

BRISTON PARISH COUNCIL

The Parish Office

Briston Pavilion, Recreation Ground,

Stone Beck Lane, Briston,

Melton Constable NR24 2PS

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Minutes of the meeting of Briston Parish Council held on Monday 3 August 2020 at 7pm. Because of lockdown 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 Carole Moulton | |
| • Cllr Martyn Barr | |
| • Cllr Terry Girling | |
| • Cllr Matthew Pickhaver | |
| • Cllr Mrs Noeleen Woodhouse | |
| • Cllr Simon Twiddy | |

Clerk: Mrs Jenny English

2020/124 To consider and accept apologies for absence

Cllrs Mrs Quinsey, Ms White and Edwards.

Accepted

2020/125 To agree on a proposal to co-opt one member to the council to fill vacancy

Proposed by Cllr Chilton, seconded Cllr Moulton.

Approved

2020/126 To co-opt one member to Briston Parish Council

Prior to the meeting the clerk had circulated a letter from Graham Pickhaver expressing an interest in joining Briston Parish Council. Graham Pickhaver gave a presentation to the meeting giving the reasons why he wants to join the Council and some of his background.

Cllr Chilton proposed that Graham Pickhaver be co-opted onto Briston Parish Council. Seconded by Cllr Girling.

Approved

Cllr Chilton welcomed Graham Pickhaver to the Council. Graham Pickhaver signed the acceptance of office form.

2020/126 To record declarations of interest from members on any items on the agenda

None

2020/127 To approve the minutes of the Parish Council meeting held on Monday 6 July 2020

Proposed by Cllr Mrs Moulton. Seconded Cllr Matthew Pickhaver.

Approved

2020/128 To invite public participation including reports from: County Councillor, District Councillor, SNT Representative

County Councillor, Steffan Aquarone reported that he was encouraging people to use local businesses especially pubs and restaurants. He gave credit to the people of Norfolk for being very responsible and sticking to the lockdown rules. He will be calling for accountability and wants an independent local enquiry to provide feedback on what was done to alleviate and contain the effects of the pandemic. County Cllr Aquarone further reported that the consultation on the Norwich Western Link Road is now open. He also reported that he had met with the clerk to discuss road safety in Briston, with regard to village gates. Detailed proposals will be received on positioning, costs, etc in due course. He also said that the road closure notices for road works at Craymere Beck had taken everyone by surprise. What looked like a lot of change will not affect the appearance of the beck. Cllr Chilton said that the two road closure letters from Norfolk County Council contradicted each other as to what the road works entailed and thanked County Cllr for his work.

District Councillor, Jolanda Stenton emailed her apologies and said that she had nothing to report as there were no council meetings recently.

SNT representative Beat Manager Gower Smith emailed his apologies as he is unable to join the meeting as he does not have Zoom facilities. He sent the following report: We are seeing good levels of compliance as far as the Covid rules are concerned. Masks are becoming more and more normal and we have had very little issue regarding shops etc. I am getting reports of youths messing about near to Hall Street and Mill Road. I will be paying closer attention to those areas over the coming weeks and will ask other officers to do the same.

A member of the public reported that the pavement outside Eke's Garage on the Fakenham Road becomes very slippery when wet as water is coming off the garage forecourt. County Cllr Aquarone said that it is the responsibility of the County Council to keep the pavements clear. He will investigate this with the County Council. The member of the public further reported that the piece of grass on Garden Close has been successful although there was damage done to the bee orchids. He has done a survey of the plants which grew there and hopes that the council will continue this project next year.

2020/129 To discuss matters arising from the minutes of the Parish Council meeting held on 6 July 2020

2020/103 Standing orders on website

2020/92 Working group carrying out survey

2020/109 Clerk to contact contractor about quality of work

2020/110 Ordered with contractor

2020/111 Still to talk with contractor

2020/113 Contractor sourcing roof tiles

Account surplus. As the VAT rebate has been received £2,600 will now be transferred to the CCLA investment fund.

Agreement to transfer solar panels to the Higginbottom Recreational Charity ongoing

Cllr Girling said that at an earlier meeting of the council it was agreed that a sum of £2,000 be set aside for the firework display not £500 as stated.

£1,800 over three years had been set aside for play equipment on Plantation Hill

A quarterly review of the Parish Council Finances will be produced for the next meeting of the Finance & General Purpose Committee meeting.

The bench will be returned next week

2020/17 Cllr Barr reported that he had undertaken website accessibility training. An accessibility statement needs to go on the website. All new documents need to be accessible but old ones don't have to be unless someone requests it. When policies are re-adopted best practice is to reformulate them. Cllr Barr will draft an accessibility statement for the next meeting.

Action: Cllr Barr

2020/130 To consider and make observations on the following planning applications and anymore which may be received:

PF/20/1133 Variation of Condition 2(Approved Plans) of Planning permission PF/18/1546 to allow design changes as follows Dummy Chimney, change in material and colour of windows

The Spinney, 1 Grove Road, Melton Constable, NR24 2DE

No comment

PO/20/0968 Demolition of existing buildings on both sides and erection of two chalet bungalows (one on each site) – outline application with details of access, appearance, layout and scale LA Whitmore & Co site, and garage site opposite (adjacent to No.24), Edgefield Road, Briston, Melton Constable, NR24 2HU.

Support the application

PF/20/1140 Replacement windows and external doors

Beck House, 158 Fakenham Road, Briston, Melton Constable, NR24 2DH

No comment

PF/19/1648 Erection of 9 dwellings with garages (3 no. two-storey detached dwellings, 2 no. two-storey semi-detached dwellings and 4 no. semi-detached chalet bungalows); associated access road and driveways (Revised plans/details relating to changes to site layout, design, elevation and floor plan changes and substitution of detached garaging with attached garaging).

Holly House, The Lane, Briston, Melton Constable, NR24 2JX

Agreed to objections as original application

2020/131 To approve the Register of Assets

Proposed by Cllr Moulton. Seconded by Cllr Graham Pickhaver.

Approved

2020/132 To receive information on the selection process for the cutting of Briston Parish Council owned hedges.

The clerk presented invitation to tender and tender documents. There were proposed for approved by Cllr Chilton and seconded by Cllr Girling.

Approved

2020/133 To discuss and decide on whether to issue car parking permits for the Church Street Car Park – Cllr Girling

Cllr Girling said that he had been asked to put this item on the agenda by a parishioner. He was looking for ideas to stop anti-social parking and said there was no easy answer to this as it had been debated by the council over many years. It was suggested that signage could be put up saying 'residents parking only' or 'overnight parking for residents only'. Clerk will get costings for signage.

Action: Clerk

Cllr Graham Pickhaver proposed that he will draft a letter to put on vehicles. Seconded by Cllr Mrs Woodhouse.

Approved

Action: Cllr Graham

Pickhaver

2020/134 To discuss proposal from Norfolk County Council for them to install 'Unsuitable for Motor Vehicles' signs at either end of Pack Lane

Proposed to accept by Cllr Graham Pickhaver. Seconded by Cllr Chilton **Approved**

2020/135 To discuss the benefits and disadvantages of the Briston Parish Council Facebook page and to decide its future viability – Councillor Chilton

Cllr Chilton reported that he was concerned as this page had attracted negative attention. Cllr Matthew Pickhaver reported that he had analysed the data and it is very positive. There is a huge reach and the small number who are making negative comments are making it seem worse than it is. Cllr Chilton proposed that the council continue with the page with Cllr Matthew Pickhaver administering it. Seconded by Cllr Moulton. **Approved**

2020/136 To discuss and approve providing a subscription to Zoom for the chairman until 21 May 2021

Cllr Barr was thanked for providing the Zoom facilities until now. The council needed their own subscription now through the chairman at approximately £14.99 per month. Cllr Chilton proposed that he take out a subscription on behalf of the Parish Council and invoice the Parish Council for this on a monthly basis. Seconded by Cllr Mrs Woodhouse **Approved**

2020/137 To discuss and approve the transfer of the ownership and maintenance of the solar panels on the roof of the Briston Pavilion from Briston Parish Council to the Higginbottom Recreational Charity

Proposed approval of the above proposition by Cllr Moulton, seconded by Cllr Chilton

Approved with one against

Cllr Mrs Quinsey will liaise with the clerk to carry this forward

2020/138 To receive and approve the bank statement for July and the payments for August 2020

Proposed Cllr Barr. Seconded Cllr Mrs Woodhouse

Approved

Bank Statement 30 June – 30 July 2020

Date	Description	Money Out £	Money In £	Balance £
30 Jun	Start Balance			29,742.25
2 July	DD 1&1 Internet	5.99		29,736.26
2 July	Deposit – allotment rents		115.00	29,851.26
7 July	Cheque – Copeman Centre rent	66.00		29,785.26
8 July	DD Plusnet	25.63		29,759.63
14 July	Cheque – Minns churchyard maintenance	381.25		29,378.38
16 July	Cheque – HHA Grass cutting	2,455.20		26,923.18
17 July	TT Jones – street lighting upgrades	1,756.54		25,166.64
17 July	Cheque – Viking stationery	75.30		25,091.34
20 July	DD – Southern Electric – street light power	326.39		24,764.95
20 July	Cheque – NSALG subscription	66.00		24,698.95
21 July	Cheque – Auditing Solutions internal audit	534.00		24,164.95
24 July	Direct Credit HMRC Vat reclaim		4,626.23	28,791.18
27 July	DD Pozitive Energy – village green	11.83		28,779.35

28 July	SO Handyman July salary	292.06		28,487.29
28 July	SO Clerk July salary	646.19		27,841.10
29 July	DD 1&1 Internet	5.99		27,835.11
29 July	Cheque – Williams village sign	120.00		27,715.11
30 July	Cheque – Edwards payroll	90.00		27,625.11
30 July	Cheque – Edwards payroll	18.00		27,607.11
30 July	Balance carried forward			27,607.11
	Total payments/receipts	6,876.37	4,741.23	

Payments

Paul Minns – Churchyard grass cutting	£381.25
Sure Computer Systems Ltd – repair to office computer	£29.40
Cartridge Save Limited – Inkjets	£108.23
NALC two training courses	£60.00
Repayment to J English	
Wolseley plumbing bits for Stone Road allotments	£48.66
Plusnet DD	£25.38
Pozitive Energy – village green power supply DD	£11.83
Higginbottom Community Centre (money transferred from the Playground account to current account)	£10,424.51
Total	£11,089.26

After discussion the sum transferred from the Playground account to go to the Higginbottom Community Centre was agreed as £7,398.51. The remaining £3,026 being the money which the parish council got as a grant to buy a new piece of equipment for the play area.

The Public Sector Deposit Fund Statement at 30 June 2020

01/06/20	Brought forward		£35,440.43
01/06/20	Dividend reinvested	£10.19	£35,450.62
30/06/20	Carried forward		£35,450.62

2020/139 To receive the quarterly update from the Higginbottom Recreation Charity – Councillor Moulton

The day to day running of the Higginbottom Recreational Charity has changed since April 2020. It was identified that decisions made between the Parish Council and HRC business were being crossed over and to ensure precept money was not being utilised by the Charity to prop it up unnecessarily, it was agreed that the Clerk would concentrate on escalating Parish Council business and the HRC would appoint a Chairman, Vice Chairman, Treasurer and Secretary within the Trustee to carry out the day to day running of the Charity affairs, feeding back quarterly to the Council Meetings. This was all carried out under the advice and guidance of the Charity Commission and after a full review of the charity by a Charity Expert working for National Association of Local Councils. It was also recommended that the meetings be “closed” with a six monthly meeting of regular users and an annual public meeting, this procedure was introduced at the start of 2020. This huge change in the day to day running has had added issues with the closure of the Pavilion and play park due to Covid-19. The Charity was awarded £10,000 from NNDC to assist with running costs and this will see the Charity through until next April 2021 if need be. We have taken advantage of

this closure to carry out the essential electrical maintenance work and the installation of LED lights throughout the building. The work was very invasive so have again taken advantage of the closure to redecorate the three rooms for hire, kitchen and the Main Hall Toilets (adding hot water facilities too). The Hall is now a position to re-open.

Plans are in hand to reopen during August although we only have a limited number of users wanting to return at this time. A Covid Risk Assessment has been drafted ready for acceptance at the August meeting and the recommendations are currently being actioned.

The Play Park has remained closed after Covid-19 enforcement as the ROSPA inspection highlighted some potential risks with the equipment. Prior to Covid the first installation of equipment and the restoration of the current equipment was due to take place, unfortunately this was cancelled due to the pandemic.

Plans are in place for a first installation to take place in September (earliest opportunity for the installation company) and the Trustee has agreed to release an amount from the CCLA T2 Investment to accommodate this. A Grant application for installation of three additional items is pending (delayed due to Covid) and if successful these will be installed as soon as possible.

Netball and Tennis Groups are currently seeking grant funding to resurface the Tennis Court area to provide a multi court area.

The Charity Commission Return for 2019/2020 has been submitted this includes a full overview of the history of the Charity.

Cllr Moulton thanked Cllr Woodhouse for preparing a full history of the Higginbottom Recreational Charity.

2020/140 To receive a report from the Copeman Centre – Cllr Mrs Woodhouse

The Annual Report was circulated to the Trustees

The AGM due in May/June had not taken place due to Covid -19. A Date has been planned for 15th September 2020 at 7pm.

Re-opening of the Copeman centre following Covid 19 was discussed and after consideration it was agreed not to open at this time.

The Chairman Jean Dawson tendered her resignation and Jim Cooper was elected as Chairman.

2020/141 To invite public participation

A member of the public reported that there had been strong interest in the Bee Orchid project on part of the open ground off Garden Close.

2020/142 Any other business – for discussion only. No items can be decided under this item

Cllr Moulton asked for councillors' opinions on the feasibility of running the Briston Yard Sales on the first Sunday in September. The Briston Pavilion would not be open and stall holders would be asked to sell maps. There were concerns from councillors about bringing a lot of people into the village and the possibility of them being in close proximity round stalls. Although the yard sales are seen as a good thing for the village because of the uncertainty over Covid 19 it was decided to consider this again in Spring 2021.

2020/143 To consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960s.1 in order to discuss a confidential employment matter and confidential Trust matter.

Proposed by Cllr Girling. Seconded by Cllr Mrs Woodhouse.

Approved

2020/144 To discuss and approve the appraisal scheme for Briston Parish Council employees.

Proposed by Cllr Girling. Seconded by Cllr Chilton.

Approved

2020/145 Date of next meeting Monday 7 September 2020

The meeting closed at 9.23pm

Signed: 

Date: 07-09-2020