

BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the Parish Council meeting held on Monday 14 June 2021 at 7pm in the Copeman Centre

Present:

Cllr Peter Moulton

Chairman

Cllr Ian Chilton

Vice Chairman

Cllr Graham Pickhaver

Cllr Matthew Pickhaver

Cllr Terry Girling

Cllr Mrs Hayley Quinsey

Cllr Martyn Barr

Cllr Les Edwards

Cllr Simon Twiddy

Cllr Mrs Noeleen Woodhouse

Cllr Ian Seward

Mrs Jenny English

Clerk

2021/112 To consider and accept apologies for absence

None. All members present

2021/113 To record declarations of interest from members on any items on the agenda

Cllr Barr declared an interest in item 15 as he was handling the work in this item. Cllr Edwards declared an interest in the payments as his wife handles payroll.

2021/114 To approve the minutes of Briston Parish Council meeting held on Thursday 27 May 2021

Proposed by Cllr Mrs Woodhouse. Seconded by Cllr Barr.

Approved

2021/115 To invite public participation including reports from County Councillor, District Councillor and SNT representative

County Cllr Steffan Aquarone sent his apologies as he was on holiday.

District Cllr Jolanda Stenton reported that the full meeting of the council to be held in June had been cancelled as there was no business. There were two Covid testing centres, one in Fakenham and one in Cromer.

There was no other public participation.

2021/116 To discuss matters arising from the minutes of the Annual Parish Council meeting held on Wednesday 5 May 2021 and the Extraordinary meeting of Briston Parish Council held on Thursday 27 May 2021

2021/85 and 2021/64. Chairman and clerk to sort

2021/89. Clerk to fill in form.

2021/90. To be discussed at the next meeting of the Finance & General Purpose Committee

2021/95. No agreement reached. Less important emails could go on the Cloud.



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2021/117 To consider and make observations on the following planning applications and any more which may be received:

PF/21/1420 Proposed single storey front extension to existing amenity block to provide additional living accommodation. Seven Acre Farm, Thurning Road, Briston, Norfolk NR24 2JW. No comment or objection

PO/21/1396 Erection of agricultural dwelling – outline application all matters reserved accept access.

Land off Horseshoe Lane, Briston, Norfolk No comment or objection

PF/21/1326 Single storey extensions to side and rear of dwelling. 12 Southgate Way, Briston, Norfolk, NR24 2SD No comment or objection

2021/118 To agree the “Statement of Truth” in respect of the Registering of the Briston Recreation Ground/Pavilion with Land Registry and the Chairman to sign on behalf of Briston Parish Council - Cllr Mrs Woodhouse

This item was deferred to the July meeting of the Parish Council as amendments need to be made.

2021/119 To approve the Financial Document and Procurement Policy – Cllr Graham Pickhaver

Cllr Pickhaver reported that this had been amended in line with updates from NALC.

Proposed Cllr Graham Pickhaver. Seconded Cllr Mrs Woodhouse.

Approved

2021/120 To discuss and resolve the points raised in the Quarterly Finance Return – Cllr Mrs Woodhouse

This covered the period 1 July 2020 to 31 March 2021 as owing to the Corona Virus Pandemic it was not possible to carry this out quarterly. Observations were made with regard to payments to HMRC, names on accounts, solar panel feed in tariff payments, and some invoices not completed in line with the Gov.uk invoicing requirements. These were made note of and the clerk will put them into operation.

Action - Clerk

2021/121 To approve the policy on Bullying and Harassment – Clerk

Proposed by Cllr Mrs Woodhouse. Seconded Cllr Girling.

Approved

2021/122 To discuss and approve action to be taken as recommended from the NALC Health Check – Cllr Mrs Quinsey

There was a discussion this during which time Cllr Matthew Pickhaver said that he thought that to spend money on mediation was not a good use of public money. It infers to the public that there is a problem with the council and he didn't think there was. As professional people the council should be able to resolve its own problems. This course of action could involve extra meetings.

Cllr Girling said that he thought a meeting of the Personnel Committee should be held in the first instance to see if there are problems then a mediator could be brought in if necessary.

Cllr Mrs Woodhouse said that following the NALC Health Check NALC recommended that someone outside the council is employed.

Cllr Edwards asked why councillors have to be involved in the process and Cllr Mrs Woodhouse replied that this was the course of action from the NALC Health Check.

Cllr Graham Pickhaver said that NALC was not the ultimate authority and he thought that the council should begin with the least intervention and the right start should be to discuss this at a meeting of the Personnel Committee.

Cllr Girling proposed that a meeting of the Personnel Committee be called to find any problem which may exist and if appropriate follow the recommendations from NALC. Seconded by Cllr Seward.

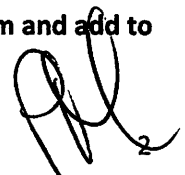
Approved

2021/123 To discuss and agree on action with regard to aircraft noise following a complaint made by a parishioner – Clerk

Councillors thought that the increased noise may be due to the exercise for the C7 summit. The council could ask local bases for dates when exercise are taking place. It was agreed to take no action at present.

2021/124 To agree on an insurer for the period 4 July 2021 to 3 July 2022, approve premium and add to June payments – Clerk

These minutes are unconfirmed until approved by Briston Parish Council



It was agreed to defer this item to the Finance & General Purpose Committee as the updated asset register had not been taken into account.

2021/125 To discuss and approve the purchase of two dog bins on the Plantation Hill Estate; one on the open space at Garden Close and the other on the open space behind Jewel Close – Cllr Twiddy

It was agreed to put this item on the agenda for the July meeting of the Parish Council

2021/126 To discuss and approve print and distribution costs for the Annual Report – Cllr Barr

Cllr Barr reported that two minor changes had been made to the copy. The design and print costs were £425 and distribution £65. Cllr Barr then proposed that the council approve the minor content changes, print and distribution costs. Seconded Cllr Graham Pickhaver.

Approved

The meeting thanked Cllr Barr for all the work he had put into this project.

2021/127 To approve the Summary Receipts and Payments for Year Ended 31st March 2021 – Clerk

Proposed by Cllr Graham Pickhaver, seconded by Cllr Chilton.

Approved

2021/128 To approve Section 1 – Annual Governance Statement 2020/21 for the Annual Governance and Accountability Return (AGAR) 2020/21 – Clerk

Proposed by Cllr Girling. Seconded by Cllr Chilton.

Approved

2021/129 To approve Section 2 – Accounting Statements 2020/21 for the Annual Governance and Accountability Return (AGAR) 2020/21 – Clerk

Proposed by Cllr Chilton. Seconded by Cllr Seward.

Approved

2021/130 To approve the costs and siting of two benches for the open space on Garden Close and one seat in the bus shelter on the Fakenham Road – Cllr Edwards

Cll Edwards proposed that two benches be purchased for Garden Close at a cost of £541.74 each and a seat for the bus shelter on the Fakenham Road for £360.10. Seconded by Cllr Matthew Pickhaver.

Approved

2021/131 To approve the bank statement for May and the payments for June 2021

Proposed by Cllr Barr. Seconded by Cllr Girling.

Approved

Date	Description	Money out £	Money in £	Balance £
30 April	Start Balance			22,775.30
30 April	Direct Credit NNDC – first half precept		26,306.50	49,081.80
7 May	Cheque – pay roll	36.00		49,045.80
7 May	Cheque – pay roll	18.00		49,027.80
7 May	Cheque – pay roll	36.00		48,991.80
11 May	DD Plusnet	28.97		48,962.83
17 May	Cheque – NALC subscription	411.89		48,550.94
19 May	DD Pozitive Energy	8.42		48,542.52
21 May	Cheque – Zoom subscription	28.78		48,513.74
21 May	Direct Credit E.on – feed in tariff		608.90	49,122.64
24 May	DD Southern Electric – street light energy	409.38		48,713.26
25 May	Cheque – NCC Safer subscription	30.00		48,683.26
25 May	Cheque – churchyard maintenance	387.50		48,295.76
26 May	HMRC	240.23		48,055.53
27 May	Cheque – CGM grounds maintenance	625.72		47,429.81
28 May	SO handyman salary May	297.94		47,131.87
28 May	SO clerk salary May	664.00		46,467.87

28 May	Cheque – Rafters office cleaning	96.00		46,371.87
28 May	Balance carried forward			46,371.87
28 May	Total payments/receipts	3,318.83	26,915.40	

Payments June 2021

£

Blyth & Wright monthly account -
paint and equipment for refurbishment of
village public seating

32.42

CGM –grounds maintenance June

625.72

Paul Minns – churchyard maintenance May

387.50

Higginbottom Recreational Charity:

Office rent April 2021

100.00

Electricity repayment from November 2020 to May 2021

340.71

Office rent May 2021

100.00

Main hall hire – May parish council meeting 27 May

10.00

Eon feed in tariff solar panels generation February – May

608.90

HMRC - PAYE and NIC May

240.43

Viking – refuse sacks and transparent pockets

65.57

SSE street lighting energy April

409.38

SSE street lighting energy May

349.08

Handyman salary May

299.53

Please note standing order payment at the bank

Will be £297.94 to correct overpayment in April of £1.79

Clerk salary May

664.00

IONOS

5.99

Plusnet

26.10

Total

4265.33

Income

The Public Sector Deposit Fund 31 May

Value of shares bought £1.02 giving balance of shares held £38,084.57

2021/132 To receive a report from the Copeman Centre Management Committee – Clerk

The clerk reported that there was nothing said that impacted on the parish council. Most of the meeting was concerned with repairs and maintenance to the building.

2021/133 To invite public participation

A member of the public raised concerns about the aircraft noise. He felt that there was a lack of local knowledge regarding this and was concerned that an accident could occur over the village. He also said that there were plenty of places that these planes could fly over rather than over Briston. He suggested that letters be sent to all local commanders.

Cllr Matthew Pickhaver volunteered will carry out a Facebook survey to see how many people are affected by this nuisance.

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2021/134 Any other business including items for the agendas of the July parish council meeting and the Finance & General Purpose Committee. For discussion only. No items can be approved under this item.

Cllr Girling reported that the BRSA was closing. He handed over a cheque for £1,000 for the firework fund. Cllr Matthew Pickhaver asked if a group could apply for a Covid grant again. This was agreed some time ago.

Cllr Graham Pickhaver asked that the updated action plan go on the agenda for July.

Cllr Seward asked how people could access the defibrillator.

Cllr Chilton asked if there was a list of first aiders in the village. He suggested that the parish council could sponsor some first aid training. This will go on the agenda for the July parish council meeting. District Cllr Jolanda Stenton said that she was thinking of organising training but this had been delayed owing to the Covid pandemic.

Items for next agenda: Village Gates, Code of Conduct

2021/135 Next scheduled meeting Monday 5 July 2021

Finance & General Purpose Committee 21 June 2021

Higginbottom Annual Meeting 28 June 2021

The meeting closed at 8.10pm

Signed: 

Dated: 5th July 2021