

# BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of Briston Parish Council held on Monday 6 September 2021 at 7pm in the Copeman Centre, Briston

Present

Cllr Pete Moulton

Cllr Ian Chilton

Cllr Graham Pickhaver

Cllr Matthew Pickhaver

Cllr Terry Girling

Cllr Martyn Barr

Cllr Simon Twiddy

Cllr Mrs Noeleen Woodhouse

Cllr Ian Seward

Cllr Les Edwards

Cllr Dave Chambers

Chairman

Vice Chairman

Clerk: Mrs Jenny English

## **2021/198 To consider and accept apologies for absence**

Cllrs Ian Seward and Mrs Hayley Quinsey

## **2021/199 To record declarations of interest from members on any items on the agenda**

Cllr Edwards – payments

## **2021/200 To approve the minutes of Briston Parish Council meeting held on Monday 2 August 2021**

Cllr Mrs Woodhouse asked for one amendment which was written onto the minutes.

Proposed Cllr Chambers. Seconded Cllr Girling

**Approved**

## **2021/201 To invite public participation including reports from County Councillor, District Councillor and SNT Representative**

County Cllr Steffan Aquarone sent his apologies.

District Cllr Jolanda Stenton reported that there were two First Responders in Briston and one in Melton Constable. They are part of the Aylsham unit. Work is being done to establish a unit in Briston. Free training is being run on 11 October. Cllr Mrs Stenton will liaise with the parish clerk to advertise this event.

**Action: Cllr Mrs Stenton/Clerk**

A former chairman of the parish council said that he had sent documents to the parish council office to sign and return to Barclays Bank to remove him from the council's bank accounts.

## **2021/202 To discuss matters arising from the minutes of Briston Parish Council meeting held on Monday 2 August 2021**

2021/172 – ongoing

2021/172 – not done owing to staff holidays

2021/172/147 – the Chairman reported that he had written to Hayes & Storr. Both he and the clerk found the reply from Hayes & Storr incomprehensible.

**2021/203 To consider and make observations on the following planning application and any other which may be received;**

**PF/21/1817 Change of use of redundant agricultural storage building and stables including external alternations to form a 2 bedroom dwelling. The Field, (Adjacent to Hestia Grange), Craymere Road, Briston, Norfolk. Orig Ref: PO/20/0718, Appeal Ref: AP/21/0014 Planning Appeal: 30 Reepham Road, Briston, Melton Constable.**

There was an objection from a neighbour stating criteria from the North Norfolk Core Strategy plan stating that this development would have a major impact and an adverse effect on neighbouring properties. This was mainly due to the closeness of the property owing to a loss of privacy, increased level of activity and disruptive access. The agent for the applicant said that all windows were away from other properties. The Core Strategy encourages dwellings in rural locations when needed to run businesses. This would be a tied property for an agricultural dwelling only.

Cllr Chambers said that he couldn't understand the objection as this dwelling is needed for the people running the adjoining business. He proposed that the council supported the application. Cllr Girling seconded.

**Approved: 2 for  
1 against  
7 abstentions**

**PO/21/2294 Erection of two storey detached 3 bedroom dwelling (outline – all matters reserved)  
26 Providence Place, Briston, Norfolk, NT24 2HZ**

There was concern over the entrance, parking and size of the house in relation to the plot.

Cllr Girling proposed a site meeting. Seconded by Cllr Edwards.

**Approved**

**PO/20/0718. Appeal ref: AP/21/0014 30 Reepham Road, Briston, Melton Constable**

**Demolition of existing 3 no. detached outbuildings, erection of detached dwelling to rear, replacement detached garage to serve existing dwelling and associated external works (Outline with all matters reserved).**

The clerk presented this to the council for information.

**2021/204 To discuss and accept the Street Lighting Maintenance Contract from TT Jones to run from 1 September 2021 to 31 August 2024 for a 4 year period**

Cllr Girling proposed that this contract be accepted. Seconded Cllr Twiddy.

**Approved**

**2021/205 To review the Action Plan – Cllr Graham Pickhaver**

Cllr Chambers said that he was against councillors taking part in speed watch exercises. The clerk will send him the report that Cllr Chilton prepared some time ago.

**Action: Clerk**

Cllr Chambers asked that Speed Watch and other ways of dealing with speeding in the village be put on the agenda for the next council meeting.

**2021/206 To discuss and decide whether to change the current dog waste bins to dual purpose general waste bins**

**To discuss and decide whether to continue with the current arrangements for emptying council owned litter bins or to contract this out to North Norfolk District Council**

Cllr Twiddy strongly objected to changing the dog waste bins to dual purpose general waste bins on the ground of hygiene and the increased risk of transmitting diseases from dogs' faeces to human beings. Cllr Edwards said that he was firmly against changing the dog waste bins to dual purpose general waste bins and thought this would be a retrograde step as there were far more dogs in the village since the start of the Coronavirus pandemic and the waste should be contained in closed dog bins.

Cllr Mrs Woodhouse proposed that the dog bins be changed to dual purpose general waste bins and the emptying be contracted out to North Norfolk District Council. Seconded by Cllr Chambers.

**Approved:  
5 for  
5 against**

**Casting vote from  
chairman – Approved**

CLlr Mrs Woodhouse will ask permission from Graves to replace the dog bin with a litter bin on their land at the top of Pack Lane.

**2021/207 If the council decides to continue with the current arrangements to discuss and agree on how the bulk waste will be disposed of**

Resolved by minute 2021/206

**2021/208 To discuss and agree on the provision of a litter bin at the end of the footpath leading from Garden Close to the allotments**

CLlr Twiddy proposed that the dog waste bin be provided here. Seconded by CLlr Graham Pickhaver

**Approved  
5 for  
None against  
5 abstentions**

**2021/209 To review the parish council risk assessment and the parish council Covid risk assessment to ensure current and relevant actions have been completed/formulate a plan of completion – CLlr Mrs Woodhouse**

CLlr Girling proposed that the Risk Assessment be accepted. Seconded by CLlr Mrs Woodhouse

**Approved**

CLlr Chilton proposed that the Covid Risk Assessment be accepted. Seconded by CLlr Mrs Woodhouse

**Approved**

**2021/210 To agree the wording, design and costing for a notice board for the Bridge Close play area**

CLlr Mrs Woodhouse queried the responsibility clause. CLlr Barr said he was not sure of the legal standing of this.

CLlr Edwards proposed that the sign go ahead. Seconded by CLlr Matthew Pickhaver.

**Approved**

**2021/211 To discuss an invoice received from T Alford Builder with regard to moving a bench on the open space at Bridge Close and to decide on a course of action**

The clerk said that despite meetings with the builder the wrong bench had been moved. Its new position however was an improvement. CLlr Edwards reported that no further comments had been received from the resident who had asked for the bench to be moved.

CLlr Girling proposed that the bill be paid. Seconded by CLlr Chambers

**Approved  
1 abstention**

**2021/212 To discuss and decide on a proposal to provide two more benches on Briston village green – CLlr Mrs Woodhouse**

CLlr Mrs Woodhouse proposed that two benches be provided, one on the Mill Road side, half way along and the position of the other to be decided.

CLlr Chambers proposed that two benches be purchased. Seconded by CLlr Chilton

**Approved**

**2021/213 To receive and approve the quotation from Lawnwise & Leisure for the Firework Display to be held on 5 November 2021**

Proposed to accept quotation for £2,000 plus VAT by CLlr Chilton. Seconded by CLlr Graham Pickhaver.

**Approved**

**2021/214 To discuss and approve a request from a parishioner to use the Spinney for bush craft and survival**

After discussion it was proposed that the parishioner can use the Spinney provided that the area is cleared up afterwards, no fires are lit, there is no overnight camping and times are specified.

Proposed by Cllr Mrs Woodhouse. Seconded Cllr Edwards.

**Approved**

**2021/215 To receive the quarterly financial review – Cllr Chilton**

Cllr Chilton apologised for not circulating the report. He carried out an overview of the parish council finances as part of his remit as the monitoring officer for the parish council. He went through the six actions from the last meeting. The solar panels were still ongoing and the other points have been sorted. HMRC payment slips now have no specific name on them. All invoices now have full details on them. He had reviewed the signatories and they are up to date and a copy is available in the parish office. The financial records are up to date. The meeting thanked Cllr Chilton for his work.

**2021/216 To approve the bank statement for August and the payments for September**

Cllr Barr proposed that the bank statement for August be approved. Seconded Cllr Graham Pickhaver.

**Approved**

Cllr Girling proposed that the payments for September be approved. Seconded Cllr Matthew Pickhaver.

**Approved**

**Bank Statement 31 Jul – 27 Aug 2021**

| Date   | Description                                    | Money out £ | Money in £ | Balance £ |
|--------|--|-------------|------------|-----------|
| 31 Jul | Start balance                                  |             |            | 31,884.61 |
| 2 Aug  | Cheque – Covid grant NNORC                     | 200.00      |            | 31,684.61 |
| 6 Aug  | Cheque – Covid grant Carpet Bowls              | 200.00      |            | 31,484.61 |
| 9 Aug  | DD Plusnet                                     | 25.63       |            | 31,458.98 |
| 9 Aug  | Cheque – Higginbottom Recreational Charity     | 122.85      |            | 31,336.13 |
| 9 Aug  | Cheque – Higginbottom Recreational Charity     | 1,159.61    |            | 30,176.52 |
| 9 Aug  | Cheque – Higginbottom Recreational Charity     | 100.00      |            | 30,076.52 |
| 9 Aug  | Cheque – Churchyard maintenance                | 387.50      |            | 29,689.02 |
| 10 Aug | Cheque – Covid grant Briston Football          | 200.00      |            | 29,489.02 |
| 10 Aug | Cheque – Covid grant Briston Football (second) | 200.00      |            | 29,289.02 |
| 10 Aug | Cheque – TT Jones street lights maintenance    | 163.55      |            | 29,125.47 |
| 10 Aug | Cheque – Sovereign play equipment              | 14,242.12   |            | 14,883.35 |
| 10 Aug | Cheque – Viking supplies                       | 144.22      |            | 14,739.13 |
| 11 Aug | Cheque – Bench bus shelter                     | 504.12      |            | 14,235.01 |
| 11 Aug | Cheque – HMRC PAYE July                        | 240.43      |            | 13,994.58 |
| 12 Aug | Cheque – CGM Grounds maintenance               | 625.72      |            | 13,368.86 |
| 13 Aug | Cheque – Came & Co insurance                   | 60.21       |            | 13,308.65 |
| 13 Aug | Cheque – Payroll services                      | 20.00       |            | 13,288.65 |
| 18 Aug | Cheque – Open spaces maintenance               | 75.00       |            | 13,213.65 |
| 20 Aug | DD – Southern Electricity street light energy  | 397.38      |            | 12,816.27 |
| 27 Aug | Balance carried forward                        |             |            | 12,816.27 |
| 27 Aug | Total payments/receipts                        | 19,068.34   | 0.00       |           |

**Payments September 2021**

**£**

|   |          |
|---|----------|
| HMRC - PAYE and NIC   | 240.43   |
| MAE Bookkeeping – Payroll August  | 20.00    |
| Realise Futures – benches Garden Close  | 1,432.18 |
| Notice Board Company – replacement notice board<br>Hall Street                    | 835.90   |
| Cartridge Save – inkjet cartridges  | 137.62   |
| Minns – churchyard maintenance  | 387.50   |
| CGM Group – grounds maintenance   | 625.60   |
| Came & Company (Arthur J Gallagher) – insurance<br>play equipment Plantation Hill | 59.02    |
| Higginbottom Recreational Charity – office rent July/<br>room hire                | 112.50   |
| Southern Electric – DD – street light energy July                                 | 397.38   |
| 1&1 Internet – DD   | 5.99     |
| Handyman – salary August  | 299.53   |
| Clerk – salary August   | 664.00   |
| Plusnet – telephone/broadband August  | 25.56    |

**Total** **5,243.21**

Payment agreed at meeting  
(minute 2021/211 refers) T Alford Builder moving bench 492.00

**Total** **5,735.21**

### Income

The Public Sector Deposit Fund 31 July 2021

Value of shares bought £0.99 Balance of shares held £38,086.44

### Precept

Second half of precept expected during September

### Reconciliation as at 31/07/2021

This reconciles the current account held at Barclays Bank with the cash book – Balance per Cash Book £28,529.22. Difference with current account 0.00

### 2021/217 To receive a report from the Personnel Committee – Cllr Moulton

Queries: parish council lawn mower will be serviced in October. Handy man job sheet. These are recorded on his time sheet.

Chris Moses has been employed to review employees contracts.

Cllr Graham Pickhaver has done an overview of the terms and conditions of the Personnel Committee.

### 2021/218 To receive a report from the Higginbottom Recreational Charity – Cllr Mrs Woodhouse

The quarterly report was presented. Many regular users have been welcomed back and one off bookings are very good. The front canopy has been repaired and repainted. A start date for the renovation of the car park is still awaited as the contractor is having difficulties getting materials. The ROSPA inspection passed all the play equipment with minor amendments.

**2021/219 To receive a report from the Copeman Centre Management Committee – Clerk**

There was no meeting in August.

**2021/220 To invite public participation**

None

**2021/221 Any other business including items for the agenda of the October parish council meeting. For discussion only. No items can be approved under this item**

Cllr Barr asked how the distribution of the report was going. All councillors had received a copy .

The proposed date for a Planning Committee site visit is 20 September at 6.30 in Providence Place. Cllr

Matthew Pickhaver apologised that he is unable to attend.

An allotment inspection will be organised in October.

Cllr Chilton and the clerk will start work on the 2022/23 precept to present to the October meeting of the Finance & General Purpose committee.

The meeting closed at 8.45pm

Signed:

Dated: