BRISTON PARISH COUNCIL

The Parish Office Recreation Ground, Stone Beck Lane, Briston, Melton Constable NR24 2PS Telephone: 01263 862638

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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

Cllr Pete Moulton

Chairman 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	To consider and accept apologise for absence	
	Cllrs Les Edwards, Simon Twiddy and Andrew Rainsford. Accepted	
2019/308	To record declarations of interest from members on any items on the agenda	
	Cllr Barr declared a pecuniary interest in item 14 as he had printed the leaflets	
	for this.	
2019/309	To approve the minutes of the Extraordinary Parish Council meeting held on	
	Monday 25 November 2019	
	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 Approved	
2019/310	To invite public participation including reports from:	
	County Councillor	
	District Councillor	
	SNT Representative	

	The County Councillor sent his apologies and a report which was tabled. The SNT Representative reported that the SNAP priorities included anti-social behaviour at Briston Recreation Ground. He said that this had diminished in recent weeks and moved on to another location. He urged everyone to lock up their trailers as these were being targeted at present. He reported that the Police were getting a drone to cover the Holt area. Cllr Mrs Quinsey said that she would update the SNT representative with regard to the CCTV system at the next SNAP meeting. District Councillor, Mrs Jolanda Stenton reported that at a recent full council meeting they had voted to increase the council tax on properties which had been unoccupied for more than six months to 200% The council has started a tree planting policy, Briston should get trees through the Astley School. It has also adopted a policy for motor neurone disease. The council is donating £1million to North Walsham to reinstate the town centre. This is part of the market town initiative.	Cllr Mrs Quinsey
2019/311	To discuss matters arising from the minutes of the Parish Council meetings	
	held on Monday 4 November 2019 and Monday 25 November 2019	
	It was reported that the ladder training for the handyman is still outstanding.	
	It was agreed that this will be completed before the end of the year.	Clerk
2010/212	A tour of the sewer works will be organised for Spring 2020.	Clerk
2019/312	To consider and make observations on the following planning applications	
	and any more that may be received: Demolition of part of boundary wall and erection of 1.8m high boundary	
	wall and fence and gates	
	106 Hall Street, Briston, Melton Constable, NR24 2LQ	
	The chairman, Cllr Chilton said that this application would make visibility along	
	that part of Hall Street better and improve conditions for motorists and	
	pedestrians. After studying the plans and elevations Cllr Chilton proposed	
	that the council support the application. Seconded Cllr Barr Approved	Clerk
	Change of use of land for the stationing of 9no. caravans for residential use	
	Land north of Mill Road, Briston	
	The clerk had distributed a paper outlining observations on this application to councillors before the meeting. She handed out copies to members of the public present. The clerk said that these were not her personal observations but had come from councillors, a report prepared by Cllr Mrs Woodhouse after her attendance at a residents meeting and meeting with parishioners who lived near the site. The main observations were that the location is	
	outside the defined settlement development area, Mill Road is unsuitable for	
	any further development as it is extremely narrow, has no pavements or	
	streetlights, long distance from amenities (site is recommended for the	
	elderly), caravan development is out of character with existing dwellings,	
	problems with sewers coping with extra dwellings and the area is in a high risk flood area.	
	A member of the public, representing the thirty members of the public	
	present said that their main objections to the change of use as the land was	
	outside the defined settlement boundary, the sewerage system could not	
	cope with any more dwellings, close proximity to a stream, concerns if trees	
	and hedgerows were removed and Great Crested Newts had been found close	
	to this site.	
	After further discussion Clirs Mrs Woodhouse proposed that the council object	
	to the application in line with the observations in the clerk's document.	Clark
L	Seconded Cllr Girling. Approved	Clerk

	The clerk will also request a site meeting in her response to NNDC.	
	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)	
	Parmer, Tithe Barn Lane, Briston, Melton Constable, NR24 2JB	
	Application withdrawn.	
2019/313	To review, discuss and make decision concerning support of the village	
	firework display	
	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.	
	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. Approved	
	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 Approved	
2019/314	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.	
	Proposed Clir Mrs Woodhouse, seconded Clir Moulton. Approved	
2019/315	To receive information on the progress of the installation of the CCTV	
•	camera system and receive a go live date.	
	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.	
	A policy will be required	Clerk
	Cllr Mrs Quinsey will tell the clerk and Cllr Barr when the system goes live.	Cllr Mrs
	The clerk to check with the ICO and insurance company.	
2019/316		Quinsey
2019/316	To receive a report from the Walking Group	
	Cllr Chilton reported that he intended to finish a report on the footpaths by	Cllr Chilton
	February 2020. He was also preparing a plan for the information boards and	
2242424	would report back to the February meeting.	1
2019/317	To receive a report on the installation of the Christmas lights on the trees on	
	the village green	
	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.	
2019/318	To receive a report on the status of the wild flower meadow project	
	This was deferred owing to the absence of Cllr Rainsford.	
2019/319	To receive an update on the repair to the shelter roof on the Village Green	
•	Waiting for roof tiles from Morrissey Builders	
2019/320	To receive an update on the Christmas Tree Festival	
,	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	
	account a dec and infancial details. One said that at present there is a silidi	



	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					
	Send copy of article regarding VAT repayments to Cllrs Mrs Woodhouse and Quinsey.					
i	Proposed approval by Cllr Moulton, seconded by Carole Moulton and Approved with the following provisos: See what cheque 102213 is for					
2019/324	To discuss and approve the bank statement for November and the payments for December					
	Environmental Health Department at NNDC to get them removed. Seconded Cllr Mrs Quinsey. Approved					Clerk
	Street car park which appear to have been abandoned. 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					
2019/323	The clerk will supply Cllr Mrs Quinsey with bills for the last four year. To discuss and decide investigation and disposal of three cars on the Church				Clerk	
	Cllr Chilto the four y Quinsey.	n proposed that the average co ears and the Parish Council will	st of electric then pay tha	ity be taken at bill. Secon A	for each of ided Cllr Mrs	
	office 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.					
2019/322	tenancy a	greements asking if tenants wo s and approve the payment of	uld like to re	duce their p	lots to half.	
	Cllr Ms W	ber and one to cover the calend hite. man, Cllr Chilton also requested		A	pproved	Clerk
	from January. This may also make it easier for allotment holders. Cllr Mrs Quinsey proposed that the date by changed from October to January and two invoices be sent out to cover the three months of 2019 from October					
	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					
	only 15 months from 1 October 2019 to 31 December 2020 to put this new system into operation`					
2019/321	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					
	She also i 6pm	nvited all councillors to the priv	ate view on	Friday 6 Dec	ember at	



12 Nov	Cheque – Blyth & Wright(Christmas tree	390.41		30,107.12
	stands, etc)			
12 Nov	Cheque – Churchyard maintenance	375.00		29,732.13
12 Nov	Direct credit – Christmas Tree		30.00	29,762.11
	Festival sponsorship			,,,
13 Nov	Direct credit – Christmas Tree		30.00	29,792.11
	Festival sponsorship			==,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
13 Nov	Direct credit - Christmas Tree		30.00	29,822.11
	Festival sponsorship			-0,022.23
14 Nov	Cheque – Playground repairs	400.00		29,422.11
14 Nov	Cheque SSE – street lighting	316.24		29,105.87
	energy			,,
15 Nov	DD Pozitive Energy – village	8.70		29,097.17
	green electricity supply			
15 Nov	Cheque – Anglian Water –	32.06		29,065.11
	Stone Road allotments			
15 Nov	Cheque – HMRC PAYE/NIC	614.81		28,450.30
19 Nov	Cheque – whole council	300.00	· · · · · · · · · · · · · · · · · · ·	28,150.30
	training			,,
20 Nov	Cheque – payroll	36.00		28,114.30
21 Nov	Deposit Christmas Tree		60.00	28,174.30
	Festival sponsorship			,
21 Nov	Deposit Christmas Tree		60.00	28,234.30
	Festival sponsorship			
22 Nov	Cheque – postage stamps	61.00		28,173.30
	repayment			,
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 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	



	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		
2019/325	To invite public participation		
	None		
2019/326	Any other business (for discussion only – no decisions can be made under		
	this item)		
	Cllr Mrs Woodhouse said that she could give a report on the Copeman Centre		
	each meeting as she is the Parish Council representative.		
2019/327			
	is no meeting scheduled for January 2020)		
	Trustee of the Higginbottom Recreation Charity – Monday 16 December		
	2019		
	Cllr Chilton proposed that a Parish Council meeting be held on 1	L3 January	
	2020. Seconded by Cllr Mrs Quinsey.	Approved	
	The meeting closed at 9.05pm		

Signed:

Date: 3/2/20