

# BRISTON PARISH COUNCIL

The Parish Office  
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Minutes of the meeting of Briston Parish Council held on Monday 7 December 2020 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

**2020/207 To consider and accept apologies for absence**

Cllr Mrs Julie White

**2020/208 To record declarations of interest from members on any items on the agenda**

Cllr Edwards – payments

**2020/209 To approve the minutes of the Parish Council meeting held on Monday 2 November 2020**

Approved with the following amendments: 2020/193. If funding is successful a decision can be made. 2020/124. An article in the Briston & District News thwarted these plans.

Proposed Cllr Girling. Seconded Cllr Barr

**Approved**

**2020/210 To invite public participation including reports from County Councillor, District Councillor, SNT Representative**

County Cllr Steffan Aquarone sent his apologies and sent the following note: Further to the most recent report the Liberal Democrats collective have been in discussion with regard to the closure of Holt Hall and this matter will be taken further at the Scrutiny Meeting on the 23rd December. District Cllr Jolanda Stenton reported that the small business grant was still available for those affected by Covid 19. The temporary Budgens store had opened in the car park in Holt. NNDC were providing Covid marshals in six towns in North Norfolk. The Covid vaccine will be available from 8 December in hospitals in Norfolk.

No report has been received from the SNT officer.

**2020/211 To discuss matters arising from the minutes of the Parish Council meeting held on 2 November 2020**

Cllr Chilton reported that there was no impact on Melton Surgery with regard to Covid 19.

2020/19 Cllr Chilton reported that Norfolk County Council has no funding for traffic reviews.

The report will be posted on the website

2020/195 Cllr Edwards will contact Dave Fincham with regard to what is happening to the SAM2 and the Speedwatch group.

2020/193 Cllr Girling reported that he had been looking at village gates in other villages and the white ones were looking very green so would need regular cleaning.

2020/198 The Covid document needs to be signed and go on the website.

**2020/212 To consider and make observations on any planning applications which may be received**  
None received

**2020/213 To approve procedure for co-option of casual vacancy onto Briston Parish Council**

Closing date Monday 25 January 2021 with decision to be made at the Parish Council meeting on 1 February 2021. Agreed with an amendment to put a paragraph on the bottom of the document encouraging residents of all ages and walks of life to put themselves forward.

Proposed by Cllr Girling. Seconded Cllr Pickhaver

**Approved**

**2020/214 To approve and adopt the following policies: Safeguarding, Equality & Diversity, Equal Opportunities**

The clerk explained that these are needed for the Health Check to be carried out by NALC in January 2021. One minor amendment in the Safeguarding policy – take out Dignity and put in Code of Conduct.

With this amendment proposed for adoption by Cllr Chilton. Seconded Cllr Edwards  
Cllr Barr reported that he has created a page on the website for the accessibility statement

**Approved**

**2020/215 To discuss and approve a proposal that Briston Parish Council pay for the grass and hedge cutting on the Recreation Ground for the seasons of 2021, 2022 and 2023 and after this the situation is reviewed**

After discussion it was proposed for approval by Cllr Moulton. Seconded by Cllr Girling

**Approved**

**2020/216 To approve the tender process for the grass cutting contract to run from mid April to the end of October 2021**

The clerk reported that the tender document will have a closing date of 26 February 2021 so that a decision can be made at the Parish Council meeting on 1 February. This will enable the work to start in March 2021.

Proposed for approval by Cllr Mrs Woodhouse. Seconded by Cllr Moulton

**Approved**

**2020/217 Clerks Report: Donation of tree on village green, refurbishment of shelter on village green, fly tipping on the Plantation Hill Estate, insurance cover for solar panels, insurance for Briston Parish Council and the Higginbottom Recreational Charity, positioning of one replacement and one new litter bin.**

The clerk reported that Mr and Mrs J Chambers and Mrs Neal had paid for the tree. Mrs Chambers had collected it and Mr Chambers had planted it.

Mr Twiddy and Mrs English were refurbishing the shelter on the village green

The fly tipping on the Plantation Hill Estate had been cleared by North Norfolk District Council

The Parish Council insurance covered the solar panels

The clerk said that she was concerned that the current sum insured for loss and damage cover for play equipment on the recreation ground was too low. Cllr Mrs Woodhouse will revise the asset register and send to the clerk so that she can contact the insurers.

**Action: Cllr Mrs Woodhouse/Clerk**

The replacement litter bin on the village green has been installed and the old one disposed off. The other bin for the Spinney will be installed later in the year.

**2020/218 To approve vote of thanks and letter to those involved in the memorial tree on the village green, Mr and Mrs Chamber and Mrs Neal, those involved in the Christmas lights, The Outdoor Cleaning Company, Wyer Electrical Services, Ryan Page and Cllr Matthew Pickhaver**  
Proposed Cllr Chilton. Seconded Cllr Graham Pickhaver

**Approved**

**2020/219 To discuss and approve donation of money for Briston disadvantaged families including sum of money to be given and where the money is to go to**

Cllr Chilton said that it was more difficult to give away money than he thought. The Parish Council looked to provide a treat for needy families in Briston. There were between 12 and 15 households in Briston in this category and approximately £500 would provide a hamper for each of these families. Cllr Moulton said that the only way these people would get anything would be if they went to a foodbank as they cannot be identified.

Cllr Graham Pickhaver said that he thought a nominal amount of say £200 be given to Holt Foodbank with £200 to Wyer Electrical Services for the lights and £100 to The Outdoor Cleaning Company for their involvement. Cllr Edwards said that Wyer Electrical Services and The Outdoor Cleaning Company were very happy to give of their time and expertise and did not want payment.

Cllr Matthew Pickhaver said that a goody bag could be given to the elderly residents in All Saints Close. He added that the foodbank cannot guarantee that the money will go to Briston residents.

Cllr Edwards suggested that the surplus go into a charity account to use throughout the year.

Cllr Chilton said that the money had already been precepted.

Cllr Girling said that there was money in the pot and this could be used if the Parish Council hears of anyone who needs it.

Mrs Quinsey proposed that £250 be given to the Cromer Foodbank. Seconded by Cllr Graham Pickhaver

**Approved**

Cllr Matthew Pickhaver highlighted that something like this needs to be discussed much earlier in the year.

**2020/220 To receive and approve a quotation from Wyer Electrical Services for smoke detectors in the public toilets on the Recreation Ground**

Cllr Chilton proposed that a working group be formed to define what the Parish Council does and what the Higginbottom Recreational Charity does and what needs to be done in the public toilets over the next five years. Seconded Cllr Moulton

**Approved**

The working group will comprise: Cllr Chilton, Cllr Moulton, Cllr Graham Pickhaver and the clerk  
The clerk will send out invitations to the above for the first meeting

**2020/221 To receive and approve a quotation from T Kwissa for maintenance and clearance work of trees and shrubs on the Plantation Hill estate**

Quotation received for £310 for clearance of boundaries of land behind the Chinese takeaway on the Fakenham Road and the footpath running from Garden Close to the allotments.

Approval proposed by Cllr Moulton. Seconded by Cllr Edwards

**Approved**

**2020/222 To receive and approve a quotation from Rafters Clean to clean the parish office on a monthly basis starting in January 2021**

Cllr Edwards said that he thought the cost of £40 per month was expensive as local cleaners were cheaper. The clerk said that most local cleaners were paid cash in hand. The council could not do this as all money spent had to be on an invoice so a company had to be employed which could be more expensive.

Cllr Mrs Quinsey proposed this goes ahead. Seconded by Cllr Graham Pickhaver **Approved**

**2020/223 To discuss and approve the installation of CCTV in the parish offer subject to any acceptable quote being received for this work**

Cllr Mrs Quinsey reported that she had received a quote from Wyer Electrical Services Ltd for £874.60. This was for 2 CCTV cameras, 1 4 Channel DVR, 1 21" colour monitor and 1 commission and set up of system. This system would not record but would enable the clerk to see anyone who was approaching the parish office. The clerk said this system was entirely acceptable as it fulfilled her requirements for added security.

Proposed for approval by Cllr Moulton. Seconded Cllr Matthew Pickhaver **Approved**

**2020/224 To approve the bank statement for November and the payments for December 2020**

Proposed for approval by Cllr Barr. Seconded Cllr Girling **Approved**

**Bank Statement 31 Oct – 27 Nov 2020**

| Date   | Description  | Money out £ | Money in £ | Balance £ |
|--------|--|-------------|------------|-----------|
| 31 Oct | Start balance  |             |            | 43,131.60 |
| 5 Nov  | Cheque – back pay handyman   | 46.62       |            | 43,084.98 |
| 9 Nov  | DD Plusnet   | 25.74       |            | 43,059.24 |
| 9 Nov  | Cheque – P Minns churchyard maintenance  | 381.25      |            | 42,677.99 |
| 10 Nov | Cheque – PKF Littlejohn external audit   | 360.00      |            | 42,317.99 |
| 11 Nov | Cheque – NALC training   | 54.00       |            | 42,263.99 |
| 11 Nov | Cheque – Sure Computers – new office computer  | 876.00      |            | 41,387.99 |
| 12 Nov | Cheque – Zoom subscription   | 14.39       |            | 41,373.60 |
| 12 Nov | Direct Credit from E.On – feed in tariff   |             | 614.03     | 41,987.63 |
| 13 Nov | Cheque – Came & Co insurance shortfall   | 50.00       |            | 41,937.63 |
| 16 Nov | Cheque – HHA Grounds Maintenance – grass cutting   | 2,587.20    |            | 39,350.43 |
| 17 Nov | Cheque – Anglian Water – Stone Road Allotments   | 36.12       |            | 39,314.31 |
| 18 Nov | Cheque – HMRC – PAYE/NIC   | 240.16      |            | 39,074.15 |
| 18 Nov | Cheque – HMRC – PAYE/NIC   | 239.12      |            | 38,835.03 |
| 20 Nov | DD Southern Electric – street lights energy  | 347.67      |            | 38,487.36 |
| 20 Nov | DD Pozitive Energy – village green power supply  | 8.70        |            | 38,478.66 |
| 27 Nov | Direct Credit GJL Animal Feeds (this has been paid in error – it should have gone to Briston Parochial Church Council as payment for advertising space in the Briston & Parish News) |             | 64.80      | 38,543.46 |
| 27 Nov | Balance carried forward  |             |            | 38,543.46 |

|  |                         |          |        |  |
|--|-------------------------|----------|--------|--|
|  | Total Payments/Receipts | 5,266.97 | 678.83 |  |
|--|-------------------------|----------|--------|--|

#### Payments

|  |           |
|--|-----------|
| Higginbottom Recreational Charity  | £982.72   |
| Comprising invoices 127 £614.03 generation repayment                           |           |
| 126 £268.69; office rent November and December.                                |           |
| Electricity repayment  |           |
| 123 £100.00 office rent October  |           |
| Zoom subscription – repayment to Ian Chilton                                   | £14.39    |
| Walking with the Wounded   |           |
| Donation in lieu of expenses for bugler at Remembrance Service                 | £25.00    |
| Oliver Husar Tree Services   | £250.00   |
| Oak tree on village green which had more damage than quoted for Blyth & Wright | £92.92    |
| Mostly materials for shelter on village green                                  |           |
| North Norfolk District Council   | £1,496.40 |
| Comprising invoices 6469 litter bin emptying behind Chinese                    |           |
| For remaining 2020-2021 £27.00   |           |
| 6458 removal of fly tipped material on Jewel Close £120                        |           |
| 287277 Emptying of dog bins from 01/04/2020 – 31/03/2021 £1349.40              |           |
| HMRC PAYE and NIC – December   | £239.12   |
| HMRC PAYE and NIC – June   | £240.42   |
| HMRC PAYE and NIC – April  | £218.37   |
| This always used to be paid every three months – now monthly                   |           |
| June and April payments are catch up.  |           |
| MAE Bookkeeping – October payroll  | £18.00    |
| Cartridge Save- inkjet cartridges  | £78.76    |
| Realise Futures  | £1,405.70 |
| Litter bins for village green and the Spinney                                  |           |
| Rafters Clean – deep clean of parish office                                    | £240.00   |
| DD IONOS   | £5.99     |
| DD SSE – street light power supply October                                     | £347.67   |
| DD SSE – street light power supply November                                    | £315.69   |
| Pozitive Energy – village green power supply                                   | £8.70     |
| SO – Handyman salary October   | £301.53   |
| SO – clerk salary October  | £664.00   |
| Donation to Cromer Foodbank  | £250.00   |
| Wyer Electrical Services – CCTV for parish office                              | £874.60   |
| Total  | £8,069.98 |

#### The Public Sector Deposit Fund

Statement at 31 October 2020

| Date      | Description         | Value of shares bought £ | Balance of shares held £ |
|-----------|---------------------|--------------------------|--------------------------|
| 01/10/20  | Brought Forward     |                          | 38,069.29                |
| 01/10/20` | Dividend reinvested | 4.08                     | 38,073.37                |
| 31/10/20  | Carried forward     |                          | 38,073.37                |

Bank statement

Direct credit from GJL Animal Feeds £64.80. Don't know what this payment is for so have emailed GJL Animal Feeds – waiting response. Cllr Barr suggested that this could be payment for advertising space in the Briston & District News and GJL Animal Feeds have paid the money into the wrong account.

**2020/225 To receive a report from the Copeman Centre – Cllr Mrs Woodhouse**

Cllr Mrs Woodhouse reported that the December meeting had been cancelled due to the Coronavirus pandemic. The next meeting will be in January 2021.

**2020/226 To invite public participation**

A member of the public said that the council's co-option policy must comply with all policies including diversity. He thought that the council needed a broad distribution of ages across its membership.

**2020/227 Any other business – for discussion only. No items can be approved under this item.**

Cllr Girling reported that the firework night for 2021 is booked for Friday 5 November. Natalie Sands will be running the barbeque.

The clerk reported that County Cllr Steffan Aquarone said that if a loss of power occurs ring UK Power Networks on 0800 316105. They will investigate the problem while it is occurring.

Cllr Graham Pickhaver said that five items on the agenda for the parish council meeting could have been dealt with by a Finance & General Purpose Committee. Some could have also have been dealt with by a meeting of the Personnel Committee. Cllr Chilton said that these items were on the parish council agenda because council meetings were held on a monthly cycle. If more of the items were to be discussed at committee meetings more of these meetings would have to be held and he was reluctant to do this.

Cllr Mrs Woodhouse asked why the draft minutes went out so early. The clerk said that this is because the rules stipulate that the minutes have to go out within five days of a meeting.

It was reported that the organisers of the play park on Plantation Hill estate are waiting to see if the project has been awarded a grant from NNDC's Big Society fund.

Cllr Moulton said that he thought that transport needs for older people should be looked at as they might not be able to get to a venue for a Covid 19 vaccination.

Cllr Pickhaver reported that progress is being made on the footpath project. Cllr Chilton is sorting out the design for the boards and the leaflets. A full report will be given at the next parish council meeting.

The clerk reported that there is a problem with horses on the village green. Riding horses on the village green is illegal and it is damaging the turf. She asked if Cllr Pickhaver and Cllr Barr could put something about this on the Facebook page and website.

**2020/228 Date of next scheduled meeting – Monday 4 January 2021 with a contingency to move to another date if this meeting needs to take place.**

Cllr Chilton proposed that this meeting be moved to 11 January 2021. Seconded Cllr Moulton

**Approved**

The meeting closed at 20.34

Signed:



Dated:

01-02-2021