

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 2 August at 7pm in the Copeman Centre.

Present:

Cllr Pete 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 Les Edwards

Cllr David Chambers

Chairman

Vice Chairman

Clerk: Mrs Jenny English

2021/168 To consider and accept apologies for absence

None. All members present

2021/169 To record declarations of interest from members on any items on the agenda

Cllr Edwards – one of the payments is to his wife

Cllr Barr – one payment to his company and his company is also involved in the proposed information board for the River Bure

Cllr Matthew Pickhaver – minute 2021/177 involved in the table tennis club who have applied for a Covid grant

2021/170 To approve the minutes of Briston Parish Council meeting held on Monday 5 July 2021

Cllr Mrs Woodhouse 2021/147. It is not recorded that four people were against this proposal.

2021/149 Householders not to empty bins. NNDC to do this.

Proposed Cllr Chambers. Seconded Cllr Graham Pickhaver

Approved

2021/171 To invite public participation including reports from County Councillor, District Councillor and SNT Representative

County Councillor Steffan Aquarone said that the footpath boards and leaflets were brilliant and he would like to get something similar going in other local villages. At the moment he is looking to see where pavements are needed and had had a walk along Church Street with the clerk to identify a section where a pavement is needed. He will be presenting his findings to Norfolk County Council in November. County Cllr Aquarone has £10,000 at his disposal for highway grants which he is anxious to spend.

District Councillor Jolander Stenton reported that there was no First Responders in the area at present. The nearest units were in Fakenham or Sheringham. However these units do not come to Briston as the travel time is too long. District Cllr Stenton will send details of CPR training. This will probably take place in mid October.

These minutes are unconfirmed until approved by Briston Parish Council

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There was no presence from the SNT

2021/172 To discuss matters arising from the minutes of Briston Parish Council meeting held on Monday 5 July 2021

2021/116 Monitoring officer update. Form sent. Reply received. Clerk not doing anything further until she has received professional advice.

2021/146 Not done yet

2021/147 Chairman contacted Hayes & Storr. Their reply gave no loan figure, period of loan wrong and an interest figure stated. Chairman will produce a statement for Briston Parish Council and Hayes & Storr to sign.

2021/149 Not done

2021/173 To consider and make observations on any planning applications which may be received

None received

2021/174 To review the Action Plan – Cllr Graham Pickhaver

Item number 2 was amended and item 14 deferred. The clerk will amend and resend

Action: Clerk

2021/175 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 Ian Chilton said that this should have been simple but had proved difficult. There was a discussion on costings and economics. Cllr Twiddy was concerned about health issues if the dog bins were removed and he thought these were healthier and cleaner. Cllr Chambers said that he thought that bins would be used if they were in the right place and there should be one bin. Cllr Mrs Quinsey said there was no reason why the amount of bins could not be increased. Cllr Matthew Pickhaver said that he thought people in the village would want dog bins and a public consultation is needed. Cllr Mrs Quinsey had provided a list and will work on this for the next meeting with Cllr Mrs Woodhouse.

Action: Cllrs Mrs Quinsey and Woodhouse

2021/176 To discuss the provision of a replacement notice board at the end of the alley leading from Hall Street to the Recreation Ground and accept a quotation for this from the Notice Board Company

Cllr Mrs Woodhouse asked about costings in relation to parish council expenditure. Cllr Chilton replied that he had been tracking expenditure and at present it looked as if the council would have a healthy balance at the end of the financial year.

Cllr Mrs Woodhouse proposed to accept the quotation from the Notice Board Company and go ahead and purchase it. Seconded Cllr Girling

Approved

2021/177 To agree on funding for applications for Covid Grants and pass for payment

Cllr Chambers said that he thought the parish council was a little out of order on these payments as there was no mention of match funding. He felt that the parish council is not a charity and should not be giving people's money away. Cllr Mrs Woodhouse said that these grants were made because at the time these clubs had no income because of the Coronavirus pandemic. The grants were to help clubs reopen. Cllr Graham Pickhaver said that on a point of order the principle had already been agreed and the parish council now had to discuss a particular application.

An application had been received from the Table Tennis Club. Cllr Matthew Pickhaver explained the history of the club and said that at present funding was needed as it was not sustainable.

Cllr Mrs Woodhouse proposed that this grant be approved. Seconded by Cllr Girling

Approved

2021/178 To adopt the Code of Conduct

Proposed by Cllr Mrs Woodhouse. Seconded by Cllr Graham Pickhaver

Approved



2021/179 To accept the Internal Auditor's report for the year ended March 2021

Cllr Chilton said that he had carried out the quarterly review of the parish council finances in mid July. The Clerk has made a list of actions to be carried out from the report and will discuss with Cllr Chilton

Proposed by Cllr Seward for acceptance. Seconded Cllr Chilton

Approved

1 abstention

Action: Cllr Chilton/Clerk

2021/180 To reappoint Auditing Solutions to carry out the parish council internal audit for 2021/2022

Proposed by Cllr Edwards. Seconded Cllr Seward

Approved

2021/181 To discuss forming a working party for the annual bonfire and firework display in November 2021

Cllrs Girling, Moulton, Seward, Mrs Quinsey and Mrs Woodhouse will form the working party.

2021/182 To receive and accept a quotation of the provision of the firework display for November 2021 and pass for payment

No quotation has been received. Cllr Girling will provide for the September meeting of Briston Parish Council.

Action: Cllr Girling

2021/183 To receive and accept costs for reprinting the four Briston walks leaflets and providing an internal board for the Three Horseshoes and pass for payment

Cllr Barr presented the costings and said that there was money from the original budget available for this work. Cllr Quinsey queried the costings against the budget. Cllr Chilton said that it would be advertised on the website and Facebook page that these leaflets are downloadable.

Cllr Twiddy proposed that these costings be accepted and the work go ahead. Seconded by Cllr Girling.

Approved

2021/184 To receive and accept a quotation for the provision of two bench seats on the open space adjacent to Garden Close from RealiseFutures and pass for payment

Proposed for approval by Cllr Mrs Woodhouse. Seconded by Cllr Edwards.

Approved

2021/185 To receive and accept an offer from Cllr Simon Twiddy and Mr Ron Twiddy to make and then maintain a picnic bench to be situated adjacent to the play area behind Bridge Close in memory of Mrs Margaret Twiddy – Cllr Simon Twiddy

Cllr Twiddy said that he had requests for a picnic bench from several local residents. It would be of a standard design for these benches.

Proposed for approval Cllr Twiddy. Seconded by Cllr Barr

Approved

2021/186 To approve the wording for a notice board on the play area off Bridge Close and to proceed to produce and erect - Clerk

Cllr Barr and the Clerk will liaise to produce this.

Action: Cllr Barr/Clerk

2021/187 To discuss, receive and accept a quotation from Oliver Husar to carry out maintenance work on the trees between Vincent Close and Wellington Road

Cllr Edwards proposed that this quotation be accepted. Seconded Cllr Matthew Pickhaver.

Approved

1 abstention



2021/188 To receive a proposal from Cllr Matthew Pickhaver to design, produce and site an information notice board about the River Bure on the railings on the Hawthorn Estate on Hall Street – Cllr Matthew Pickhaver

Cllr Matthew Pickhaver said that a parishioner had asked him if it would be possible to put up a small board on Hall Street by the River Bure giving information about it. Cllr Matthew Pickhaver thought that this would be an asset for the village and would ask for funding for this project up to £300. Cllr Mrs Quinsey proposed that this project go ahead. Seconded by Cllr Graham Pickhaver.

Approved

**2021/189 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 reported that she had not heard back from the Land Registry

2021/190 To readopt the Financial Risk Assessment Document

Cllr Mrs Quinsey said that the version sent to councillors was not the same as the one on the website. Cllr Mrs Woodhouse said that the monitoring risks section had not be filled in and the risks no identified. The chairman and clerk will get together to fill in these sections and bring it back to the next meeting.

Action: Chairman/Clerk

2021/191 To approve the bank statement for July and the payments for August

There was a query about the invoice from NNDC with regard to emptying of six dog bins. The meeting thought that there were only five dog bins in the village. The clerk will query this with NNDC.

Action: Clerk

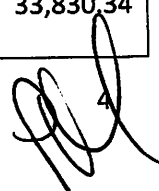
Cllr Girling proposed that the bank statement be approved and the payments with the exception of the NNDC invoice for emptying dog bins.

Approved

Bank Statement: 30 Jun – 30 Jul 2021

Date	Description	Money out £	Money in £	Balance £
30 June	Start balance			39,549.96
30 June	DD 1&1 Internet Ltd	5.99		39,543.97
30 June	Cheque – HMRC	240.23		39,303.74
1 July	Cheque – Salvation Army	200.00		39,103.74
1 July	Cheque – CGM. Grounds maintenance	625.72		38,478.02
2 July	Cheque – Came & Co annual insurance premim	2,538.90		35,939.12
7 July	Cheque – Minns Churchyard maintenance	387.50		35,551.62
8 July	DD Plusnet	30.26		35,521.36
8 July	Cheque – Out of the Box annual review	590.00		34,931.36
8 July	Deposit – Allotment rents		80.00	35,011.36
8 July	Deposit – BSRA donation for fireworks		1,000.00	36,011.36
8 July	Deposit – Copeman Centre ground rent for 10 years		10.00	36,021.36
13 July	Cheque – Hayes & Storr solar panels loan repayment	1,471.00		34,550.36
14 July	Cheque – Allotment Society subscription	66.00		34,484.36
15 July	Cheque – Edgefield Nursery – posts	40.50		34,443.86
16 July	Cheque – HMRC	240.43		34,203.43
19 July	DD – Southern Electric street lighting energy	373.09		33,830.34

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19 July	Cheque – Minns churchyard maintenance	387.50		33,442.84
22 July	Cheque – Auditing Solutions internal audit	540.00		32,902.84
26 July	DD – Pozitive Energy village green power	8.70		32,894.14
28 July	SO Handyman salary July	299.54		32,594.60
28 July	SO Clerk salary July	664.00		31,930.60
29 July	DD – 1&1 Internet	5.99		31,924.61
30 July	Cheque – MAE Bookkeeping payroll May	20.00		31,904.61
30 July	Cheque – MAE Bookkeeping payroll June	20.00		31,884.61
30 July	Balance carried forward			31,884.61
	Total payments/receipts	8,755.35	1,090.00	

Payments August 2021

	£
Higginbottom Recreational Charity	
Office rent June	100.00
North Norfolk District Council	
Dog bin emptying 01/04/2021 – 31/03/2022	1388.40
TT Jones Electrical Ltd	
Street Lighting Maintenance July-Aug-Sept 2021-08-02	163.55
CGM Group	
Monthly Grounds Maintenance July	625.72
Came & Company	
Extra to premium for revised asset list	60.21
Norfolk Association of Local Councils	
Effective Councillor course	72.00
Alexanders Invoice Finance	
Sovereign Play – play equipment Bridge Close	14242.12
Viking	
Toilet sundries	144.22
MAE Bookkeeping	
Payroll July	20.00
HMRC	
PAYE/NICS July 2021	240.43
Mrs J English	
Repayment Morrisons petrol for mower. Thaxters fence post for walks board	24.10
Paul Minns	
Churchyard grass cutting	387.50
Pozitive Energy	
DD Energy village green July	8.70



Clerk SO salary July	664.00
Handyman SO salary July	299.53
Plusnet DD July	30.26
Plusnet DD August	25.63
Total	18,496.37
Income	
The Public Sector Deposit Fund Interest June – reinvested	0.88

2021/192 To receive a report from the Personnel Committee – Cllr Moulton

Parish Council Covid Risk Assessment was reviewed. This will go on the agenda for September. The handyman will complete training within six months. The parish council lawn mower needs servicing. Cllr Moulton will purchase a box for the Personnel Files. Contracts of employment will be updated. The NALC Health Check needs to be completed. Chris Moses will be employed for one month to check that everything required for this is in place. It was suggested that the clerk implement a job sheet for the handyman. Cllr Graham Pickhaver will send out his survey. Cllr Twiddy asked which courses the handyman will be asked to do. This will come out of the review.

2021/193 To receive a quarterly report from the Higginbottom Recreational Charity – Cllr Mrs Woodhouse

Cllr Mrs Woodhouse gave the quarterly report outlining what has been achieved to date and plans for the future.

2021/194 To receive a report from the Copeman Centre Management Committee – Clerk

A report of the committee meeting held on Tuesday 27 July was given with the main points being the Briston Community Nursery School will be shut for the summer holidays for six weeks, the pantomime will go ahead with performances on 9, 10 and 11 December, the PCC has booked the hall for four events including the South African supper in September and the harvest lunch in October. The organ shows have resumed with the first show on 13 August. The building has been inspected and a list of work to be done drawn up.

2021/195 To invite public participation

None

2021/196 Any other business including items for the agenda of the September parish council meeting. For discussion only. No items can be approved under this item.

Cllr Chambers said that the first aid trainer he uses cannot offer training to the parish council at present. However he is looking to get qualified for the relevant courses so that he is able to train office workers. Cllr Edwards reported that the new house owner in Wellington Road had closed off the access path behind his property. He says that his deeds allow him to do this. Cllr Moulton and the Clerk are arranging a meeting with the owner to discuss this. Cllr Twiddy is investigating this with Lomax Homes.

Cllr Mrs Woodhouse asked for benches on the village green near the wooded area be put on the September agenda.

Cllr Chambers said that the derelict land near the church in Church Street appeared to have been taken over.

Cllr Matthew Pickhaver said that he had reported the overgrown hedges at Craymere Road to Norfolk County Council


Cllr Moulton reported that he is sorting out the pothole at the entrance to the Recreation Ground.

Cllr Chilton asked for the quarterly review to go on the agenda for the September meeting.

2021/197 Next scheduled Parish Council meeting, Monday 6 September 2021

The meeting closed at 9pm

Signed:

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

Dated:

A handwritten date in black ink, reading '6th Sept 2021', written in a cursive style.