BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of Briston Parish Council held on Monday 14 February 2022 at 7pm in the Copeman Centre, Briston

Present: Cllr Pete Moulton Chairman

Cllr Ian Chilton Vice Chairman

Cllr Ian Seward

Cllr Simon Twiddy

Cllr Graham Pickhaver

Cllr Matthew Pickhaver

Cllr Les Edwards

Cllr Mrs Becky Green

Clerk: Mrs Jenny English

**2022/01 To consider and accept apologies for absence**

Cllrs Barr, Chambers and Girling

**2022/02 Presentation of Blue Covid Plaque by Mrs Charlotte Crawley DL**

Mrs Crawley presented the Lord Lieutenant’s plaque to commemorate the community’s resilience in the year of the pandemic 2020-2021 to Cllr Moulton, who accepted it on behalf of the village. She thanked all the residents of Briston including the Parish Council, All Saints’ Parish Church, the Salvation Army, the Astley School which remained open, all the local shops and the pubs who provided services and help during the pandemic.

**2022/03 To agree on a proposal to co-opt three members to Briston Parish Council to fill the vacancies**

Proposed by Cllr Graham Pickhaver. Seconded by Cllr Twiddy **Approved**

**2022/04 To co-opt three members to Briston Parish Council**

There were two applicants for places; Les Edwards and Mrs Becky Green.

It was proposed that they be co-operated onto Briston Parish Council by Cllr Twiddy. Seconded Cllr Matthew Pickhaver. **Approved**

**2022/05 To record declarations of interest from members on any items on the agenda**

Cllr Les Edwards – payments.

**2022/06 To approve the minutes of Briston Parish Council meeting held on Monday 6 December 2021**

Proposed by Cllr Chilton. Seconded Cllr Seward **Approved**

**2022/07 To invite public participation including reports from County Councillor, District Councillor and SNT representative including a presentation from Steve Holmes from Battling On about proposals in Briston**

County Councillor Steffan Aquarone sent his apologies and a report which had been circulated prior to the meeting.

District Councillor Jolanda Stenton reported that in the new local plan the allocated number of dwellings for Briston had been reduced to 65 from 80. Two car parks on the developments were now included. The proposed access road was through Hillside.

She hoped to have a date for the defibrillator training by the end of the week. This training will be provided by the East Anglian Ambulance Service.

Briston/Holt Road. Mrs Stenton asked people to write to her and Steffan Aquarone. They can then start a consultation with Norfolk County Council highways department.

Steve Holmes, from Battling On gave a presentation on the work they plan to do at their site in Kinsley Wood. Although the organisation started to help veterans back into civilian life it has now expanded to offer training courses and outdoor experiences to all who might benefit from this. He is planning a drop in day on 7 May when anyone interested can look round and he will be looking to recruit volunteers. He is also hoping to reinstate a footpath that borders one side of the land. Cllr Matthew Pickhaver said that he is sorting the clearing of this footpath with Norfolk County Council as this footpath is planned to be part of walk 6. Cllr Graham Pickhaver said that the project was very impressive and there was lots of potential for the village. Briston Parish Council needs to support it.

**2022/08 To discuss and decide whether to make any comments to North Norfolk District Council on the Planning Policy Document**

Councillors were concerned about access to the allocated development sites and these comments will be sent to North Norfolk District Council. The proposed access through Hillside was thought to be totally unsuitable as this was a very narrow driveway and as there are no garages to properties in Hillside cars are parked along the road. Councillors were also worried about access onto Fakenham Road as this is a very busy roadway and access onto it is dangerous. It was thought that a roundabout would need to be provided.

**Action: Clerk to respond to the consultation with the above comments**

**2022/09 To discuss matters arising from the minutes of the Briston Parish Council meeting held on Monday 6 December 20212**

None. Cllr Moulton reported that Briston Football Club was having a problem with its grant application to the Football Association

**2022/10 To consider and make observations on any planning applications which may be received**

None received

**2022/11 To discuss and agree on allowing mobile food vans on the village green and Church Street car park including request from one vendor to use Parish Council electricity supply on village green. They will pay for electricity used**

Cllr Matthew Pickhaver proposed that these be allowed as the item. Seconded Cllr Graham Pickhaver

**Approved**

There was a query from a member of the public with regard to possible nuisance which these food vans may cause on the car park.

**2022/12 To approve request from Gray’s funfair to use the village green from 28 March to the 9 April 2022**

Propose to approve by Cllr Twiddy. Seconded Cllr Edwards **Approved**

**2022/13 To discuss maintenance of the defibrillator, the first responder situation and the date of the next defibrillator training – Cllr Seward**

Cllr Seward said that he was happy with the current maintenance of the defibrillator. District Councillor Stenton said that she was meeting with three responders, who live in Briston tomorrow to see if a unit can be set up in Briston. At present the unit they are attached to is in Aylsham

**2022/14 To propose a formal vote of congratulations to the Astley School for their recent Good Ofsted achievement – Cllr Graham Pickhaver**

Cllr Graham Pickhaver said that after their inspection the Astley School came out with a good. This was a wonderful outcome especially in light of the difficulties in teaching because of the Covid pandemic and the serious accident suffered by the head teacher. He felt that the council should pass a formal vote of congratulations to the Astley School.

Cllr Moulton proposed that this formal congratulation be carried out. Seconded by Cllr Seward. **Approved**

**Action: Clerk to send a formal letter of congratulation to the Astley School**

**2022/15 To adopt the ‘Terms of Reference’ for the Briston Pavilion – Cllr Graham Pickhaver**

Cllr Graham Pickhaver proposed that these be formally adopted by Briston Parish Council as Trustee of the Higginbottom Recreational Charity. Seconded by Cllr Seward **Approved**

**2022/16 To adopt the ‘Proposed changes to the running of the Briston Pavilion’ document – Cllr Chilton**

Cllr Ian Chilton proposed that these be formally adopted by Briston Parish Council as Trustee of the Higginbottom Recreational Charity. Seconded by Cllr Matthew Pickhaver **Approved**

**2022/17 Clerk’s report: Vandalism in the public toilets, grass cutting contract for the 2022 season, update on the sensory garden on the Plantation Hill Estate, training opportunities, allotment rents**

The clerk will look into getting the lights turned off in the public toilets in the evenings to alleviate the problem of vandalism and drug taking. Three contractors have asked to quote for the grass cutting and their tenders are due back on 26 February. The contractor has started on the sensory garden. The clerk reminded councillors that training is available. She also said that she would sort out some new councillor training for Cllr Mrs Green. She also reported that the allotment rents are being paid although there are still quite a lot outstanding.

**2022/18 To discuss and approve a proposal to cultivate plot number 8 on the Poors as a community garden/orchard**

The clerk said that the free fruit trees had been received with three days notice. These were bare root and needed planting as soon as possible. The handyman and clerk had planted them on a vacant allotment (plot 8) on the Poors. She asked that the council consider turning this allotment with the fruit trees into a community orchard to commemorate the Queen’s Platinum Anniversary. Cllr Edwards suggested putting a Jubilee bench on the plot.

Cllr Matthew Pickhaver proposed that plot 8 on the Poors be turned into a community orchard. Seconded by Cllr Seward. **Approved**

**2022/19 To discuss ways of providing Christmas lights on the village green**

The clerk reported that the tree that the lights were on had grown so big that the only way to access it was with a cherry picker. Unfortunately no contractor in the village had one and they were very expensive to hire. She felt that another Christmas lights option was needed and asked councillors to think about it now so that any plan could be put into operation well before December. Cllr Mrs Green suggested looking into decorating the shelter on the village green.

**2022/20 To approve a request from the 1st Melton Magna Scout Group to have a small fire in a fire bowl on the village green**

The clerk explained that this was to enable the Scout Group to hold ‘camp fires’ and would only be used occasionally.

Cllr Edward proposed that this request be approved. Seconded by Cllr Graham Pickhaver

**Approved**

**2022/21 To discuss and accept initial proposals for celebrating the Jubilee of Queen Elizabeth II on 2, 3 and 5 June 2022**

The initial proposals were accepted and it was agreed to form a committee comprising Cllrs Chambers, Chilton, Mrs Green and the Clerk. The Copeman Centre and Briston All Saint’s Church would be sending two representatives to the committee and the clerk would ask other organisations if they would like to get involved.

**Action: Clerk**

**2022/22 To accept the quotation from TT Jones to replace four street lights along the Fakenham Road at a cost of £299 each**

Proposed to accept Cllr Seward. Seconded Cllr Chilton **Approved**

**2022/23 To accept a quote for grass cutting at Briston Church Yard and Church Street Car Park from Paul Minns Gardening Maintenance at a cost of £3,250 (monthly £406.25)**

Cllr Edwards proposed that this quote be accepted. Seconded Cllr Twiddy **Approved**

**2022/24 To discuss a request from Briston Salvation Army to pay for grass cutting round their hall for the 2022 season**

Cllr Edwards proposed that Briston Parish Council pay for the Briston Salvation Army grass to be cut. Seconded by Cllr Graham Pickhaver **Approved**

**2022/25 To receive the end of year financial forecast – Cllr Chilton**

Cllr Chilton reported that at the end of January the council had just over £17,000 remaining in its current account. However sufficient money is needed for payments in February and March and the first half of April as the first half of the precept will not be received until mid way through April. Taking into account regular expenditure and income there should be £10,600 in the current account at the end of the financial year. This takes into account the VAT return claim.

**2022/26 To receive the financial report for quarter three – Cllr Chilton**

Cllr Chilton said that the RFO was carrying out her financial duties as should be done. The RFO thanked Cllr Chilton for his help.

**2022/27 To receive and accept the Internal Audit Report: Interim 2021-2022 from Auditing Solutions**

Cllr Chilton proposed to receive and accept this. Seconded Cllr Seward **Approved**

**2022/28 To approve the bank statements for December 2021 and January 2022 and approve the payments for February 2022.**

Cllr Chilton proposed to approve the bank statements for December 2021 and January 2022. Seconded by Cllr Pickhaver **Approved**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description** | **Money out £** | **Money in £** | **Balance £** |
| 30 Nov | Start balance |  |  | 26,674.96 |
| 1 Dec | DD 1+1 Internet Ltd | 5.99 |  | 26,668.97 |
| 8 Dec | DD Plusnet | 26.04 |  | 26,642.93 |
| 10 Dec | Cheque NCC Village gates | 2,173.44 |  | 24,469.49 |
| 10 Dec | Cheque Christmas Tree leaflets | 60.00 |  | 24,409.49 |
| 14 Dec | Cheque Fireworks | 2,400.00 |  | 22,009.49 |
| 14 Dec | Cheque Payroll November | 20.00 |  | 21,989.49 |
| 15 Dec | Cheque Blyth & Wright | 10.37 |  | 21,979.12 |
| 17 Dec | DD 1+1 Internet | 115.15 |  | 21,863.97 |
| 17 Dec | Cheque Viking Stationery | 263.68 |  | 21,600.29 |
| 20 Dec | DD Southern Electric | 373.09 |  | 21,227.20 |
| 20 Dec | Cheque R Wright | 20.00 |  | 21,207.20 |
| 20 Dec | Cheque HMRC | 240.43 |  | 20,966.77 |
| 21 Dec | Cheque Copeman Centre rent | 72.00 |  | 20,894.77 |
| 23 Dec | DD Pozitive Energy | 9.38 |  | 20,885.39 |
| 24 Dec | Cheque SLCC | 171.00 |  | 20,714.39 |
| 29 Dec | SO Handyman salary Dec | 299.54 |  | 20,414.85 |
| 29 Dec | SO Clerk salary Dec | 664.00 |  | 19,750.85 |
| 30 Dec | Balance carried forward |  |  | 19,750.85 |
|  | Total Payments/Receipts | 6,924.11 | 0.00 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description** | **Money out £** | **Money in £** | **Balance £** |
| 31 Dec | Start balance |  |  | 19,750.85 |
| 31 Dec | DD | 5.99 |  | 19,744.86 |
| 6 Jan | Cheque Royal British Legion | 100.00 |  | 19,644.86 |
| 11 Jan | DD Plusnet | 25.62 |  | 19,619.24 |
| 13 Jan | DD Pozitive Energy | 13.48 |  | 19,605.76 |
| 18 Jan | Cheque Higginbottom office rent | 105.00 |  | 19,500.76 |
| 18 Jan | Cheque Higginbottom office rent and room hire | 286.66 |  | 19,214.10 |
| 24 Jan | DD Southern Electric | 421.14 |  | 18,792.96 |
| 28 Jan | SO Handyman salary January | 299.54 |  | 18,493.42 |
| 28 Jan | SO Clerk salary January | 664.00 |  | 17,829.42 |
| 28 Jan | Balance carried forward |  |  | 17,829.42 |
|  | Total Payments/Receipts | 1,921.43 | 0.00 |  |

Cllr Chilton proposed that the payments for February be approved for payment. Seconded by Cllr Matthew Pickhaver. **Approved**

**Payments February 2022 £**

**Cheques**

TT Jones street lighting maintenance Jan-Feb-Mar 2022 488.64

Blackwater Potatoes – supply of Christmas Trees 312.00

Auditing Solutions – Interim Internal Audit service for 2021-2022 510.00

Higginbottom Recreational Charity – office rent Dec 2021 and Jan 2022 200.00

Wyer Electrical Services – installation of additional CCTV camera 302.40

Rialtas – Licence for Alpha and Allotment Software 297.60

Oliver Husar Tree Services – work at Wellington Close 1440.00

Caleb Hubbard – Bure River map illustration 160.00

CGM – hedge cutting 908.57

NNDC – bin emptying and provision of dog bin ` 348.70

Information Commissioners – Data Protection Fee renewal 40.00

Screwfix (repayment R Twiddy) PPE 26.99

Anglian Water – Stone Road Allotments Sept – Dec 21.47

MAE Bookkeeping – payroll Dec 2021 and Jan 2022 40.00

HMRC – PAYE Dec 2021 240.23

HMRC – PAYE Jan 2022 240.23

Repayment J English 44.90 **Total £5621.73**

Woodside Products (stakes) 14.98

Screwfix Line Paint 11.98

Flag Shop – Jubilee and Union 17.94

**Direct Debit/Standing Orders**

IONOS December 2021 5.99

IONOS January 2022 8.21

IONOS February 2022 8.40

Pozitive Energy December 2021 13.48

Pozitive Energy January 2022 10.94

Southern Electric December 2021 421.14

Southern Electric January 2022 349.08

Plusnet November 2021 25.56

Plusnet December 2021 26.04

Plusnet January 2022 25.62

Plusnet February 2022 26.76

Handyman December 2021 299.73

Handyman January 2022 299.53

Clerk December 2021 664.00

Clerk January 2022 664.00

Income CCLA – 31 December £1.28 = total £38,090.53. 31 January £2.93 = total £38,093.46

**2022/29 To receive a report from the Higginbottom Recreational Charity – Cllr Moulton**

Cllr Moulton said that this item had been covered in minutes 22022/15 and 2022/16

**2022/30 To receive a report from the Copeman Centre Management Committee – Clerk**

As the clerk had been unable to attend the last meeting the secretary of the Copeman Centre Management Committee gave the report. Main points that the bookings are going up and both group and party bookings are slowly building up. There is a potential mum and baby/toddler group looking to start in April. Some work needs to be done to the hedge/fence on the boundary fence to the green. The organ shows have started again and the last one was well attended. New blinds will be bought for the long and main halls. There is some problems with the water bill and the meter will be monitored.

**2022/31 To invite public participation**

There was some questioning about the Local Plan with regard to agricultural buildings. The Local Plan appears to make it easier to convert these into accommodation.

A member of the public asked whether the Scouts had been contacted with regard to the change of date for the Parish Council meetings. This clerk replied that she had done this both verbally and via email.

**2022/32 Any other business including items for the agenda of the March meeting of the parish council. This item is for discussion only. No items can be discussed under this item**

Cllr Steward said that there seemed to be a problem with WiFi connection in the Copeman Centre. The secretary of the Copeman Centre Management Committee said that the Nursery School owned and controlled the WiFi connection. The clerk will contact the Nursery School to see if they are prepared to provide a connection for parish council meetings.

Cllr Seward said that parking round Graves in Church Street is bedlam and a hazard and he has concerns about someone getting hurt. Several councillors and members of the public said that this is a long standing problem as the land in front of Graves shop is privately owned.

Cllr Edwards asked for an update on litter bins to be put on the March agenda

Cllr Chilton said that an action list of things to be done is needed. He also said that a meeting of the Trustee of the Higginbottom Recreational Charity needs to be called for March as it was agreed to hold quarterly meetings.

Cllr Matthew Pickhaver reported that the leaflet for Walk number 5 had gone to print.

**2022/33 The next scheduled meeting of the parish council is Monday 14 March 2022**

The meeting closed at 8.43pm

Signed: Dated: