BRISTON PARISH COUNCIL

The Parish Office

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

Present: Cllr Mrs Mel Kibblewhite Chairman

Cllr Arthur Kidd Vice Chairman

Cllrs Mrs Tracey Kidd

Cllr Maurice Gray

Cllr David Kibblewhite

Cllr Simon Twiddy

Cllr Mrs Ava Graves

Cllr Mike Frosdick

Cllr Nigel St Quintin

Clerk: Mrs Jenny English

**2023/181 To receive and accept apologise for absence**

None. All councillors were present

**2023/182 To record declarations of interest from members on any items on the agenda**

None

**2023/183 To approve the minutes of the Briston Parish Council meeting held on 13 November 2023**

Proposed Cllr Kibblewhite. Seconded Cllr Mrs Graves. **Approved**

**2023/184 To co-opt three new councillors to fill the vancancies on Briston Parish Council**

It was proposed to defer this item until the February meeting in order that councillors could assess the suitability of each candidate further. Proposed Cllr Mrs Kibblewhite. Seconded Cllr Frosdick

**Approved**

**2023/185 To invite public participation including reports from the County Councillor, District Councillor and SNT representative**

Andrew Fletcher introduced himself as the recently elected district councillor for Briston. He stressed that he is the district councillor for everyone and for all shades of opinion.

A member of the public addressed the meeting with regard to an idea he has to promote sport on the Recreation Ground. It was agreed that he will attend a meeting of the Higginbottom Recreational Charity to discuss his ideas.

It was agreed that a group will meet at 10am on the village green, on Friday 15 December to look at a rewilding area.

**2023/186 To discuss matters arising from the minutes of the Briston Parish Council meeting held on 11 December 2023**

None

**2023/187 To consider and make observations any planning applications which may be received**

NNDC Ref: LA/23/2563 Proposal: Works to replace eight windows and a set of French doors in west elevation following approval of refurbishment and re-glazing

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

It was agreed to support the application

**2023/188 To consider actions which may be taken with regard to water running from a farm onto Hewitts Close and flooding gardens and footpaths**

Cllr Mrs Graves reported that the farm concerned is putting in a large soak away to help alleviate the problem. It was also reported that the surface of the footpath is getting rough. The clerk will contact Norfolk County Council highways department in regard to this. **Action: Clerk**

**2023/189 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 agreed that three quotations are needed for this work. **Action: Clerk**

**2023/190 To consider and approve a request from a parishioner for Briston Parish Council to pay her horse medication bill incurred by the Briston Bonfire and Firework event**

The meeting expressed concern that if this payment was paid it would become expected by the horse owner at each event. Cllr Kidd said that he had come up with alternative accommodation for the horse for that event and the clerk reported that the firework contractor, Lawnwise had also found other accommodation. The owner of the horse said that the horse could not be moved as it got spooked. The clerk said that she had spent a considerable amount of time forwarding information such as timetables, risk assessments to the owner of the horse as she requested it. The amount of the bill was £13.93

Cllr Mrs Kidd proposed that this bill was not paid. Seconded by Cllr Frosdick **Approved**

**2023/191 To receive an update on the proposals to renovate the changing rooms in the Briston Pavilion and changes to be made to the meter room to enable it to become referee changing rooms**

Cllr Kidd presented updated plans and quotations for this work. The clerk said that she needed a copy of all plans and quotations to send to the Charity Commission for their permission to use money from the CCLA account and carry out this work.

It was agreed to have a meeting on Monday 18 December at 7pm in the Nursery Room to discuss this matter further.

**2023/192 To receive an update with regard to the Christmas Tree on the village green**

Cllr Mrs Kidd, who had organised the tree said that she was waiting for the invoices for the tree and lights so that she could pass them onto the council

**2023/193 To receive an update on the Christmas Tree Festival which takes place in All Saints’ Church from the 14-17 December**

The clerk said that she was disappointed with the amount of sponsorship that she had received as it was hoped that this would cover the cost of the trees which it was not doing at present. Cllr Kibblewhite, on behalf of the Gardening Club offered sponsorship. The Christmas trees, once the festival was over were available for sale and a member of the publicoffered to buy one. The clerk reported that all 16 trees would be decorated by local organisations.

**2023/194 To receive an update on the Songs and Carols event on the village green on 20 November**

It was reported that this is all in hand.

**2023/195 To receive an update on the Briston Gala to be held in June 2024**

Cllr Mrs Kidd said that she would give a full report on this at the February meeting as the committee would be having a meeting before then.

**2023/196 To disccuss and approve the precept for 2024/2025**

After discussion it was agreed to put in a heading for Tech/equipment, in case there was any failure in the office equipment, with a sum of £250. This brought the total for the 2024/2025 precept to £60,166.

Cllr Kibblewhite proposed to approve this figure of £60,166.00 for the 2024/2025 precept. Seconded Cllr Mrs Graves **Approved**

**2023/197 To propose and approve two further signatories for Briston Parish Council’s current bank accounts held with Barclays Bank**

The clerk said that if three candidates had been co-opted onto the parish council she was hoping that one of them might bank with Barclays Bank to make the process simpler. As this had not happened she asked for this item to be deferred.

Cllr Mrs Graves reported that she had used the Barclays Bank app to carry out the mandate change process which made the process simpler. However she did not know if this had been successful as she had not heard from Barclays Bank.

**2023/198 To approve the bank statement for November and the payments for December**

Proposed for approval by Cllr St Quintin, seconded by Cllr Gray **Approved**

31 Oct – 29 Nov 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description** | **Money out £** | **Money in £** | **Balance £** |
| 31 Oct | Start balance |  |  | 30,181.64 |
| 31 Oct | Cheque NNDC – dog and litter bin emptying | 2,182.44 |  | 27,999.20 |
| 6 Nov | Direct credit from DD refund |  | 19.67 | 28,018.87 |
| 7 Nov | Direct credit from HMRC vat refund |  | 5,196.22 | 33,215.09 |
| 10 Nov | Cheque – lunch club grant | 200.00 |  | 33,015.09 |
| 13 Nov | Cheque – Copeman Centre – hall hire September | 12.00 |  | 33,003.09 |
| 20 Nov | DD SSE Energy – village green power | 29.49 |  | 32,973.60 |
| 20 Nov | DD Southern Electric – street lights energy | 535.75 |  | 32,437.85 |
| 20 Nov | Cheque – Minns Churchyard grass cutting | 492.50 |  | 31,945.35 |
| 22 Nov | Cheque – Viking stationery | 102.58 |  | 31,842.77 |
| 23 Nov | DD BT – office telephone | 210.95 |  | 31,631.82 |
| 23 Nov | Cheque Higginbottom - office rent October | 100.00 |  | 31,531.82 |
| 23 Nov | Cheque Thaxters - post and post crete | 75.75 |  | 31,456.07 |
| 23 Nov | Cheque Top - grass cutting | 2,317.68 |  | 29,138.39 |
| 24 Nov | Cheque HMRC – PAYE Sept | 394.78 |  | 28,743.61 |
| 24 Nov | Cheque HMRC – PAYE Oct | 394.58 |  | 28,349.03 |
| 24 Nov | Cheque NNDC – election costs | 51.17 |  | 28,297.86 |
| 28 Nov | SO Handyman – salary November | 413.73 |  | 27,884.13 |
| 28 Nov | SO Clerk – salary November | 889.10 |  | 26,995.03 |
| 28 Nov | Cheque Payroll November | 45.00 |  | 26,950.03 |
| 28 Nov | Cheque CAN – annual subscription | 50.00 |  | 26,900.03 |
| 29 Nov | Dd I+I Internet | 8.40 |  | 26,891.63 |
| 29 Nov | Balance carried forward |  |  | 26,891.63 |
|  | Total payments/receipts | 8,505.90 | 5,215.89 |  |

**Payments December 2023 £**

Cheques

Cartridge Save – ink jet cartridges 64.67

Norfolk Parish Training and Support – new councillor training 44.00

Copeman Centre – room hire November 12.00

TT Jones Electrical – replacement street lanterns 5,119.92

HMRC – PAYE November 394.78

MAE Bookkeeping – payroll November 22.50

Top Garden Services – last grass cut November 579.42

Society of Local Council Clerks – subscription 183.00

Mr R T W Williams – benches replacement Spinney 120.00

Total cheques ` 6,540.29

Standing Orders

Handyman salary November 413.73

Clerk salary November 889.10

**2023/199 To receive a report from the Higginbottom Recreational Charity**

Cllr Mrs Kibblewhite reported that the bookings are OK. A new Zumba class is starting on Thursday mornings in January. The Christmas Market was a great success and it is hoped to do another in March with an Easter Egg hunt. The lunch club is doing well.

**2023/200 To receive a report from the Copeman Centre**

There was not much to report as the North Norfolk Players pantomime was using most of the facilities.

**2023/201 To invite public participation**

The member of the public who wishes to put proposals forward for sports on the Recreation Ground further spoke about them and he will be invited to the next meeting of the Higginbottom Recreational Charity to discuss them with the Trustee. This meeting will be at the end of January.

A member of the public said how much she enjoyed looking at the new noticeboard about the River Bure which the parish council had put up in Hall Street where the River Bure went under the road.

**2023/202 Any other business including items for the January meeting of the parish council. This item is for discussion only and no decisions on items not on the agenda can be made**

There have been reports of plasterboard being dumped in the pond on Manor Far. The clerk will report this to North Norfolk District Council Environmental Health Department.

**2023/203 The next scheduled meeting of Briston Parish Council will be on Monday 8 January 2024**

It was decided that because of the Christmas holidays there would be no meeting in January. The next meeting will be on 12 February 2024

**2023/204 To consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1 in order to discuss a confidential employment matter**

Proposed Cllr Twiddy, seconded Cllr Kidd **Approved**

**2023/205 To discuss the remuneration of the village handyman**

The matter was discussed and agreed upon.

Proposed Cllr Mrs Kidd. Seconded Cllr Kidd **Approved**

There being no other business the meeting closed at 8.30pm

Signed:

Dated: