

# BRISTON PARISH COUNCIL

The Parish Office

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

Present: Cllr Matthew Pickhaver Chairman  
Cllr Graham Pickhaver Vice Chairman  
Cllr Terry Girling  
Cllr Ian Chilton  
Cllr Pete Moulton

Clerk: Mrs Jenny English

## **2022/211 To receive and accept apologies for absence**

Apologies were received and accepted from Cllrs Edwards, Chambers and Twiddy. The chairman reported that Becky Green had resigned from Briston Parish Council

## **2022/212 To record declarations of interest from members on any items on the agenda**

There were none

## **2022/213 To approve the minutes of Briston Parish Council meeting held on Monday 10 October**

Proposed Cllr Girling. Seconded Cllr Chilton

**Approved**

## **2022/214 To invite public participation including reports from County Councillor, District Councillor and SNT representative**

County Cllr Steffan Aquarone sent his apologies

District Cllr Jolanda Stenton reported that the recent problems with bin collections had been sorted. Cllr Girling said that he was still having problems. She also reported that she had found a provider for defibrillator training. She is having discussions with County Cllr Aquarone with regard to dangerous driving in the village and recommended sending any problems to County Cllr Aquarone as he can take them to NCC Highways. A member of the public said that she had heard that all village halls will need to have a defibrillator. District Cllr Stenton said that this was not a requirement at present.

There were no questions or comments from the public.

## **2022/215 To discuss matters arising from the minutes of the Briston Parish Council meeting held on 10 October**

2022/187 The clerk said that this was the National Salary Award for the year 2021 to 2022 and not a Merit Award.

## **2022/216 To consider and make observations on the following planning application and any more which may be received:**

**NNDC Ref: PU/22/2508 Change of use of agricultural building to a dwelling house (Class 3)  
3 Factory Farm Cottages, Craymere Road, Briston, Melton Constable, Norfolk, NR24 2LS**

It was proposed that this application be objected to as the council was concerned about the over development of this site and the lack of suitable access. District Cllr Jolanda Stenton said that she was happy to take this application to committee and any future ones the parish council had concerns about. Proposed to object by Cllr Moulton. Seconded by Cllr Graham Pickhaver **Approved**

**2022/217 To agree to write to Duncan Baker MP to ask for his support for the Infrastructure Levy when it comes before Parliament**

This was proposed for approval by Cllr Moulton. Seconded by Cllr Girling **Approved**

**2022/218 To approve the precept for 2023/2024 and submit to North Norfolk District Council**

Cllr Chilton presented proposals for the precept totalling approximately £63,000. He said that in terms of what this would cost each resident it was quite small however he was concerned that it was more than last year due to an overall rise of 5% with some costs much higher such as electricity for the street lights. There were still some loose ends to sort out and Cllr Chilton proposed that a decision on the amount of precept to be requested be deferred until the December meeting of Briston Parish Council. Seconded by Cllr Moulton **Approved**

Cllr Chilton reported that the parish council should finish the current financial year fairly neutrally. Cllr Matthew Pickhaver thanked Cllr Chilton for all his work on this.

**2022/219 To discuss actions with regard to parking problems at Hewitts Close and receive an update on the parking at Chequers Close, Briston**

Cllr Chilton has updated the Village Traffic Review which he produced some years ago. This includes parking problems throughout the village. The clerk will write to the SNT with regard to the parking. Cllr Chilton and the clerk will meet with County Cllr Aquarone with regard to actions which could come out of the traffic review.

**2022/220 To receive an update on the blocked access path on the Plantation Hill Estate – Cllr Twiddy**

In the absence of Cllr Twiddy Cllr Matthew Pickhaver read out an email from Robert Lomax, the developer of the estate to Cllr Twiddy. This stated that the path was never a cut through from one road to the others only ever rear garden access for those residents whose gardens back onto this path. Cllr Matthew Pickhaver thanked Cllr Twiddy for all his work on this.

**2022/221 To receive a report on the bonfires and fireworks display held on 4 November – Cllrs Moulton and Girling**

Cllr Girling presented financial details of the event. He reported that there was a good turn out on the evening with people of all ages attending. The fireworks were very impressive and he thanked all the helpers, and providers of the firework display, food stalls and first aid providers. Cllr Chilton reported that the event had been cost neutral this year but what would be the costs if the event had to be cancelled due to bad weather. Cllr Girling reported that there would be no cost to the parish council. Cllr Matthew Chilton, on behalf of the council thanked the bonfire committee for all their hard work in organising this event which had been so successful. The clerk said that she had concerns about the bonfire which was still burning 10 days after the event. Actions required by the insurers required that at the end of the display a thorough check be undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire must be doused in water. As this requirement had not been complied with Hiscox would not make any payment under the insurance if any claims were received by the parish council.

**2022/222 To receive information for ‘Carols on the Green’ to be held on Wednesday 21 December at 6pm – Cllr Matthew Pickhaver and Clerk**

The format will be the same as in previous years with music being provided for the carols. There will be food stalls and the beacon will be lit at approximately 7pm. It was agreed to invite the Melton Magna Scouts to light the beacon.

**2022/223 To approve the grant application form**

Proposed by Cllr Graham Pickhaver. Seconded by Cllr Ian Chilton **Approved**

This minutes are unconfirmed until approved by Briston Parish Council

**2022/224 To agree to apply to the Parish Partnership Scheme for funding for an additional SAM2**

The clerk reported that this would cost approximately £2,800. The Parish Partnership Scheme would provide half of this with County Cllr Steffan Aquarone giving half of the remainder which would leave the parish council to pay approximately £700. Cllr Edwards has sites which this SAM2 might be used on. It was proposed to apply for funding by Cllr Ian Chilton. Seconded by Cllr Graham Pickhaver

**Approved**

**2022/225 To receive the clerk's report: Sale of Rialtas to Harris Computer Corporation, email from Rev Trudie Morris with regard to provision of warm spaces in the village, 2022-23 National Salary Award for clerk and handyman, encroachment of pavement along the Fakenham Road by the Poors allotments.**

The clerk said that Rialtas had sold the company to the Harris Computer Corporation and was assured that this would not affect the service it provides. There was discussion on an email received from the Rev Trudie Morris with regard to the proposal to provide warm spaces in the village over winter. Cllr Chilton had provided some costings for using the Briston Pavilion for one day a week from January to the end of March. It was agreed that volunteers would be needed to run this and it would be a good idea to ask for sponsors. Cllr Graham Pickhaver said that it would be a good idea to appraise this provision after a few weeks to see if it would work. This will go as an agenda item for the December parish council meeting. The clerk reported that details of the 2022-2023 National Salary Award had come through. The increases to the pay of the clerk and handyman will be ratified at a meeting of the Personnel Committee to be held on Monday 28 November.

It was reported that the pavement had been cleared for its entire length by the Poors allotments.

The clerk said that she had had a discussion with a young lad about starting a youth football team and said that she wanted to put a piece in the next edition of the Briston & District News asking if there is anyone who would help run and train a team. This was agreed on.

**2022/226 To approve the bank statement for October and the payments for November**

Proposed for approval by Cllr Chilton. Seconded by Cllr Graham Pickhaver

**Approved**

**Bank statement 30 Sep – 28 Oct 2022**

Date	Description	Money out £	Money in £	Balance £
30 Sep	Start balance			12,586.60
30 Sep	Direct credit from NNDC – precept		26,005.00	38,591.60
10 Oct	DD Plusnet	32.14		38,559.46
12 Oct	Cheque – Minns grass cutting churchyard	496.25		38,063.21
12 Oct	Direct credit R Hackett		15.00	38,078.21
13 Oct	Cheque – Blyth & Wright	103.32		37,974.89
13 Oct	Cheque – Viking Stationery	103.28		37,871.61
13 Oct	Cheque – Anglian Water Stone Road allotments	22.42		37,849.19
13 Oct	Cheque – Anglian Water Poors allotments	34.17		37,815.02
14 Oct	Cheque - MAE Bookkeeping payroll August	20.00		37,795.02
17 Oct	Cheque – Realise Futures litter bin	685.25		37,109.77
18 Oct	Cheque – HMRC PAYE August	348.62		36,761.15
20 Oct	Cheque – CGM grass cutting	1,908.00		34,853.15
21 Oct	DD Southern Electric street lights energy	609.86		34,243.29

28 Oct	DD 1&1 Internet	27.72		34,215.57
28 Oct	SO Handyman salary September	406.67		33,808.90
28 Oct	SO clerk salary September	837.30		32,971.60
28 Oct	Cheque – repay J English signage cleaner	27.84		32,943.76
28 Oct	Cheque – back pay for clerk	807.88		32,135.88
28 Oct	Cheque – Play Inspection Company equipment inspection Plantation Hill	162.00		31,973.88
28 Oct	Cheque – repay J English petrol for mower	18.79		31,955.09
28 Oct	Balance carried forward			31,955.09
	Total payments/receipts	6,651.51	26,020.00	

## Payments November

£

### Cheques

Cartridge Save	115.36
Viking – stamps	38.66
Higginbottom Recreational Charity – hire of Pavilion for fireworks	200.00
Lawnwise & Leisure – firework display	3,120.00
Out of the Box – reprint of walking leaflets	245.00
Minns – grass cutting church yard and Salvation Army	496.25
MAE Bookkeeping – Payroll October	20.00
HMRC – PAYE October	348.62
Oliver Husar Tree Services – clearing ash tree from street light Wellington Road	200.00
Royal British Legion – wreath and wooden crosses – repayment to J English	161.00
RTW Williams - welding repair to seat on village green	50.00
Total	4,994.89

### Standing Orders

Handyman – salary October	406.67
Clerk – salary October	837.30

### Direct Debits

Southern Electric – street lights energy	553.55
Plusnet	32.14
Pozitive Energy Ltd	31.50

Grand total 6,856.05

The Public Sector Deposit Fund	Value of shares bought	Balance of shares held	Share Class
01/09/22 Bought forward		38,235.58	
01/09/22 Dividend reinvested	52.47	38,288.05	4
30/09/22 Carried forward		38,288.05	4

## 2022/227 To receive a report from the Higginbottom Recreational Charity – Cllr Graham Pickhaver

There have been no further developments with the Football Club either from the secretary or chair. The Parish Office is now the hub of operations and all correspondence will be directed there in future.

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The clerk is looking after bookings and general enquiries and Cllr Graham Pickhaver will be sending out invoices and general oversight.

Cllr Chilton will be overseeing the CCLA accounts.

Accounts and Annual Report for 2021/22 submitted to the Charity Commission.

Banking details including account signatories and correspondence are now in line with present arrangements.

The caretaker's hourly rate will be increased to £14 from 1<sup>st</sup> January 2023.

We are upgrading the web-site and changing both calendar and email access.

Use of the mobile phone will be discontinued as Parish Office phone number will be the only way of contacting the Higginbottom Recreational Charity by phone as well as the parish council email. These have been circulated through the media et al.

Booking terms and conditions to be revised.

Hirer charges to be revised at the next meeting.

**2022/228 To receive a report from the Copeman Centre Committee – Clerk**

The clerk reported that everything was running smoothly at the Copeman Centre and problems with the audio visual system had been sorted out.

**2022/229 To invite public participation**

No member of the public had any questions or queries.

**2022/230 Any other business including items for the December meeting of the parish council. This item is for discussion only and no decisions on items not on the agenda can be made**

Review of the previous proposal to transfer £5,000 from the parish council bank account into the Public Sector Deposit Fund and to decide whether to carry this out

To approve the precept for 2023/2024

To discuss and approve the way forward for the Bonfire and Firework Display for 2023

To discuss the possibility of using part of the Briston Pavilion as a warm space from the beginning of January until the end of March 2023 and to agree on any funding from the parish council which might be needed to facilitate this

To approve the updated Village Traffic Review and decide and approve a course of action to get this implemented

**2022/231 The next meeting of Briston Parish Council will be on Monday 12 December**

The meeting closed at 8pm

Signed:

Dated: