

# BRISTON PARISH COUNCIL

The Parish Office  
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Minutes of the meeting of Briston Parish Council held on Monday 5 October 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 Pickering
- Cllr Terry Girling
- Cllr Les Edwards
- Cllr Martyn Barr
- Cllr Mrs Noeleen Woodhouse
- Cllr Matthew Pickhaver
- Cllr Mrs Carole Moulton
- Cllr Simon Twiddy

Clerk: Mrs Jenny English

**2020/167 To consider and accept apologies for absence**

Cllrs Ms Julie White and Mrs Hayley Quinsey.

**Accepted**

**2020/168 To record declarations of interest from members on any items on the agenda**

None

**2020/169 To approve the minute of the Parish Council meeting held on Monday 7 September 2020**

Proposed by Cllr Mrs Woodhouse. Seconded by Cllr Edwards

**Approved**

**2020/170 To receive information from County Cllr Steffan Aquarone on village gates for Briston and to decide on a course of action**

Cllr Chilton proposed that this item be brought forward as County Cllr Aquarone had another appointment to fulfil. Seconded Cllr Graham Pickhaver.

**Approved**

County Cllr Aquarone had prepared a report which all councillors had received prior to the meeting. County Cllr Aquarone reported that Norfolk County Council would fund up to 50% of the project. He would put in £1,500 from his highways allowance with the remainder being paid by Briston Parish Council. A full set of gates cost in the region of £1,000 with installation costs of approximately £600 per day.

After a discussion Cllr Girling proposed that the council investigates installing village gates in Holt Road, Reephams Road and the Norwich Road. Seconded by Cllr Graham Pickhaver.

**Approved**

**2020/171 To invite public participation including reports from County Council, District Councillor, SNT Representative**

County Cllr Steffan Aquarone reported that owing to the Coronavirus pandemic the county council building would not be back in use until May 2021. Devolution – there was no agreement on the right course of action with regard to devolution and this is now not going any further. The Boundary Commission has delayed its review of Norfolk's county divisions and have now released its proposals and the consultation is open until 32 November. Covid 19 - Norfolk remains low in terms of cases and hospitalisations. Public Health Services – pushing for five-year government settlement for Public Health Services, growing at least at the same rate as the NHS. Local Electricity Bill – currently being considered by Parliament. This act would give electricity generators such as a local community centre the right to become local suppliers i.e. sell their energy directly to local people and make it financially viable to do so. This would allow local community schemes to recoup the costs of renewable energy installation much quicker and provides a cheaper rate for the local public.

District Cllr Jolanda Stenton reported that the planning application for Holly House was going to the Planning Committee review and would be discussed at the next meeting on 16 October.

MP Duncan Baker said that he wanted to join a council meeting and was very glad to be able to attend this one. He said that he had done a tour of his constituency during the summer. It had gone very well and he was pleased to have the opportunity to meet many constituents. With regard to the Coronavirus pandemic he said that North Norfolk had been incredibly safe through the pandemic. It was one of the safest areas in the country. There was some concern about tourists coming from high infection areas and the winter will be a more difficult time. The government is looking into the ways to connect wind power to the national grid. North Norfolk is a big producer of wind power. He also reported that although no longer involved with Bakers and Larners of Holt the temporary pop up store will be opening November and the permanent store at the end of 2021.

**2020/172 To discuss matters arising from the minutes of the Parish Council meeting held on Monday 7 September 2020**

2020/150 Cllr Barr has distributed the website accessibility statement and put it on the website  
2020/152 Invoice from contractor not received yet. The business who offered to fund this will pay direct.

2020/154 Ordered through StructureFlex

The new office computer is on order

Parking outside the Co-op has not been taken any further.

**2020/172 To receive the resignation of Cllr Mrs Moulton and the procedure for filling the vacancy**

Cllrs Mrs Moulton has sent in her resignation from Briston Parish Council with effect from 31 October 2020. The clerk has been in contact with North Norfolk District Council with regard to notices advertising a casual vacancy which will be displayed from 31 October.

**2020/173 To consider and make observations on the following planning application and any more which may be received**

**PF/20/1533 Construction of Single Story Rear Extension to Provide Full Living Accommodation including Removal of Existing Static Caravan**

**4 Seven Acre Farm, Thurning Road, Briston, Melton Constable NR24 2JW**

Cllr Chilton proposed that the council had no comment. Seconded by Cllr Barr

**Approved**

**2020/174 To receive information on dog fouling on the Plantation Hill Estate and to decide on a course of action – Cllr Twiddy**

Cllr Twiddy reported that there was an increase in dog fouling not only on the Plantation Hill Estate but also along the Fakenham Road. He wanted to put up signs to explain the dangers from dog waste and also to take leaflets round to local shops. The information would be designed to educate people as to the diseases which can be contracted from dog waste.

Cllr Mrs Woodhouse proposed that three signs be bought to start with and if these are successful more can be put up round the village. She also proposed that paper signs be distributed where successful. Seconded by Cllr Girling. **Approved**

**2020/175 To receive information on signage and speeding on the Fakenham Road and to decide on a course of action**

Cllr Twiddy reported that the stretch of road from the Three Horseshoes to Melton Constable seemed to be used as a race track with traffic going too fast. Village gates may help to slow traffic down. The Speedwatch team needs to be out in the early morning from approximately 6 until 9am and then again in the evening from 4 to 6pm. Cllr Chilton said that the local police need to take more action. The Speedwatch team is not in action yet. Cllr Mrs Woodhouse will find out about data collection. Cllr Graham Pickhaver said that the signage from the cross roads on the Fakenham/Holt Roads to the Astley School is inadequate and needs reviewing. The signage from the Fakenham Road into Church Street needs to be more prominent.

Cllr Chilton proposed that these proposals be put together and given to Norfolk County Council Highways Department with a copy to County Cllr Aquarone. Seconded by Cllr Twiddy. **Approved**  
SAM2. It was reported that this was still with Mr Mussellwhite along with the charger. Cllrs Edwards and Chilton will move the SAM2 to the bus stop along the Fakenham Road if there is a post there. Mr Fincham and Mr Mussellwhite will be told of this. **Action: Cllrs Chilton and Edwards**

**2020/176 To discuss and consider a proposal to put in a submission to the NALC Local Council Award Scheme in place of a Health Check, as recommended by NALC**

Cllr Chilton said that he had read through the information and although it gave a reassurance on operating procedures it didn't appear to be as thorough as the Health Check.

After some discussion it was decided that the Award Scheme was not suitable and Cllr Mrs Woodhouse proposed that the council continue with the NALC Health Check to be started in January 2021. Seconded by Cllr Moulton **Approved**

**2020/177 To discuss and approve Risk Assessment for the Parish Office**

Cllr Chilton reported that the clerk was operating in difficult conditions and not necessarily getting the support she needed. The clerk had sent out a risk assessment template from BHIB prior to the meeting.

Cllr Mrs Woodhouse proposed that she will fill out this risk assessment document and will liaise with the clerk over it. Seconded by Cllr Chilton **Approved**

**2020/178 To discuss and approve the procedure for setting the Parish Precept for 2021/2022**

Cllr Chilton said that he proposed that the council work in a similar way to last year. The precept will be decided at the next meeting of the Finance & General Purpose Committee and agreed at the November meeting of the Parish Council. Seconded by Cllr Barr **Approved**

**2020/179 To discuss and approve providing a new surveillance system for the Parish Office – Clerk**

The clerk said that under the old CCTV system she had a screen and equipment in the parish office. This enable her to see who was coming into the car park and round by the parish office. This no longer works and as a lone worker in a vulnerable situation, especially in winter she feels that a surveillance system for the office is now required to ensure the safety of the clerk. Cllr Mrs

Woodhouse said that she will ask Cllr Mrs Quinsey if another monitor can be put from the new system into the parish office.

Cllr Chilton proposed that putting another monitor into the parish office be investigated with any costs incurred paid for by the parish council. Seconded by Cllr Edwards **Approved**

#### **2020/180 To receive a report from the Allotment Inspection – Cllr Girling**

The report had been sent out prior to the meeting. Cllr Girling reported that the plots in general were well kept. The very few plots that had not been worked were to do with the restrictions owing to the Coronavirus pandemic. The market posts need replacing and the gate posts on the Stone Road allotments. Cllr Twiddy will provide a price for new marker posts. **Action: Cllr Twiddy**

#### **2020/181 To discuss usage of donation from Grays Fair – Clerk**

The clerk reported that traditionally this money had been put into the Playground Account. Cllr Mrs Woodhouse proposed that this money be paid into the Playground Account to be used towards play equipment on the Plantation Hill Estate. Seconded Cllr Chilton. **Approved**

#### **2020/182 To discuss and approve purchase of new litter bin for the Village Green**

Cllr Edwards proposed that two bins be purchase from Realise Futures; one for the village green and one for the Spinney. Seconded by Cllr Mrs Woodhouse. **Approved**

#### **2020/183 To discuss and approve the purchase of additional Christmas lights for the Village Green**

After some discussion Cllr Barr proposed that a Christmas tree and lights be purchased. Seconded by Cllr Moulton **Failed**

It was suggested that further research was needed. Xmas Direct lease lights and this item should be deferred until next month while various options were investigated.

Cllr Mrs Woodhouse proposed to agree in principle to buy more lights and to research the best option. Seconded by Cllr Graham Pickhaver. **Approved**

#### **2020/184 To approve the bank statement for September and the payments for October**

Cllr Chilton proposed that these be approved. Seconded by Cllr Girling **Approved**

#### **Bank Statement 29 Aug – 29 Sep 2020**

Date	Description	Money out £	Money in £	Balance £
29 Aug	Start balance			29,601.04
1 Sep	DD 1&1 Internet Ltd	5.99		29,595.05
4 Sep	Cheque – NGF Play Equipment	3,624.00		25,971.05
8 Sep	DD Plusnet	25.86		25,945.19
8 Sep	Cheque – HMRC	229.66		25,715.53
15 Sep	Cheque – Cartridge Save	108.23		25,607.30
15 Sep	Cheque – CCLA	2,600.00		23,007.30
15 Sep	Cheque – Minns Churchyard Maintenance	381.25		22,626.05
17 Sep	Cheque – Blyth & Wright	45.86		22,580.19
17 Sep	Cheque – Kwisso Tree Work	40.00		22,540.19
18 Sep	Cheque – Viking Stationery	117.43		22,422.76
21 Sep	Cheque – Higginbottom Office Rent	100.00		22,322.76
21 Sep	Cheque – Zoom subscription	14.39		22,308.37
21 Sept	Cheque - Higginbottom Office Rent/electricity – July and August	243.62		22,064.75
21 Sept	Cheque – Higginbottom solar panel tariff	924.64		21,140.11
24 Sep	DD Pozitive Energy	8.70		21,131.41
28 Sep	DD Southern Electricity – street lights	315.69		20,815.72

	energy			
28 Sep	SO – Handyman salary – September	292.06		20,523.66
28 Sep	SO – clerk salary –September	646.19		19,877.47
29 Sep	Cheque – NALC training	60.00		19,817.47
29 Sep	Balance carried forward			19,817.47
	Total payments/receipts	9,783.57	0.00	

### Payments

HMRC- PAYE August	£219.30
Higginbottom Recreational Charity	
Office rent September	£100.00
Minns – churchyard grass cutting	£381.25
Royal British Legion – wreaths and crosses	£100.00
NALC – training course	£54.00
TT Jones Electrical	
Street Lights Maintenance – Oct – Nov – Dec	£163.55
Viking Stationery	£58.89
Zoom subscription September	£14.39
MAE Bookkeeping – payroll September	£18.00
HMRC – PAYE September	£286.45
Anglian Water – Stone Road allotments	£47.95
SO – Handyman salary September	£293.66
SO – Clerk salary September	£646.39
DD – Plusnet	£27.12
DD – Pozitive Energy – village green	£8.70
DD – Southern Electric	
Street lighting energy	£315.69
Total	£2,735.34

### 2020/185 To receive a report from the Copeman Centre – Cllr Mrs Woodhouse

The AGM was held on 15/September 2020 followed by a Committee Meeting. New Trustee members and Officers were appointed.

A copy of the annual account summary will be sent to the Parish Clerk after signing by an independent examiner.

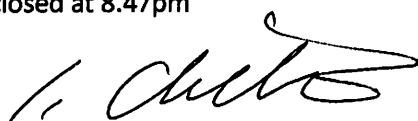
No quote has been received from the Chairman regarding the hedge removal.

### 2020/186 Any other business – for discussion only. No items can be decided under this item

Agenda item for November – To receive quarterly return from the Higginbottom Recreational Charity. A member of the public asked if any research has been done into need and positioning of proposed village gates. Cllr Matthew Pickhaver volunteered to put an item on the Facebook page for comments.

The meeting closed at 8.47pm

Signed:



Dated:

02-11-2020