

# 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 the Briston Parish Council held 30 September 2019 held in the Copeman Centre, Briston at 7pm

Present:

Cllr Ian Chilton	Chairman
Cllr Pete Moulton	Vice Chairman
Cllr Mrs Carole Moulton (part)	
Cllr Simon Twiddy	
Cllr Les Edwards	
Cllr Ms Julie White	
Cllr Terry Girling	
Cllr Mrs Noeleen Woodhouse	
Cllr Mrs Hayley Quinsey	
Cllr Matthew Pickhaver	
Cllr Martyn Barr	
Cllr Andrew Rainsford	

Mrs Jenny English Clerk

Number		Action
2019/259	<b>Apologies for absence</b> None, all councillors present	
2019/260	<b>To record declarations of interest from members on any items on the agenda</b> Cllr Barr – newsletter Cllr Twiddy – ladder course for his father (Mr R Twiddy, handyman)	
2019/261	<b>To approve the minutes of the Parish Council meeting held on Monday 2 September 2019</b> Proposed for approval by Cllr Edwards, seconded Cllr Pickhaver <b>Approved</b>	
2019/262	<b>To invite public participation including reports from:</b> <b>County Councillor</b> Cllr Steffan Aquarone sent apologies and a report covering: extra money for social care for Norfolk from Central Government, budget setting for 2020/2021 and on a personal note he and his wife are expecting a second child later in the year. <b>District Councillor</b> Cllr Jolanda Stenton sent her apologies <b>SNT Representative</b> No communication	
2019/263	<b>To discuss matters arising from the minutes of the Parish Council meeting held on 2 September 2019</b> 2019/149: Cllr Chilton reported that the hedge is encroaching onto the bend of the road at the junction of Hall Street, Reephams Road and Creymere Beck Road	

These minutes are unconfirmed until approved by Briston Parish Council



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	<p>The clerk thanked Cllr Barr for installing DropBox on the office computer so that parish council work can now be saved to the cloud.</p> <p>2019/138: the external audit is complete and notices posted as required.</p> <p>The clerk asked for assistance with the renewal of the gate posts on the Poors Allotments as she had no idea what to do.</p> <p>The replacement sign for the Airmen's Memorial has been ordered.</p> <p>Street light replacements. Waiting for cost from TT Jones.</p> <p>2019/142: leaflet printed and distributed through the Briston &amp; District News.</p>	
2019/264	<p><b>To consider and make observations on the following applications and any more that may be received:</b></p> <p><b>PO/19/1457 Agricultural worker's dwelling (outline with all matters reserved). Land west of Horseshoe Lane, Briston, NR24 2JE.</b></p> <p>Cllr Pickhaver proposed that this application be supported. Seconded by Cllr Twiddy. <b>Approved</b></p>	
2019/265	<p><b>To receive proposals, for setting the 2020/2021 precept from the Finance &amp; General Purpose Committee following its meeting of 23 September 2019</b></p> <p>A fair rent for the parish council office was put in at £1,200 per annum.</p> <p>The clerk said that she was disturbed at the amount HMRC had gone up. Cllr Rainsford said that he understood this was to counteract a mistake made last year.</p> <p>Cllr Girling said that the parish council owned about 180 trees and advice for future liability and costs should be taken.</p> <p>It was agreed to put the Churchyard Maintenance up by 4% rather than the 10% suggested.</p> <p>It was agreed to reduce the costs for the wild flower meadow survey and signage to £100</p> <p>It was agreed that four interpretation boards for the footpath walks should be allowed for at £1,000</p> <p>Cllr Moulton explained that the parish council was being asked to underwrite the firework display to a sum of £2,000. Last year £980 was collected in the buckets so the parish council would only have to contribute about £1,000.</p> <p>Cllr Moulton suggested that provision should be made for the youth club in the precept as if the parish council take over the running of the bar, etc at the firework display the BRSA would not have enough funds to run the youth club as this was their main fund raising event.</p> <p>Cllr Chilton said that if everything that was suggested went ahead it would raise the precept by approximately 25% so perhaps some projects could be funded by the parish council reserves. This would reduce the precept by about £5,000.</p> <p>He further said that the cash balances were slightly artificial as some work, such as replacement street lights, had not been carried out.</p> <p>It was proposed to take the new projects out of the precept and take funding from parish council reserves by Cllr Moulton. Seconded by Cllr Girling. <b>Approved</b></p> <p>Cllr Rainsford abstained</p> <p>Cllr Mrs Moulton left the meeting at 8pm.</p> <p>The precept will go forward with the recalculations for approval at the</p>	

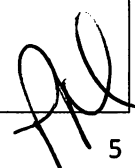


	November meeting of Briston Parish Council.	
<b>2019/266</b>	<p><b>To receive a report from the meeting of the Wild Flower Meadow Working Group</b></p> <p>It was reported that the group met on Tuesday 24 September. It was decided to develop a site in Garden Close and this will be published on Facebook and the parish council's website. Several objections to the site have been received and Cllr Rainsford is sending a letter to all residents of Garden Close explaining the project.</p> <p>Cllr Chilton said that it was planned to use no more than 10% of the open space. As there were some misconceptions it had been decided to hold a site meeting on Saturday 6 October to which all residents and members of the public were invited.</p> <p>The clerk will email Cllr Rainsford's letter to councillors.</p>	Clerk
<b>2019/267</b>	<p><b>To receive the website policy</b></p> <p>Presented by Cllr Barr. Proposed to accept it by Cllr Edwards, seconded by Cllr Moulton. <b>Approved</b></p>	
<b>2019/268</b>	<p><b>To review and update quotations for Children's Play Area development</b></p> <p>A four year plan of action has been developed and this will be reported on in the December meeting of the Parish Council.</p> <p>The Community Pay Back Scheme is coming in November to carry out work on the fence.</p> <p>Cllr Mrs Woodhouse is getting quotes for various pieces of equipment.</p> <p>In answer to a query from the clerk, Cllr Rainsford replied that he was unable to give her details of the funding application for Victory Housing as there was no facility to save the application.</p> <p>It was decided that there was no point in going for tenders until the money had been secured and it was difficult to get like for like specifications.</p> <p>The clerk reminded the parish council that if the project cost was over £15,000 it had to go out to tender. It was discussed that if individual pieces cost less than £15,000 then it did not have to go out to tender.</p> <p>There is no formal agreement with the Play Area, the Higginbottom Recreation Charity and Briston Parish Council.</p> <p>A site visit is being arranged with the contractor next week.</p> <p>Cllr Edwards asked where the figures are. Cllr Mrs Woodhouse showed him three documents. The clerk asked Mrs Woodhouse if she could have a copy of these. Cllr Mrs Woodhouse said she would send them to the clerk.</p> <p>Cllr Moulton proposed that a policy is formulated at the Higginbottom Recreational Charity meeting. Seconded Cllr Ms White. <b>Approved</b></p>	Cllr Mrs Woodhouse
<b>2019/269</b>	<p><b>To discuss Christmas Lights on the tree on the village green</b></p> <p>The clerk said that she understood there was some problem with the contractor who put up the lights last year. It was suggested that Duncan Jeary or Jim Morrissey be asked if they could help.</p>	Clerk
<b>2019/270</b>	<p><b>To receive and accept a quotation for remedial and maintenance work on the trees on the village green</b></p> <p>The quotation for this work from Husar Tree Services is £1,350. It was proposed by Cllr Twiddy that this be accepted and the work go ahead. Seconded Cllr Pickhaver. <b>Approved</b></p>	
<b>2019/271</b>	<p><b>To discuss the emptying of the litter bin on Garden Close</b></p> <p>Deferred.</p>	

