

# BRISTON PARISH COUNCIL

The Parish Office

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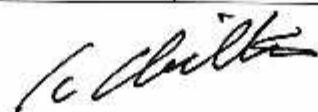
Minutes of the Briston Parish Council meeting held on Monday 2 September 2019 at 7pm in the Copeman Centre, Briston

Present: Cllr Ian Chilton Chairman  
Cllr Pete Moulton Vice Chairman  
Cllr Mrs Carole Moulton  
Cllr Andrew Rainsford  
Cllr Mrs Hayley Quinsey  
Cllr Mrs Noeleen Woodhouse  
Cllr Matthew Pickhaver  
Cllr Martyn Barr  
Cllr Ms Julie White  
Cllr Les Edwards

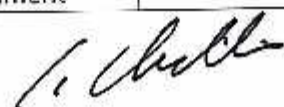
Clerk: Mrs Jenny English

Number		Action
2019/134	<b>Apologies for absence</b> Cllr Simon Twiddy, work commitments. Cllr Terry Girling, illness.	
2019/135	<b>To record declarations of interest from members on any items on the agenda</b> None	
2019/136	<b>To approve the minutes of the Parish Council meeting held on Monday 5 August 2019</b> Proposed by Cllr Barry, seconded by Cllr Ms White.	<b>Approved</b>
2019/137	<b>To invite public participation including reports from:</b> <b>County Councillor</b> County Councillor Steffan Aqrone sent his apologies as he is on holiday. He had nothing to report as there were no meetings in August <b>District Councillor</b> District Councillor Jolanda Stenton updated the Parish Council on some of the work being carried out by the District Council. This included the Egmere Business Park which had been abandoned. The rebuilding of the Splash swimming pool was still going ahead. The Cromer Tennis Club project was not going ahead as it was thought to be too high risk. A capability review was being carried out and the results will be published later in the month. Greenbuild is taking place over the weekend of 7/8 September. <b>SNT Representative</b> No apologies or report. A member of the public asked that the hedge could be cut at the end of Church Street as it is overhanging the pavement and making it difficult for pedestrians to work along it. The clerk will write to the owner of the	Clerk

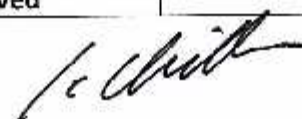
	hedge asking for it to be cut.	
2019/138	<p><b>To discuss matters arising from the minutes of the Parish Council meeting held on 5 August 2019</b></p> <p>External audit still ongoing.</p> <p>Gate posts on Pours allotments still ongoing – need to be done before winter.</p> <p>Simon Kinder has confirmed that he will speak at the Annual Parish Meeting on 15 April. He has suggested that parishioners bring their own memorabilia of Briston. Mr Ron Eggleton and Cllr Chilton will prepare a potted history of Briston using material owned by Mr Eggleton.</p> <p>Repair of shelter on village green -deferred.</p> <p>Footpath Walking Group – have carried out three walks led by Mrs Rose Hayward. One more walk planned this week. Objective to measure and monitor condition of footpaths. At end of process will put together a report to be sent to Norfolk County Council. Reported that the Reephams Road footpath is blocked by a fallen tree.</p>	
2019/139	<p><b>To discuss the position, creation and maintenance of wild flower meadows – Cllr Rainsford</b></p> <p><b>(Mr Tony Kwissa will give a 10 minute presentation on this subject)</b></p> <p>Mr Kwissa gave a very comprehensive presentation on the creation and maintenance of a wild flower meadow. He suggested an area of about 660 sq metres (about the size of two tennis courts) would make a nice meadow. The suggested area on Garden Close has about 20 species on it already. The area would need to be cut twice a year and he recommended the first cut in August and the second in September or October. He suggested that the cutting could become a community event and the area would attract a lot of butterflies and other wild life. The chairman thanked Mr Kwissa for his presentation.</p> <p>Miss Amelia Bradbury, who is nine years old, gave a presentation. She is a volunteer at Cley Marshes and a keen conservationist. She outlined the importance of road verges in the conservation of wild flowers, butterflies, bees and other insects. The chairman thanked her for her presentation.</p> <p>Mr Alan Bradbury said that interesting plants grow in poor soil and it was important to establish some yellow rattle.</p> <p>Cllr Chilton proposed the formation of a working party to focus on one site, off Garden Close on the Plantation Hill Estate. Mr Kwissa and Mr Bradbury would be invited to join. The first meeting would work out what needed to be done. Seconded by Cllr Edwards. <b>Approved</b></p> <p>The clerk will send out an email asking for volunteers.</p>	Clerk
2019/140	<p><b>To consider and make observations on the following applications and any more that may be received:</b></p> <p><b>Proposed one and a half storey side extension – 18 Woodfield, Briston, NR24 2JY – PF/19/1257</b></p> <p>Supports the application.</p> <p><b>Demolition of a partially collapsed agricultural building (building 7) within the curtilage of a listed building and associated levelling works – Roper Farm, Tithe Barn Lane, Briston NR24 2BD – LA/19/1166</b></p> <p>Has no objection but is concerned at the rate of deterioration in the property since 2015. This planning application is in danger of rewarding neglect and although the building is of low architectural interest the condition of the building could have been dealt with in 2015.</p> <p><b>First floor rear extension. 4 West End, Briston, Melton Constable, NR24 2HY.</b></p>	



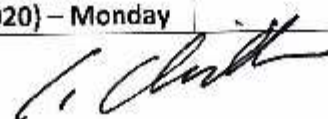
	Supports the application. The clerk reported that three applications concerning variations to the planning permission for the excavation and processing of minerals on the Study Estate had been approved.	
2019/141	<b>Report on the updating of the website and presentation of policy for its use for discussion and approval – Cllr Barr</b> Cllr Barr presented a (Draft) Website Event Promotion Policy. He explained that it was not intended to use the website to promote regular events but one off village events would be welcome. He asked for any feed back to be sent to him and he will incorporate them and forward to the clerk so that she can turn it into a document for approval at the October meeting. An article will also appear in the Briston & District News publicising the website.	Cllr Barr  Clerk
2019/142	<b>To receive design/artwork for the newsletter and print costs and approve</b> Cllr Barr said that the newsletter was designed to be a four page, A4 sized publication. He would be designing it to include photographs of councillors and the village. Cllr Rainsford said that a reponse form was needed on the back. This will be added. Cllr Barr said that the newsletter needs to be sorted out by 13 September so that it can be printed in time to be inserted in the October edition of the Briston & District News. Two quotes had been received, one for £175 and the other for £135. It was proposed by Cllr Rainsford and seconded by Cllr Ms White that this project go ahead and the cheaper quote be accepted. <b>Approved</b>	Cllr Barr
2019/143	<b>To receive a report on the Parish Council Facebook page – Cllr Mrs Quinsey</b> Cllr Mrs Quinsey reported that the Facebook page was now active and she urged everybody to share and like it. So far 75 people had joined the page. Cllr Chilton thanked Cllr Mrs Quinsey for her work on this project.	
2019/144	<b>To formulate and approve a policy of editing the Facebook page by councillors – Cllr Chilton</b> Cllr Chilton reported that he thought the Facebook page needed to be up and running for six months to see how it goes before a policy is formulated. Cllr Barr's guidelines on the website could cover Facebook as well. Cllr Pickhaver asked is there any value in using the other Briston Facebook page operated by a private individual. Cllr Barr said that he found this page annoying because there was a lot of information on it that had no relevance to Briston. Cllr Pickhaver said that he would put a post on this website to say that Briston Parish Council had a page to like.	Cllr Pickhaver
2019/145	<b>To receive a report on The production and costs of Neighbourhood Plan for Briston – Cllr Rainsford</b> This item has been deferred.	
2019/146	<b>To receive, discuss and approve the Firework Risk Assessment for Bonfire &amp; Firework Display run by Briston Parish on 1 November 2019 – Cllr Moulton</b> Cllr Moulton presented his document. Cllr Mrs Woodhouse said that the fact that fire extinguishers are available in the building should be included. Cllr Chilton said that sparklers should not be set off in public places unless there was a designated area and the organiser has a licence to sell them. Cllr Moulton said that these were being sold through Lawnwise who were doing the firework display and had a licence. There was an area at the end of the building where buckets of sand were provided and sparklers could be let off here. Glo sticks were also going to be sold. Cllr Rainsford asked where the template for the assessment document	



	<p>came from and Cllr Moulton said it was one prepared by Cornwall Fire Brigade.</p> <p>The clerk confirmed that the First Aid providers had been booked.</p> <p>Cllr Moulton reported that Mr Chris Lakey and Mr Andrew Graves who will build the bonfire will check it's stability on the day. There will be a defined area for the bonfire and this will limit the size and height.</p> <p>Cllr Mr Moulton said that he would be asking for volunteers to help at the event at the next meeting.</p> <p>The assessment was proposed for approval with the addition of the points raised above by Cllr Rainsford, seconded by Cllr Mrs Woodhouse.</p> <p style="text-align: right;"><b>Approved</b></p>	Cllr Mr Moulton
2019/147	<p><b>To discuss and approve the current position of the paper bank outside the Copeman Centre as permanent</b></p> <p>The clerk explained that the Copeman Centre had asked if the paper bank could stay in its current position as it was easier for people to access it and the contractor to remove it when full. This corner of the car park was not well used.</p> <p>Proposed that current position becomes permanent by Cllr Mrs Woodhouse, seconded by Cllr Mrs Quinsey.</p> <p style="text-align: right;"><b>Approved</b></p>	
2019/148	<p><b>To discuss the condition of the trees on the village green and to approve requesting the Parish Council tree surgeon to examine them and provide a quotation for remedial work</b></p> <p>The clerk explained that some of the trees were so overgrown that the grass mowing contractor could no longer get his machines under them. Since she had put up the agenda for this meeting two residents of properties round the green had emailed with concerns about the condition of trees adjoining their houses. The clerk asked for permission to contact the contractor that the council uses for its tree work to seek his advice and a quotation for work which would need to be done.</p> <p>Proposed that this work go ahead by Cllr Mr Moulton, seconded by Cllr Mrs Moulton.</p> <p style="text-align: right;"><b>Approved</b></p>	Clerk
2019/149	<p><b>To discuss and approve the formation of a road survey working group to produce a report on various problem associated with roads, verges and signage to send to the Highways Department at Norfolk County Council – Cllr Chilton</b></p> <p>Cllr Chilton reported that some road junctions are quite overgrown. A small working group needs to be set up to go round the roads in the village and formulate a report on problem areas. He asked for volunteers to send their name to the clerk.</p>	
2019/150	<p><b>To receive a presentation and saving the Parish Council's work onto the Cloud Dropbox – Cllr Barr</b> <b>(please note the Parish Council has already approved the decision to save the Parish Council's work to the Cloud)</b></p> <p>Cllr Barr said that Dropbox was widely used, it was also easy to use and free. Proposed go ahead by Cllr Barr, seconded Cllr Pickhaver.</p> <p style="text-align: right;"><b>Approved</b></p>	
2019/151	<p><b>To approve the purchase of the following for the Remembrance Day Service on Sunday 10 November: one wreath and 39 crosses (35 round the war memorial, one on the war grave in the churchyard and three on the memorial to airmen on Wellington Road) and to agree on donation for these (last year £100)</b></p> <p>Proposed by Cllr Ms White, seconded Cllr Mrs Woodhouse.</p> <p style="text-align: right;"><b>Approved</b></p>	



2019/152	<b>To receive a report on the replacement of the defibrillator - Clerk</b> The clerk reported that a donation had been received for a new defibrillator as the old one could not be repaired. This was in the process of being ordered.	
2019/153	<b>To discuss and approve Briston Parish Council purchasing the CCTV system for the Briston Pavilion and Recreation Ground</b> Proposed by Cllr Rainsford, seconded by Cllr Barr <b>Approved</b>	
2019/154	<b>To discuss and approve the bank statement for August and payments for September</b> The clerk apologised that she had no bank statement as the online banking system was not working properly and it was too early in the month to receive the posted copy. Proposed by Cllr Mrs Quinsey, seconded by Cllr Mr Moulton. <b>Approved</b> <b>Payments September 2019</b> MAE Bookkeeping – August payroll £18.00 Higginbottom Community Centre Office rent August £70.00 Churchyard cutting £375.00 Plusnet – Broadband/telephone £29.40 1&1 Ionos – website £5.99 DD Npower – Village Green electricity Final invoice 18 May to 13 July 2019 £18.91 DD Pozitive Energy – Village Green electricity 14/07/2019 to 14/08/2019 £9.53 SO Village Handyman Salary August £308.26 SO Clerk Salary August £646.39 <b>Income</b> Norfolk County Council Refund of contribution to PP Scheme 2018/19 £112.89 <b>Money in bank account as at 2 September 2019</b> £29,253.35	
2019/155	<b>To discuss and approve changing the date of the October meeting of Briston Parish Council from Monday 7 October to Monday 30 September owing to the absence of the chairman and clerk and the need to initiate discussion of the amount of the 202/2021 precept for Briston</b> Proposed Cllr Chilton, seconded Cllr Edwards <b>Approved</b>	
2019/156	<b>To invite public participation</b> None	
2019/257	<b>Any other business (for discussion only)</b> Cllr Chilton said that he understood that Victory Housing were offering grants. Cllr Rainsford said that a grant could be used for play equipment and he could scope on on 5 September. He will meet with Cllr Mrs Woodhouse and Cllr Mrs Quinsey to sort out. Cllr Barr said that there were reports of a youth riding an off road motor bike round the village at speed. He was not wearing a crash helmet. Cllr Barr will report this to the police.	
2019/258	<b>Date of next scheduled Parish Council Meeting – Monday 7 October/Monday 30 September (see item 20)</b> <b>Date of Finance &amp; General Purpose Meeting (to start discussion on 2020/2021 precept and the Parish Council Work Plan for 2020) – Monday</b>	



	23 September Trustee of the Higginbottom Meeting – 16 September  The meeting closed at 8.53pm	
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Signed:



Dated:

30.09.2019