

Minutes of the meeting of Griston Parish Council held at Angelica Place on Tuesday 5th July 2016.

The meeting began at 7.30pm

Attending: Malcolm Bellingham (Chairman), David Barnett (Vice-Chairman), Tracey Johnson, Stephanie Merritt-Morling, Margaret Parker (Clerk) and three members of the public.

The meeting began with the announcement of the resignation of Councillor Andrew Merritt-Morling who sent his apologies for being unable to attend in person. Mr. Merritt-Morling is currently unable to commit the amount of time to the Parish Council that he feels it deserves due to work commitments but has offered his continued support to the Council

1. Public participation: There were no questions.
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 3rd May 2016 were approved without amendment.
5. Co-option of Parish Councillors – Applications had been received from three residents of the village. All three applications had been considered and after a short discussion a vote took place. Mr Takis Zachariades (who had previously sent his apologies for being unable to attend the meeting) and Mrs Marie McGuinness were selected to become members of the Parish Council. Mrs McGuinness then signed the necessary declaration of acceptance of office and joined the other Councillors to take part in the meeting.
A decision was made that Mr Takis Zachariades and Mrs Marie McGuinness be co-opted to the Parish Council.
6. Items for information – The Clerk informed the Parish Council that she had made contact with the person that is now dealing with the Quantrills site. No information as to the current situation with the proposed development had been supplied as yet. The grass verge that blocks the path every year had now been cut though.
7. Police/SNAP – The March crime figures showed a total of 18 crimes for Griston, 17 of these were prison related. The April crime figures showed a total of 9 crimes for Griston, 8 of these were prison related. The May crime figures showed a total of 13 crimes for Griston, all 13 of these were prison related. The meeting was informed that the next SNAP meeting would be held at Watton Fire Station on 27th July at 2pm.
8. Planning - The Clerk reported that comments have been submitted to the planning department for the Caston/Thompson Road (3PL/2016/0614) and the Manor Road (3PL/2016/0696) applications.
9. Financial - The Clerk had supplied all Councillors with the financial reports up to the end of the 1st quarter of the year for their information and approval. A revised budget had been produced for approval to include some previously unforeseen expenditure under appropriate budget headings.
A decision was made that the revised budget be approved with an amendment that an extra £25 be included for travel costs for new Councillors training courses.

To approve payment of accounts:

a) RG Maintenance Services	£288.00
b) Berryman - glass collection	£ 7.20
c) Manorcourt Care - hire of room	£ 8.00
d) M Parker - expenses to 30 th June '16	£ 31.63
e) Signs Express	£ 39.72
f) EON – May & June	£ 46.80 DD
g) Norfolk Neighbourhood Watch Association	£ 85.40*

Total: £506.75

Receipts

a) NCC Recycling credit	£ 34.48
b) Cancelled cheque	£100.00
c) HMRC – VAT refund (2015/16)	£763.15
d) Savings a/c interest	<u>£ 1.51</u>
Total:	£899.14

*The payment of £85.40 was a replacement for a cheque for £100 issued previously to Norfolk Constabulary and since returned uncashed.

All accounts were approved for payment and cheques signed.

Mr Barnett advised the PC that as work was about to begin on the replacement village sign a cheque for £720 was now required for the cost of materials. This amount was more than expected due to the old sign being in a worse state of repair than previously thought. Mr Barnett stated that the overall final cost for the sign remained at £2040. As this proposed payment had not been listed for approval on the agenda for this meeting and no invoice was available an extraordinary meeting would need to be called.

A decision was made to hold an extraordinary meeting of the Parish Council on Saturday 9th July 2016 notice of which would be placed on the website immediately.

10. Marquee – A discussion took place as to whether the marquee owned by the Parish Council should be offered for sale. Due to its size it very difficult to assemble, dismantle and store.
A decision was made that it should be offered for sale at an asking price of £400 (any offer of a lesser amount only to be agreed after further discussion by the PC). The proceeds to be used to purchase several smaller gazebos for use at future events.
11. Noticeboards – Mr Barnett informed the meeting that the three noticeboards in the village are not being used to their full potential and that they were not eye-catching enough. Mr Barnett suggested that he could assist with the production of posters.
12. Recreation Ground –
 - a) Inspection and Maintenance
The Clerk had produced an inspection and maintenance manual to enable Mr. Bellingham to carry out and record regular inspections of the recreation ground.
It was decided that the inspection and maintenance manual was to be used with immediate effect and that the included reports be completed and produced at each future PC meeting for review by the PC. Reports to be kept on file by the Clerk.
 - b) Car Parking Area
A discussion took place regarding a recent report from a resident via the website that a car, whilst using the parking area at the recreation ground had hit the wall of their house. No official complaint had been received and no further information was available on this matter.
 - c) No barbeque signs
As there appeared to be no other satisfactory means of attaching the signs purchased in February it was agreed that Signs Express be asked to affix channels to the rear of each sign. This amount to be paid from the recreation ground repairs budget.
It was decided to approve the payment of £39.72 as quoted.
 - d) Condition and safety of tree in small area of recreation ground
A resident had expressed some concern over an apparently dead tree at the edge of the original play area in Carbrooke Road. Mr Bellingham said that he will have a look at it. The Clerk had been given contact details of someone who may possibly be willing to remove it at no cost to the PC if it is found to be necessary.
It was decided that Mr Bellingham would inspect the tree and the Clerk would make enquiries as to any possible costs involved in removal of the tree.

13. Flooding in Church Road

Mr Bellingham reported that after the recent sudden downpours Church Road had been badly flooded between Longmeadow Close and the junction with Thompson Road. The main concern was that some drivers had mounted the pavement there and driven at some speed along the grass verge and pavement in order to avoid the water in the road. It was suggested that perhaps some posts could be placed along the grass verge to prevent this from happening in future. The Clerk was asked to contact the Highways Department at NCC to investigate any possible measures to prevent vehicles mounting the kerb at this point.

14. Traffic calming measures – An offer of part funding for certain projects had been received from NCC. One of the possibilities that Mrs Merritt-Morling considered may be worthwhile for Griston was the purchase of a mobile flashing speed awareness sign (SAM2). These signs cost approximately £4000-£5000 but up to 50% of the cost could be available in the form of funding.

Mrs Merritt-Morling will investigate this further and report back to the PC at the next meeting.

15. Standing Orders, Policies and Procedures

It was proposed that all written policies and procedures undergo a complete review in order that approval of the revised documents can take place at September's meeting. The Clerk will undertake this task with input requested from Councillors. The decision on whether to replace the Standing Orders with a 'Griston Constitution' has been deferred.

It was decided that a complete review of all the written policies and procedures will take place before the meeting in September.

16. Village v. Parish Council Website

A discussion took place to clarify if the current website was considered to be a Parish Council or a Village website. Mr Barnett believed that it was most definitely not a Parish Council website. Mrs Merritt-Morling was concerned that the public may see it differently. It may be that residents believe any messages or queries sent to the website are being, or should be, answered by the Parish Council when in fact this is not the case. As the Clerk has no direct access to this website, difficulties have been experienced in trying to ensure that legally required documents are published. It was suggested that there should be a completely separate website for the Parish Council. These websites can be obtained free of charge via the Norfolk Association of Local Councils. Training is available the costs of which can be re-claimed.

It was decided that the Clerk should proceed with the setting up of a specific Parish Council website with the Clerk as the administrator.

It was further decided that the 'Village' website would continue separately to, but still funded by, the Parish Council.

17. Parish Council finances and the Forward Plan.

Due to time constraints this item was deferred until the meeting in September

18. Exclusion of members of the public for reasons of confidentiality.

A discussion took place regarding the outstanding documents to be supplied to the Clerk.

Outstanding documents will be approved and supplied to the Clerk at September's meeting.

The date of the next meeting was set for **Tuesday 6th September 2016 at 7.30pm.**

The meeting closed at approximately 10.30pm.