

Minutes of the Annual Meeting of Griston Parish Council held at Angelica Place on Tuesday 3rd May 2016. The meeting began immediately following the Annual Meeting of the Parish.

Attending: Malcolm Bellingham (Chairman), Stewart Southgate (Vice-Chairman), David Barnett, Tracey Johnson, Andrew Merritt-Morling, Stephanie Merritt-Morling, Malcolm Newby, Claire Bowes (County Councillor), Margaret Parker (Clerk) and six members of the public.

The meeting began with the resignation of two long standing Councillors – Malcolm Newby and Stewart Southgate. The Chairman thanked them for their previous long service to the Parish Council. They then moved to the public area.

1. Election of Officers - Malcolm Bellingham was re-elected to serve as Chairman and David Barnett was elected to serve as Vice-Chairman for the coming year. The 'Declarations of Acceptance of Office' forms were signed.
2. Apologies received from: PCSO Tonya Winsley and Phil Cowen (District Councillor)
3. Declarations of interest: There were no declarations of interest.
4. Minutes of the meeting of 1st March 2016 were approved without amendment.
5. Matters arising: None
6. Police/SNAP – The January crime figures showed a total of 23 crimes for Griston, 22 of these were prison related. The February crime figures showed a total of 20 crimes for Griston, 19 of these were prison related. The meeting was informed that the next SNAP meeting would be held at Watton Fire Station on 25th May at 2pm.
7. Correspondence – Breckland Council have recently announced that funding is currently available on application for sport and recreation facilities to be created or enhanced. The available funds have been allotted to groups of Parishes. Griston has been grouped with Merton, Thompson and Caston. An amount of £17080 is available to this group. However, the deadline for an outline project proposal is 13th May. Preference will be given to applications where any necessary permissions have already been obtained and consultation carried out to prove the need for the project. The Clerk advised that we would be unable to achieve these requirements in such a short time span and that the Parish Council should be looking to develop ideas for projects now so that they are in a better position to submit an application in the future.
Contact will be made with the other Parish Councils to gauge opinion on future co-operation and any current plans that they may have for accessing these funds.

Norfolk CC have increased the recycling credit to £55.23 per tonne. It was suggested that the PC should be encouraging the residents to use the recycling facilities at Angelica Place rather than elsewhere so that the money goes into the Parish Council funds.

8. Planning - The Clerk reported that comments have been submitted to the planning department for the Manor Road, Thorp House and Thompson Road applications. The Church Road application has been refused and the Manor Road application has been granted.
9. Annual accounts. The Clerk reported that the internal audit had now been carried out and everything was in order. Approval of the accounts and the annual governance statement by the Parish Council was now required before submission to the external auditor. Summaries of receipts and payments and the annual governance statement etc. were produced for the Parish Council to review and approve.
The accounts and annual governance statement were approved and signed.

10. Financial:

	£
To approve payment of accounts:	
a) Eon	23.78 DD
b) Hiscox Annual Insurance premium	652.43
c) NALC subscription	134.44
d) Norfolk Playing Fields Association subscription	20.00
e) Berryman - glass collection	7.02
f) Manorcourt Care - hire of room & hall	28.00
g) D. Barnett - ICO registration fee £35 & Website subscription £36	71.00
h) S. Merritt-Morling – Costs relating to Queen’s birthday celebration	211.59
i) Lynne Wellbelove – Internal audit	25.00
j) M. Parker - ¼ salary to 31st May (including travel & expenses £95.28)	<u>610.03</u>
Total:	£1783.29

Receipts:

a) Breckland Council – Funding for Queen’s birthday celebration (2015/16)	160.00
b) Breckland Council – 1st instalment of precept and transitional grant	4311.50
c) Norfolk Community Foundation – Village sign	250.00
d) Donation – Village sign	75.00
e) Proceeds from Queen’s 90th birthday celebrations	<u>186.00</u>
Total:	£4982.50

All accounts were approved for payment and cheques signed.

11. Village sign – Mr Barnett advised the PC that so far £775 had been raised towards the new village sign. In order to apply for any funds from Breckland Council £1000 was needed. He proposed that the Parish Council could agree to putting another £225 towards the amount and also that they would pay the shortfall if Breckland Council did not provide the £1000 that would be applied for. If agreed this would allow him to submit the application and work could begin once a decision had been made by Breckland Council. Mr Barnett also asked that the Clerk provide him with a letter confirming the amount currently set aside for the sign to accompany the application.

The decision was made that £225 would be provided from Parish Council funds and any balance still remaining after funding was granted would also be paid.

12. Skate Park – Mr Barnett had received five emails requesting a skate park in the village and he felt that it should be seriously considered.

13. Flyposting – Mr Barnett informed the meeting that the posters advertising the village website are regularly being removed by someone from the Church noticeboard. Other advertisements for businesses such as ‘Slimming World’ etc. are being placed on this noticeboard and on the telegraph poles in the village. He recently removed seven posters that had appeared advertising the circus in Watton. He felt that they looked unattractive and made the village look untidy. He believed that telephone calls should be made to the persons responsible to ask them not to place anymore of these adverts. Mr Bellingham agreed. Mr Merritt-Morling reminded the meeting that the subject of pride in the village had been raised previously regarding the parking of cars on grass verges. At that time, the suggestion of broaching the matter directly with those concerned was deemed to be ‘heavy-handed’.
- It was decided that articles should be placed in The Waylander regarding the grass verges and the flyposting. It was also decided that following this further action would be taken against persistent offenders by way of personal contact, a letter or a telephone call.**

14. Recreation Ground Risk Assessment – Mrs Merritt-Morling asked how often safety inspections were carried out at the recreation ground. The Clerk informed the meeting that the PC pays for an annual professional inspection by a company recommended by the PC insurers. The most recent inspection by this company was in August last year. There were several recommendations in that report that had still not been dealt with. The Clerk understood that interim inspections are expected to be carried out by the PC by way of a weekly walk around check and then a more detailed inspection at least monthly that should be recorded, reviewed and acted upon by the PC. The meeting was reminded that the ‘Cushionfall’ safety surface for use under the climbing frame purchased by the PC in March had still not been laid. It was pointed out by the Clerk that one of the planks from the climbing frame surround had

been at the previous Clerk's house for some months and another was now at the current Clerk's house after having been found lying in the recreation ground with nails sticking out. Also that large u-nails had been used in the fall area of some of the equipment to secure the rubber matting which was against safety recommendations. Mr Bellingham informed the meeting that these u-nails had been installed by Playdale themselves. He said that he carries out checks himself every couple of months. He said that he takes a list of items to inspect but does not keep a record of his findings. He was unable to give an exact date of the last inspection but believed it to be since the last meeting of the PC on 1st March. He had had training by RoSPA on how to carry out inspections but said he had not been asked to keep records. The Clerk pointed out that there were at least 5 entries in the minutes of the PC since 2011 where he had been asked to keep a record of the inspections and had on one occasion been offered a book specifically for this purpose but had stated that he already had one. Mr Bellingham then asked the Clerk to contact RoSPA to request a book to record inspections. Mr Merritt-Morling asked how the PC can be sure that any repairs or maintenance (including use of weedkillers) carried out by non-professionals are of an acceptable safety standard. A suggestion was made that perhaps repairs should be only be carried out by professionals in order to protect the PC in the case of any future insurance claim. Mr Bellingham said he will appeal for volunteers to help with repairs.

It was decided that immediate action must be taken regarding safety issues and maintenance of the play area. Mr Bellingham to identify, record and ensure all necessary repairs/maintenance are completed without undue delay.

It was further decided that planned maintenance schedules must be developed for all assets of the Parish Council.

15. Future events - The success of the recent celebration held to mark the Queen's 90th birthday was discussed. It had attracted much more interest than could have been hoped for and had brought the community together. This event had shown a profit of £114. Mrs Merritt-Morling said that she hoped to organise other events in the future and asked if the Parish Council would be willing to support her in this. It was hoped that the profit from this first event could be ring fenced for use for future events. It was also suggested that an amount from the GCC funds could be added to it to create a reserve solely for this purpose. It was thought that a figure of £200 when added to the £114 would be a reasonable amount. This was agreed.

It was decided that £200 from the GCC funds and the £114 profit from the event would be used to create an 'Event Fund'.

16. Speed awareness – Mrs Merritt-Morling informed the meeting that wheelie bin stickers showing speed limits were available to purchase from Norfolk County Council at a cost of £2.50 each. As the speed of vehicles in the village has raised some concern previously it was suggested that the PC purchase some of these stickers for use by the residents. It was felt that the residents could buy their own stickers if required from another source.

It was decided not to pursue this idea.

17. Forward Plan – Mr Merritt-Morling said that he was pleased with the progress that had been made with regard to the Forward Plan. The 6 pillars had been renamed. Due to the resignations of two of the Councillors at the beginning of the meeting some thought would now need to be given as to who would be leading and deputising on each of the pillars. He suggested that once the two vacancies had been filled the PC may want to consider realigning the people responsible for each of the pillars. Once updated with decisions made at this meeting etc. the Forward Plan would be ready to be unveiled to the public.

The decision was made to publish the Forward Plan on the website 4 weeks after this meeting.

18. Village Hall – Mr Merritt-Morling said that the idea of some form of Village hall had been on the agenda for some years but has never moved on. He felt that decisions would need to be made on whether to continue with the idea of purchasing the piece of land in Carbrooke Road or to consider other perhaps more suitable alternatives. Approaches will need to be made to the owners of some of the currently empty premises in the village. A consultation would also be needed as to what type of facilities the residents required. The overall cost of such a project would be high and all funding possibilities will need to be explored.

To be included on the agenda for the next meeting in July when Mr Merritt-Morling will provide more detailed information for full discussion.

19. Neighbourhood Plan – Mr Merritt-Morling explained that a ‘Neighbourhood Plan’ was a mechanism to enable Parishes to identify their future planning requirements.

To be included on the agenda for the next meeting in July for full discussion.

AOB – The Chairman informed the meeting that he had now discovered that he was unable to fit the ‘No Barbeque’ signs that had been purchased in February. He said that the Parish Council would now need to purchase fittings for them. The Clerk pointed out that these fittings had previously been deemed an unnecessary extra expense. He explained that he had already returned them to Signs Express for fittings to be added and had obtained a quote. This will now have to be discussed at the next meeting as no request was made to include this on the agenda for this meeting.

The date of the next meeting was set for **Tuesday 5th July 2016 at 7.30pm.**

The meeting closed at approximately 10.00pm.