

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 2 November 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 Graham Pickhaver | |
| • Cllr Terry Girling | |
| • Cllr Les Edwards | |
| • Cllr Martyn Barr | |
| • Cllr Mrs Noeleen Woodhouse | |
| • Cllr Matthew Pickhaver | |
| • Cllr Mrs Hayley Quinsey | |

Clerk: Mrs Jenny English

Three members of the public were present and County Cllr Steffan Aquarone

2020/187 To consider and accept apologies for absence

Cllrs Mrs Julie White and Simon Twiddy

2020/188 To record declarations of interest from members on any items on the agenda

None

2020/189 To approve the minutes of the Parish Council meeting held on Monday 5 October 2020

Proposed Cllr Edwards. Seconded Cllr Girling.

Approved

2020/190 To invite public participation including reports from County Councillor, District Councillor and SNT representative

County Cllr Aquarone reported that the District Councillor Mrs Jolanda Stenton had resigned from the LibDem party but she is still the District Councillor for Briston.

The County Council was preparing for a second lockdown. This is not expected to be as harsh as the earlier one. The Council is not expecting that there will be a need for packages as before. It is aiming to get Norfolk back to Tier 1 as soon as possible. North Norfolk still has one of the lowest infection rates in the country with this infection rate going down. There is some concern about the number of outbreaks in food processing factories.

Cllr Chilton said that there were no plans to change the provision of prescriptions from the surgery at Melton Constable. This would remain open and the surgery could deliver prescriptions. Cllr Chilton

will contact Holt Surgery to ascertain what their opening hours are and put this information on the Facebook page and website.

A member of the public enquired about the ownership of the recreation ground and who paid for the grass cutting.

2020/191 To discuss matters arising from the minutes of the Parish Council meeting held on Monday 5 October 2020

None

2020/192 To consider and make observations on the following planning application and any more which may be received:

PF/20/1784 Partial demolition of agricultural building and works to make good Boundary Farm, Reephams Road, Briston, Melton Constable, NR24 2JN

Cllr Chilton proposed to make no objection or comment. Seconded by Cllr Edwards **Approved**

2020/193 To discuss the village gate project and decide whether to apply for funding from the Norfolk County Council Parish Partnership scheme for partial funding of them.

Cllr Matthew Pickhaver reported that he had carried out a survey on Facebook. Facebook has changed the way they do surveys which make it more difficult for respondents. He only got 32 responses. 20 of these were positive and 12 negative. Out of the 20 positive, 12 wanted the most expensive option.

County Cllr Aquarone reported that in Melton Constable they had delivered a survey form to every house and only got 15 back.

Cllr Mrs Woodhouse said that she wasn't keen on gates and worried about keeping them clean. She thought pale brown gates may be better than white.

Cllr Graham Pickhaver was concerned gates may have little impact as there was so much street furniture already on the roads.

Cllrs Girling and Matthew Pickhaver said that the impact was minimal but gates did mark the village boundary.

Cllr Mrs Woodhouse proposed that the council put in for funding from the Parish Partnership run by Norfolk County Council as this was closing on 4 December 2020. Seconded by Cllr Chilton **Approved**
County Cllr Aquarone said that if councillors had further questions about the gates he would answer them.

2020/194 To receive and approve the draft Traffic Review and agree on circulation – Cllr Chilton

Cllr Chilton reported that it was complete apart from the maps. Cllr Moulton said it was very worthwhile.

Cllr Chilton proposed that it be approved and sent to: NCC Highways, County Cllr Aquarone, Clerk of Melton Constable Parish Council, the co-ordinator of the Speedwatch group. Seconded Cllr Graham Pickhaver. **Approved**

2020/195 To receive an update on the SAM2: positioning, official keeper, etc – Cllr Edwards

Cllr Edwards reported that he had collected all the equipment from the previous keeper and the SAM2 is now positioned on the post on the Fakenham Road. It is now scanning to a distance which reaches from the camera to just beyond Ekes Garage. When Cllr Edwards checked the SAM2 it had recorded that 70% of traffic was travelling over the speed limit. Cllr Chilton said that it was useful to see what speed is flashing up. Cllr Edwards further reported that the Speedwatch co-ordinator Mr Dave Fincham is waiting for a letter from the police before he sets up the group.

2020/196 To approve the procedure for filling the casual vacancy on Briston Parish Council

The clerk reported that the notices had been received from Electoral Services at North Norfolk District Council advertising the vacancy. These were on the Facebook page, website and in the notice boards. If no election was called by 20 November then the vacancy could be filled by co-option.
Proposed Cllr Barr. Seconded Cllr Edwards **Approved**

2020/197 To approve the precept for the financial year 2021/2022 as prepared by the Finance & General Purpose Committee – Cllr Chilton

Cllr Chilton said that a sum of £52,613.00 was proposed which is the same as the current financial year. This would enable a series of new projects to take place.
Proposed by Cllr Moulton. Seconded Cllr Girling. **Approved**

2020/198 To adopt the draft Covid 19 Risk Assessment and the draft Parish Council Risk Assessment as prepared by the Personnel Committee – Cllr Mrs Woodhouse

Cllr Mrs Woodhouse said that further to these some things will have to be put in place and certain supplies bought. She proposed that these assessments be approved for adoption. Seconded by Cllr Moulton. **Approved**

2020/199 To receive and discuss a quotation from Orange Fox Electrical Ltd for supplying extra Christmas lights, erecting and dismantling them on the tree on Briston Village Green.

Orange Fox Electrical Ltd had provided a quote for installation and removal of Christmas lights - £777.40. Supply of one string of lights £218.48.
Cllr Mrs Woodhouse said that as local people were facing poverty in the village owing to the current Coronavirus pandemic she thought that the council should consider donating some of the money to the local food bank or the Salvation Army rather than spending it on lights.
Cllr Moulton said that if Mr Morrissey would put up the lights the council already had then some money could be donated.
Cllr Chilton proposed that £1,000 be set aside for needy causes in the village if the lights can be put up free of charge. Seconded by Cllr Girling. **Approved**

2020/120 To discuss and approve appointing a cleaning contractor to deep clean the parish office

The clerk reported that the parish office had never been professionally cleaned. She had contacted Rafters Cleaning for a price and they had said it would cost approximately £200. Cllr Moulton said that he thought it would be a good idea to do a deep clean and then a monthly clean. Cllr Mrs Woodhouse said that the clerk should not have to clean the office.
Cllr Graham Pickhaver proposed that a deep clean be booked. Seconded by Cllr Mrs Woodhouse **Approved**

2020/121 To approve the bank statement for October and the payments for November

Proposed by Cllr Graham Pickhaver. Seconded Cllr Barr **Approved**

Bank Statement 30 Sep – 30 Oct 2020

Date	Description	Money out £	Money in £	Balance £
30 Sep	Start balance			19,817.47
30 Sep	DD 1&1 Internet	5.99		19,811.48
30 Sep	Cheque – Anglian Water	47.95		19,763.53
30 Sep	Direct Credit – precept		26,306.00	46,069.53
2 Oct	Cheque – NPTS training	50.00		46,019.53
2 Oct	Cheque – SLCC training	30.00		45,989.53
2 Oct	Deposit – donation		100.00	46,089.53
5 Oct	Cheque – Plumbing equipment	48.66		46,040.87

5 Oct	Cheque – Flags	21.98		46,018.89
6 Oct	Cheque – Sure Computers	19.00		45,999.89
8 Oct	DD Plusnet	27.12		45,972.77
9 Oct	Cheque – PT Electrical	28.20		45,944.57
13 Oct	Cheque – J Wharton Plumbing	71.50		45,873.07
13 Oct	Cheque – Zoom subs	14.39		45,858.68
15 Oct	Cheque – P Minns Churchyard grass	381.25		45,477.43
16 Oct	Cheque – TT Jones Street Lights	163.55		45,313.88
19 Oct	DD Southern Electric street lights energy	326.39		44,987.49
19 Oct	Cheque – N Haynes shelter repair	120.00		44,867.49
19 Oct	Cheque – HMRC PAYE	219.30		44,648.19
19 Oct	Cheque – Viking stationery	58.89		44,589.30
19 Oct	Cheque – HMRC PAYE	286.45		44,302.85
22 Oct	Bank transfer donation to Children's Play area fund	100.00		44,202.85
23 Oct	DD Pozitive Energy – village green	8.42		44,194.43
28 Oct	SO – salary handyman	301.52		43,892.91
28 Oct	SO – salary clerk	664.00		43,228.91
29 Oct	DD 1&1 Internet	25.31		43,203.60
29 Oct	Cheque – Payroll	18.00		43,185.60
29 Oct	Cheque – Payroll	36.00		43,149.60
29 Oct	Cheque – Payroll	18.00		43,131.60
30 Oct	Balance carried forward			43,131.60
	Total payments/receipts	3,091.87	26,406.00	

Payments November 2020

Repayment to Ian Chilton for Zoom subscription	£14.39
HMRC PAYE payment October	£240.16
HMRC PAYE payment November	£239.12
HHA Grounds Maintenance – grass cutting	
Final 6 months of contract	£2,587.20
Paul Minns – churchyard cutting October	£381.25
Sure Computer Systems Ltd	
New office computer	£876.00
PKF Littlejohn – external audit	£360.00
Came & Company – underpayment on insurance	£50.00
Handyman – back pay	£46.62
Clerk – back pay	£106.26
Mrs J English – repayment	
StructureFlex signage £264. Posts car park £9.00	£273.00
Anglian Water Business – Stone Road Allotments	£36.12
DD Southern Electric – Street lighting	£297.01
DD IONS – fee plus domain name	£25.31
DD Pozitive Energy – electricity village green	£8.42
DD Plusnet – telephone/broadband	£25.74
Total	£5,566.60

2020/122 To receive a report from the Copeman Centre and the end of year accounts – Cllr Mrs Woodhouse

Cllr Mrs Woodhouse explained that she did not attend the meeting on 13 October so had taken her report from the draft minutes. A new booking clerk was appointed. The Complaints, Risk Management, Financial Investment & Reserves and Conflict of Interest Policies were all adopted. A copy of the signed end of year accounts is held in the Parish Office and were accessible at the AGM. The next meeting, due to take place on 8 December had been postponed.

2020/123 To receive the quarterly return from the Higginbottom Recreational Charity –Cllr Mrs Quinsey

The report was given by Cllr Mrs Woodhouse. This is the quarterly update from July to September 2020. The Briston Pavilion opened its doors again in August and four regular users were welcomed back with others making plans to return. The Covid 19 Risk Assessment is being monitored and updated in line with the changing legislation.

The children's play area is due to have its first installation of equipment starting on 3 October and currently two grant applications are pending or being processed.

The Trustee of the Higginbottom Recreational Charity has collated a list of things which need addressing on the Recreation Ground and will slowly work through these as funds allow and will seek grant opportunities where possible.

2020/124 To invite public participation

A member of the public asked why there was a mix of PDF and Word files on the website. Cllr Barr explained that owing to the requirement of the Accessibility legislation all documents have to be in Word although older documents were in PDF. The member of the public asked if documents could be put on in Word and PDF formats.

A member of the public said how much he had enjoyed an article about Mr Higginbottom in the Briston & District News. Cllr Mr Moulton agreed that the article had been very informative but it appeared that one of the Higginbottom documents had been copied. The author of the article, Mr John Wing said that he had got all the information from a document given to him by a former clerk to Briston Parish Council, Mr Kenny Jackson. Mr Jackson had compiled this information from the Parish Council minutes from 1916 to 1936 and covered many aspects of life in the village. Cllr Mrs Woodhouse said that the Trustee of the Higginbottom Recreational Charity had been planning to do a series of articles on Mr Higginbottom and the Higginbottom Recreational Charity but would not be doing so.

2020/124 Any other business

Cllr Mrs Woodhouse said that the shelter on the village green was looking tired and wondered if the handyman could paint it.

Cllr Matthew Pickhaver asked for ideas for the foot path boards

Cllr Graham Pickhaver asked how long the signs will take to be put up in Pack Lane.

Cllr Girling thanked the clerk and handyman for putting up the signs on the car park on Old Post Road. The clerk reported that the hedge was due to be cut within the next couple of months.

Cllr Edwards said that the village signs were looking very tatty and wondered if NCC Highways could do anything.

Cllr Moulton said that he only received the notice regarding the closure of Hall Street that morning after the work had started. The clerk said that was when she had received the notice which she immediately forwarded to all councillors.

The clerk gave details of the Remembrance Service on Sunday 8 November.

The clerk reported that a large branch had fallen off a tree on the village green. She had contacted Oliver Husar Tree Services with regard to having work done to the tree as she felt it was dangerous.

2020/125 Date of next meeting – Monday 7 December 2020

The meeting closed at 20.17

Signed:



Dated:

07-01-2021