BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,

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

Present: Cllr Mrs Mel Kibblewhite Chairman

 Cllr Arthur Kidd

 Cllr Mrs Tracey Kidd

 Cllr Maurice Gray

 Cllr David Kibblewhite

 Cllr Simon Twiddy

 Cllr Mrs Ava Graves

 Cllr Mike Frosdick

Clerk: Mrs Jenny English

**2023/156 To receive and accept apologise for absence**

Cllr Nigel St Quintin

**2023/157 To record declarations of interest from members on any items on the agenda**

None

**2023/158 To approve the minutes of the Briston Parish Council meeting held on 9 October 2023**

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

**2023/159 To co-opt two new councillors to fill the vancancies on Briston Parish Council**

Follwing applications by Mrs Ava Graves and Mr Mike Frosdick it was proposed by Cllr Kidd and seconded by Cllr Gray that they be co-opted onto Briston Parish Council **Approved**

Cllr Mrs Graves and Cllr Frosdick joined the meeting

**2023/160 To invite public participation including reports from the County Councillor, District Councillor and SNT representative**

A parishioner asked if it was possible to leave parts of the village green uncut as part of a rewilding project. It was suggested that some councillors meet with the parishioner and look at potential areas on the village green which could be left uncut.

**2023/161 To discuss matters arising from the minutes of the Briston Parish Council meeting held on 9 October 2023**

2023/142 As the proposed working group meeting had to be cancelled a new meeting for Monday 4 December will take place to discuss the precept for 2024/2025

2023/154 The clerk said that she was still experiencing difficulties with Barclays Bank and was waiting for a business manager to ring her to discuss matters relating to the parish council’s accounts.

**2023/162 To consider and make observations on the following planning applications and any more which may be received:**

**PF/23/2254 Replacement single storey rear extension: additional dormer window and rooflights**

**Field View, The Lane, Briston, Melton Constable, Norfolk NR24 2JX**

No objection or comment

**NP/23/2298 Prior notification of proposed erection of building for agricultural use – produce and equipment store**

**Field between Reepham Road and Thurning Road, Briston**

No objection or comment

**2023/163 To discuss Briston Parish Council’s initial reactions to the proposed development round the Astley School on the Fakenham Road, by Scenic Homes and actions followings these**

District Cllr Andrew Brown gave the following report regarding the proposed development and answered questions. At present Scenic Homes, the developers have not not put in a pre-application for this site. From the plans presented at the recent public meeting there were shown 179 properties with 15% affordable. North Norfolk District Council (NNDC) would be likely to challenge this number and would look for 35% affordable homes on the piece of land behind the Astley School. Cllr Brown thought that the developer needed 179 homes on this site to finance the proposed road. The two plots on either side of the Astley School would have 40 homes on each with off road parking. He thought that a fair number of homes behind the school would be between 20 and 30 properties. At present, he felt the scheme is unacceptable and there is no control over the homes being sold as second homes.

In answer to a question Cllr Brown said that the parish council can write to NNDC Planning Department now saying that a public meeting has taken place and the council, at this very early stage would like to voice its concerns over the development.

Cllr Brown further added that from January 2024 the system of biodiversity net gain means that developments have to be enhanced by 10% for the next 30 years.

**2023/164 To accept the ‘Statement of Tasks undertaken by Briston Parish Council on behalf of the Higginbottom Recreational Charity’**

Further to those presented at the October parish council meeting these had been revised to include the hours worked by the clerk for the Higginbottom Recreational Charity.

Preposed for acceptance by Cllr Kibblewhite, seconded by Cllr Twiddy **Approved**

**2023/165 To discuss and approve a proposal that Briston Parish Council pay for the grass and hedge cutting on the Recreation Ground for the seasons 2023, 2024 and 2025 and after this the situation is reviewed**

This item was withdrawn as it was covered in the Statement of Tasks document.

**2023/166 To consider and accept a quotation for cutting the hedges belonging to Briston Parish Council and the Higginbottom Recreational Charity over the winter months of 2023 and 2024 – one cut only**

It was felt that the prices on the quotation were high and it was requested that the clerk contact Top Garden Services to see if these could be reduced.

**2023/167 To approve the revised Asset Register**

Proposed for approval by Cllr Gray, seconded by Cllr Kidd **Approved**

**2023/168 To approve the updated ‘Model Publication Scheme’ policy**

The clerk explained that this was already out of date as the two councillors co-opted at the meeting were not on it. However if the parish council approved she would add their names to page 1 and resend to councillors.

Proposed for approval with the corrections made by Cllr Mrs Kidd, seconded Cllr Kibblewhite

 **Approved**

**2023/169 To allow public parking on the Village Green for the ‘Christmas Songs on the Village Green’ event to take place on Wednesday 20 December 2023**

Proposed for approval by Cllr Mrs Kidd, seconded by Cllr Gray **Approved**

**2023/170 To receive an update on the Christmas Tree on the Village Green and to receive and approve any associated costs**

Cllr Mrs Kidd reported that she had obtained costs from Edgefield Garden Centre for a live Christmas tree. These were 6 to 7 foot tree £45. 10 to 13 foot tree £95. It was suggested that the tree be put into a drain pipe sunk into the ground to anchor the tree. Cllr Mrs Kidd will arrange this and the transport of the tree. Cllr Mrs Kidd proposed that a large tree be purchased, seconded by Cllr Kidd **Approved**

**2023/171 To receive an update on the Christmas Tree Festival**

The clerk reported that this will run from 14-17 December. She handed out posters advertising the festival for councillors and the public to display. She further said that 16 trees to be decorated would be purchased at a cost of £16.67 plus VAT making a total of £20 per tree. This gave a total for the trees of £320. This would be covered by sponsorship. At present 10 organisations has asked to decorate a tree and and she had a further 8 to contact.

**2023/172 To receive a report from the Bonfire and Firework event held on 3 November**

Cllr Kidd reported that the event went well and there was a good crowd of people who attended. The disco went very well and was enjoyed by a good crowd.

Next year it will be held on Friday 1 November.

**2023/173 To approve a proposal to join Community Action Norfolk as a Silver Member**

Cllr Mrs Kibblewhite explained that she thought membership would be advantageous for the parish council as among other things there were discounts on training and seminars, funding updates and village hall information sheets.

Cllr Mrs Kidd proposed that the parish council join, seconded by Cllr Mrs Graves **Approved**

**2023/174 To propose and approve two signatories for Briston Parish Council’s current bank accounts held with Barclays Bank**

Cllr Gray proposed Cllrs Mrs Graves and Cllr Kibblewhite. Seconded by Cllr Mrs Kidd

 **Approved**

**2023/175 To approve the bank statement for October and the payments for November**

Proposed for approval by Cllr Kibblewhite. Seconded by Cllr Mrs Graves **Approved**

The clerk said that financially things were tight and she was concerned that the council may run out of money before the next precept payment in April 2024.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description | Money out £ | Money in £ | Balance £ |
| 30 Sep | Start balance |  |  | 35,006.67 |
| 3 Oct | Cheque – Copeman Centre hire of hall | 14.00 |  | 34,992.67 |
| 3 Oct | Cheque – PKF Littlejohn fee for external audit | 378.00 |  | 34,614.67 |
| 9 Oct | DD Plusnet | 32.14 |  | 34,582.53 |
| 10 Oct | Cheque – Higginbottom repayment of office electricity | 406.00 |  | 34,176.53 |
| 20 Oct | DD Southern Electric street light energy | 552.83 |  | 33,623.70 |
| 20 Oct | Viking – cleaning products | 233.30 |  | 33,390.40 |
| 20 Oct | Cheque – Fenland Leisure replacements parts Plantion Hill play area | 13.20 |  | 33,377.20 |
| 23 Oct | Cheque – Higginbottom Recreational Charity office rent | 200.00 |  | 33,177.20 |
| 23 Oct | Cheque – TT Jones street light inspection | 138.65 |  | 33,038.55 |
| 23 Oct | Cheque – Anglian Water Poors | 69.44 |  | 32,969.11 |
| 23 Oct | Cheque – Anglian Water Stone Road | 45.45 |  | 32,923.66 |
| 23 Oct | Cheque – Minns churchyard grass cutting | 492.50 |  | 32,431.16 |
| 23 Oct | Cheque - – Higginbottom Recreational Charity office rent | 100.00 |  | 32,331.16 |
| 26 Oct | Cheque – repayment Kibblewhite tap on poors  | 16.93 |  | 32,314.23 |
| 27 Oct | Cheque – SLCC conference | 220.00 |  | 32,094.23 |
| 30 Oct | DD 1+1 Internet | 27.72 |  | 32,066.51 |
| 30 Oct | SO – Handyman salary Oct | 413.73 |  | 31,652.78 |
| 30 Oct | SO – Clerk salary Oct | 889.10 |  | 30,763.68 |
| 30 Oct | Cheque – repayment English petrol for mower | 8.50 |  | 30,755.18 |
| 30 Oct | Cheque – Play Inspection Co annual play areas inspection | 372.00 |  | 30,383.18 |
| 30 Oct | Cheque – repayment English poppy wreath and crosses, road closure fee | 201.54 |  | 30,181.64 |
| 30 Oct | Balance carried forward |  |  | 30,181.64 |
|   | Total payments/receipts | 4,825.03 | 0.00 |  |

**Payments November 2023 £**

**Cheques**

Paul Minns – Churchyard and Salvation Army grass cutting 492.50

HMRC – PAYE September 394.78

HMRC – PAYE October 394.78

North Norfolk District Council – Election costs 51.17

MAE Booking – Payroll September and October 45.00

Sure Computer Services Ltd – 2 x mice 38.00

Lawnwise & Leisure – Firework Display 3,120.00

Higginbottom Recreational Charity – office rent October 100.00

Thaxters – posts and postmix and dark creosote 75.75

TT Jones Electrical – electrical testing programme street lights 121.39

The Copeman Centre – main hall hire October 12.00

Top Garden Services – grass cutting September and October 2,317.68

Viking – refuse sacks, liquid hand soap and laminating pouches 102.58

Realise Futures – bench for village green 812.39

CAN subscription 50.00

**Direct Debits and Standing Orders**

IONOS – Web hosting October 8.40

Pozitive – village green power October 48.82

SSE – streetlights energy October 535.75

Handyman – salary September 413.73

Handyman – salary October 413.73

Clerk – salary September 889.10

Clerk – salary October 889.30

Total 11,326.85

**Income**

**The Public Sector Deposit Fund**

Statement 31 October

01/10/23 Brought Forward 44,800.42

02/10/2023 Dividend reinvested 183.40 44,983.82

31/10/23 Carried Forward 44,983.82

**2023/176 To receive a report from the Higginbottom Recreational Charity**

Nothing to report except that the water heater had gone wrong in the kitchen. The clerk had got a plumber in to look at it. It was beyond repair and she is waiting for a price for a new one.

**2023/177 To receive a report from the Copeman Centre**

There was no report

**2023/178 To invite public participation**

In answer to a question from a member of the public the clerk said that she will get in touch with Lawnwise with regard to the firework display for next year.

**2023/179 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**

Cllr Gray read out a letter from a parishioner with regard to water running from a farm onto Hewitts Close and flooding gardens and foot paths. This item will go on the agenda for the December meeting.

The clerk presented the Quarter 2 Financial Monitoring report.

**2023/180 The next meeting of Briston Parish Council will be on Monday 11 December 2023**

The meeting closed at 8.15pm

Signed

Dated: