

# BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the Parish Council meeting held on Monday 5 July 2021 at 7pm in the Copeman Centre

Present

Cllr Peter Moulton

Cllr Ian Chilton

Cllr Graham Pickhaver

Cllr Matthew Pickhaver

Cllr Terry Girling

Cllr Mrs Hayley Quinsey

Cllr Martyn Barr

Cllr Simon Twiddy

Cllr Mrs Noeleen Woodhouse

Cllr Ian Seward

Cllr David Chambers

Chairman

Vice Chairman

**2021/136 To consider and accept apologise for absence**

Cllr Les Edwards

**Accepted**

**2021/137 To agree on a proposal to co-opt one member to Briston Parish Council to fill the vacancy**

Proposed Cllr Mrs Woodhouse. Seconded Cllr Seward

**Approved**

**2021/138 To co-opt one member to Briston Parish Council**

David Chambers introduced himself and said that he had decided to put himself forward as he felt that the present council lacks a little bit of history which he could bring.

Proposed Cllr Girling. Seconded Cllr Matthew Pickhaver.

**Approved**

**2021/139 To record declarations of interest from members on any items on the agenda**

Cllr Barr said that he was listed in the payments. Cllr Mrs Quinsey said she was an applicant for the Covid grant on behalf of the Briston Football Club.

**2021/140 To approve the minutes of Briston Parish Council meeting held on Monday 14 June 2021**

Proposed by Cllr Graham Pickhaver. Seconded by Cllr Girling.

**Approved**

**2021/141 To invite public participation including reports from County Councillor, District Councillor and SNT representative**

County Cllr Steffan Aquarone thanked everyone for re-electing him and said that he was here to represent everyone in the village on the county council. His focus would be on; footpaths, climate change, public transport and local businesses.

Cllr Mrs Woodhouse asked about electric charging points. County Cllr Aquarone said that these cost about £10,000 each. The biggest issue was grid availability. He reported that a resident in Hall Street had sent a scheme for improving the junction at Hall Street and Mill Road. He will report further on this next month.

Cllr Girling asked about the provision of a footpath to link the missing section in Church Street. Cllr Aquarone will liaise with the clerk regarding this.

District Cllr Jolanda Stenton sent her apologies

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There was no participation from the public present.

**2021/142 To discuss matters arising from the minutes of the Briston Parish Council meeting held on Monday 14 June 2021**

2021/116 The clerk reported that she was still working on the form so it hadn't been submitted yet.

**2021/143 Cllr Moulton proposed that item 25 on the agenda be moved to item 8 in order for County Cllr Aquarone to present the proposal. Seconded by Cllr Barr**

**Approved**

**To discuss and approve the proposal for village gates in Briston with regard to costing and location**

After discussion, led by County Cllr Aquarone, Cllr Matthew Pickhaver proposed that the scheme go ahead with brown coloured gates. Seconded by Cllr Graham Pickhaver.

**Approved**

**2 against**

**2021/144 To consider and make observations on the following planning application and any more which may be received:**

**NNDC Ref: RV/21/1660 Removal of condition 8 (off-site highway works) of planning permission PF/20/1133 (variation of planning permission PF/18/1546). The Spinney, 1 Grove Lane, Melton Constable, Norfolk NT24 2DS.**

No comment

**Planning application withdrawn – Change of use of agricultural building to 2 dwellinghouses. Boundary Farm, Reephams Road, Briston.**

For information

**2021/145 To agree the membership of all Briston Parish Council committees taking into account the changes to membership of the parish council**

The following were agreed:

**Allotments**

Cllr Pete Moulton

Cllr Ian Chilton

Cllr Graham Pickhaver

Cllr Ian Seward

Cllr Terry Girling

Cllr Simon Twiddy

**Personnel**

Cllr Pete Moulton

Cllr Ian Chilton

Cllr Matthew Pickhaver

Cllr Les Edwards

Cllr Graham Pickhaver

Cllr Mrs Noeleen Woodhouse

Cllrs Mrs Hayley Quinsey

**Finance & General Purpose**

Cllr Pete Moulton

Cllr Ian Chilton

Cllr Graham Pickhaver

Cllr Terry Girling

Cllr Mrs Hayley Quinsey

Cllr Martyn Barr

Cllr Mrs Noeleen Woodhouse

Cllr David Chambers

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## Planning

Cllr Pete Moulton  
Cllr Ian Chilton  
Cllr Matthew Pickhaver  
Cllr Ian Steward  
Cllr Martyn Barr  
Cllr Terry Girling

### **2021/146 To agree to amalgamate the Grant Awarding Policy and the Donation, Grant and Loan Policy to form one multi purpose Policy – Cllr Woodhouse**

Cllr Mrs Woodhouse said that she can amalgamate these to make them easier to use. Cllr Moulton and the clerk will investigate and report back to the next meeting. **Action: Cllr Moulton/Clerk**

### **2021/147 To agree to Briston Parish Council paying the loan payment for the solar panels for 2021 and reclaim this money from the Higginbottom Recreational Charity**

Cllr Moulton said that this loan needs to be legalised and he would liaise with Hayes and Storr to get something drawn up.

Cllr Mrs Quinsey proposed that this loan should not be paid. There was no seconder and the motion failed. Cllr Moulton proposed that the loan be paid and a legal document be drawn up between the Higginbottom Recreational Charity and Hayes and Storr with regard to this loan. Seconded Cllr Chambers

4 ~~AGAINST~~ <sup>Approved</sup>

### **2021/148 To review the Action Plan – Cllr Pickhaver**

Deferred owing to a broadband break down in the parish office which prevented papers being sent out.

### **2021/149 To discuss and approve the recommendation from the working group to provide extra dog bins and keep the existing system in place – Cllrs Chilton and Graham Pickhaver**

Cllr Chilton said that the review is not correct so it can't go forward as some information is missing. Cllr Moulton said that various proposals need to be made with costings. Cllr Chilton said that parallel costings are needed. Cllr Chilton asked that this item be deferred to the next meeting and proposed two separate actions. It was stated that the proposals should incorporate; householders emptying council litter bins, a proper policy on provision of dog waste bins and location.

*work to replace existing emptying of bins and householders*  
**2021/150 To discuss the uncut grassed area on the open space in Garden Close and to agree on a course of action – Cllr Twiddy**

It was agreed that this area had been a success with regard to the wild flowers and grasses growing there. The area would be cut at the end of the growing season which is about the end of July.

**Action: Clerk**

### **2021/151 To discuss provision of a replacement notice board at the end of the alley leading from Hall Street to the Recreation Ground**

Deferred owing to a broadband break down in the parish office which prevented information being collected.

Cllr Twiddy offered to have a look at the notice board to see if it could be repaired. **Action: Cllr Twiddy**

### **2021/152 To receive ideas for celebrating the Queen's 70<sup>th</sup> Anniversary in 2022 – Clerk**

The clerk said that it was important for the council to decide how it wanted to mark this occasion as any costs incurred would have to be precepted for in November. Her ideas included: The Queen's Green Canopy – tree planting or a small wood possibly on the Plantation Hill open space where the site hut was, lighting the beacon to join in the national celebration, plaque on the village sign, commemorative seat, mugs for the Astley School children and Briston Nursery. Cllr Chambers said that he thought that a party on the village green for all residents would be a good way to mark this occasion. He offered to donate £500 towards costs.

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*[Signature]*



**2021/153 To agree on funding for applications for Covid Grants**  
 Applicants: Briston & Area Netball Team - £87.81, Briston Carpet Bowls Club - £200, Briston Archery Club - £200, North Norfolk Oval Racing Club - £200, Briston Football Club - £200, SalvationArmy - £200.  
 Cllr Matthew Pickhaver proposed that this be approved en bloc. Seconded Cllr Seward. **Approved**

**2021/154 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**  
 Cllr Mrs Woodhouse asked that this item be deferred. She will advise when she has the information.

**2021/155 To readopt the Financial Risk Assessment Document**  
 Deferred owing to a broadband break down in the parish office which prevented papers being sent out.

**2021/156 To adopt the Code of Conduct**  
 Deferred owing to a broadband break down in the parish office which prevented papers being sent out.

**2021/157 To approve changes to Section 2 – Accounting Statement 2020/21 in line with the Internal Auditor's report**  
 The clerk explained that owing to an error in recording a transfer boxes 3 and 6 on section 2 were £2,600 more than they should be. The internal auditor recommended that these be corrected.  
 Proposed by Cllr Graham Pickhaver. Seconded by Cllr Moulton **Approved**  
**5 abstentions**

**2021/158 To accept the Internal Auditor's report for the year ended March 2021**  
 Deferred owing to a broadband break down in the parish office which prevented the report being sent out.

**2021/159 To reappoint Auditing Solutions to carry out the parish council internal audit for 2021/2022**  
 Deferred until the Auditor's report has been accepted

**2021/160 To discuss the setting up of a working group to discuss mediation**  
 This will be discussed at the next meeting of the Personnell Committee

**2021/161 To identify and discuss training provison for first aiders in Briston**  
 It was reported that there was nothing from District Cllr Stenton with regard to this.  
 Cllr Mrs Woodhouse suggested that there could be a list of people who would be happy with regard to first aid and trainers. This could be advertised in the Briston & DistricNews and on the Facebook page.  
 Cllr Chambers reported that Simon Bywaters runs training coursefor fishermen and he may be able to adapt these for general use. Cllr Chambers will speak to Mr Bywars with regard to this.

**Action: Cllr Chambers**

**2021/162 To discuss forming a working party for the annual bonfire and firework display in November**  
 Agreed to put this on the agenda for the next parish council meeting

**2021/163 To approve the bank statement for June and the payment July**  
 Cllr Girling had a query on the PAYE amount on the payroll.  
 Proposed for approval Cllr Seward. Seconded Cllr Girling

Bank Statement 29 May – 29 June 2021

Date	Description	Money out	Money in	Balance
29 May	Start balance			46,371.87
1 June	DD 1&1 Internet			46,365.88
4 June	Cheque – Walks boards and leaflets			45,375.88
8 June	DD Plusnet			45,375.88

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10 June	Cheque – Covid grant Oval Racing	200.00		45,149.78
14 June	Cheque – Covid grant Briston Netball	200.00		44,949.78
15 June	Cheque – payroll	20.00		44,929.78
15 June	Cheque – Covid grant WI	200.00		44,729.78
15 June	Cheque – Covid grant Scouts	200.00		44,529.78
16 June	Cheque – Sovereign Play – Plantation Hill play equipment deposit	3,560.53		40,969.25
21 June	DD Southern Electric – street lights energy	349.08		40,620.17
23 June	DD Pozitive – village green power	8.70		40,611.47
28 June	SO Handyman salary June	299.52		40,311.95
28 June	SO Clerk salary June	664.00		39,647.95
28 June	Cheque – Blyth & Wright	32.42		39,615.53
29 June	Cheque – Viking stationery	65.57		39,549.96
29 June	Balance carried forward			39,549.96
	Total payments/receipts	6,821.91	0.00	

#### Payments July 2021

£

The National Allotment Society – subscription	66.00
Out of the Box Publishing	
Invoice 0320 Walking Leaflet 4 £165	
Invoice 0318 Annual Review £425.00	590.00
Auditing Solutions – Internal audit	540.00
Edgefield Nurseries – posts for notices on village green	40.50
UK Aggregates Ltd – Bench seat for bus shelter	504.12
Paul Minns – Churchyard grass cutting	387.50
HMRC – PAYE June	240.43
MAE Bookkeeping – payroll June	20.00
SO Clerk salary June	664.00
SO Handyman salary June	299.53
DD Southern Electric – street lighting energy	373.09
DD IONOS by 1&1	5.99
Total	3731.16

Cllr Chilton will carry out the quarterly review and report back to the next meeting.

**Action: Cllr Chilton/Clerk**

#### 2021/164 To receive a report from the Copeman Centre Management Committee – Clerk

The AGM took place. Cllr Barr has been elected onto the committee as an independent representative.

The lack of a chairman is causing problems. The clerk is chairing the July meeting.

The main points of the meeting which followed the AGM were looking at ways of renting out the long hall when the main hall is in use. It was reported that there is an access problem when this occurs.

Ongoing maintenance was discussed.

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**2021/165 To invite public participation**

None

**2021/166 Any other business including items for the agendas of the August parish council meeting and the Personnel Committee. For discussion only. No items can be approved under this item**

Cllr Matthew Pickhaver said that he was interested in putting an information board by the Bure river in Hall Street. He will look into this and put ideas together for the next meeting.

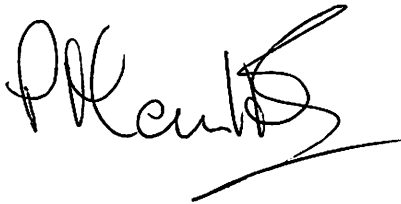
Cllr Mrs Woodhouse said that she would give the Higginbottom Recreational Charity quarterly report at the next meeting.

Cllr Girling asked about the results of the survey on aircraft noise. Cllr Matthew Pickhaver replied that there were difficulties with this however three questions were asked and there were 55 replies. 50 of these thought that this was not something to be complained about.

**2021/167 Next scheduled Parish Council meeting Monday 2 August (if required). Personnel Committee meeting Monday 12 July**

The meeting closed at 8.44pm

Signed:



Dated:

2<sup>nd</sup> August 2021