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 1 February 2021 at 7pm. Because of the restrictions due to the Coronavirus pandemic this meeting was held on Zoom and members and the public joined from their places of residence.

Present:

Cllr Ian Chilton Chairman

Cllr Pete Moulton Vice Chairman

Cllr Mrs Noeleen Woodhouse

Cllr Graham Pickhaver

Cllr Mrs Hayley Quinsey

Cllr Martyn Barr

Cllr Matthew Pickhaver

Cllr Les Edwards

Cllr Terry Girling

Clerk: Mrs Jenny English

Three members of the public were present.

County Councillor, Steffan Aquarone and District Councillor Jolanda Stenton were present for part of the meeting.

**2021/01 To consider and accept apologies for absence**

Cllr Mrs Julie White

**2021/02 To agree on a proposal to co-opt one member to Briston Parish Council to fill the vacancy**

This item was not discussed as there were no candidates

**2021/03 To co-opt one member to Briston Parish Council**

The clerk reported that the one candidate who had applied had now moved from the village and was no longer eligible so had had to withdraw.

**2021/04 To record declarations of interest from members on any items on the agenda**

Cllr Chilton – planning application

Cllrs Chilton and Edwards – payments

Cllr Barr – doing design work for the footpath boards

**2021/05 To approve the minutes of the Briston Parish Council meeting held on 7 December 2020**

Proposed Cllr Edwards. Seconded Cllr Girling. **Approved**

**2021/06 To invite public participation including reports from County Councillor, District Councillor and SNT representative**

County Councillor, Steffan Aquarone reported that Holt Hall had got asset of community value status. This means that it cannot be sold for six months. Groups are now coming together to plan for its future usage and there is a lot of interest. Vaccinations are being carried out in three hubs locally.

District Councillor, Jolanda Stanton reported that government grants were still open for businesses. These had to be applied for via the North Norfolk District Council website. Council staff are still working from home. There had been 153 death from Covid 19 in North Norfolk and the leader of the council was off sick with it at present.

The was not report from the SNT

There were no questions or input from members of the public.

**2021/07 To discuss matters arising from the minutes of the Briston Parish Council meeting held on Monday 7 December 2020**

2020/195 Speedwatch. Cllr Edwards is investigating the start of a new group. The organiser of Speedwatch in Norfolk, Jackie Allen has said that because of the Covid 19 pandemic groups are not allowed to operate until further notice. Cllr Edwards said that the present equipment will record statistics.

2020/193 The clerk reported that nothing is happening with the village gates project until March when Briston Parish Council will find out if it has been awarded any funding from the Norfolk County Council Parish Scheme.

2020/198 Cllr Chilton will check on the Covid risk assessment document

**Action: Cllr Chilton**

2020/217 Cllr Mrs Woodhouse has given the clerk an up to date financial report for the play park on the recreation ground. The clerk will send this to the insurers.

**Action: Clerk**

2020/217 The litter bin on the Spinney is now in place and a key and supply of bags given to the parishioner who has volunteered to empty it.

Fly tipping on Plantation Hill Estate. Some has been removed. Some is still there. Clerk will contact resident with regard to its removal.

**Action: Clerk**

**2021/08 To consider and make observations on the following planning applications and any more which may be received:**

**PF/20/2671 Single rear story extension: alternations to front elevation**

**38 Woodfield, Briston, Melton Constable, Norfolk NR24 2JY**

Support the application. Proposed by Cllr Edwards. Seconded Cllr Matthew Pickhaver. **Approved**

**PF/21/0049 Shed to front of dwelling**

**Flintstones, Fakenham Road, Briston, Melton Constable, Norfolk, NR24 2HJ**

Support the application. Proposed by Cllr Moulton. Seconded Cllr Edwards. **Approved**

**PF/21/0111 Single and two storey rear extensions**

**Ilex House, 54C The Lane, Briston, Melton Constable, Norfolk NR24 2AD.**

Support the application. Proposed by Cllr Edwards. Seconded Cllr Girling. **Approved**

**2021/09 To receive and approve the updated Standing Orders – Cllr Mrs Woodhouse**

The clerk thanked Cllrs Mrs Woodhouse and Mrs Quinsey for all the work they done to update these. Cllr Mrs Woodhouse reported that the basics are the same. Cllrs Mrs Quinsey said that not much had changed but there are some things that the council is not doing. Cllr Moulton said that 3f is also covered in 3c. Cllr Mrs Quinsey said that the repeat information needs to be taken off the end of 3c. In answer to a query it was confirmed that at all meetings four members need to be present in order to be quorate. The clerk will arrange for this document to go on the website once it has been signed.

Cllr Moulton proposed that these Standing Orders be approved: Seconded Cllr Graham Pickhaver.

**Approved**

**Action: Cllr Chilton/Clerk**

**2021/10 To receive and approve the Calendar of Meetings for 2021 until March 2022**

Cllr Barr proposed that these be approved. Seconded by Cllr Mrs Woodhouse. **Approved**

These will be put on the parish council website **Action: Clerk/Cllr Barr**

**2021/11 To discuss, prepare and approve an action plan for 2021**

Cllr Graham Pickhaver asked if it was going to be structured with actions, times, etc. It was and would run from April 2021 onwards. It was important to put the Queen’s 70th Anniversary in it.

Cllr Graham Pickhaver will prepare a draft action plan to be approved at the March Parish Council

Meeting. Cllr Edwards proposed that this prepartion of a plan of action be approved. Seconded Cllr Moulton **Approved**

**Action: Cllr Graham Pickhaver**

**2021/12 To receive a report on the status of the NALC Health Check – Clerk**

The clerk explained that there were still some criteria to meet before it could be submitted. She will draw up a list of these.

**Action: Clerk**

**2021/13 Clerks Report**

A letter had been received from Cromer Food Bank thanking the Parish Council for its donation. This letter had been circulated to councillors.

Dip on village green – the handyman has cleared this area, repaired the fence and erected ‘no dog signs’. He was waiting for a new gate post to complete the work

Christmas lights – the contractor has removed the connecting cable and the lights have been left in the tree.

The sending out of allotments rents has been held up owing to computer failure. Invoices will start going out in February with aim to finish by end of month. Money in will take longer and so will the problem of banking it in the current pandemic and lock down.

Condition of the village green along Mill Road – very concerned about this as cars are parking further and further onto village green and eroding the bank. Vehicles are also driving over the green. Clerk will contact Norfolk County Council Highways to ascertain how to decide where the highway ends and the green starts once the weather improves and there is less mud on the road

Insurance – inception date 4 July 2019 for period of three years

Email from the Salvation Army to say that Captain Gemma Allen has been redeployed to Fakenham Corp. Mrs Marilyn Reynolds is overseeing the corps. She is opening an emergency food bank in the Salvation Army Hall. The clerk has applied for a box of 100 visors from NALC. These are free of charge and will be given away at the food bank. Mrs Reynolds has stressed that the food bank is for everyone whether they live in Briston or not.

**2021/14 To discuss and approve updated signage for the village green and recreation ground in line with byelaws made in 1970 – Cllr Barr**

Cllr Barr reported that there was a problem with horses and motor vehicles going over the village green. This was illegal under the byelaws and was damaging the grass on the green. He thought that the current signage was unclear and had produced new signs which incorporated icons into the design which were easier to read. This design had been circulated to councillors before the meeting. Cllr Barr said that the signs could be produced by a local business.

Cllr Girling proposed that this signage go ahead to replace existing on the village green and recreation ground. Seconded by Cllr Edwards **Approved**

**Action: Cllr Barr/Clerk**

**2021/15 To receive a report on the footpath project – Cllr Chilton**

Cllr Chilton said that Cllr Matthew Pickhaver would be giving the report:

Report from Cllr Matthew Pickhave as following. The Footpath Working Group has:

Walked all the parish’s PROWs, reporting significant problems to Norfolk County Council

Spoken to parishioners with good knowledge of various routes,

Looked at the definitive map, old maps and previously published walk booklets/leaflets,

Drawn up draft maps/lists of items of historical or natural interest to include on information boards,

Consulted with parishioners via the Briston & District News and Facebook,

Investigated possible extra permissive paths,

Agreed for Cllr Barr to do design work and to ask Structureflex to quote for the end product, and

discussed possible locations for boards including village green, recreation ground and Old Post Road car park.

The board design will comprise three panels: an introduction to Briston and its history, the map itself and local flora and fauna. It will highlight all PROWs with the potential to follow up later with leaflets detailing specific walking routes with directions.

**2021/16 To approve the hedge cutting contract for the recreation ground – Cllr Moulton**

Cllr Moulton said that the clerk had received a quote from CGM for flail cutting perimeter hedges, both sides and top using tractor and flail - £450.00

Hand cut hedge behind tennis courts, removing all arisings from site on day of works £500.00

Total £950.00

This compares with the last contractor who charged £2,590 for this work. The work would take place

in February.

Cllr Moulton proposed that this work go ahead. Seconded by Cllr Girling. **Approved**

**2021/17 To approve a quotation from Tony the Gardener to remove a very large bamboo plant from the open space behind Bridge Close**

The clerk explained that a very large bamboo plant had grown on this space and was currently taking over the area and choking the trees planted on the border. She had received a quotation from Tony the Gardener for £75 to remove it.

Cllr Moulton proposed that this quotation be accepted and the work go ahead. Seconded by Cllr Barr **Approved**

**Action: Clerk**

**2021/18 To approve the purchase of the 12th edition of Arnold Baker on Local Council Administration**

The clerk reported that the Parish Council currently has the 9th edition. The 12th edition has just been published and is available from SLCC at the members’ price of £119 rather than £147.99.

Cllr Graham Pickhaver proposed that this 12th edition be bought. Seconded by Cllr Chilton

**Approved**

**2021/19 To receive and approve the contract for street light energy from Southern Electric to run from 1 May 2021 for a period of 12 months**

The clerk explained that the contract was renewed on a yearly basis as this was the most cost effective way to do it. She also said that Southern Electric was the supplier because, as the street lighting energy was unmetered no other suppliers were interested in the contract.

Cllr Chilton proposed that this be approved. Seconded by Cllr Mrs Quinsey. **Approved**

**2021/20 To receive financial information for the financial year 2020/2021 to the end of the third quarter – Cllr Chilton/Clerk**

Cllr Chilton presented a spread sheet outlining the current spend and forecasts for future spend to the end of March 2021. This included sums which may not be spent until the next financial year.

**2021/21 To approve the bank statements for December and January and the payments for January and February**

These were proposed for approval by Cllr Matthew Pickhaver and seconded by Cllr Girling

**Approved**

Bank Statement 28 Nov – 30 Dec 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description | Money Out £ | Money In £ | Balance £ |
| 28 Nov | Start balance |  |  | 38,543.46 |
| 30 Nov | SO Handyman salary November | 301.52 |  | 38,241.94 |
| 30 Nov | SO Clerk salary November | 664.00 |  | 37,577.94 |
| 30 Nov | Cheque – back pay clerk  102371 | 106.26 |  | 37,471.68 |
| 30 Nov | Cheque – signage  102372 | 273.00 |  | 37,198.68 |
| 1 Dec | DD 1&1 Internet Ltd | 5.99 |  | 37,192.69 |
| 8 Dec | DD Plusnet | 28.80 |  | 37,163.89 |
| 18 Dec | DD 1&1 Internet Ltd | 91.18 |  | 37,072.71 |
| 18 Dec | Cheque – payroll  102383 | 18.00 |  | 37,054.71 |
| 21 Dec | DD Pozitive Energy | 8.64 |  | 37,046.07 |
| 21 Dec | DD Southern Electric | 315.69 |  | 36,730.38 |
| 21 Dec | Cheque – Blyth & Wright  102378 | 92.92 |  | 36,637.46 |
| 22 Dec | Cheque – HMRC  102380 | 239.12 |  | 36,398.34 |
| 22 Dec | Cheque – HMRC  102381 | 240.42 |  | 36,157.92 |
| 22 Dec | Cheque – HMRC  102382 | 218.37 |  | 35,939.55 |
| 24 Dec | Cheque – Zoom subscription  102375 | 14.39 |  | 35,925.16 |
| 24 Dec | Cheque – Husar tree work  102377 | 250.00 |  | 35,675.16 |
| 24 Dec | Cheque – NNDC | 1,496.40 |  | 34,178.76 |
| 24 Dec | Cheque – Cromer Food Bank  102387 | 250.00 |  | 33,928.76 |
| 29 Dec | SO Handyman salary December | 301.52 |  | 33,627.24 |
| 29 Dec | SO Clerk salary December | 664.00 |  | 32,963.24 |
| 30 Dec | Cheque – Walking with the Wounded 102376 | 25.00 |  | 32,938.24 |
| 30 Dec | Balance carried forward |  |  | 32,938.24 |
|  | Total payments/receipts | 5,605.22 | 0.00 |  |

Bank statement 31 Dec 2020 – 29 Jan 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description | Money Out £ | Money In £ | Balance £ |
| 31 Dec | Start balance |  |  | 32,938.24 |
| 31 Dec | DD 1&1 Internet Ltd | 5.99 |  | 32,932.25 |
| 4 Jan | Cheque – Office cleaning  102386 | 240.00 |  | 32,692.25 |
| 6 Jan | Cheque – Cartridge Save  102384 | 78.76 |  | 32,613.49 |
| 6 Jan | Cheque – Litter bin  102385 | 1,405.70 |  | 31,207.79 |
| 11 Jan | DD Plusnet | 30.47 |  | 31,177.32 |
| 12 Jan | Cheque – RBL  102326 | 100.00 |  | 31,077.32 |
| 18 Jan | Cheque – Street lights maintenance 102390 | 163.79 |  | 30,913.53 |
| 19 Jan | DD Pozitive Energy | 11.28 |  | 30,902.25 |
| 19 Jan | Cheque – CGM Hedge Cutting  102389 | 1,620.00 |  | 29,282.25 |
| 19 Jan | Cheque – Anglian Water – Stone Road 102391 | 44.34 |  | 29,237.91 |
| 22 Jan | DD – Southern Electric | 368.63 |  | 28,869.28 |
| 25 Jan | Cheque – ICO Data Registration  102393 | 40.00 |  | 28,829.28 |
| 28 Jan | SO – Handyman salary January | 301.52 |  | 28,527.76 |
| 28 Jan | SO – Clerk salary January | 664.00 |  | 27,863.76 |
| 29 Jan | DD – 1&1 Internet | 5.99 |  | 27,857.77 |
| 29 Jan | Balance carried forward |  |  | 27,857.77 |
|  | Total payments/receipts | 5,080.47 | 0.00 |  |

Payments

**Payments January 2021**

These payments were made and ratified at this meeting

CGM Group – Hedge cutting at:

Copeman Centre £500.00

Village car park £360.00

Poors allotments £660.00 Total £1,620.00

TT Jones Electrical Limited

Street lighting maintenance for Jan-Feb-Mar 2021 £163.79

Anglian Water – supply at Stone Road from Sep to Dec 2020 £44.34

Society of Local Council Clerks – subscription renewal £130.00

Information Commissioners – Date protection fee renewal £40.00

Higginbottom Recreation Charity

Office rent January 2021 £100.00

Office rent February 2021 £100.00

Office rent March 2021 £100.00

PAT testing £92.00 £392.00

Total £2,390.13

**Payments February 2021**

Wyer Electrical Services – installation of office CCTV £1,049.52

HMRC January PAYE/NIC £ 239.12

HMRC February PAYE/NIC £239.12

MAE Bookkeeping Payroll November/December £36.00

J English repayment: £82.58

Steward Safety Supplies – no dog signs,

dip village green x 4 £72.58

Fakenham Heel Bar2 x keys cut £10.00

Briston Parochial Church Council £64.80

Money received via BAC from GL Feeds in error

I Chilton repayment

Zoom Subscription January/February £14.39

A Kwissa – Maintenance of open spaces on

Plantation Hill Estate £300.00

Edgefield Nurseries – 18 fence posts for dip on village green £72.00

Rialtas Business Solutions -

Alpha Software licence £148.80

Handyman salary November – SO £301.53

Clerk salary November – SO £664.00

Handyman salary December – SO £301.53

Clerk salary December – SO £664.00

Plusnet November - DD £28.80

Plusnet December - DD £30.47

IONOS December – DD

Includes domain name renewal and fee £91.18

IONOS January – DD £5.99

Pozitive Energy – December - DD £8.64

Pozitive Energy – January - DD £11.28

Southern Electric – street lights December – DD £368.63

Total £4,722.38

**The Public Sector Deposit Fund**

November

01/11/20 Brought forward £38,073.37

02/11/20 Dividend reinvested £2.83 £38,076.20

30/11/20 Carried forward £38,076.20

December

01/12/20 Brought forward £38,076.20

01/12/20 Dividend reinvested £1.94 £38,078.14

31/12/20 Carried forward £38,078.14

**2021/22 To receive a report from the Copeman Centre – Cllr Mrs Woodhouse**

Cllr Mrs Woodhouse reported that the last meeting took place on Zoom. The Copeman Centre was closed but the Nursery was open in line with government legislation. A grant to assist village halls with meeting their day to day bills had been received from North Norfolk District Council. There was a discussion on the Lease and Trust Deed. This will be discussed at the next meeting of Briston Parish Council’s Finance & General Purpose Committee meeting. The chairman is stepping down as he is moving away from the district and discussions took place regarding a replacement. Suggestions took place including electing a chairman for each meeting. This will be investigated through the Lease and Trust Deed and resolved at the next meeting. The next meeting is on 16 February.

**2021/23 To receive a report from the Higginbottom Recreation Charity – Cllr Mrs Woodhouse**

Quarterly Report Oct – Dec 2020

Since the last report the Pavilion was closed during the four week lockdown in November and is currently closed due to lockdown 3.

The Pavilion has been fortunate to qualify for a North Norfolk District Council Grant during this time and this has been used to keep the building running by paying the regular bills and upgrades to ensure we are Covid safe for reopening, for example hot water in the toilets.

Due to lockdown 3 the Adult Gym and Tennis Courts are closed in line with Government legislation.

The Covid Risk Assessment will continue to be monitored and updated in line with the changing legislation.

The first installation of the play park is complete and from feedback it seems to have been well received. A grant from North Norfolk Sustainable Communities for £15,000 to purchase an accessible roundabout and sensory chimes and bongos was successful and with an additional 4 way stringer from park funds, Stage 2 is currently being installed.

Once this is complete an assessment of where to go from here will be carried out by the Trustee as the plans have not followed the original route due to Covid and a poor ROSPA Inspection. Once a way forward has been agreed further Grant opportunities will be found.

The Trustee has agreed to upgrade the roadway behind the building and the Tennis Court end car park and tarmac the area outside the changing rooms making this area pedestrian/wheelchair/pushchair accessible only. This work will commence in April.

**2021/24 To invite public participation**

None

**2021/25 Any other business. For discussion only, no items can be approved under this item**

Cllr Mrs Woodhouse requested that formal details are given about the proposed play area on Plantation Hill. This will go on the March agenda of the Parish Council meeting.

Cllr Girling reported that there were large holes in the surface of the Church Street Car Park.

Cllr Pickhaver said there was still no signage on Pack Lane. Clerk will send him Norfolk County Council details so he can chase.

**2021/26 Date of next scheduled meeting – Monday 1 March 2021**

**Finance & General Purpose Committee Meeting – Monday 8 February 2021**

The meeting closed at 8.20pm

Signed:

Dated: