

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 7 September 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 Graham Pickhaver | |
| • Cllr Terry Girling | |
| • Cllr Les Edwards | |
| • Cllr Martyn Barr | |
| • Cllr Mrs Noeleen Woodhouse | |
| • Cllr Matthew Pickhaver | |
| • Cllr Mrs Carole Moulton | |
| • Cllr Mrs Hayley Quinsey | |

Clerk: Mrs Jenny English

2020/146 To consider and accept apologise for absence

Cllrs Ms Julie White and Simon Twiddy

Accepted

2020/147 To record declarations of interest from members on any items on the agenda

None

2020/148 To approve the minutes of the Parish Council meeting held on Monday 3 August

2020/139 'Cllr Moulton thanked Cllr Mrs Woodhouse', should read Cllr Mrs Quinsey and not Cllr Mrs Woodhouse

2020/149 – a member of the public was very complimentary about the way the council is run.

With these amendments noted Cllr Moulton proposed they be approved. Seconded by Cllr Mrs Woodhouse.

Approved

2020/149 To invite public participation including reports from County Councillor, District Councillor and SNT Representative

Apologies were received from County Cllr Steffan Aquarone, on holiday, District Cllr Jolanda Stenton, nothing to report as no meetings in August and SNT Representative Graham Gower-Smith.

One member of the public attended who made no comments.

2020/150 To discuss matters arising from the minutes of the Parish Council meeting held on Monday 3 August

It was requested that an 'Action' column be included in the minutes.

Cllr Barr reported that the draft statement for website accessibility will be ready to go on the agenda for the October meeting of the parish council.

2020/109 Contractor still to be contacted

The quarterly financial check has been carried out.

2020/150 To consider and make observations on the following planning application and any more which may be received

PF/20/1469 Construction of two storey front extension and porch

6 Horseshoe Common, Holt Road, Briston, Melton Constable NR24 2HR

Cllr Chilton proposed that there be no comment or objection to this plan. Seconded by Cllr Barr

Approved

2020/151 To consider and approve Cllr Graham Pickhaver becoming a member of the Briston Parish Council's Finance & General Purpose committee and Personnel committee

As the terms of reference for these committees stating the number of councillors on each had only been approved in June under the six months rule these could not be changed until December. In the meantime it was proposed that Cllr Graham Pickhaver would be welcome to attend the meetings of these committees although he would be unable to vote.

Proposed Cllr Chilton, seconded Cllr Girling

Approved

2020/152 To receive Clerk's report

Shelter on village green repaired

'Wishing Well' Chosen contractor has been contacted and he has said that he will repair. A local business has offered to pay for this work.

Road signs: Hall Street NCC village sign. Norfolk County Council has been out to look and will refurbish

Hall Street Street Sign: North Norfolk District Council will repair and refurbish the sign and move it onto the other side of the road nearer the bend. This work will be done within the next 3 to 6 months

Mill Lane Norfolk County Council village sign. Norfolk County Council is in contact with the farmer who is storing the sign over this.

Norfolk Citizens Advice is open again on a Tuesday and Friday for telephone advice only

Thurning Mill Lane: resident has emailed asking if they could have 'Unsuitable for Motor Vehicles' signs on this road. Have passed email onto Norfolk County Council Highways Dept who have said that they are in the process of putting up 'Unsuitable for HGVs' signs at either end of this road.

Grays Fair on village green. Have had one complaint from a resident who lives on Hall Street adjacent to the village green, who doesn't think that the fair should be operating at present. He also mentioned the noise. He has been sent a copy of the Grays Fair risk assessment document. Heard nothing more.

Plantation Hill Estate: Open space on Garden Close will all be cut now. Open space behind the Chinese Takeaway on Fakenham Road. The shrubs and trees are getting very overgrown and some pruning is needed. Have asked local contractor if he could look and advise on a course of action and give a price.

Cllr Graham Pickhaver said that the sign on the Fakenham Road/Norwich Road/Holt Road junction needed to say 'Briston Village Centre'. The clerk will ask Norfolk County Council about this.

Action: Clerk

2020/153 To consider and accept quotation for cutting the hedges belonging to Briston parish Council over the winter months of 2020 and 2021 – one cut only

One quotation received from CGM Group for cutting outside, inside and top of hedge along the Church Street side of the Poores allotments, Church Street car park, outside and top of hedges round Copeman Centre with all arising and cuttings removed from site at a total cost of £1,650 plus VAT. Proposed that this quotation be accepted by Cllr Edwards. Seconded by Cllr Girling **Approved**

2020/154 To receive Church Street/Old Post Road car park report and decide on actions to be carried out – Cllrs Graham Pickhaver and Girling

Cllr Girling reported that one car had not been moved since June but all the others parked there were being used.

Cllr Graham Pickhaver presented their proposals and said that all registration numbers will be noted. It was also planned to visit the site on a regular basis and give any new cars a leaflet. This is part of the plan to let people know what is happening and that the Parish Council is taking action.

Cllr Girling said that he can deliver most leaflets through nearby residents' letterboxes. Cllrs Graham Pickhaver and Mrs Woodhouse offered to help.

Action: Cllrs Girling, Pickhaver and Mrs Woodhouse

Cllrs Graham Pickhaver and Girling will organise further meetings

Action: Cllrs Girling and Pickhaver

Cllr Girling proposed that two car park signs at a cost of £130 each be produced and installed.

Seconded by Cllr Matthew Pickhaver.

Approved

Action: Clerk

2020/155 To receive information from County Cllr Steffan Aquarone on village gates for Briston and to decide on a course of action

This item was deferred as County Cllr Steffan Aquarone was not present at the meeting.

2020/156 To receive information on dog fouling on Plantation Hill Estate and to decide on a course of action – Cllr Twiddy

This item was deferred as Cllr Twiddy was unable to attend this meeting.

2020/157 To receive information on signage and speeding on the Fakenham Road and to decide on a course of action – Cllr Twiddy

This item was deferred as Cllr Twiddy was unable to attend this meeting.

2020/158 To approve Briston Parish Council's appraisal policy – Cllr Graham Pickhaver

The appraisal policy document had been sent out to councillors before the meeting and there being no queries or questions Cllr Graham Pickhaver proposed that this be approved. Seconded by Cllr Mrs Woodhouse. **Approved**

Cllr Graham Pickhaver proposed that he pass this document to the Personnel Committee for them to decide when to carry out appraisals. Seconded Cllr Mrs Woodhouse **Approved**

2020/159 To discuss and approve the cancellation of the Briston Bonfire and Firework evening organised by Briston Parish Council for November 2020 – Cllr Moulton

Cllr Moulton proposed that this be cancelled owing to the Coronavirus pandemic. Seconded Cllr Mrs Woodhouse. **Approved**

2020/160 To discuss and consider a proposal to carry out a NALC Health Check every four years to ensure that Briston Parish Council's policies and procedures are compliant with current legislation. Cllr Mrs Quinsey explained that the Health Check tells a council what it needs to do with time scales for carrying out any amendments. Cllr Graham Pickhaver asked if a pre-health check was needed to make sure that all the required policies are in place. Cllr Chilton said that it was a good idea to carry one out every four years.

Cllr Chilton proposed that a health check be carried out with the first one taking place in January 2021. Seconded by Cllr Graham Pickhaver. **Approved**

The clerk will contact NALC with regard to this.

Action: Clerk

2020/161 To discuss and approve purchase of poppy wreath and wooden crosses from the Royal British Legion

The clerk explained that these were purchased every year for the ceremony in November. Even if there was no ceremony this year owing to the Coronavirus pandemic she recommended that these are still purchased and put round the war grave in the churchyard, one on the war grave in the churchyard and three at the airmen's memorial on Plantation Hill. She also said that Briston Parish Council give £100 to the Royal British Legion for these.

Cllr Mrs Moulton proposed that these be purchased and £100 given to the Royal British Legion for them. Seconded by Cllr Barr. **Approved**

Cllr Pickhaver said that the Astley School, where he is chairman of the Governors would like to make a wreath.

Action: Cllr Graham Pickhaver

2020/162 To approve the summary receipts and payments for year ended 31 March 2020

Proposed by Cllr Girling; seconded Cllr Moulton. **Approved**

2020/163 To approve the bank statement for August and the payments for September 2020

Cllr Chilton observed that the CCLA investment dividends had dropped significantly over the course of this financial year. He suspected that the rates would stay low for the rest of the year.

Cllr Graham Pickhaver asked why the Zoom bill could not be paid directly by the Parish Council. Cllr Chilton said that this was because Zoom would only accept credit or debit card payments and the Parish Council had neither of these.

Cllr Chilton proposed that the bank statement for August and the payments for September 2020 be approved. Seconded by Cllr Barr. **Approved**

Bank Statement 31 Jul – 28 Aug 2020

Date		Money out £	Money in £	Balance £
31 Jul	Start Balance			27,607.11
31 Jul	Cheque	144.99		27,462.12
31 Jul	Cheque	20.00		27,442.12
31 Jul	Direct Credit – Eon Solar Panels		924.64	28,366.76
3 Aug	Internet Banking Transfer – Children's Play Area		10,424.51	38,791.27
5 Aug	Cheque – NALC training	54.00		38,737.27
10 Aug	DD Plusnet	25.38		38,711.89
20 Aug	Cheque – Sure Computers	29.40		38,682.49
21 Aug	DD Southern Electric – Street Lights	358.16		38,324.33
21 Aug	Cheque – Minns Churchyard	381.25		37,943.08
25 Aug	DD Pozitive Energy – Village Green	5.28		37,937.80

26 Aug	Cheque – Higginbottom Children's Play Area	7,398.51		30,539.29
28 Aug	SO Handyman Salary August	292.06		30,247.23
28 Aug	SO Clerk Salary August	646.19		29,601.04
28 Aug	Balance carried forward			29,601.04
	Total Payments/Receipts	9,355.22	11,349.15	

Payments September 2020

P.T. Electrical Services	
Replacement florescent tube in parish office	£28.20
Zoom repayment to Ian Chilton	
Subscription 12 August to 11 September 2020	£14.39
John Wharton Plumbing	
Repairs to water tap on Stone Road Allotments	£71.50
Haynes and Sons	
Repair to roof of shelter on village green	£120.00
Norfolk Parish Training & Support	
Induction course for Cllr Graham Pickhaver	£50.00
Viking	
Refuse sacks and face masks	£117.43
Higginbottom Recreational Charity	
Office rent and repayment of electricity July and August	£243.62
Blyth & Wright	
Weed killer and line paint	£45.86
Paul Minns Home and Garden Maintenance	
Churchyard maintenance	£381.25
Sure Computer Systems Ltd	
Wireless mouse for parish office – old one defunct	£19.00
SLCC Enterprises Ltd	
Virtual National Conference for clerk	£30.00
MAE Bookkeeping	
Payroll services July and August	£36.00
Higginbottom Recreational Charity	
Repayment of feed in tariff	£924.64
A Kwissa	
Removal of dead trees on open space at Garden Close	£40.00
Midland Flags repayment to J English	
Union Jack and NHS Thank you for Wellington Road	£21.98
DD Pozitive Energy Ltd	
Kiosk on village green	£5.28
DD Plusnet	
Broadband/telephone	£25.86
SO Handyman	
Salary July	£293.86
SO Clerk	
Salary July	£646.19
SO Handyman	
Salary August	293.66
SO Clerk	
Salary August	£646.39

DD IONOS	
Internet	£5.99
DD SSE	
Street lighting energy	£358.16
Total	£4419.26

CCLA

Statement of Dividends paid during the month to 31 August 2020

01/08/20 Brought forward	£35,459.49
03/08/20 Dividend reinvested £5.75	£35,465.24
31/08/20 Carried forward	£35,465.24

Note for information: Unfortunately the dividend on these shares has consistently gone down since the start of the financial year. At 30 April the dividend was £17.84 and it has been falling every month since then until for August it is £5.75 (as shown).

2020/164 To receive a report from the Copeman Centre – Cllr Mrs Woodhouse

There was a meeting to discuss items for the AGM. The Copeman Centre Committee has asked the Parish Council to consider paying for the removal of the hedge along one side of the Copeman Centre and replacing it with a hedge.

Action: Clerk for October agenda

2020/165 Any other business – for discussion only. No items can be decided under this item

Cllr Barr reported that the original spec for the replacement office computer only allowed for one screen. It was now decided that two screens would make working easier for the clerk. This has been re-quoted with a different computer and the price is £879. As this is still under the budget allowed he is progressing the order.

Cllr Edwards said that parking outside the Co-op in Briston was a problem and suggested contacting Norfolk County Council Highways Department to see if double yellow lines could be put along here. Cllr Mrs Woodhouse said that this was discussed last year and the only suggestion was that the white line was made longer. Cllr Girling said that this was discussed some years ago and the only thing offered was the white line. He further added that parking outside the Co-op had always been a problem. It was suggested that County Cllr Steffan Aquarone be asked if he has any recommendations on alleviating this problem.

2020/166 Date of next meeting

Monday 5 October 2020

The meeting closed at 8.15pm

Signed:



Dated:

05-10-2020