

BRISTON PARISH COUNCIL

The Parish Office

Briston Pavilion, Recreation Ground,

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Minutes of the meeting of Briston Parish Council held on Monday 2 March 2020 at 7pm in the Copeman Centre, Briston

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

Clerk: Mrs Jenny English

Number		Action
2020/27	To consider and accept apologies for absence Cllrs Mrs Carole Moulton and Simon Twiddy	
2020/28	To record declarations of interest from members on any items on the agenda None	
2020/29	To approve the minutes of the Parish Council meeting held on 3 February 2020 Proposed by Cllr Mrs Woodhouse. Seconded by Cllr Girling. Approved	
2020/30	To invite public participation including reports from: County Councillor County Cllr Steffan Aquarone sent his apologies and a report which was circulated to all members District Councillor District Cllr Mrs Jolanda Stenton reported that the budget for 2020/2021 had been approved. Money from the reserves was being used for two projects. £300,000 had been spent on two properties, one in Fakenham, one in North Walsham to house homeless people. SNT Representative PC Graham Gower-Smith sent his apologies as a job had come up preventing his attendance. Representative from NALC Phil Harris gave a presentation outlining the service which NALC offers. He explained the difference between the National ALC and Norfolk ALC. He also	

These minutes are unconfirmed until approved by Briston Parish Council
Meeting held on 2 March 2020



	<p>said the Norfolk ALC was becoming a co-operative and members would be encouraged to take a more active part in the association. To help with this regional meetings were being organised as well as the AGM. At present there are 380 member councils in Norfolk. With regard to subs some part goes to the National association and part to the Norfolk association.</p> <p>A member of the public raised a question about the solar panels which the chairman said would be answered under the item on the agenda.</p>	
2020/31	<p>To discuss matters arising from the minutes of the Parish Council meeting held on Monday 3 February 2020</p> <p>2020/08. With regard to the grass cutting contract the clerk had contacted Norse and was waiting to hear back from them with a date for the grass cutting. The clerk has started to investigate other contractors and will go out to tender if Norse give up the contract. She also has plans in place in case a one off cut is needed.</p> <p>2020/15. Hard standing. The chairman reported that an inspection had been carried out with several councillors and the clerk. The Church Street Car Park was in fair condition and only needed some slight remedial work. The driveway to the Copeman Centre had several potholes in it and the white lines on the speed bumps need repainting. This work will be carried out when the weather improves.</p> <p>2020/18. The clerk will contact Cllr Aquarone to arrange a meeting with him and several councillors to discuss the positioning of village signs.</p>	<p>Clerk</p> <p>Clerk</p>
2020/32	<p>To receive resignation of Cllr Rainsford and procedure for filling the vacancy</p> <p>The clerk reported that the notices had gone out from North Norfolk District Council advertising this vacancy. She had put them up in all the parish council notice boards. Nothing else could be done until 16 March when information would be received to see if an election had been called or the council was free to co-opt to fill the vacancy.</p> <p>The clerk will send a copy of the notice to all councillors and Cllr Barr will put it on the website.</p>	Clerk/ Cllr Barr
2020/33	<p>To consider and make observations on any planning applications which may be received</p> <p>None received</p>	
2020/34	<p>To receive, discuss and approve the quarter three financial statement prepared by Cllr Chilton</p> <p>Cllr Chilton presented this and said that the council should end the year with a small amount of money in its current account.</p>	
2020/35	<p>To receive and discuss the revised Standing Orders</p> <p>Cllr Mrs Woodhouse reported that she and Cllr Mrs Quinsey had completed the first draft. At present they are proof reading it. When this is complete the document will be sent to Mrs Dann who has agreed to review the content. The final version is on course to be approved at the April meeting of the parish council.</p>	Cllrs Mrs Woodhouse and Mrs Quinsey
2020/36	<p>To receive and discuss the Volunteer Policy for Briston Parish Council</p> <p>Cllr Chilton had produced a draft for this. This was modified from the one produced for the Higginbottom Recreational Charity. Cllr Barr said that he had read it and there were a couple of points which needed to be removed and some typos. He handed a copy with his amendments to the clerk who will work it up into a final document.</p>	Clerk



2020/37	<p>With regard to the solar panels on the Briston Pavilion to discuss and approve the transfer of ownership, liability, maintenance, loan repayment and feed in tariff income from Briston Parish Council to the Higginbottom Recreational Charity</p> <p>It was reported that the loan for the solar panels was taken out in May 2016 and the pay back period was 10 years. After discussion the meeting agreed that a decision could not be taken until more financial information had been received.</p> <p>Cllr Chilton proposed that more work needs to be done on the cost/risk/benefits before a decision can be taken. Seconded by Cllr Girling. Approved</p>	
2020/38	<p>To discuss provision of a grant of £1015.00 to the Higginbottom Recreational Charity for a contribution to the repair of the shed roof</p> <p>Cllr Chilton proposed that this grant be approved. Proposal failed as there was no seconder.</p> <p>Cllr Mrs Woodhouse said that she was against the provision of this grant as she felt the work was not beneficial to the parish. Seconded by Cllr Girling Approved with three abstentions</p>	
2020/39	<p>To receive a report from the Copeman Centre committee</p> <p>Cllr Mrs Woodhouse reported that there had been no meeting recently. The next meeting would take place on Tuesday 10 March.</p>	
2020/40	<p>To discuss and approve the proposal for the Higginbottom Recreational Charity to supply to Briston Parish Council (in its capacity as Trustee of the Higginbottom Recreational Charity) as quarterly report including financial and activity information</p> <p>Cllr Mrs Woodhouse said that she did not agree with sharing financial details with the public at Parish Council meetings. It was proposed that there would be a meeting twice a year for user groups and members of the public. It was also suggested that an annual finance report could be produced based on the figures provided to the Charity Commission. The quarterly report would cover usage, maintenance, improvements, etc.</p> <p>Cllr Moulton said that there should be an annual meeting of the Charity as it has to be transparent.</p> <p>Cllr Chilton proposed that quarterly reports be produced for the Parish Council and an annual public meeting be held which would included financial information. Seconded by Cllr Mrs Woodhouse. Approved</p>	Higginbottom Recreational Charity
2020/41	<p>To approve the proposal that all major expenditure (£5,000 and over) for the Higginbottom Recreational Charity be approved by Briston Parish Council acting in its role as Trustee for the Higginbottom Recreational Charity.</p> <p>Cllr Chilton said that he was proposing this in order to retain some control over major expenditure of the charity. Cllr Moulton questioned why this was being raised at the Parish Council meeting as expenditure should be agreed by the Higginbottom Recreational Charity and reported to the Parish Council</p>	
2020/42	<p>To approve the annual cost of living pay rise for the clerk and handyman</p> <p>The clerk explained that every year the clerk and handyman got a cost of living increase. This was approximately 1.8% for 2020. Cllr Chilton proposed this be approved. Seconded by Cllr Pick aver. Approved</p>	
2020/43	To discuss and approve the bank statement for February and the payments	

C Chilton

for March 2020Proposed for approval by Cllr Edwards. Seconded Cllr Moulton. **Approved****Bank Statement**

Date	Description	Money out £	Money in £	Balance £
31 Jan	Start balance			21,450.42
3 Feb	Cheque office electricity	1,189.86		20,260.56
3 Feb	Cheque SLCC subs	126.00		20,134.56
3 Feb	Cheque office rent	210.00		19,924.56
3 Feb	Transfer grant	2816.35		17,108.21
6 Feb	Cheque ICO Data Protection	40.00		17,068.21
10 Feb	DD Plusnet	30.06		17,038.15
14 Feb	DD Pozitive Energy	9.21		17,028.94
14 Feb	Cheque Payroll	18.00		17,010.94
21 Feb	DD Southern Electric Street Lights	348.28		16,662.66
26 Feb	Cheque Office rent	70.00		16,592.66
26 Feb	Deposit Allotment rent		12.50	16,605.16
26 Feb	Deposit Allotment rents		145.00	16,750.16
26 Feb	Deposit Allotment rents		577.50	17,327.66
28 Feb	SO Handyman salary Feb	292.06		17,035.60
28 Feb	SO Clerk salary Feb	646.19		16,389.41
28 Feb	Cheque Rialtas subs	145.20		16,244.21
28 Feb	Balance carried forward			16,244.21
	Total payments/receipts	5,941.21	735.00	

Payments March

Power Different – repair to solar panels	£108.00
Higginbottom Recreational Charity – office rent	
And electricity February	£286.15
Viking – stationery	£175.07
Screwfix – PPE handyman	£ 29.99
Shoezone – PPE handyman	£ 19.99
High Speed Training – ladder training handyman	£ 36.00
IONOS DD - Internet	£ 5.99
Pozitive Energy DD - Village green power	£ 9.21
SSE DD – street lights energy	£348.28
Total	£910.68

Public Sector Deposit Fund

31/01/20

£35,370.39

2020/44**To invite public participation**

In answer to a question Cllr Mrs Quinsy reported that she was producing a history of the Higginbottom Recreational Charity.

A parishioner reported that there was flooding at the corner of Edgefield Road and Norwich Road. The road was very muddy and there were a lot of overhanging trees. The clerk will contact Norfolk County Council and the land owner of the garden.

The clerk will chase up the Hall Street village sign. She will also arrange a

Clerk

Clerk



	meeting with County Cllr Aquarone to discuss village signs In response to a query the clerk will get in touch with Clark Contractors to see if a soak away can be constructed at the back of the paper bank on the driveway to the Copeman Centre. A parishioner thanked the council for inspecting the drive to the Copeman Centre.	Clerk
2020/45	Any other business (for discussion only – no decisions can be made under this item) In answer to a question the clerk said that there was a list of signatories for the bank account in the Parish Office	
2020/46	Date of next scheduled meeting Monday 6 April 2020	
	The meeting closed at 8.44pm	

Signed:



Dated:

6th April 2020