

BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,

Briston, Melton Constable NR24 2PS

Telephone: 01263 862638

Email: parish-council@briston-norfolk.org.uk

Website: <http://bristonparishcouncil.org/1&1>

Minutes of the meeting of Briston Parish Council held on Monday 1 November 2021 at 7pm in the Copeman Centre, Briston

Present:	CLlr Pete Moulton	Chairman
	CLlr Ian Chilton	Vice Chairman
	CLlr Ian Seward	
	CLlr Terry Girling	
	CLlr Martyn Barr	
	CLlr Matthew Pickhaver	
	CLlr Graham Pickhaver	

Clerk: Mrs Jenny English

2021/242 To receive and note apologies for absence

CLlr Simon Twiddy sent his apologies. Mrs Noeleen Woodhouse has resigned from Briston Parish Council.

2021/243 To record declarations of interest and dispensations relating to items on the agenda

None

2021/244 To approve the minutes of Briston Parish Council meeting held on Monday 4 October 2021

Proposed CLlr Chambers, seconded CLlr Graham Pickhaver

Approved

2021/245 To invite public participation including reports from County Councillor, District Councillor and SNT representative

County CLlr sent his apologies. He had sent a report through earlier which the clerk had distributed to all councillors.

District CLlr Jolanda Stenton said that the first aid course she organised recently was very successful and she will be arranging another one in the next few months. There was no District Council meeting in October.

There was no SNT representative.

2021/246 To discuss matters arising from the minutes of Briston Parish Council meeting held on Monday 4 October 2021

2021/229 CLlr Chambers asked whether the letter had been written to County CLlr Aquarone in relation to problems with speeding along the Fakenham Road. The clerk replied that it had but no reply had been received yet.

2021/247 To approve the process for filling the casual vacancy due to the resignation of Les Edwards

There was a discussion on ways to attract more candidates to apply for vacancies. CLlr Chambers suggested holding an information evening to tell parishioners what being a councillor involves. CLlr Matthew Pickhaver said it was a good idea but rather than a separate event invite people to come to a meeting. CLlr Seward suggested holding the event one hour before the parish council meeting. The deadline for applicants for the first vacancy will be 3 December 2021.

Action: Clerk

2021/248 To consider and make observations on the following planning application and any others which may be received: Ref: PF/21/2801 Extension to side of dwelling for use as annexe. Location: Woodpecker Cottage, Brambles Farm, Thurning Road, Briston NR24 2JW

Cllr Chambers proposed that the application be supported. Seconded by Cllr Matthew Pickhaver.

Approved

2021/249 To approve the precept for the financial year 2022 – 2023 – Cllr Chilton

Cllr Chilton presented his proposal, which had been discussed and approved by the Finance & General Purpose Committee. This was a figure of £52,010 which was a 1.15% reduction on the precept figure for 2021 – 2022.

Cllr Girling proposed that a precept figure of £52,010 be requested from North Norfolk District Council for the financial year 2022 - 2023. Seconded by Cllr Seward.

Approved

The meeting thanked Cllr Chilton for all his work in preparing the information for this item

2021/250 To approve and accept the AGAR from the external auditor for 2020 – 2021 and the actions- Clerk

Proposed Cllr Chambers. Seconded Cllr Girling

Approved

2021/251 To discuss and approve changing the date of the Parish Council meeting to one later in the month – Clerk

Cllr Chilton said that he had discussed this with the clerk because they had concerns that financial information received at parish council meetings was a month out of date. This was because the meetings were so early in the month information had often not been received. Cllr Chilton proposed that the meeting date be changed to the second Monday in the month. This would take place in February providing the Scouts (regular user) agreed to the change. Seconded by Cllr Graham Pickhaver

Approved

2021/252 To discuss and approve the emptying of the litter bin in the Spinney by North Norfolk District Council

The clerk explained that this was urgent as the volunteer who was carrying this out was unable to carry on owing to the large amount of dog excrement pushed into the bin. This was falling round the inside container and made emptying the bin very unpleasant. As the bin was well used emptying it needed to be sorted out as soon as possible. The cost for a fortnightly emptying would be £62.40 per year. Cllr Barr proposed that North Norfolk District Council take over emptying this bin. Seconded by Cllr Chambers

Approved

2021/253 To discuss how to ensure that the public toilets are inspected and cleaned on Wednesdays – Clerk

Cllr Moulton will sort this out.

Action: Cllr Moulton

2021/254 To discuss and approve replacing the defunct street light at the junction of the Fakenham Road and Meadow lane with an LED light – Clerk

Cllr Girling proposed that this work go ahead by TT Jones at a cost of £299.00. Seconded by Cllr Barr

Approved

2021/255 To receive details of the Remembrance Service at All Saints Church on Sunday 14 November including laying of wreath and crosses in the churchyard and at the Airmen's Memorial in Wellington Road – Clerk

The clerk reported that the service will take place at 10.30 with wreath laying and crosses being placed round the memorial shortly after 11am. Chairman Cllr Moulton will attend to lay the wreath.

2021/256 To receive details of free trees being offered by Norfolk County Council and to approve application – Clerk

The clerk reported that Norfolk County Council was offering free trees to parish councils. She thought that ten fruit trees would be appropriate to establish a wood to commemorate the Queen's 70th Anniversary in June 2022. Cllr Graham Pickhaver proposed that these trees be applied for. Cllr Barr seconded.

Approved
1 abstention

2021/257 To receive, discuss and approve costings for cutting down vegetation along the track leading from Garden Close to the allotments on Jewel Close

The clerk asked for this item to be deferred as she had not received a price from the contractor

2021/258 To discuss whether there should be another signatory for the Briston Parish Council bank accounts and who it should be

It was agreed that no replacement was needed as there were three existing signatories

2021/259 To receive and approve the bank statement for October and the payments for November

The clerk explained that because it was only the first of the month Barclays Bank had not produced the bank statement for October yet. She had downloaded the transactions for October which she had distributed. This was proposed for approval with the payments by Cllr Chambers. Seconded by Cllr Seward

Approved

Transactions

Available balance £26,796.75

Showing 26 transactions between 06/10/2021 and 01/11/2021 from 02/10/2021 to 01/11/2021

Date	Description	Money in £	Money out £	Balance
01/11/2021	M Edmonds – Christmas Tree	30.00		26,796.75
01/11/2021	DD 1&1 Internet		25.31	26,766.75
28 /10/2021	SO Clerk salary		664.00	26,792.06
28/10/2021	SO Handyman salary		299.54	27,456.06
26/10/2021	Wyer - Christmas Tree	30.00		27,755.60
26/10/2021	Whiffen – Christmas Tree	30.00		27,725.60
26/10/2021	Husar – Christmas Tree	30.00		27,695.60
25/10/2021	Cheque – PKF Littlejohn External Audit		360.00	27,665.60
21/10/2021	Slimming World – Christmas Tree	30.00		28,025.60
21/10/2021	DD Southern Electric – Street light energy		373.09	27,995.60
21/10/2021	DD Pozitive Energy – Village Green power		47.25	28,368.69
20/10/2021	Cheque – Structureflex – sign Plantation Hill play area		150.00	28,415.94
18/10/2021	Noticeboard – alley to Recreation Ground		835.90	28,565.94
15/10/2021	Cheque – HMRC PAYE September		240.43	29,401.84
14/10/2021	Cheque – CGM Grounds maintenance		908.57	29,642.27
13/10/2021	Cheque – Anglian Water Stone Road		7.73	30,550.84
13/10/2021	Cheque – Viking stationery		113.39	30,558.57
13/10/2021	Cheque – Netball Covid grant		87.81	30,671.96
12/10/2021	Cheque – Payroll September		20.00	30,759.77
12/10/2021	Cheque – NNDC dog bins emptying		1,206.40	30,779.77

12/10/2021	Cheque – Alford seat moving		492.00	31,986.17
11/10/2021	Cheque – TT Jones street lights maintenance		127.20	32,478.17
08/10/2021	Cheque – Out of the Box – Walks leaflets		295.00	32,605.37
08/10/2021	DD Plusnet		25.20	32,900.37
07/10/2021	Cheque – Minns churchyard maintenance		387.50	32,925.57
06/10/2021	Cheque – Payroll August		20.00	33,313.07

Payments

£

A Graves – moving two benches from the parish office to Garden Close	30.00
P Minns – Churchyard maintenance October	387.50
Higginbottom Recreation Charity – office rent August and 2 room hires	115.00
Wyer Electrical Services – parish office PAT testing	148.80
First Aid + Care Training – 2 First aiders for bonfire night	60.00
HMRC – PAYE for period ending 05 Oct 2021	240.43
MAE Bookkeeping – Pay roll October	20.00
Rafters – Cleaning September	96.00
Norfolk County Council – payment for village gates	2,173.44
Southern Electric – DD Street light energy September	373.09
Pozitive Energy – DD power village green (after this payment cost has been significantly reduced)	47.25
IONOS – DD basic fee plus domain annual fee	25.31
Clerk – SO salary October	664.00
Handyman – SO salary October	299.53
Rafters Cleaning, May, June, July, August	192.00
Total	4,872.35

2021/260 To receive a report from the Finance and General Purpose Committee meeting held on 11 October 2021 – Cllr Moulton

Cllr Moulton reported that the meeting had mainly discussed the precept for 2022-2023 and approved the policy for grants.

2021/261 To receive a statement with regard to the complaint made to the Monitoring Officer – Clerk

The clerk reported that this matter is now closed and no further action will be taken

2021/262 To receive a report from the Higginbottom Recreational Charity – Cllr Moulton

Cllr Moulton reported that the Pavilion sign had been damaged. Bookings were coming back after the pandemic and lock downs

2021/263 To receive a report from the Copeman Centre Management Committee – Clerk

The clerk gave the following report from the meeting held on Tuesday 12 October

Various decorating projects and repairs are being carried out. Looking at replacing the hall entrance doors as these have been sticking for some time. The Treasurer reported that bookings both one off and regular are picking up. Expenditure: the electrician came to replace 5 faulty sensors on the lights in the extension. The Cubs and Scouts are back and the Gardening Club has booked its AGM. Users: North Norfolk Players – panto in full swing on 9,10 and 11 December. Parochial Church Council held a successful Harvest Supper. Two organ shows have taken place. Over 50s mobility group is progressing well. The Copeman Centre has booked a tree at the Christmas Tree Festival.

2021/264 To invite public participation

None

2021/265 Any other business including items for the agenda of the December parish council meeting.

This item is for discussion only. No items can be approved under this item

Cllr Chambers asked what is happening to the roles held by former Cllr Mrs Woodhouse. Cllr Moulton replied that these were mainly for the Higginbottom Recreational Charity and were being redistributed. Cllr Girling reported that there is a meeting on 3 November for people involved in the Bonfire and Firework evening. Cllr Matthew Pickhaver requested an electronic copy of bonfire and firework poster to put on the Facebook page.

2021/265 Next scheduled parish council meeting: Monday 6 December 2021

The meeting closed at 7.50pm

Signed:

Dated:

