

# 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](mailto:parish-council@briston-norfolk.org.uk)

Website: <http://bristonparishcouncil.org/1&1>

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

Present:

Cllr Ian Chilton	Chairman
Cllr Pete Moulton	Vice Chairman
Cllr Mrs Carole Moulton	
Cllr Ms Julie White	
Cllr Terry Girling	
Cllr Mrs Noeleen Woodhouse	
Cllr Mrs Hayley Quinsey	
Cllr Martyn Barr	
Cllr Matthew Pickhaver	

Clerk: Mrs Jenny English

Number		Action
	There was a discussion on recording the meeting as Cllr Mrs Quinsey had said that she would do this. It was pointed out that under Briston Parish Council's Standing Orders this was only permitted under exceptional circumstances. Cllr Quinsey said that this had been amended and was now allowed and produced a paper (which was not part of Briston Parish Council's Standing Orders) showing this.	
2019/307	<b>To consider and accept apologise for absence</b> Cllrs Les Edwards, Simon Twiddy and Andrew Rainsford. <b>Accepted</b>	
2019/308	<b>To record declarations of interest from members on any items on the agenda</b> Cllr Barr declared a pecuniary interest in item 14 as he had printed the leaflets for this.	
2019/309	<b>To approve the minutes of the Extraordinary Parish Council meeting held on Monday 25 November 2019</b> Proposed Cllr Mrs Woodhouse with the following amendments: 2019/301 Add "It was identified that there had been an oversight in the proposal of signatories for the CCLA accounts (2 x HRT and 1 x PC). This will be rectified at the next relevant meeting". 2019/302 Add "To clarify the signatories for the Parish Council accounts will be Cllrs Chilton, Edwards, Pickhaver and Barr and for the Higginbottom Recreational Charity Cllrs Mrs Woodhouse, Moulton, Mrs Quinsey and Chilton". 2019/303 Add "this is being progressed by the HRT" to assist clarification. Seconded by Cllr Moulton <b>Approved</b>	
2019/310	<b>To invite public participation including reports from:</b> <b>County Councillor</b> <b>District Councillor</b> <b>SNT Representative</b>	



	<p>The clerk will also request a site meeting in her response to NNDC.</p> <p><b>Certificate of lawfulness for existing use of agricultural meadow with 2 mobile shepherd's huts used intermittently for holiday lets. The house 'Parmer' and garden/smallholding (established use) Tithe Barn Boarding Cattery (established use)</b></p> <p><b>Parmer, Tithe Barn Lane, Briston, Melton Constable, NR24 2JB</b></p> <p>Application withdrawn.</p>	
<b>2019/313</b>	<p><b>To review, discuss and make decision concerning support of the village firework display</b></p> <p>At the start of this item the chairman, Cllr Chilton read out a letter from a parishioner congratulating the Parish Council on the event and saying how impressed he was with it and thought it brought the village together. Cllr Moulton said that the council needed to make a decision on whether it would support the event in 2020 as the firework company had to be booked. A discussion took place on the cost of the event (£2,000 for 20 minute show), funding the shortfall of approximately £1,000 for the next event and fund raising. The shortfall is for 2020 only as after that all monies from the event will go towards costs for the following year.</p> <p>Cllr Mrs Quinsey proposed that a bonfire working group be formed to raise the money needed for the event and the firework company be booked for 6 November 2020. Seconded Cllr Mrs Woodhouse. <b>Approved</b></p> <p>Cllr Chilton proposed that a working group be formed comprising; Cllr Mrs Moulton, Cllr Moulton, Cllr Girling, Cllr Mrs Woodhouse and Cllr Mrs Quinsey. Seconded Cllr Mrs Woodhouse <b>Approved</b></p>	
<b>2019/314</b>	<p><b>To agree to upgrade four street lights in Hall Street to LED lights (one is not working and all are obsolete). This is part of the Parish Council's plan to upgrade all street lights which need it over a period of years.</b></p> <p>Proposed Cllr Mrs Woodhouse, seconded Cllr Moulton. <b>Approved</b></p>	
<b>2019/315</b>	<p><b>To receive information on the progress of the installation of the CCTV camera system and receive a go live date.</b></p> <p>Cllr Mrs Quinsey reported that the cameras were in place and being tested. A spotlight is still needed at the car park end of the Pavilion.</p> <p>A policy will be required</p> <p>Cllr Mrs Quinsey will tell the clerk and Cllr Barr when the system goes live.</p> <p>The clerk to check with the ICO and insurance company.</p>	Clerk Cllr Mrs Quinsey
<b>2019/316</b>	<p><b>To receive a report from the Walking Group</b></p> <p>Cllr Chilton reported that he intended to finish a report on the footpaths by February 2020. He was also preparing a plan for the information boards and would report back to the February meeting.</p>	Cllr Chilton
<b>2019/317</b>	<p><b>To receive a report on the installation of the Christmas lights on the trees on the village green</b></p> <p>Cllr Moulton reported that the lights were installed with the help of Morrissey Builders. Unfortunately the lights were not working despite being tested before erection. Morrissey Builders will get a electrician to sort this out. The Chairman, Cllr Chilton proposed a vote of thanks to Cllr Moulton and Morrissey Builders.</p>	
<b>2019/318</b>	<p><b>To receive a report on the status of the wild flower meadow project</b></p> <p>This was deferred owing to the absence of Cllr Rainsford.</p>	
<b>2019/319</b>	<p><b>To receive an update on the repair to the shelter roof on the Village Green</b></p> <p>Waiting for roof tiles from Morrissey Builders</p>	
<b>2019/320</b>	<p><b>To receive an update on the Christmas Tree Festival</b></p> <p>The clerk presented a paper giving details of sponsors, those who will decorate trees and financial details. She said that at present there is a small</p>	

	shortfall between costs and sponsorship money but she hope to wipe this out with the sale of trees after the event. She also invited all councillors to the private view on Friday 6 December at 6pm																															
2019/321	<b>To discuss and make a decision to change the date of the allotment tenancies from 1 October to 1 January and invoicing tenants for this year only 15 months from 1 October 2019 to 31 December 2020 to put this new system into operation`</b> The clerk explained that owing to pressure of work around September and October it would be easier for the allotment rents to cover the calendar year from January. This may also make it easier for allotment holders. Cllr Mrs Quinsey proposed that the date be changed from October to January and two invoices be sent out to cover the three months of 2019 from October to December and one to cover the calendar year from January. Seconded by Cllr Ms White. <b>Approved</b> The chairman, Cllr Chilton also requested that letters be sent out with the tenancy agreements asking if tenants would like to reduce their plots to half.	Clerk																														
2019/322	<b>To discuss and approve the payment of the electricity bill for the parish office</b> Cllr Mrs Quinsey said that despite an agreement being in place the Parish Council had paid nothing for the electricity is used for the last four years. Cllr Chilton proposed that the average cost of electricity be taken for each of the four years and the Parish Council will then pay that bill. Seconded Cllr Mrs Quinsey. <b>Approved</b> The clerk will supply Cllr Mrs Quinsey with bills for the last four year.	Clerk																														
2019/323	<b>To discuss and decide investigation and disposal of three cars on the Church Street car park which appear to have been abandoned.</b> Cllr Girling said that there were three cars without tax which had not been moved for several months. He proposed that the council contact the Environmental Health Department at NNDC to get them removed. Seconded Cllr Mrs Quinsey. <b>Approved</b>	Clerk																														
2019/324	<b>To discuss and approve the bank statement for November and the payments for December</b>  Proposed approval by Cllr Moulton, seconded by Carole Moulton and <b>Approved</b> with the following provisos: See what cheque 102213 is for Send copy of article regarding VAT repayments to Cllrs Mrs Woodhouse and Quinsey. Finance & General Purpose Meeting to be held on 16 December at 6.30pm to cover clarification on the VAT position with regard to the Higginbottom Recreational Charity and Briston Parish Council. To receive information from Cllr Mrs Quinsey. <table><tr><th>Date</th><th>Description</th><th>Money out £</th><th>Money in £</th><th>Balance £</th></tr><tr><td>31 Oct</td><td>Start balance</td><td></td><td></td><td>29,679.35</td></tr><tr><td>31 Oct</td><td>Direct credit – E-ON input tariff</td><td></td><td>547.59</td><td>30,226.94</td></tr><tr><td>4 Nov</td><td>Cheque – stamps and signs</td><td>99.06</td><td></td><td>30,127.88</td></tr><tr><td>8 Nov</td><td>DD Plusnet – telephone/internet</td><td>30.36</td><td></td><td>30,097.52</td></tr><tr><td>11 Nov</td><td>Transfer – Playground repairs</td><td></td><td>400.00</td><td>30,497.52</td></tr></table>	Date	Description	Money out £	Money in £	Balance £	31 Oct	Start balance			29,679.35	31 Oct	Direct credit – E-ON input tariff		547.59	30,226.94	4 Nov	Cheque – stamps and signs	99.06		30,127.88	8 Nov	DD Plusnet – telephone/internet	30.36		30,097.52	11 Nov	Transfer – Playground repairs		400.00	30,497.52	
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12 Nov	Cheque – Blyth & Wright(Christmas tree stands, etc)	390.41		30,107.11
12 Nov	Cheque – Churchyard maintenance	375.00		29,732.11
12 Nov	Direct credit – Christmas Tree Festival sponsorship		30.00	29,762.11
13 Nov	Direct credit – Christmas Tree Festival sponsorship		30.00	29,792.11
13 Nov	Direct credit – Christmas Tree Festival sponsorship		30.00	29,822.11
14 Nov	Cheque – Playground repairs	400.00		29,422.11
14 Nov	Cheque SSE – street lighting energy	316.24		29,105.87
15 Nov	DD Pozitive Energy – village green electricity supply	8.70		29,097.17
15 Nov	Cheque – Anglian Water – Stone Road allotments	32.06		29,065.11
15 Nov	Cheque – HMRC PAYE/NIC	614.81		28,450.30
19 Nov	Cheque – whole council training	300.00		28,150.30
20 Nov	Cheque – payroll	36.00		28,114.30
21 Nov	Deposit Christmas Tree Festival sponsorship		60.00	28,174.30
21 Nov	Deposit Christmas Tree Festival sponsorship		60.00	28,234.30
22 Nov	Cheque – postage stamps repayment	61.00		28,173.30
25 Nov	Cheque – shed roof	6,090.00		22,083.30
28 Nov	SO – Salary Handyman	292.06		21,791.24
28 Nov	SO – Salary Clerk	646.19		21,145.05
29 Nov	DD – 1+1 Internet Ltd	5.99		21,139.06
29 Nov	Transfer – shed roof		5,075.00	26,214.06
29 Nov	Balance carried forward			26,214.06
	Total Payments/Receipts	9,697.88	6,232.59	

#### Payments

Royal British Legion – wreaths and crosses and donation in lieu of fee for bugler	£125.00
Higginbottom Community Centre	
Office rent and two meetings	£87.50
Higginbottom Community Centre	
Repayment of office electricity to be decided	
Norfolk Parish Training & Support	
Training Reviewing Standing Orders and Financial Regulations	£90.00
Cartridge Save – inkjet cartridges	£98.83
North Norfolk District Council	
Uncontested election costs	£371.49
SSE – street lights energy	£337.32
Out of the Box Publishing Ltd	
Christmas Tree Festival advertising material	£100.00
Blackwater Potatoes Ltd	

*per*

	Supply of 20 Norway Spruce Christmas Trees	£240.00	
	MAE Bookkeeping – payroll November	£18.00	
	Thaxters - gate posts	£58.00	
	Thaxters – fencing materials	£82.00	
	The Range – stationery	£11.46	
	1&1 Basic fee	£5.99	
	Pozitive Energy – village green power supply	£8.70	
	1&1 IONOS – domain renewal charges	£115.15	
	Handyman – salary November	£292.06	
	Clerk – salary November	£646.19	
	Plusnet – telephone/broadband	£29.94	
	Norfolk Association of Local Councils		
	There is a query on this as it is incorrect		
	Total minus cheques with unresolved amounts	£2,717.63	
	CCLA – Public Sector Deposit Fund		
	Dividend reinvested £18.15 giving a balance of shares held £35,306.74		
<b>2019/325</b>	<b>To invite public participation</b>		
	None		
<b>2019/326</b>	<b>Any other business (for discussion only – no decisions can be made under this item)</b>		
	Cllr Mrs Woodhouse said that she could give a report on the Copeman Centre each meeting as she is the Parish Council representative.		
<b>2019/327</b>	<b>Date of next scheduled meeting Monday 3 February 2020 (please note there is no meeting scheduled for January 2020)</b>		
	<b>Trustee of the Higginbottom Recreation Charity – Monday 16 December 2019</b>		
	Cllr Chilton proposed that a Parish Council meeting be held on 13 January 2020. Seconded by Cllr Mrs Quinsey.	<b>Approved</b>	
	<b>The meeting closed at 9.05pm</b>		

Signed:



Date:

3/2/20

