

Minutes of the meeting of Griston Parish Council held at The Waggon & Horses on Tuesday 1<sup>st</sup> November 2016.

The meeting began at 7.00pm

Attending: David Barnett (Chairman), Takis Zachariades (Vice-Chairman), Tracey Johnson, Marie McGuinness, Margaret Parker (Clerk) and six members of the public.

1. Public participation: There were no issues raised by the public.
2. Apologies received from: Claire Bowes (County Councillor), Phil Cowen (District Councillor), and PCSO Tonya Winsley.
3. Declarations of interest: There were no declarations of interest.
4. Minutes of the meeting of 6<sup>th</sup> September 2016 were approved without amendment.
5. Co-option of Parish Councillors – *(This item was deferred to a later point on the agenda (after item 8) by the Chairman due to the unavoidable delay in the arrival of the Vice-Chairman.)*  
Three applications had been received in relation to the two vacancies that are currently open for co-option. Due to the recent resignation of Councillor Stephanie Merritt-Morling another vacancy had now arisen. If no election has been requested by 8<sup>th</sup> November this vacancy will then be advertised to be filled by means of co-option.  
The applications received from Donna Harley-Nash, Nicky Hornsey and Rose Woolhouse had been considered by the Councillors prior to the meeting.  
A vote took place in which two of the applicants received an absolute majority as required in the co-option process. Mrs Hornsey and Mrs Woolhouse then signed the necessary declaration of acceptance of office forms and joined the other Councillors to take part in the meeting.  
***The decision was made that Mrs Nicky Hornsey and Mrs Rose Woolhouse be co-opted to the Parish Council.***
6. Items for information:
  - a) Progress on the sale of the marquee – The Chairman had informed the Council several weeks ago that the sale of the marquee had been agreed but the cheque for £300 had not yet been received. The Chairman agreed to follow this up and ensure that the cheque is received by the weekend.
7. Police/SNAP – The most recent available crime figures were for July and August. July's figures showed a total of 16 crimes for Griston, 14 of these were prison related. August's 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 30<sup>th</sup> November at 2pm.
8. Planning – A discussion took place regarding the manner in which the Parish Council will deal with future planning applications. It was felt that there is currently little opportunity for the public to make their views known to the Councillors who represent them. The Clerk suggested that the public should be made aware of any applications received by the Parish Council via the PC website. Members of the public would be provided with a link on the website in order that they could view the full details of the application. If they then wished to make any comments for the PC to consider they could email the Clerk who would then forward this information to the Councillors. If any applications were received that involved large developments or obviously contentious issues, then an extraordinary PC meeting could be held.

*Applications received and distributed for comments since last meeting:*

a) The Hollies	3PL/2016/1040/F	Comments submitted
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*Decided:*

a) Church Road	APP/F2605/W/16/3152342	Refused
b) Manor Road	3PL/2016/0991/VAR	Granted
c) The Hollies	3PL/2016/1040/F	Granted

9. Financial:

To approve payment of accounts:

a) RG Maintenance Services	£ 144.00*
b) M Parker – expenses to 31 <sup>st</sup> October '16	£ 88.91
c) EON – September & October	£ 50.50 DD
d) M Parker – Salary & SLCC subscription	£ 596.75**
<b>Total:</b>	<b>£ 880.16</b>

Receipts

a) Village sign donation	£ 250.00
b) BDC – Precept and transitional grant	£ 4311.50
<b>Total:</b>	<b>£ 4561.50</b>

\*A late invoice had been received for £72.00 after the agenda had been published.

\*\*A cheque was signed for salary and subscription payment due 30<sup>th</sup> November 2016.

**All accounts were approved for payment and cheques signed.**

10. Bank mandate – Due to the unusual amount of resignations and subsequent new Councillors this year the Clerk/RFO explained that the number of authorised signatories was now down to only two and the bank mandate was in need of a complete overhaul. The Clerk advised that the optimum number of eligible signatories would be five.

**A decision was made that Councillors Zachariades, McGuinness and Woolhouse be added to the list of authorised signatories and the Clerk will organise the completion of the necessary forms.**

11. Staffing Committee – In order to deal with all employment matters relating to the Clerk a Staffing Committee needed to be appointed. This Committee will consist of three Councillors and will adhere to the terms of reference agreed by the Council. It was explained that any meetings of this Committee will not be open to the public as they relate solely to confidential employment matters.

**A decision was made to approve the terms of reference and to appoint Councillors Zachariades, Hornsey and Woolhouse to form a Staffing Committee.**

12. Venue for Parish Council meetings – Due to the recent closure of Angelica Place a new venue must be found for Parish Council meetings. The Clerk informed the meeting that she had already made some enquiries with a view to booking Caston Village hall for future meetings. However, this venue was not available on Tuesdays and it would therefore be necessary to change the usual day of the Parish Council meetings. It was also slightly more expensive than the previous venue.

**A decision was made that the Clerk should book Caston Village hall for the next three meetings. It was decided that an amount to cover the cost be moved from the currently unallocated reserve to the main budget. It was also agreed that if necessary a cheque for this expense be signed between meetings.**

13. Purchase of additional land – A discussion took place in order to clarify the intended use of the land to be purchased as agreed at the previous meeting on 6<sup>th</sup> September.

**The decision was made that the land be purchased solely for recreational use and that if possible a clause confirming this will be inserted into the title deeds at the time of purchase.**

14. Recreation Ground -

- a) Annual Play Inspection Report – The Clerk pointed out that The Play Inspection Co. Ltd. had carried out the annual inspection of the recreation ground for several years now and provided an excellent service. If the Parish Council wished them to carry out the inspection in 2017 it would be sensible to book the inspection now.

**The decision was made to place the order for the 2017 inspection with The Play Inspection Co. Ltd.**

- b) Removal of dead tree – The Clerk had obtained two quotes for the removal of the tree. One for £240 (incl.VAT) from Anglian Tree Solutions Ltd. and the other for £385 (incl.VAT) from Broadland Tree Services. It was the opinion of these experts that the tree posed no immediate danger but will only deteriorate if not dealt with. They are already booking jobs into the New Year so it would be advisable to make an order for the work now.  
***The decision was made to accept the quote from Anglian Tree Solutions Ltd. and to request that they carry out the work as soon as they are available.***
15. Traffic calming measures – Mrs Merritt-Morling had obtained quotes for the village gates as previously agreed. However, it had now become apparent that the rules regarding these gates had changed and they must now be supplied by a company (Glasdon) approved by Norfolk County Council for safety reasons. It appears that these will now be much more expensive than anticipated. A discussion took place regarding the purchase of an additional pair of gates to be sited in Caston Road. The Clerk explained that the cost of four pairs of gates including installation but not including any signage would be over £4,500. Paul Sellick (Highways Engineer) had advised the Clerk that signage would not be necessary if the gates were placed near to the current speed limit signs. The Councillors felt that they would prefer to have signs on the gates if possible.
- a) ***It was decided that a fourth pair of gates should be included in the scheme to be placed in Caston Road on the approach to ‘Little London’.***
- b) ***The decision to commit a maximum of £3000 of the current ‘land purchase’ reserve to this project was deferred until the amount of funding available to the Parish Council is known.***
- c) ***A decision was made to apply to the ‘Parish Partnership’ scheme for funding for four pairs of gates.***
16. ‘Babes in the Wood’ festival - A discussion took place regarding the possibility of holding a festival weekend in the village next summer based around the ‘Babes in the Wood’ legend. Several suggestions were made including yard sales throughout the village, a BBQ and events to be held on the recreation ground. The Chairman believes that there will be no cost to the Parish Council as it will be self-funding. The Clerk pointed out that there would always be some ‘up-front’ costs involved in an event of this kind and suggested that some kind of fund-raising events might be required in advance of the festival. The Chairman suggested that any costs involved should be met from Parish Council reserves.  
***A decision was made to hold a ‘Babes in the Wood’ festival next summer.  
A further decision was made that £1000 should be set aside for the festival from the remaining ‘GCC’ reserve and the current ‘land purchase’ reserve.***
17. Churchyard grass cutting – The Clerk explained that it had been brought to her attention by the legal department of the Association of Local Councils that the Parish Council cannot legally be involved with the contract for the maintenance of the churchyard. The Parish Council can, if it so wishes, make a contribution to the costs incurred by the Church for the grass cutting if requested.  
***A decision on the exact amount of any possible future contribution was deferred until a future meeting.***

The date and venue for the next meeting in January were yet to be confirmed.

The meeting closed at approximately 8.45pm.