

# BRISTON PARISH COUNCIL

The Parish Office  
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Minutes of the Annual Meeting of Briston Parish Council held on Wednesday 5 May 2021 at 7pm. Because of the restrictions due to the Coronavirus pandemic this meeting was held on Zoom and councillors and members of the public joined from their places of residence.

## Present

Cllr Graham Pickhaver	Chairman – after election (see minute number 2021/77)
Cllr Ian Chilton	Vice Chairman – after election (see minute number 2021/81)
Cllr Pete Moulton	
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 – after co-option (see minute number	

## 2021/77 Election of Chairman

Cllr Edwards proposed Cllr Graham Pickhaver. Seconded by Cllr Twiddy.  
Cllr Mrs Quinsey proposed Cllr Mrs Woodhouse. Seconded by Cllr Girling.  
There were five votes for Cllr Graham Pickhaver and four votes for Cllr Woodhouse. The outgoing chairman did not vote as it was thought he was ineligible to take part in this. Cllr Graham Pickhaver was duly elected and chaired the rest of the meeting.  
Cllr Graham Pickhaver said that he will be sending all councillors a document on his proposals for the smooth operation of the parish council.

## 2021/78 Apologies for absence

None although the resignation of Cllr Warricker was received.

## 2021/79 To agree on a proposal to co-opt one member to the council to fill the vacancy

Cllr Mrs Quinsey queried why the casual vacancy had not been advertised as it had been in the past. Cllr Graham Pickhaver said this was not required and quoted 6.14 from Arnold Baker on Local Council Administration which states that: 'If no poll is claimed in time, the local council fills the vacancy by co-option as soon as practicable'.

Cllr Matthew Pickhaver proposed to agree on the proposal. Seconded Cllr Edwards

Approved  
2 against

Cllr Terry Girling  
Cllr Simon Twiddy

**Personnel**

Cllr Graham Pickhaver  
Cllr Ian Chilton  
Cllr Matthew Pickhaver  
Cllr Les Edwards  
Cllr Mrs Noeleen Woodhouse  
Cllr Pete Moulton

**Finance & General Purpose**

Cllr Graham Pickhaver  
Cllr Ian Chilton  
Cllr Pete Moulton  
Cllr Terry Girling  
Cllr Mrs Hayley Quinsey  
Cllr Martyn Barr

**Planning**

Cllr Graham Pickhaver  
Cllr Ian Chilton  
Cllr Matthew Pickhaver  
Cllr Pete Moulton  
Cllr Ian Seward  
Cllr Martyn Barr  
Cllr Terry Girling

**2021/87 To appoint an internal control monitor**

Cllr Mrs Woodhouse proposed Cllr Chilton. Seconded by Cllr Girling

**Approved**

**2021/88 To consider and make observations on any planning applications which may be received**

PF/21/1112 Detached garage in front of dwelling. Meadow Cottage, Thurning Road, Briston, Melton Constable, Norfolk.NE24 2JW.

Cllr Girling proposed no comment. Seconded Cllr Edwards.

**Approved**

**2021/89 To discuss and agree that the Clerk report the councillors accused of acting illegally in the automatic disqualification to the relevant body (monitoring officer) for investigation and resolution – Cllr Mrs Quinsey**

Cllr Graham Pickhaver said that discussions and action regarding a previous councillor were done without the Council's consideration but no names of those involved were formally recorded Cllr Mrs Quinsey proposed that the Clerk report the councillors accused of acting illegally in the automatic disqualification to the relevant body (monitoring officer) for investigation and resolution. Seconded by Cllr Mrs Woodhouse.

**Approved**

**2021/90 To decide on a date for a training meeting with a NALC trainer as part of the Health Check**

Cllr Mrs Quinsey reported that the 13 May had been provisionally been booked at 7pm on Zoom. Cllr Matthew Pickhaver and the Clerk gave their apologies. Cllr Mrs Quinsey will send out the Zoom code nearer the time.



**2021/80 To co-opt one member to Briston Parish Council**

Ian Seward, who had applied gave a short presentation outlining his reasons for wishing to join the parish council.

Cllr Moulton proposed that Ian Seward be co-opted onto Briston Parish Council. Seconded by Cllr Mrs Woodhouse.

**Approved**

**2021/81 Election of Vice Chairman**

Cllr Girling nominated Cllr Chilton. Seconded by Cllr Edwards

Cllr Moulton nominated Cllr Mrs Woodhouse. Seconded by Cllr Ian Seward.

Cllr Chilton was voted in as Vice Chairman.

**2021/82 To record declarations of interest from members on any items on the agenda**

Cllrs Edwards and Barr declared a financial interest in the payments. Cllr Mrs Quinsey said she had an interest in the item on distribution of Covid grants.

**2021/83 To approve the minutes of the Parish Council meeting held on Monday 12 April 2021**

Cllrs Moulton and Mrs Woodhouse expressed concerns over 2021/55 as there were concerns that this was an unsafe decision. Cllr Graham Pickhaver said that the minute should be left as it stood.

2021/60 Concerns regarding point 8 were added.

Cllr Edwards proposed that the minutes be approved. Seconded Cllr Matthew Pickhaver.

**Approved**

**2021/84 To invite public participation including reports from:**

**County Councillor**

**District Councillor**

**SNT Representative**

County Councillor Steffan Aquarone sent his apologies as he was busy electioneering for the elections on 6 May.

District Councillor, Jolanda Stenton reported that there was not much going on. Cllr Graham Pickhaver asked what major issues the District Council were currently discussing. District Councillor Stenton reported that contracts were being prepared for the waste disposal contract. The elections were being organised for 6 May.

Cllr Mrs Woodhouse reported that she had spoken to the SNT Representative and his report is the monthly cluster newsletter which contains news of everything happening in the district. He would attend meetings when needed once they become physical.

**2021/85 To discuss matters arising from the minutes of the Parish Council meeting held on Monday 12 April.**

2021/64 Cllr Mrs Woodhouse reported that the Higginbottom Recreational Charity had not paid the annual payment as there is no paperwork in place. The clerk will liaise with Hayes & Storr over this.

**Action: Clerk**

**2021/86 To agree the appointment of members to the following committees:**

**Allotments**

Cllr Graham Pickhaver

Cllr Ian Chilton

Cllr Pete Moulton

Cllr Ian Seward



**Action: Cllr Mrs Quinsey**

**2021/91 To allocate funding from the Covid grant fund to applicants – Cllr Mrs Woodhouse**

It was reported that there were seven applicants including the 1<sup>st</sup> Melton Magna Scouts. Cllr Graham Pickhaver said that the allocation could be discussed at the meeting or a working group to decide. Cllr Mrs Quinsey said that agreement was needed at the present meeting for the allocation of funds. Cllr Girling said that the 1<sup>st</sup> Melton Magna Scouts should be given the money they had asked for as they had applied before the Covid became available. Cllr Mrs Woodhouse said that all the applicants has asked for a higher amount than the Covid grant and the council must be mindful that everyone should be treated the same. Cllr Chilton proposed that Covid grants of £200 should be awarded to all applicants who are restarting including the 1<sup>st</sup> Melton Magna Scouts and a second window should be opened for other organisations. Cllr Moulton proposed that the second window should be in July so that applicants could apply by 30 June. Seconded by Cllr Mrs Woodhouse.

**Approved**

**2021/92 To receive end of year finance report from the Higginbottom Recreational Charity – Cllr Mrs Woodhouse**

Cllr Mrs Woodhouse reported that the end of year report and finances had been sent to all councillors and area attached to these minutes. The finances had not been certified by the auditor.

**2021/93 To discuss reopening of the public toilets on the Recreation Ground – Cllr Mrs Woodhouse**

Cllr Mrs Woodhouse suggested that these be reopened on 21 June as the road map is on course. A risk assessment will be needed for the handyman and users. The toilets will also need a deep clean including the skylight in the gents. This will be put on the agenda for the June meeting of the parish council where the clerk will present a report on requirements and costs.

**Action: Clerk**

**2021/94 To discuss and approve provision of four additional public benches as allowed for in the precept.**

Cllr Edwards suggested that there be two at the top of the open space in Garden Close and one either in the bus stop or near it on the Fakenham Road. Cllr Mrs Woodhouse enquired about benches at the Spinney. Cllr Matthew Pickhaver said this might be a good idea however it was agreed to leave the existing benches up there. Cllr Edwards proposed two new benches for the open space in Garden Close and one in the bus shelter on the Fakenham Road. Seconded by Cllr Moulton.

**Approved – 1 against**

**2021/95 To discuss how to ensure that councillors and the clerk know of any actions which councillors may be undertaking**

Cllr Mrs Woodhouse said that documents could be shared on the Cloud. Cllr Barr said that everyone had access to documents in shared space on the Cloud. He will send round the information on this again.

**Action: Cllr Barr**

**2021/96 To receive a report on the progress of the newsletter reporting on village activities – Cllr Graham Pickhaver**

Cllr Pickhaver reported that there had been a good response to his letter to village organisations asking for contributions. He hoped that it would be published at the beginning of June.

**Action: Cllrs Barr, Graham Pickhaver and Clerk**



**2021/97 To elect a representative from Briston Parish Council to sit on the Copeman Centre Management Committee**

The clerk volunteered and was appointed.

**2021/98 Clerks report:**

**Email received re Norfolk Larder signage on Wishing Well**

A parishioner had emailed complaining about the positioning of the sign against the Wishing Well. Cllrs Twiddy and Seward both felt that the sign should be left where it was as did Cllr Seward who said that unless any by law was broken it should remain. The rest of the councillors agreed with this as it was felt that this sign had been there for a considerable time and the Council would not want to do anything about removing it.

**Letter from Norfolk Police re crime ref: 36/25023/21**

The police stated that having reviewed the crime there were no further enquiries they could make and the investigation had been closed.

**Theft of rotavator from the Poor's allotments**

A shed was broken into and a valuable rotavator stolen from one of the tenants.

**2021/99 To receive and approve the following:**

**Summary Receipts and Payments for Year Ended 31<sup>st</sup> March 2021**

**Annual Return – England for the year ended 31 March 2021**

The Clerk apologised that she still had some work to do on these and would present them at the June meeting of the Parish Council.

**Action: Clerk**

**2021/100 To approve the bank statement for April and the payments for May 2021**

Cllr Chilton that the two Zoom payments would be the last as from 7 May all council meetings had to be face to face. Cllr Girling queried the HMRC payment. The Clerk said that this was due to an increase in PAYE HMRC for the Handyman for the current financial year. Proposed for approval by Cllr Girling, seconded by Cllr Chilton.

**Approved**

**Statement 31 Mar – 29 Apr 2021**

Date		Money out £	Money in £	Balance £
31 Mar	Start Balance			20,518.31
31 Mar	DD 1&1 Internet	5.99		20,512.32
7 Apr	Cheque – Edgefield Nurseries	72.00		20,440.32
8 Apr	DC Allotment rent		20.00	20,460.32
9 Apr	DC Allotment rent		20.00	20,480.32
12 Apr	DD Plusnet	29.88		20,450.44
12 Apr	Cheque – Anglian Water Stone Road	39.17		20,411.27
19 Apr	Cheque – TT Jones street light upgrade	1,957.55		18,453.72
19 Apr	Cheque – Structure Flex signage	1,032.00		17,421.72
21 Apr	DD Pozitive Energy Village green power	8.42		17,413.30
21 Apr	Cheque - HMRC PAYE/NIC	239.12		17,174.18
23 Apr	DD Southern Electric street light energy	336.23		16,837.95
23 Apr	Cheque - CGM grass and hedge cutting	1,765.72		15,072.23
27 Apr	Cheque – Minns churchyard cutting	387.50		14,684.73
27 Apr	Cheque – English repayment	90.92		14,593.81
27 Apr	DC NNDC – grant for playground on		9,153.00	23,746.81

	Plantation Hill estate			
28 Apr	SO Handyman salary April	301.52		23,445.29
28 Apr	SO Clerk salary April	664.00		22,781.29
29 Apr	DD 1&1 Internet	5.99		22,775.30
29 Apr	Balance carried forward			22,775.30
	Total payments/receipts	6,936.01	9,193.00	

### **Payments May 2021**

#### **Cheques**

HMRC – PAYE and NIC April 2021	£240.23
Zoom subscription (repayment to I Chilton)	
March and April	£28.78
Rafters Clean Ltd (office cleaning March and April)	£96.00
Out of the Box Publishing (design of walk information boards and leaflets)	£990.00
MAE Booking (pay roll April)	£20.00
Norfolk County Council (Safer Programme Annual Membership)	£30.00
P Minns (churchyard maintenance)	£387.50
CGM Group (Ground maintenance)	£625.72
A Kwissa (maintenance work Plantation Hill)	£75.00
<b>Total</b>	<b>£2,493.23</b>

#### **Direct Debits**

Plusnet	£28.97
IONOS	£5.99

#### **Standing orders**

Handyman (salary April)	£299.73
Clerk (salary April)	£664.00

#### **Receipts**

North Norfolk District Council (Grant NNSCF16)	£9153.00
North Norfolk District Council (Parish precept first inst.)	£26,306.50

### **2021/101 To receive a report from the Copeman Centre Management Committee – Cllr Mrs Woodhouse**

Cllr Mrs Woodhouse reported that there was nothing to tell the parish council. The next meeting was on 25 May.

### **2021/102 To invite public participation**

A member of the public asked what was happening about the work done by a resident through the Hawthorn Estate. The Clerk said that NNDC were monitoring the situation as they owned this piece of land and would report back to the Parish Council if there were any developments.

### **2021/103 Any other business including items for the June agenda. For discussion only. No items can be approved under this item.**

Cllr Seward thanked a member of the public for the work he has done round the village.

Cllr Mrs Woodhouse said that she would send her agenda items for the June meeting to the Clerk.



**2022/104 Next scheduled meeting Monday 7 June 2021**

As Cllr Chilton and the Clerk are away on 7 June it was agreed that the next meeting will be on Monday 14 June. This will be held in the Copeman Centre.

Signed:

A handwritten signature in black ink, appearing to read 'P. Chilton', with a large, stylized flourish extending from the end.

Dated:

27<sup>th</sup> May 2021