

BRISTON PARISH COUNCIL

The Parish Office

Briston Pavilion, Recreation Ground,

Stone Beck Lane, Briston,

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Minutes of the meeting of Briston Parish Council held on Wednesday 8 April 2020 at 7pm. Because of the lock down due to the Coronavirus pandemic this meeting was held on Zoom and members joined from their places of residence.

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

Clerk: Mrs Jenny English

Number		Action
2020/47	To consider and accept apologies for absence Cllrs Simon Twiddy and Ms Julie White	
2020/48	To record declarations of interest from members on any items on the agenda Cllr Barr – his company printed Coronavirus leaflets so will take no part in discussion on payments.	
2020/49	To approve the minutes of the Parish Council meeting held on 2 March 2020 Cllr Mrs Woodhouse said that at 2020/42 it was agreed to hold a personnel meeting. This was written into the minutes. Proposed for approved by Cllr Pickhaver, seconded Cllr Moulton Approved	
2020/50	To invite public participation including reports from: County Councillor County Councillor Steffan Aquarone send his apologies District Councillor District Councillor Jolanda Stenton reported that she is self isolating at present and working from home. There has been no report of any mismatch of the hubs and they are delivering food and medicines. She congratulated the council on sorting out the problems with the delivery of medicines from Holt Medical Practice. SNT Representative	

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Chairman's initials:

ITC

Date:

8th May 2020

	No one present No comments from the member of the public present.	
2020/51	<p>To discuss matters arising from the minutes of the Parish Council meeting held on 2 March 2020</p> <p>In answer to a question the clerk said that she had received no information from NNDC as to whether the present vacancy would be filled by co-option or an election. At the present all elections were cancelled and it would not be possible to co-opt as no face to face meetings are taking place. Many of the NNDC Electoral Services staff had been transferred to work on the measures put in place for the Coronavirus pandemic.</p> <p>2020/37 – Cllr Chilton is investigating. The payment is at the national level in place when the panels were installed. He proposed to defer any decisions until later in the year and backdate it. He also proposed that the panels be cleaned at a cost of £150. Seconded by Cllr Mrs Woodhouse Approved</p> <p>2020/38 – Clerk to invoice Higginbottom</p>	<p>Cllr Chilton</p> <p>Cllr Mrs Quinsey</p> <p>Clerk</p>
2020/52	<p>To consider and make observations on any planning applications which may be received</p> <p>None received</p>	
2020/53	<p>To receive and discuss the revised Standing Orders</p> <p>Cllr Mrs Woodhouse explained that 18e and f stating EU procurement regulations has to be included as they are in bold type (everything in bold type has to be included) and have not been rewritten.</p> <p>Cllr Chilton proposed that these be adopted. Seconded Cllr Moulton Approved</p> <p>The clerk will produce a hard copy for the chairman to sign. Once signed the document will go on the website</p>	<p>Clerk</p> <p>Cllr Chilton</p>
2020/54	<p>To discuss the position of Briston Parish Council in relation to the Coronavirus, opportunities for grant funding within the Parish</p> <p>Cllr Chilton said that small grants were available which the council could apply for if it incurred any costs in relation to work carried out for the relief of the Coronavirus pandemic such as personal protection equipment. The council was supporting NNDC's Briston Hub.</p> <p>Cllr Mrs Woodhouse proposed that £250 be given to the Copeman Centre through a grant to help them with their costs over the period that NNDC will be using the building as they are not being charged for this. Seconded by Cllr Moulton. Approved</p> <p>Cllr Mrs Quinsey asked if there would be a script for volunteers. Cllr Chilton said that he would draft one.</p>	Cllr Chilton
2020/55	<p>To receive details of contingency plans to ensure that the Parish Council office continues to operate in case of sickness</p> <p>The clerk reported that the chairman has all passwords for the office equipment and a key to the office. He also has a list of clerk in neighbouring parishes.</p> <p>Cllr Mrs Moulton said that she had a key to the office and would always carry out administration tasks if the clerk was unable to.</p> <p>The clerk will prepare a list of essential tasks.</p> <p>The clerk will also prepare revised job specifications for the clerk and handyman.</p>	<p>Clerk</p> <p>Clerk</p>
2020/56	To discuss quotations received for the grass contract for the 2020 season and approve a contractor	

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JS

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	<p>The clerk had prepared a document outlining costings and grass cutting specifications from four contractors. She had sent this to all councillors prior to the meeting for their consideration.</p> <p>Cllr Mrs Quinsey said that she had asked to know who the contractors were. The clerk said that she was unable to supply this information prior to a decision so as not to influence any decision made.</p> <p>The clerk confirmed that contractor three would: make 14 visits from April to the end of October 2020, they would supply all labour and equipment to complete the tasks, all staff are fully trained and compliant with all Health and Safety legislation, Public Liability insurance to the value of £10m is held.</p> <p>Cllr Mrs Moulton proposed that contractor three be offered the contract. Seconded by Cllr Barr.</p> <p style="text-align: right;">Approved</p> <p style="text-align: center;">With two abstentions: Cllrs Mrs Woodhouse and Quinsey</p> <p>The clerk reported that a parishioner wished to manage part of the open space in Garden Close as Bee Orchids were growing there.</p>	Clerk																						
2020/57	<p>To discuss taking out a subscription to NALC</p> <p>Proposed to subscribe by Cllr Chilton, seconded Cllr Moulton</p> <p style="text-align: right;">Approved</p>																							
2020/58	<p>To discuss and approve the bank statement for March and the payments for April</p> <p>No statement was available as there was a mix up in delivery. Cllr Chilton said that he had seen a photograph of the statement and was happy with it.</p> <p>Cllr Girling asked why the bill from Anglian Water for the Pools Allotment was so high. The clerk replied that she was concerned about this and once the current situation was over she would be contacting the company to find out. She reminded the meeting that last year most of the bills were credit notes.</p> <p>Cllr Chilton asked why no bill had been received from TT Jones for the four replacement street lights yet. The clerk said that owing to the current situation it was doubtful whether the work had been carried out or completed but she would check with the contractor.</p> <p>Payments April 2020</p> <table><tr><td>Anglian Water (Wave) – Pools allotments from 10 December 2019 to 09 March 2020</td><td style="text-align: right;">£ 99.72</td></tr><tr><td>TT Jones Electrical Ltd – Street lighting maintenance - April – May – June 2020</td><td style="text-align: right;">£159.41</td></tr><tr><td>Minns Home and Garden Maintenance –Church Yard cutting</td><td style="text-align: right;">£381.25</td></tr><tr><td>Out of the Box Publishing –</td><td></td></tr><tr><td>Print and delivery of 1500 x double sided A5 leaflets</td><td style="text-align: right;">£ 90.00</td></tr><tr><td>Norfolk Association of Local Councils –</td><td></td></tr><tr><td>Annual subscription 2020/2021</td><td style="text-align: right;">£270.33</td></tr><tr><td>Higginbottom Community Centre –</td><td></td></tr><tr><td>Parish office rent March</td><td style="text-align: right;">£ 70.00</td></tr><tr><td>Plusnet – Broadband/telephone</td><td style="text-align: right;">£ 30.30</td></tr><tr><td>Pozitive Energy – Village green power supply</td><td style="text-align: right;">£ 8.14</td></tr></table>	Anglian Water (Wave) – Pools allotments from 10 December 2019 to 09 March 2020	£ 99.72	TT Jones Electrical Ltd – Street lighting maintenance - April – May – June 2020	£159.41	Minns Home and Garden Maintenance –Church Yard cutting	£381.25	Out of the Box Publishing –		Print and delivery of 1500 x double sided A5 leaflets	£ 90.00	Norfolk Association of Local Councils –		Annual subscription 2020/2021	£270.33	Higginbottom Community Centre –		Parish office rent March	£ 70.00	Plusnet – Broadband/telephone	£ 30.30	Pozitive Energy – Village green power supply	£ 8.14	<p>Clerk</p> <p>Clerk</p>
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1 JC

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	IONOS by 1&1 – internet services	£ 5.99	
	Total	£1115.14	
	Public Sector Deposit Fund – Statement 29 February 2020 £35,391.82 This includes the dividend of £21.43 which was reinvested.		
	Cllr Girling proposed that the statement for March and the payments for April be approved. Seconded by Cllr Edwards. Approved		
2020/59	To invite public participation None		
2020/60	<p>Any other business (for discussion only – no decisions can be made under this item)</p> <p>Cllr Mrs Woodhouse gave a report of the Copeman Centre meeting which took place on 10 March. The Charity Annual Return has been received and accepted. From September 2020 the Nursery will be operating from two sites, the pre-school at Astley Primary and the Nursery from the Copeman Centre. All parents are aware. There has been issues with changing of signatories on the CCLA but this is in hand. Agreement to purchase replacement printer and new microwave. All maintenance issued in hand. Next meeting, AGM and committee meeting 7PM 12/05/20 but this has now been postponed.</p> <p>Cllr Edwards will find details of a suitable ansaphone for the parish office. The clerk has not claimed wages for the handyman (who is currently on furlough) as she has not had a form. Once the form arrives she will put in a claim.</p> <p>No information has been received on the planned VE Day celebrations as to whether they have been cancelled or not. Once information is received the clerk will let all councillors and other interested people know. The clerk asked if there were any problems with the statement regarding the Stody Estate permissive paths. None received.</p> <p>Cllr Barr suggested that the log on the WhatsApp group should be printed/downloaded for future reference. Cllr Chilton will look into this.</p> <p>District Councillor Stenton said that anyone seeing second homes/holiday homes with people in residence, who did not use this property as their main residence should be reported to the police. District Cllr Stenton will email a statement of facts for including on the website to the clerk and Cllr Chilton.</p> <p>Cllr Chilton said that there was no need to hold a Higginbottom meeting in April as everything was closed down. Any urgent decisions could be made via the WhatsApp group.</p>		<p>Cllr Edwards</p> <p>Clerk</p> <p>Cllr Chilton</p> <p>District Cllr Stenton</p>
2020/61	Date of next scheduled meeting Monday 4 May 2020		
	The meeting closed at 8.06pm		

Signed:



Dated:

04/05/2020

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/JE

Date:

04/05/2020