BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of Briston Parish Council held on Monday 11 September 2023 in the Copeman Centre, Briston at 7pm

Present: Cllrs Mrs M Kibblewhite Chairman

Cllr Arthur Kidd Vice Chairman

Cllr Mrs Tracey Kidd

Cllr Maurice Gray

Cllr David Kibblewhite

Cllr Nigel St Quintin

Clerk: Mrs Jenny English

**2023/121 To receive and accept apologies for absence**

Cllr Simon Twiddy

**2023/122 To record declarations of interest from members on any items on the agenda**

None

**2023/123 To approve the minutes of Briston Parish Council meeting held on Monday 12 June 2023**

Proposed Cllr Kibblewhite, seconded Cllr Mrs Kidd **Approved**

**2023/124 To invite public participation including reports from County Councillor, District Councillor and SNT**

A church warden from All Saints’ Church, Briston gave information about the upcycling exhibition and details of the talk to be given by James Mellish at the Briston Pavilion on Saturday 17 September to talk about the proposals for the church. The church will be applying for funding from the Heritage Lottery Fund and is looking for ideas for usage of the building.

**2023/125 To discuss matters arising from the minutes of the Briston Parish Council meeting held on Monday 10 July 2023**

Cllr Mrs Kidd suggested getting prices of Christmas Trees from Edgefield Nurseries and then look at ways of decorating it.

**2023/126 To consider and make observations on the following planning applications and any more which may be received:**

**NNDC Ref: LA/23/1785 Internal and external works including re-roofing and repairs to roof structure, internal insulation to roof zone, insertion of conservation rooflights.**

**Manor Farm, 44 Fakenham Road, Briston, Melton Constable, Norfolk NR24 2HJ**

**NNDC Ref: LA/23/1850 Rebuilding of roadside gable wall to barn**

**Manor Farm, 44 Fakenham Road, Briston, Melton Constable, Norfolk NR24 2HJ**

It was agreed to support both applications

**2023/127 To receive report on the completion of the limited assurance review for the year ended 31 March 2023**

The Responsible Financial Officer reported that this had been completed and notices put on the website and parish office notice board advertising this.

**2023/128 To receive a report from the internal monitoring officer for the period 1 April to 31 August 2023**

Cllr Kibblewhite, the internal monitoring officer reported that he had carried out the quarter one inspection and everything was in order.

**2023/129 To receive a report from the Allotment Committee held on 28 July 2023 - Cllr Gray**

The chairman of the Allotment Committee, Cllr Gray reported that they had carried out a successful inspection on all three allotment sites. Some attention was needed on some plots. The next meeting of the Allotment Committee will be on the 2 October when there will be a review of the rents.

**2023/130 To receive a report from the Firework Committee held on 4 September 2023 – Cllr Kidd**

The chairman of the Firework Committee, Cllr Kidd reported that the first meeting had been held and organisation for the event was progressing to order. As there was no live music available this year Cllr Kibblewhite will run a disco. The clerk will discuss requirements for the bonfire with Andrew Graves.

**2023/131 To approve the bank statements for July and August, the bank reconciliations for April, May, June and July and the payments for September**

Proposed by Cllr Mrs Kidd, seconded by Cllr St Quintin **Approved**

Bank Statements

30 Jun – 28 Jul 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description | Money out £ | Money in £ | Balance £ |
| 30 Jun | Start balance |  |  | 23,246.15 |
| 30 Jun | Direct Credit – grant for speed sign |  | 2,940.00 | 26,186.15 |
| 10 Jul | DD Plusnet | 32.14 |  | 26,154.01 |
| 13 Jul | Cheque Top grass cutting | 2,607.39 |  | 23,546.62 |
| 19 Jul | Cheque Paul Minns grass cutting | 492.50 |  | 23,054.12 |
| 21 Jul | DD Pozitive Energy | 19.42 |  | 23,034.70 |
| 21 Jul | DD Southern Electric – street lights | 570.93 |  | 22,463.77 |
| 21 Jul | Cheque – office sundries | 25.51 |  | 22,438.26 |
| 21 Jul | Cheque – repayment to J English | 322.89 |  | 22,115.37 |
| 24 Jul | Cheque – Copeman Centre hall hire | 14.00 |  | 22,101.37 |
| 24 Jul | Cheque – Copeman Centre hall hire | 14.00 |  | 22,087.37 |
| 24 Jul | Cheque – Westcotec speed sign | 3,528.00 |  | 18,559.37 |
| 25 Jul | Cheque – Basham gala entertainment | 120.00 |  | 18,439.37 |
| 25 Jul | Cheque – pay roll June | 22.50 |  | 18,416.87 |
| 25 Jul | Cheque – Viking cleaning products and sundries for public toilets | 155.63 |  | 18,261.24 |
| 26 Jul | Cheque – HMRC PAYE June | 394.58 |  | 17,866.66 |
| 26 Jul | Cheque – Top grass June | 1,158.84 |  | 16,707.82 |
| 28 Jul | DD 1+1 Internet | 8.40 |  | 16,699.42 |
| 28 Jul | SO – Handyman’s salary July | 413.73 |  | 16,285.69 |
| 28 Jul | SO – Clerk’s salary July | 889.10 |  | 15,396.59 |
| 28 Jul | Cheque – office cleaning April | 48.00 |  | 15,348.59 |
| 28 Jul | Cheque – office cleaning May | 48.00 |  | 15,300.59 |
| 28 Jul | Balance carried forward |  |  | 15,300.59 |
|  | Total payments/receipts | 10,885.56 | 2,940.00 |  |

29 Jul – 30 Aug 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description | Money out £ | Money in £ | Balance £ |
| 29 Jul | Start balance |  |  | 15,300.59 |
| 1 Aug | Cheque – training for chairman | 48.00 |  | 15,252.59 |
| 2 Aug | Cheque – street lights maintenance | 527.45 |  | 14,725.14 |
| 8 Aug | DD Plusnet | 32.14 |  | 14,693.00 |
| 16 Aug | DD Pozitive Energy | 20.09 |  | 14,672.91 |
| 16 Aug | Cheque – Gala medals roundels | 40.00 |  | 14,632.91 |
| 21 Aug | DD Southern Electric | 518.32 |  | 14,114.59 |
| 29 Aug | SO Handyman salary – August | 413.73 |  | 13,700.86 |
| 29 Aug | SO Clerk’s salary – August | 889.10 |  | 12,811.76 |
| 30 Aug | Balance carried forward |  |  | 12,811.76 |
|  | Total payments | 2,488.83 | 0.00 |  |

**Payments 11 September 2023 £**

Norfolk SLCC Conference fees 220.00

Higginbottom Recreational Charity – repayment of electricity

For parish office – January to 4 September 406.00

Higginbottom Recreational Charity – office rent July 100.00

Copeman Centre – hire of meeting room July 14.00

Top Garden Services – grass cutting July 1,158.84

Top Garden Services – grass cutting August 1,158.84

PKF Littlejohn – fee for external audit 378.00

HMRC – PAYE July 394.78

HMRC – PAYE August 394.78

Paul Minns – grass cutting churchyard – July 492.50

Paul Minns – grass cutting churchyard – August 492.50

MAE Bookkeeping Payroll services July 22.50

MAE Bookkeeping Payroll services August 22.50

Norfolk Parish Training and Support – Seminar fees 162.00

Blyth & Wright 87.95

Countryside Filling Station/Jenny English – petrol for mower 8.50

Play Inspection Company – annual inspection Plantation Hill and

Recreation Ground 372.00

Total 5,885.69

Standing orders

J English – salary July 889.10

J English – salary August 889.10

R Twiddy – salary July 413.73

R Twiddy – salary August 413.73

Total 2605.66

Direct Debits

IONOS - July 8.40

IONOS - August 8.40

Southern Electricity – June 570.93

Southern Electricity - July 518.32

Positive Energy – June 19.42

Positive Energy – July 20.09

**Money in**

CCLA value of shares bought in July £166.12

CCLA value of shares bought in August £183.92

Value of holding at 31 August 2023 £44,607.18

**2023/132 To receive a report from the Higginbottom Recreational Charity**

The floor in the main hall has been refurbished but some additional work needs to be done to prevent any lifting of the parquet tiles. A Community Event, organised by North Norfolk District Council is being held. It is proposed to start a monthly luncheon club during the winter months. A Farmers Market and Christmas Market are being planned.

The annual inspection of the play equipment has been undertaken and there are no major problems with any of it.

**2023/133 To receive a report from the Copeman Centre Committee**

This is jogging along as normal with no major items to report.

**2023/134 To invite public participation**

None

**2023/135 Any other business including items for the October meeting of Briston Parish Council. This item is for discussion only as no decisions on items not on the agenda can be made**

There is a sign missing from the Church Street car park as a new post needs to be bought.

It was suggested that it was time to think about how to advertise the casual vacancies on the Parish Council.

The meeting closed at 7.30pm

Signed:

Dated: