

# 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](mailto:parish-council@briston-norfolk.org.uk)

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

Minutes of the meeting of Briston Parish Council held on Monday 11 July 2022 at 7pm in Copeman Centre, Briston

Present: Cllr Matthew Pickhaver – Chairman  
Cllr Graham Pickhaver – Vice Chairman  
Cllr Mrs Becky Green  
Cllr Mrs Lucy Alford  
Cllr Simon Twiddy  
Cllr Dave Chambers  
Cllr Pete Moulton  
Cllr Ian Seward

Clerk: Mrs Jenny English

## **2022/129 To receive and accept apologies for absence**

Cllrs Edwards, Chilton and Girling. Cllr Barr has resigned because he is moving out of the parish. Cllr Matthew Pickhaver thanked Cllr Barr for all the work that he has done as a parish councillor and for the parish.

## **2022/130 To record declarations of interest from members on any items on the agenda**

None

## **2022/131 To approve the minutes of Briston Parish Council meeting held on Monday 13 June 2022**

Proposed by Cllr Seward. Seconded Cllr Graham Pickhaver

**Approved**

## **2022/132 To invite public participation including reports from County Councillor, District Councillor and SNT representative**

County Cllr Steffan Aquarone asked people to report any traffic incidents no matter how small as he wants to get the speed enforcement team into Briston to monitor speeding especially on the Fakenham Road. He will also be asking them to put up sensors. This should help along with the installation of village gates. He reported that the speeding is getting worse.

District Cllr Mrs Jolanda Stenton sent her apologies as she is on holiday. Cllr Seward asked if District Cllr Mrs Stenton had organised any defibrillator training. The clerk will find out.

**Action: Clerk**

There were no comments or questions from members of the public present

## **2022/133 To discuss matters arising from the minutes of the Briston Parish Council meeting held on Monday 13 June 2022**

2022/115 The batteries have been ordered and should be on their way.

2022/99 An answer has been received from Duncan Baker MP

## **2022/134 To consider and make observations on any planning applications which may be received**

None received.

**2022/135 To discuss the formation of a Speedwatch group**

Unfortunately this item could not be discussed in depth as the organiser, Cllr Edwards was absent. A member of the public said that when there was a Speedwatch group in the village they were in teams of three in different locations round the village. These locations were all positioned near speed limit signs.

**2022/136 To discuss the problem of parking outside the Astley School on the Fakenham Road and to formulate ideas on how this might be alleviated**

Cllr Graham Pickhaver, who is also chairman of the Board of Governors at the Astley School said that he will get an item put in the weekly news sheet to remind parents not to park on the double yellow lines outside the school.

**2022/137 To discuss and approve the purchase of a litter bin for Bakery Close**

The clerk said she had obtained a cost for the new bin of £476.04 plus ground fixings and delivery totalling £95. This bin was the same as all the others in the parish. They were extremely hard wearing and were manufactured by a social enterprise.

Proposed to accept and order bin by Cllr Seward. Seconded by Cllr Twiddy

**Approved**

**2022/138 To discuss and approve the purchase of 'dogs to be kept on leads' signs for Bakery Close**

Cllr Chambers suggested asking the Environmental Health Department at North Norfolk District Council to see if anything can be done about the problem. It could also be reported to the Police.

After some discussion it was agreed to purchase an A4 size sign to be attached to the new bin.

Proposed by Cllr Seward. Seconded by Cllr Mrs Alford

**Approved**

**2022/139 To approve the purchase of six signs for Briston Village Green**

It was agreed to amend the original design to include the words 'Welcome to Briston Village Green' at the top of the sign and then to go ahead at a cost of £65 each.

Proposed by Cllr Twiddy. Seconded by Cllr Graham Pickhaver

**Approved**

**2022/140 To discuss and approve any action which may need to be taken with regard to the following items on the Plantation Hill Estate**

**Condition of the grass cutting – Cllr Twiddy**

Cllr Twiddy said that there had been problems with the lack of strimming being carried out by the contractor which meant that, in particular some paths were becoming very overgrown. It was agreed that the clerk will contact the contractor to arrange a meeting between them and Cllr Matthew Pickhaver to discuss this problem and see what remedial actions can be taken.

**Action: Clerk**

**Frequency of litter bin collections – Cllr Twiddy**

Cllr Twiddy said that the bin on the open space next to Bridge Close was often overflowing and did not appear to be emptied regularly. The clerk said there were problems with this bin and when she was told about the lack of regular emptying she contacted North Norfolk District Council to sort it out. It was agreed that the clerk would check with North Norfolk District Council to check the frequency of emptying

**Action: Clerk**

**Problem of concealed gates at Wellington Close – Cllr Mrs Alford**

Cllr Mrs Alford reported that the alley had been blocked by the householder with a large and heavy gate. It was agreed that the clerk will write to the householder to request sight of his/her deeds to see who owns the alley and has right of way

**Action: Clerk**

**2022/141 To discuss the formation of a 'Friends of Briston Parish Council' group – Cllr Matthew Pickhaver**

Cllr Matthew Pickhaver introduced this item by saying that it would be good to get support from the village for various activities and events that the council held. He would also like more input from the village on what the parish council should be doing. Cllr Matthew Pickhaver further said that the Jubilee Gala showed there is a yearning for events such as that which bring the village together. Cllr Moulton said that a list of things to do should be put together. It was agreed to start an awareness campaign by putting articles on

These minutes are unconfirmed until approved by Briston Parish Council

the website, Facebook, the Briston & District News and the Astley weekly news sheet. Members of the public present expressed their support for this initiative.

**2022/142 To discuss ideas for a Gala Day in 2023**

It was agreed to put an item in the Briston & District News saying that this would now be an annual event and asking for ideas, volunteers, organisers and suggestions on how it might be improved. It was agreed that a pram race would be required. After discussion it was decided to hold the Gala on Saturday 24 June 2023 on the recreation ground and in the Briston Pavilion.

**2022/143 To approve and sign the AGAR document for 2021/2022**

Proposed Cllr Moulton, seconded Cllr Twiddy

**Approved**

**2022/144 To accept and approve the final report from the internal auditor for 2021/2022**

Proposed Cllr Graham Pickhaver, seconded Cllr Seward

**Approved**

**2022/145 To readopt the Financial Regulations**

Proposed Cllr Graham Pickhaver, seconded Cllr Moulton

**Approved with 2 abstentions**

**2022/146 To accept and adopt the Governance and Risk Management Risk Register**

Cllr Graham Pickhaver proposed with the addition of a responsible person. Seconded by Cllr Moulton

**Approved**

**2022/147 To accept and agree to pay the premium for the insurance for Briston Parish Council and the Higginbottom Recreational Charity**

The clerk said that the premium for one year was £3,270.09. This premium would remain the same every year if the council took out a three year contract.

Cllr Moulton proposed that a three year contract be taken out and the premium of £3,270.09 be paid when the invoice was received from Gallagher. Seconded by Cllr Graham Pickhaver

**Approved**

**2022/148 To approve the bank statement for June and the payments for July**

Cllr Chambers declared an interest in the payments and took no part in the voting.

Proposed by Cllr Twiddy. Seconded Cllr Moulton

**Approved**

As only one cheque signatory was present at the meeting the clerk will get a second signature as soon after the meeting as possible.

**Statement**

Date	Description	Money out £	Money in £	Balance £
32 May	Start balance			32,747.23
31 May	DD 1&1 Internet	8.40		32,738.83
6 June	Cheque – Trophies for Jubilee Gala	324.00		32,414.83
10 June	DD Plusnet	32.14		32,382.69
20 June	DD Southern Electric – street lights energy	553.55		31,829.14
22 June	Cheque – payment to band for Jubilee Gala	250.00		31,579.14
23 June	DD Pozitive Energy – power village green	27.01		31,552.13
23 June	Cheque – Blyth & Wright	28.32		31,523.81
24 June	Cheque – CT Baker	15.55		31,508.26
24 June	NGF Play – springers Plantation Hill	2,162.40		29,345.86
24 June	Cheque – refreshment Annual Parish Meeting	7.29		29,338.57
28 June	SO – Handyman salary June	299.54		29,039.03
28 June	SO – Clerk salary June	664.00		28,375.03

29 June	DD 1&1 Internet	8.40		28,366.63
29 June	Balance carried forward			28,366.63
	Total payments/receipts	4,380.60	0.00	

#### Payments July

£

HMRC TAX May 2022	251.02
HMRC TAX June 2022	250.82
MAE Bookkeeping Payroll June	20.00
NEN District Scouts – hire of climbing wall for Jubilee Gala	165.00
R W Dorey Joinery – provision of two benches for village green	660.00
Anglian Water Stone Road allotments	16.48
Anglian Water The Poors allotments	3.66
TT Jones Electrical – street light maintenance July-Aug-Sept 2022	127.20
CGM grass cutting June	954.00
Rafters Clean – office cleaning June	48.00
Blyth & Wright – June statement	34.86
Auditing Solutions – Final Internal Audit	300.00
Signgeer – repayment J English – glue and cleaner	27.84
Paul Minns – grass cutting church yard and Salvation Army June	496.25
Higginbottom Recreational Charity – office rent June electricity April, May and June	206.92
NNDC emptying of dog and litter bins for 2022/23	1932.84
Total	5494.89

#### Standing Orders

Clerk salary June	675.73	
Handyman salary June	298.45	
Pozitive Energy village green power May	27.01	
SSE street light energy June	572.20	
Plusnet telephone June	32.14	
Total	1605.53	7100.42

#### Income – The Public Sector Deposit Fund

Statement 31 May 2022 value of shares bought £19.36. Balance of shares held £38,143.11

Statement 30 June 2022 value of shares bought £27.63. Balance of shares held £38,170.74

#### 2022/149 To receive a report from the Higginbottom Recreational Charity – Cllr Moulton

Cllr Moulton reported that no meeting had been held but that the charity was financially secure. The accounts will be presented at the Higginbottom Recreational Charity meeting to be held on 28 July.

#### 2022/150 To receive a report from the Copeman Centre Committee – Clerk

The clerk reported that at the last meeting it had been decided to change the rent timings. At the moment bookers were given a free half an hour at the start and end of the booking. This was causing some confusion so from September bookings would be from the time actually booked.

The Nursery School wish to change a window at the far end of the building into a door and fence off part of the grounds outside this to enable the area to be used by the babies. At present they are in discussion with Norfolk County Council, who suggested this in an Ofsted report, with regard to grant funding and planning permission. Briston Parish Council will support their application.

#### 2022/151 To invite public participation

There was none

These minutes are unconfirmed until approved by Briston Parish Council

**2022/152 To consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1 in order to discuss confidential matters concerning the Higginbottom Recreational Charity**

The chairman reported that he had discussed this with the clerk earlier and they had consulted Arnold Baker on Local Council Administration. There were only four categories where the exclusion of public and press could take place and they did not consider that these had been met. They were, therefore withdrawing this item.

**2022/153 To receive the relevant documents from the Charity Commission**

Cllr Moulton handed the clerk a document from the Charity Commission which she will distribute to all councillors  
**Action: Clerk**

**2022/154 To discuss the next stage of the transfer of the Higginbottom Recreational Charity from the trusteeship**

This cannot be discussed at present (see minute 2022/155)

**2022/155 To discuss the advice and costings received from the solicitors**

The solicitor has not come back yet. It was thought that the next stage cannot be discussed until advice is given from the solicitor.

Cllr Graham Pickhaver proposed that this item be deferred until a response is received from the solicitor.  
Seconded Cllr Chambers.  
**Approved**

**2022/156 Any other business. This item is for discussion only. No decisions on items not on the agenda can be made**

Cllr Mrs Green asked that provision of a dog litter bin near Cuckoo Bridge go on the next agenda

There was some discussion that the dog litter bin near the rear entrance of the recreation ground is not being emptied. The clerk will check with North Norfolk District Council.

Cllr Matthew Pickhaver reported that a parishioner had asked if a sentence could be included on all walks leaflets asking dog owners to keep their pets on a lead and clear up after them as he was experiencing problems.

And update on the Bure River Information board was requested. Cllr Matthew Pickhaver reported that a license has been sent from North Norfolk District Council and now needed to be completed.

The meeting finished at 8.30pm

Signed:

Dated:

