

BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the Briston Parish Council meeting held on Monday 12 June 2023 at 7pm in the Copeman Centre, Briston

Present: Cllr Mrs Mel Kibblewhite Chairman
Cllr Mrs Tracey Kidd
Cllr Arthur Kidd
Cllr Maurice Gray
Cllr David Kibblewhite
Cllr Simon Twiddy
Cllr Nigel St Quintin

Clerk: Mrs Jenny English

2023/83 To receive and accept apologies for absence

None, all councillors present.

2023/84 To elect the chairman of Briston Parish Council and the signing of the 'Declaration of Acceptance of Office

The clerk explained that owing to an oversight the elected chairman had not signed the 'Declaration of Acceptance of Office' form at the May meeting. This meant that the chairman for this and subsequent meetings would have to be elected and the Declaration signed.

Cllr Mrs Kidd proposed that Cllr Mrs Kibblewhite be elected chairman. Seconded by Cllr Kidd. **Approved**
The Declaration was signed by Cllr Mrs Kibblewhite and the clerk, as the Proper Officer of the council.

2023/85 To record declarations of interest from members on any items on the agenda

None

2023/86 To approve the minutes of Briston Parish Council meeting held on Monday 15 May 2023

Proposed Cllr Mrs Kidd. Seconded Cllr Kibblewhite.

Approved

2023/87 To co-opt one member onto Briston Parish Council

Nigel St Quintin has applied to be co-opted onto the council and fulfilled all the necessary criteria.

Proposed Cllr Kibblewhite, seconded Cllr Kidd.

Approved

The chairman welcomed Cllr St Quintin onto Briston Parish Council, on behalf of the whole council.

2023/88 To invite public participation including reports from County Councillor, District Councillor and SNT

County Councillor Steffan Aquarone sent his apologies.

District Councillor Emma Coleman introduced herself as she was newly elected in May. She said that she would be doing traffic surveys on the roads through the village and the surrounding area and will report to the council on progress. She also said that she hadn't realised all the services that North Norfolk District Council offer.

Mr Cramp gave a report on the progress of the youth football team he is hoping to set up. He said that it was going well but he still needed a chairman, treasurer, secretary and welfare officer. Briston Parish Council agreed to help him in any way it can.

A presentation was given by Liv Architects with regard to a proposed development on the Fakenham Road. This would utilise existing barns and outbuildings and be a mixed development of 11 dwellings of 3 and 4 bedroom houses. In answer to a question from a member of the public she said that ecology on the site was a top priority and that a bat and owl survey was being carried out. Everyone present was very anxious that these dwellings were not sold as second homes and when this development comes before the council for their observations it will ask for restrictions to be put on them so they cannot be second homes. The architect said that there will be no social housing on this site but a second site, near the Astley School which is also being developed, will have social housing on it. There were also concerns, from those present, about the ability of the infrastructure to handle any more housing, especially the Astley School, which is full and the doctors' surgery.

2023/89 To discuss matters arising from the minutes of the Briston Parish Council meeting held on Monday 15 May 2023

None

2023/90 To consider and make observations on any planning application which may be received

None received

One decision received: Application for Non-Material Amendments, 38 Woodfield, Briston. Approved

2023/91 To discuss and decide on email addresses for councillors

The clerk explained that it was good practice for councillors to have a dedicated email address for parish council business. She suggested using a Google mail account. The chairman said that the addresses could be a Googlermail address starting with their name eg: ClIrMKibblewhite@googlemail.com.

Proposed Cllr Kibblewhite, seconded Cllr Kidd

Approved

2023/92 To receive an update on the preparations for the Briston Gala including; advertising risk assessment, stalls, layout and running order

The clerk said that arrangements were going well but she desperately needed more helpers especially with stewarding in the morning. It was suggested that she ask the Scouts if they could help.

2023/93 To approve a request to use the village green for car parking for the Briston Gala on 24 June

Proposed for approval by Cllr Kidd, seconded by Cllr Mrs Kidd

Approved

2023/94 To approve the AGAR Section 2 – Accounting Statements 2022/2023 and the report from the internal auditor

Proposed for approval by Cllr Mrs Kidd, seconded Cllr Kibblewhite

Approved

2023/95 To approve the renewal of the street lights maintenance contract

The clerk said that the cost per unit would go up from £9.90 to £11.24 for the term of the five year contract. This price was from TT Jones Electrical Ltd who had been carrying out the contract for many years.

Cllr Kibblewhite proposed that this contract be accepted. Seconded by Cllr Kidd.

Approved

2023/96 To approve the renewal of Briston Parish Council and Higginbottom Recreational Charity insurance policy

The clerk explained that there was a significant increase in the premium for the renewal for the next 12 months as when she checked the policy the value of all the play equipment, gym, pump track and skate park both on the recreation ground and Plantation Hill. On the policy these were valued at about £34,000. When she checked the asset registers she worked out that the value was over £100,000 so this had increased the premium.

Proposed to accept and pay by Cllr Kibblewhite, seconded by Cllr Kidd

Approved

2023/97 To approve the formation of the Briston Parish Council Allotment Committee and approve the Terms of Reference

After discussion it was agreed that the Allotment Committee would be made up of the following councillors: Maurice Gray, Simon Twiddy, Nigel St Quintin, David Kibblewhite and Mel Kibblewhite. Cllr Gray will also represent the Poors and Cllr Twiddy Plantation Hill. One of the tenants from Stone Road will be invited to join the committee. The terms of reference will be amended so that the inspection is carried out twice a year, once in July and then again in December.

Cllr Kibblewhite proposed all of the above be accepted. Seconded Cllr Mrs Kidd.

Approved

2023/98 To approve the bank statement for May and the payments for June

Proposed by Cllr Kibblewhite and seconded by Cllr Kidd

Approved

Bank Statement 29 Apr – 30 May 2023

Date	Description	Money out £	Money in £	Balance £
29 Apr	Start Balance			34,251.61
3 May	Cheque – Cartridge Save	62.26		34,189.35
5 May	Cheque – hire of meeting room May	14.00		34,175.35
10 May	DD Plusnet	32.14		34,143.21
19 May	DD Pozitive Energy	19.42		34,123.79
19 May	Cheque – Payroll April	22.50		34,101.29
22 May	DD Southern Electric	518.32		33,582.97
30 May	SO Handyman salary May	413.73		33,169.24
30 May	SO Clerk salary May	889.10		32,280.14
30 May	Cheque – Churchyard grass	492.50		31,787.64
30 May	Balance carried forward			31,787.64
	Total payments/Receipts	2,463.97	0.00	

Payments

Cheques

	£
Rafters – office cleaning April	48.00
Higginbottom Recreational Charity – office rent May	100.00
Galagher – insurance	3,948.21
Rose Villa Publications – Gala ad in Holt Chronicle	63.60
National Allotment Society – subscription	66.00
Top Garden Services – grass cutting April and May	2,607.39
Paul Minns – churchyard cutting May	492.50
Out of the Box Publishing – Gala posters	82.00
Viking – toilet rolls and bleach for public toilets	83.88
Copeman Centre – hire of meeting room May	14.00
MAE Bookkeeping – payroll May	22.50
HMRC – PAYE	394.78
 Sub total	 7,922.86

Standing orders

Handyman – salary May	413.73
Clerk – salary May	889.10
 Sub total	 1302.83

Direct debits

Southern Electric – street lights energy	535.75
IONOS – Web hosting	8.40
Pozitive Energy – village green power	20.09
Plusnet – telephone	32.14
Sub total	596.38
Total	9,822.07

Income

Public Sector Deposit Fund, Statement 31 May, Value of Shares bought £127.20. Total holding £44,083.24

2023/99 To receive a report from the Higginbottom Recreational Charity

The chairman reported that the regular bookings were fine but more one offs were needed for the Briston Pavilion. There would be a publicity campaign to advertise the facility and a logo selected from those presented from the designer. The floor in the main hall needed professional attention and 3 quotes would be sought for this work. Quotes had been accepted for repairs to the pump track and skate park. The committee is now meeting once a month and the next meeting will be on the 26 June.

2023/100 To receive a report from the Copeman Centre Committee

A representative from the Copeman Centre Committee said that there was nothing to report as the next meeting was on the 13 June. This would also be the AGM.

2023/101 To invite public participation

A representative from the Copeman Centre Committee asked if a 'No Ball Games' sign could be supplied and fixed to the front of the building. Someone was kicking balls into the main window at the front of the building and he was worried they might break it.

A question was asked about the late return of the end of year figures to the Charity Commission for the financial year 2021-2022 for the Higginbottom Recreational Charity. It was explained that this was because the system that the Charity Commission uses was out of action for several months.

It was reported that Briston Football Club is now playing permanently at Hindringham so no further action will be taken with regard to changing room improvements.

With regard to the Junior Football Club the organiser will send Briston Parish Council the list of requirements from the FA.

2023/102 Any other business including items for the July meeting of Briston Parish Council. This item is for discussion only as no decisions on items not on the agenda can be made

None

2023/103 The next meeting of Briston Parish Council will be on Monday 10 July

The meeting closed at 8pm

Signed:

Dated: