

BRISTON PARISH COUNCIL

The Parish Office

Briston Pavilion, Recreation Ground,

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Melton Constable NR24 2PS

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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 preparation 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 Pickhaver 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	25.00		32,938.24

	Wounded 102376			
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: 01-03-2021