2019/272	<b>To receive a report on the replacement of the defibrillator</b> The clerk reported that the defibrillator was now operational. The chairman thanked two parishioners, one for donating the equipment and the other for arranging its purchase and installation.																																																			
2019/273	<b>To consider accepting gift of seven oak tree saplings</b> It was decided that these may become a liability when full grown so the offer was refused.																																																			
2019/274	<b>To consider final arrangement for the Bonfire &amp; Firework night on 1 November including car parking, stewarding, bucket collectors, etc</b> Cllr Moulton said that he needed volunteers for stewarding. Some councillors and members of the public offered. The event also needs to be advertised.																																																			
2019/275	<b>To discuss and formulate a plan for the refurbishment of two village signs and decision on positioning them</b> Clerk to continue to discover ownership	Clerk																																																		
2019/276	<b>To discuss the registration of the footpath which runs through the Plantation Hill allotments to Grove Road</b> Defer to find out who owns the slope and the bank where it exits into Grove Road.																																																			
2019/277	<b>To approve the handyman taking a ladder training safety course</b> It was agreed to look for other relevant training for the handyman. Cllr Mrs Woodhouse said that a ladder would have to be purchased. Cllr Rainsford said that the handyman should also have suitable PPE. It was proposed by Cllr Ms White and seconded by Cllr Mrs Woodhouse that the training be approved and a review of other training and PPE equipment. <b>Approved</b> Cllr Twiddy abstained – declaration of interest																																																			
2019/278	<b>To discuss and approve the bank statement for September and the payments for October</b> Cllr Rainsford said that he would like more financial information presented including free reserves. It was proposed that these be approved by Cllr Girling, seconded by Cllr Twiddy. <b>Approved</b> Cllr Barr abstained – declaration of interest.  Statement – 31 Aug – 27 Sep 2019 <table><tr><th>Date</th><th>Description</th><th>Money out £</th><th>Money in £</th><th>Balance £</th></tr><tr><td>31 Aug</td><td>Start balance</td><td></td><td></td><td>29,422.24</td></tr><tr><td>9 Sep</td><td>DD Plusnet</td><td>29.40</td><td></td><td>29,392.84</td></tr><tr><td>10 Sep</td><td>Cheque Allotment maintenance</td><td>78.00</td><td></td><td>29,314.84</td></tr><tr><td>10 Sep</td><td>Cheque – Churchyard maintenance</td><td>375.00</td><td></td><td>28,939.84</td></tr><tr><td>16 Sep</td><td>Cheque – CCLA Investments</td><td>10,000.00</td><td></td><td>18,939.84</td></tr><tr><td>16 Sep</td><td>Cheque – office rent</td><td>70.00</td><td></td><td>18,869.84</td></tr><tr><td>23 Sep</td><td>DD Pozitive Energy</td><td>9.24</td><td></td><td>18,860.60</td></tr><tr><td>27 Sep</td><td>Balance carried forward</td><td></td><td></td><td>18,860.60</td></tr><tr><td></td><td>Total payments/receipts</td><td>10,561.64</td><td>0.00</td><td></td></tr></table>	Date	Description	Money out £	Money in £	Balance £	31 Aug	Start balance			29,422.24	9 Sep	DD Plusnet	29.40		29,392.84	10 Sep	Cheque Allotment maintenance	78.00		29,314.84	10 Sep	Cheque – Churchyard maintenance	375.00		28,939.84	16 Sep	Cheque – CCLA Investments	10,000.00		18,939.84	16 Sep	Cheque – office rent	70.00		18,869.84	23 Sep	DD Pozitive Energy	9.24		18,860.60	27 Sep	Balance carried forward			18,860.60		Total payments/receipts	10,561.64	0.00		
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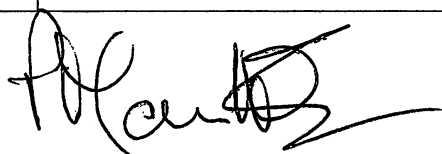


	<b>Payments 30 September 2019</b>				£
	SSE – street lights				348.28
	NNDC – emptying dog bins				1081.20
	Lazer – CCTV				1920.00
	Out of the Box – newsletter				135.00
	Postage signed for				1.90
	Postage parcel/defib				13.14
	Key signs – dog signs				84.02
	PKF – external audit				360.00
	Norse – grounds maintenance				6,124.43
	Anglian Water – Poors				52.13
	TT Jones – Street light maintenance Oct-Nov-Dec				159.41
	NALC – books				101.76
	Blyth & Wright				109.07
	Strucutre-flex – airmen’s memorial				102.00
	1&1 IONOS – broadband				5.99
	Plusnet – telephone				29.40
	Pozitive Energy – village green power supply				9.24
	Handyman – salary				308.26
	Clerk/RFO – salary				646.39
	<b>Total</b>				<b>11591.62</b>
	<b>Income</b>				
	NNDC – second half of precept and grant				24049.00
	<b>Public Sector Deposit Fund</b>				
	Statement 31 August 2019				
	Dividend reinvested – value of shares bought £16.90				25,273.61
	Purchase Contract Note – shares bought £10,000				
	35,288.59 total of holding as at 17/09/19				
<b>2019/279</b>	<b>To invite public participation</b>				
	None				
<b>2019/280</b>	<b>Any other business (for discussion only)</b>				
	Cllr Rainsford asked about the possibility of inviting someone to speak about improving the bus service.				
	Cllr Mrs Woodhouse asked about information which had been sent off to the NCC Rangers. No response at present.				
	Cllr Girling asked about the Street Inspectors with regard to the footpath in Church Street. Nothing has been sent off.				
	<b>Date of next scheduled Parish Council Meeting – Monday 4 November</b>				
	<b>Trustee of the Higginbottom Recreational Charity meeting – Monday 21 October</b>				
	<b>Councillor Training – Tuesday 1 October</b>				



	The meeting closed at 9.05pm.	
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Signed:



Dated:

4/11/2019