

BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of Briston Parish Council held on Monday 13 February 2023 at 7pm in the Copeman Centre, Briston

Present: Cllr Matthew Pickhaver
Cllr Graham Pickhaver
Cllr Ian Chilton
Cllr Les Edwards
Cllr Simon Twiddy
Cllr Terry Girling
Cllr Pete Moulton

Chairman
Vice Chairman

Clerk: Mrs Jenny English

2023/01 To receive and accept apologies for absence

None

2023/02 To record declarations of interest from members on any items on the agenda

Cllr Edwards – Finance

2023/03 To approve the minutes of Briston Parish Council meeting held on Monday 12 December 2022

Cllr Moulton proposed the minutes be approved with one amendment, which the clerk made. Seconded by Cllr Chilton
Approved

2023/04 To invite public participation including reports from County Councillor, District Councillor and SNT representative

County Councillor Steffan Aquarone sent his apologies and a report which had been distributed to councillors before the meeting.

District Councillor Jolanda Stenton said that she had attended a youth council organised by North Norfolk District Council for those aged between 11 and 18. She said that it was absolutely amazing and very inspirational. She also handed over some information and asked for it to go on the parish website as they are looking for new members. Cllr Graham Pickhaver asked if schools were going to be approached direct. Cllr Stenton agreed to liaise with him over this.

Cllr Stenton also said that she would like to get the school children to design 'slow down' signs for the village.

A member of the public asked when the Copeman Centre hedge will be cut. The clerk said that she had contacted the contractor twice and heard nothing. She will chase again.

2023/05 To discuss matters arising from the minutes of the Briston Parish Council meeting held on 12 December

None

These minutes are unconfirmed until approved by Briston Parish Council



2023/06 To consider and approve a request from the Copeman Centre Committee for alterations to a ground floor window in the nursery room into a French door.

It was proposed by Cllr Moulton that this item (7 on the agenda) be taken before planning (6 on the agenda). Seconded Cllr Chilton

Approved

Cllr Girling proposed that this request be approved. Seconded by Cllr Chilton. **Approved**

2023/07 To consider and make observations on the following planning application and any more which may be received

PU/23/0261 Prior approval for change of use of an agricultural building to 3 "larger" dwellinghouses and building operations reasonably necessary for the conversion

Manor Farm, 44 Fakenham Road, Briston, NR24 2HJ

It was agreed to support the application with reference to possible problems with access onto the Fakenham Road.

PU/23/0057 Alterations to ground floor window opening to allow for installation of French doors

The Copeman Centre Briston Village Hall, Hall Street, Briston MR24 2LG.

It was agreed to support the application

PF/23/0272 Conversion of disused buildings to two dwellings with associated external alterations including insertion of additional roof lights

Factory Farm Cottages, Craymere Road, Briston, Norfolk

There was discussion on this development, as there appears to be ongoing work on this site despite there being no planning permission. There were concerns from the council and members of the public as, among other things there is no design and access statement on the application, habitat or ecological survey not completed, no adequate power supply, no adequate provision for drainage, sewage disposal and foul water. There are also concerns about the access as it is extremely limited and not adequate for large vehicles such as rubbish collection. District Councillor Jolanda Stenton reported that she will be taking this application to the Development Committee but she thinks that the officer, from NNDC in charge of this application, will recommend that it be refused as it does not meet planning criteria and all the requirements have not been met.

It was agreed that Briston Parish Council will object to this application in the strongest terms.

NNDC Orig Ref: PO/21/1474. Appeal Ref: AP/21/0049 Erection of 3 no. two-storey detached dwellings following demolition of agricultural buildings – outline with all matters reserved

Brambles Farm, Thurning Road, Briston, Norfolk NR24 2JW

Cllr Matthew Pickhaver read out a letter from NNDC saying that a decision had been reached by the Planning Inspectorate in respect of the above Appeal Against Refusal. This appeal was dismissed on 9 February 2023

2023/08 To discuss and approve a proposal to commission a feasibility study from Norfolk County Council to look into traffic problems at Mill Road and Edgefield Road and parking problems outside Graves shops in Church Street.

Cllr Chilton said that he thought that now was the time to do something and he would support a feasibility study as the report that he had prepared for the council seems to carry no weight. Although it was agreed that parking outside Graves could be a problem this was mainly at peak times such as lunch time. It was also thought that the parking here slowed traffic down along Church Street. It was also thought that the parking outside the Co-op was more of a problem.

After discussion it was thought that £5,000 for the feasibility study was a lot of money to spend on a report which may not come up with any proposals or solutions and the money could be spent on something more constructive for the village.

District Councillor Stenton asked if a decision on this item could be deferred until the next meeting as she would like to discuss this with the Police Commissioner.

Cllr Chilton proposed that a decision on this item be deferred until the March meeting. Seconded Cllr Edwards

Approved

The report will be put on the parish council website



2023/09 To discuss the following two policies: Donation Grant and Loan Policy and the Grant Awarding Policy and Procedure to discuss and make a decision on whether both are required or could be combined into one policy

The clerk said that she thought these two policies should be combined into one and she could do this. Cllr Moulton proposed that these two policies be combined into one. Seconded by Cllr Chilton

Approved

2023/10 To receive and accept a request from Little Cubs for a grant

The clerk said that this grant was to pay for the insurance for a year and that Little Cubs was an organisation for parents/guardians and toddlers which met in the Copeman Centre
Proposed to accept and approve Cllr Chilton. Seconded Cllr Edwards

Approved

2023/11 To discuss an idea for a permanent 'Christmas' tree on the village green and to decide and approve a way forward

Cllr Edwards reported that Edgefield Nursery will donate a tree

Cllr Twiddy, who has experience of working in a nursery said that these trees were difficult to grow and needed to be a root ball and planted in October. Cllr Chilton said that he supports the idea but the council needs a specification on how to go forward. Cllr Twiddy will liaise with the clerk over planting and care and the way forward.

2023/12 To discuss proposals to encourage candidates for the parish council elections on Thursday 4 May 2023

After much discussion it was decided that the following would be needed: poster, awareness boards, flyer to go in the April edition of the Briston & District News.

It was also said that some people who were interested in becoming councillors had very little idea of what it involved and more education was needed. It was also suggested that perhaps the consequences of not having a parish council could be highlighted such as no allotments, street lights litter bins, etc.

2023/13 To receive an update on the grass cutting contract for 2023

The clerk reported that three contractors were tendering and the closing date was 28 February. The selection would be put on the agenda for the March meeting of the parish council

2023/14 To receive a report on the collection of allotment rents

The clerk reported that all the invoices had gone out to allotment holders and the rents were coming in.

2023/15 To receive a report on the Wednesday Warm Space in the Briston Pavilion run by Briston Parish Council

Cllr Graham Pickhaver said that this was very successful with 7 or 8 people attending each week. It was an opportunity for people to get together for a chat which was very much enjoyed. Going forward it was suggested that a café type of offering in the Briston Pavilion may be an asset to the village.

2023/16 To receive an update on preparations for the Briston Gala to be held on 24 June 2023

This will take place in the Briston Pavilion and on the Recreation Ground. Many of the attractions from the Jubilee Gala held last year will take place again including the dog show, stalls, food stalls, bar and entertainment in the evening.

New for this year will be the flower and vegetable show organised by the Briston Gardening Club

It was suggested that a tug of war may be popular and Cllr Moulton will look into this

Cllr Moulton will organise the entries for the Fun Run which will be over the same course as last year.

The Fire Brigade will be contacted to see if they can provide an engine for the event.

The clerk and Cllr Twiddy will liaise over the tractor run.



2023/17 To discuss whether Briston Parish Council wish to hold any celebrations for the coronation of King Charles III on Saturday 6 May 2023 or over the following two days

It was agreed that as the parish council is organising a gala in June it would not be doing anything for the coronation especially as there was a request for no beacon lighting and to keep it fairly low key. People were free to organise their own events if they would like to.

2023/18 To approve the bank statements for December 2022 and January 2023 and the payments for February

Proposed by Cllr Girling. Seconded Cllr Chilton

Bank Statement 30 Nov – 30 Dec 2022

Date	Description	Money out £	Money in £	Balance
30 Nov	Start balance			26,676.78
30 Nov	DD 1&1 Internet	8.40		26,668.38
30 Nov	Cheque – Out of the Box – Walking leaflets	245.00		26,423.38
8 Dec	DD Plusnet	32.14		26,391.24
19 Dec	DD 1&1 Internet	91.18		26,300.06
19 Dec	DD Southern Electric	572.20		25,727.86
20 Dec	DD Pozitive Energy	18.01		25,709.85
21 Dec	Cheque Higginbottom	100.00		25,609.85
21 Dec	Cheque – clerk back pay	468.20		25,141.65
22 Dec	Cheque – seat repair village green	50.00		25,091.65
22 Dec	Cheque – handyman back pay	249.82		24,841.83
23 Dec	Cheque – HMRC	345.41		24,496.42
23 Dec	Cheque – Viking Stationery	150.64		24,345.78
28 Dec	SO – handyman	406.67		23,939.11
28 Dec	SO – clerk	837.30		23,101.81
28 Dec	Cheque - HMRC	612.96		22,488.85
29 Dec	Cheque – payroll	40.00		22,448.85
30 Dec	DD 1&1 Internet	8.40		22,440.45
30 Dec	Balance carried forward			22,440.45
	Total payments/receipts	4,236.33	0.00	

Bank Statement 31 Dec 2022 – 30 Jan 2023

Date	Description	Money out £	Money in £	Balance
31 Dec	Start balance			22,440.45
10 Jan	DD Plusnet	32.14		22,408.31
10 Jan	Cheque – SLCC subs	177.00		22,231.31
12 Jan	Cheque – CGM – hedges	901.20		21,330.11
19 Jan	DD Pozitive Energy	3.92		21,326.19
23 Jan	DD Southern Electric	628.50		20,697.69
30 Jan	DD 1&1 Internet	8.40		20,689.29
30 Jan	SO handyman	434.33		20,254.96
30 Jan	SO clerk	889.10		19,365.86
30 Jan	Balance carried forward			19,365.86
	Total payments/receipts	3,074.59	0.00	19,365.86

Payments February 2023

£

Cheques

TT Jones – street lighting maintenance Jan-Feb-Mar 2023	138.65
HMRC – PAYE January	374.18
MAE Bookkeeping – Payroll January	20.00
Norfolk Parish Training & Support – Election Training and Seminar	112.50
Anglian Water – Stone Road allotments Sept – Dec	67.27
Anglian Water – Poors allotments – Sept – Dec	139.66
Drains-R-Us – Unblocking gents public toilets	270.00
Rafters – Office cleaning – December and January	96.00
PKF Littlejohn – External audit fees	360.00
Viking – Postage stamps	73.74
Rialtas – Software support – Alpha and allotments	466.84
Higginbottom Recreational Charity – Office rent Dec and Jan and electricity	466.33
Grant to Little Cubs as agreed at meeting – minute 2023/10	147.00

Direct Debits

IONOS – Web hosting January	8.40
Pozitive Energy – Kiosk village green February	11.22
Pozitive Energy – Kiosk village green January	3.92
Pozitive Energy – Kiosk village green December	18.01
Southern Electric – street lights energy January	553.55
Southern Electric – street lights energy December	628.50
Plusnet – broadband February	32.14
Plusnet – broadband January	32.14

Standing orders

Clerk – salary January	889.10
Handyman – salary January	434.33

Money in

The Public Sector Deposit Fund

31 December 2022		
Dividend reinvested	84.76	38,493.94
Carried forward		38,493.94
31 January 2023		
Dividend reinvested	99.43	38,593.37
Carried forward		38,593.37

2023/19 To receive a report from the Higginbottom Recreational Charity – Cllr Graham Pickhaver

Cllr Graham Pickhaver reported that thanks to Cllr Chilton significant progress had been made in stabilising the Barclays Bank account and statements, as requested had been received.

The application for funding for the Briston Football Club was continuing.

There was an increase in bookings for the Briston Pavilion

The priority this year will be the branding of the Briston Pavilion including a logo, how to portray the facility and how to promote it.

The next meeting of the Higginbottom Recreational Charity will be on 27 February at 7pm in the Nursery Room of the Briston Pavilion

2023/20 To receive a report from the Copeman Centre Committee – Clerk

As the clerk was unable to attend the last meeting, Neil Fippard, a member of the committee, gave the report. The main points were that there were new heating controls which meant that the heating could be controlled remotely. A new floor in the kitchen was being laid.

2023/21 To invite public participation

A member of the public, David Kibblewhite gave information on a new gardening club that he was instrumental in organising. This would cater for everyone whether they had an allotment, a garden or just some plants in pots. He hoped that as many people would get involved with this as possible and support the first meeting will be on 2 March at 7pm in the Briston Pavilion.

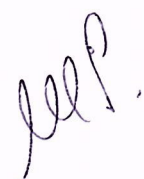
He had also taken on the plot of land behind the Salvation Army to grow food for the food bank and hoped that the Gardening Club would get involved with this.

2023/22 Any other business including items for the March meeting of the parish council. This item is for discussion only and no decisions on items not on the agenda can be made

Cllr Chilton asked about a bench in remembrance of Bernard Porter and asked for this to go on the agenda for the March meeting.

It was requested that the clerk get in touch with NALC to sort out the internal auditor.

The meeting closed at 8.45



Signed:

Dated: