

BRISTON PARISH COUNCIL

The Parish Office
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Minutes of Briston Parish Council meeting held on Monday 12 April 2021 at 7pm. Because of the restrictions due to the Coronavirus pandemic this meeting was held on Zoom and councillors members of the public joined from their places of residence.

Present:

Cllr Ian Chilton	Chairman
Cllr Pete Moulton	Vice Chairman
Cllr Terry Girling	
Cllr Mrs Hayley Quinsey	
Cllr Martyn Barr	
Cllr Graham Pickhaver	
Cllr Les Edwards	
Cllr Simon Twiddy	
Cllr Matthew Pickhaver	
Cllr Mrs Noeleen Woodhouse	
Cllr Daniel Warricker – after co-option (see minute number 2120/53)	

Clerk: Mrs Jenny English

Three members of the public were present

2021/51 To consider and accept apologies for absence

All councillors present

2021/52 To agree on a proposal to co-opt one member to Briston Parish Council to fill the vacancy

Proposed by Cllr Chilton. Seconded Cllr Graham Pickhaver.

Approved

2021/53 To co-opt one member to Briston Parish Council

Two candidates had applied. Each was invited to address the council before a secret ballot was taken by the chairman. The majority went to Daniel Warricker who then joined Briston Parish Council.

2021/54 To record declarations of interest from members on any items on the agenda

Cllr Edwards said that he had a planning application on the agenda and his wife was listed under the Payments

2021/55 To approve the minutes of Briston Parish Council meeting held on Monday 1 March 2021

There was a discussion about the reporting of the item on dog bins in the minutes. Cllr Matthew Pickhaver said that this minute reflected what happened at the meeting. Cllr Graham Pickhaver said he felt that there were too many councillors doing things and not letting other councillors know what they were doing. Cllr Mrs Quinsey agreed that all councillors should know everything that was

occurring and apologised if this wasn't happening. It was agreed that this item will go on the agenda for the May meeting.

Proposed for approval by Cllr Girling. Seconded Cllr Matthew Pickhaver

Approved

2021/56 To declare a casual vacancy on Briston Parish Council owing to disqualification of a councillor through persistent absence

Cllr Chilton said that unfortunately the rules with regard to this were still in place during the pandemic and inadvertently these had been broken. The reason for absence should have been specific and approved at every meeting. The clerk said that she had concerns that the process to get to this was carried out illegally as the whole council should have been involved and discussions held at properly convened meetings of the parish council. Cllr Graham Pickhaver said that he accepted that Cllr Julie White was disqualified under the six month rule as the process was not carried out correctly. Cllr Edwards said he was disappointed to see councillors independently seeking advice outside the council. ~~Cllr Mrs Woodhouse said that the advice came from NALC.~~
The Notice of Vacancy has gone up in the parish council noticeboards and will go on the council's website and Facebook page.

2021/57 To invite public participation including reports from the County Councillor, District Councillor and SNT representative

County Councillor Steffan Aquarone apologised as he had to leave the meeting before this item was reached

District Councillor Jolanda Stenton reported that Electoral Services were encouraging people to vote by post in the forthcoming elections. Polling stations will be made as safe as possible.

There was no SNT representative

A member of the public queried why Briston Parish Council should be responsible for the solar panel loan if the Higginbottom Recreational Charity defaulted on it.

2021/58 To discuss matters arising from the minutes of Briston Parish Council meeting held on Monday 1 March 2021

2021/23 and 2021/34 The information boards are being produced at present

2021/38 Queen's Platinum Jubilee. Ideas will be presented by the clerk at the June meeting

2021/40 Additional CCTV camera for parish office. Clerk has written to contractor to accept quote and heard nothing. Will now chase.

Action: Clerk

2021/44 NALC Healthcheck Clerk reported that there are still a couple of items outstanding before it can take place

2021/59 To consider and make observations on the following planning applications and any others which may be received

PF/21/0714 Conversion of agricultural building to two units of holiday accommodation:

Associated external alterations. Boundary Farm, Reephams Road, Briston, Melton Constable, Norfolk NR24 2JN

PU/21/0700 change of use of agricultural building to 2 dwelling houses (Class C3) and building operations reasonably necessary for the conversion. Boundary Farm, Reephams Road, Briston, Melton Constable, Norfolk NR24 2JN

Cllr Moulton proposed making no comment on both the above applications. Seconded by Cllr Edwards.

Approved

PF/21/0741 Single and two storey rear extension. Illex House, 54C The Lane, Briston, Melton Constable, Norfolk NR24 2AD.

Cllr Girling proposed to make no comment. Seconded by Cllr Moulton.

Approved

PF/21/0833 Removal of existing Conservatory and erection of single-storey side extension. 156 Fakenham Road, Briston, Melton Constable, Norfolk NR24 2DH.

Cllr Edwards declared an interest in this and took no part in the discussion or voting.

Cllr Girling proposed to support this application. Seconded by Cllr Twiddy. **Approved**

2021/60 To re-adopt the Financial Risk Assessment Policy

Proposed by Cllr Barr. Seconded by Cllr Twiddy. **Approved**

2021/61 To approve the Asset Register

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

2021/62 To approve the updated Parish Council action plan to run from April 2020 – Clerk

Cllr Graham Pickhaver said that the clerk will update this and liaise with him over this.

Cllr Mrs Quinsy said that she will help with the Health Check.

It was agreed that no vote is needed as this is a record of progress on agreed targets.

2021/63 To receive and approve the Grants Policy – Cllr Quinsey

Cllr Mrs Quinsey reported that a Covid Grants policy has been produced. The sum for grants was covered in the precept. The deadline for applicants is the 1 May which is very tight. This grants policy needs to be advertised everywhere.

Cllr Mrs Woodhouse proposed that this be approved. Seconded by Cllr Matthew Pickhaver
Approved

2021/64 To agree that Briston Parish Council will be responsible for any default by the Higginbottom Recreational Charity in respect of the loan for the solar panels paid back through Hayes & Storr on an annual basis

The clerk said that Hayes & Storr are expecting the next payment from the Higginbottom Recreational Charity.

Proposed to agree by Cllr Moulton. Seconded by Cllr Mrs Woodhouse
Approved
One against

2021/65 Clerks Report

Annual Parish Council meeting in May. The meeting agreed to hold this on Wednesday 5 May on Zoom

Allotment rents – all are received and banked except one, which the Clerk is investigating. All plots are taken and there is a waiting list.

River running through Hawthorns Estate. Work on the banks being investigated by North Norfolk District Council as no permission was sought for this work and it may be detrimental to the river.

Street lighting upgrades completed – five in The Lane

Code of Conduct – information for the new Code of Conduct which is still in the process of being adopted by the Local Government Association

Arrangements for future physical meetings of Briston Parish Council in the Copeman Centre. Clerk has:

Measured hall to ensure councillors and members of the public can fit in the main hall. Sketch plan produced.

Liaised with the Copeman Centre booking clerk to go through all items including: entrance and exits for councillors and members of the public, provision of hand sanitizers, etc, provision of track and trace information and register of attendees for this purpose and risk assessment document.

2021/66 To receive and approve a report on the proposed regeneration on the open space behind Jewel Close including:

moving of public seating

provision of a play area and a sensory garden

acceptance of a grant of £9,153 from North Norfolk Sustainable Communities Fund towards purchase of the play equipment

approving of all costings associated with the regeneration scheme

Cllr Edwards presented a paper on this prepared by him and Cllr Twiddy and the Clerk. He said that there was a shortfall between the grant of just over £9,000 from NNDC Sustainable Communities Fund and the total project cost of about £6,500. Cllr Chilton said that £4,485 was precepted for this item and up to £10,000 could be taken from the Surveyors Trust.

Cllr Moulton proposed that the shortfall should be taken from the underspend from the last financial year and the grant accepted and all costings approved the scheme approved to go ahead. Seconded by Cllr Edwards.

Approved

Cllr Graham Pickhaver thanked Cllrs Edwards and Twiddy and the Clerk, Mrs English for all their work on this project.

2021/67 To discuss and approve a grant for the 1st Melton Magna Scout Troop

Cllr Graham Pickhaver said that the council should support the application. Cllr Edwards said that the money was wanted for a Scout Camp. Cllr Moulton said that this application should be moved forward into the Covid grant discussion rather than discussed as part of the general grant fund. Cllr Chilton proposed that a decision be deferred to the next council meeting. Seconded by Cllr Girling.

Approved

2021/68 To discuss and accept a proposal to produce a report on village activities in lieu of the Annual Parish meeting – Cllr Chilton

Cllr Chilton said that a leaflet could be produced showing what local groups are doing especially now as they will be restarting. Cllr Graham Pickhaver suggested writing to local organisations to contribute 500 words for an article. Cllr Warricker suggested approaching local media for distribution. Cllr Chilton suggested a deadline of 1 May for contributions. Cllr Graham Pickhaver will work with the clerk with regard to the content and Cllr Barr will design and produce the leaflet. Cllr Chilton proposed that the council go ahead with the production of this leaflet as outlined above. Seconded by Cllr Girling.

Approved

Action: Cllrs Graham Pickhaver, Barr and the Clerk

2021/69 To approve jointly organising with Briston Parochial Church Council the Christmas Tree Festival to be held over one weekend in December in All Saints' Church, Briston

The clerk explained that this Festival had been going for about eight years and was held every other year. It was due to be held this year and the PCC would like to go ahead with it. Briston Parish Council help with the organisation, publicity and collect in sponsorship money. Cllr Barr proposed that this be approved. Seconded by Cllr Moulton.

Approved

2021/70 To discuss and approve a proposal that Briston Parish Council take out a joint insurance policy to cover all assets and amenities in the village of Briston owned by Briston Parish Council, the recreation ground and the Briston Pavilion and that the Higginbottom Recreational Charity repay Briston Parish Council for the portion of the premium covering the Briston Pavilion

Cllr Girling queried what would happen if the policy goes up owing to a claim. Cllr Mrs Woodhouse said that the Pavilion should pay its own way to make it fair as it has its own income. Cllrs Mrs Quinsey said that the Parish Council doesn't own the Pavilion so it should pay its own way. Cllr Mrs Quinsey proposed that this be approved. Seconded by Cllr Mrs Woodhouse.

Approved

2021/71 To approve the annual pay rise for the clerk and handyman as determined by the National Joint Council (NJC) for Local Government Services to be effective from 1 April 2021

Cllr Edwards proposed that this be approved. Seconded by Cllr Graham Pickhaver.

Approved

2021/72 To discuss and approve the addition of two further dog bins. One to be positioned on Bakery Close and the other at the allotment end of the grass track running from Garden Close.
Cllr Moulton proposed that this item be deferred. Seconded by Cllr Mrs Quinsey.

Approved

2021/73 To approve the bank statement for March and the payments for April 2021
Proposed by Cllr Girling. Seconded by Cllr Graham Pickhaver.

Bank Statement 27 Feb – 30 Mar 2021
Start balance £25,069.80
End balance £20,518.31

Date	Description	Money out £	Money in £	Balance £
27 Feb	Start balance			25,069.80
1 Mar	SO Handyman salary February	301.52		24,768.28
1 Mar	SO Clerk salary February	664.00		24,104.28
1 Mar	DC Allotment rent		20.00	24,124.28
1 Mar	DC Allotment rent		20.00	24,144.28
1 Mar	DC Allotment rent		20.00	24,164.28
2 Mar	Cheque – Higginbottom – office rent	100.00		24,064.28
2 Mar	Cheque – Higginbottom – tariff repay	982.72		23,081.56
2 Mar	Cheque – Higginbottom – office rent/electricity repayment	392.00		22,689.56
3 Mar	DD 1&1 Internet	5.99		22,683.57
3 Mar	Cheque – Salvation Army donation	300.00		22,383.57
5 Mar	DC Allotment rent		20.00	22,403.57
8 Mar	DC Allotment rent		20.00	22,443.57
9 Mar	DD Plusnet	28.56		22,415.01
9 Mar	DC Allotment rent		20.00	22,435.01
15 Mar	Deposit Allotment rents		60.00	22,495.01
15 Mar	Deposit Allotment rents		15.00	22,510.01
15 Mar	Deposit Allotment rents		60.00	22,570.01
15 Mar	Deposit Allotment rents		440.00	23,010.01
16 Mar	DD Pozitive Energy	7.85		23,002.16
16 Mar	Cheque Zoom subs	14.39		22,987.77
18 Mar	Cheque CGM Poors hedge cutting	360.00		22,627.77
19 Mar	DD Southern Electric – street light energy	305.18		22,322.59
19 Mar	Cheque – HMRC	239.12		22,083.47
22 Mar	Cheque – cleaning equipment	18.97		22,064.50
22 Mar	Cheque – Rafters office cleaning	96.00		21,968.50
22 Mar	Deposit allotment rents		40.00	22,008.50
23 Mar	Cheque – keys and signs	82.58		21,925.92
23 Mar	Cheque – Briston PCC repayment of money received in error	64.80		21,861.12
23 Mar	Cheque – wood for gate on the Hills	15.26		21,845.86
23 Mar	Cheque – stationery	85.04		21,760.82
24 Mar	Cheque – RBS software support	148.80		21,612.02
25 Mar	Cheque – Zoom subs	14.39		21,597.63

26 Mar	Cheque – SLCC reference book	123.80		21,473.83
29 Mar	SO Handyman salary March	301.52		21,172.31
29 Mar	SO Clerk salary March	664.00		20,508.31
29 Mar	Deposit Allotment rent		10.00	20,518.31
30 Mar	Balance carried forward			20,518.31
	Total payments payments/receipts	5,316.49	765.00	

Payments April 2021

Cheques

HMRC PAYE & NIC March	£239.12
CGM Group:	
Grass cutting £1,140.00	
Recreation ground hedge cutting £625.72	£1,765.72
Minns Churchyard cutting	£387.50
TT Jones Electrical Ltd	
Street lighting upgrade The Lane £1,794.00	
Street lighting maintenance Apr-May-June £163.55	£1,957.55
MAE Bookkeeping – Payroll March and February	£36.00
Structure-flex	
Signs – village green £696.00	
Signs – village walks £336.00	£1,032.00
Repayment to Clerk	
Zoro – thumper £20.98	
Thaxters – patching tarmac £59.94	
Morrisons – mower petrol £10.00	£90.92
Norfolk Association of Local Councils –	
Subscription 2021/22	£411.89
Anglian Water – Stone Road Allotments	£39.17

Direct Debits

Plusnet April	£29.88
Plusnet March	£28.56
Pozitive Energy	£7.85
Ionos by 1&1	£5.99
Southern Electric	£336.23

Standing Orders

Handyman salary February	£301.53
Handyman salary March	£301.53
Clerk salary February	£664.00
Clerk salary March	£664.00

Total expenditure **£8,299.44**

Public Sector Deposit Fund

01/02/21 Dividend of £1.19 reinvested so total holding £38,080.95

01/03/21 Dividend of £1.13 reinvested so total holding £38,082.08

2021/74 To receive a report from the Copeman Centre – Cllr Mrs Woodhouse

Cllr Mrs Woodhouse reported that the last meeting was held on 16 March and was mainly concerned with good housekeeping. The next meeting will be held on 13 April.

2021/75 To invite public participation

None

2021/76 Any other business including items for the April agenda. For discussion only. No items can be approved under this item

It was reported that the funeral service for the late Duke of Edinburgh will be held on Saturday 17 April.

Cllr Edwards reported that there was a problem with getting volunteers for a Speedwatch Group. A request will go on the parish council's social media.

Cllr Twiddy asked that the issue of dog bins be deferred to a face to face meeting as it wasn't discussed at the meeting last month owing to a bad Zoom connection. He further said that he thought this was an important issue and was disappointed that it had not been resolved at this meeting.

Cllr Mrs Woodhouse asked that the following items be put on the agenda for the May meeting:

Higginbottom Recreational Charity end of year finances

Re-opening of the public toilets

Covid grants

2021/76 Date of next scheduled meeting Wednesday 5 May – Annual Parish Council Meeting

The meeting closed at 21.03

Signed:

Dated: