. **Approved** | Cllr Pickhaver |
| **2019/92** | **To receive the Detailed Receipts & Payments by Budget Heading for the year 01/04/2018 to 31/03/2019**  Received and noted. |  |
| **2019/93** | **To complete and approve sections 1 and 2 of the Annual Governance and Accountability Return**  Proposed by Cllr Edwards. Seconded by Cllr Girling.  **Approved with one abstention** |  |
| **2019/94** | **To discuss and approve the bank statement for May and the payments for June**  Proposed by Cllr Girling, seconded Cllrs Mrs Woodhouse.  **Approved**  **Statement**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Description** | **Money Out £** | **Money In £** | **Balance £** | | 30 Apr | Start balance |  |  | 13,771.15 | | 30 Apr | NNDC (precept) |  | 24,051.00 | 37,822.15 | | 1 May | Cheque (HMRC) | 420.80 |  | 37,401.35 | | 1 May | DD 1&1 Internet | 5.99 |  | 37,395.36 | | 9 May | DD Plusnet | 30.54 |  | 37,364.82 | | 16 May | Deposit (donation) |  | 100.00 | 37,464.82 | | 20 May | Cheque (lawnmower) | 599.00 |  | 36,865.82 | | 23 May | Cheque (churchyard maintenance) | 375.00 |  | 36,490.82 | | 28 May | SO Handyman salary May | 290.69 |  | 36,200.13 | | 28 May | SO Clerk salary May | 632.20 |  | 35,567.93 | | 28 May | Cheque (replacement solar panels) | 1,380.00 |  | 34,187.93 | | 28 May | Cheque SSE (energy street lights) | 620.26 |  | 33,567.67 | | 29 May | DD Npower | 7.27 |  | 33,560.40 | | 30 May | DD 1&1 Internet | 5.99 |  | 33,554.41 | | 30 May | Balance carried forward |  |  | 33,554.41 | |  | Total payments/receipts | 4,367.74 | 24,151.00 |  |   **Payments June 2019**  The National Allotment Society subscription £66.00  Repayment J English postage £8.00  Norse 6 months ground maintenance £6,124.43  HMRC Outstanding PAYE Month 11 £211.32  Minns Home and Garden Maintenance Churchyard £375.00  Cartridge Save Inkjet printer cartridges £101.34  DD Plusnet Internet/Telephone £29.58  **Total £6,915.67** |  |
| **2019/95** | **To invite public participation**  It was requested that a letter be sent to the contractor for the churchyard thanking him for doing such a good job. |  |
| **2019/96** | **Any other business (for discussion only)**  Cllr Rainsford offered to dispose of the rubbish bags from the bin on Garden Close.  In answer to a query the clerk reported that the rent had not been paid on the parish office as no invoice had been received.  It was suggested that notices be put on the rubbish bins saying what sort of rubbish could be put in them.  The public toilets will be closed on a Friday night in order to combat vandalism. | Cllr Rainsford  Clerk |
| **2019/97** | **Date of next scheduled Parish Council Meeting Monday 8 July**  **Committee meetings (if required) Monday 17 June**  **Trustee of Higginbottom meeting Monday 17 June**  It was pointed out that the next meeting of the Parish Council will take place on Monday 1 July 2019.  The following meetings will take place on Monday 17 June 2019 all in the Nursery Room of the Briston Pavilion:  7pm Finance & General Purpose – to discuss the insurance renewal  7.30pm Allotment  8pm Higginbottom Charity  The meeting closed at 9.15pm |  |

Signed: Dated: