

GRISTON PARISH COUNCIL

LOCUM CLERK: Lolly Dawson

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The Parish Councillors are summoned and members of the Public are invited to:
The Annual Parish Council meeting which will be held at St Peter and St Paul's Church, Griston
On Tuesday 27th May 2025 at 7:30pm

AGENDA

Published: 21st May 2025

1. To elect a Chair
2. To elect a Vice Chair
3. To receive apologies for absence
4. To declare any pecuniary interest or seek dispensations.
 - a. To reconfirm Councillors Registers of Interest Forms, and submit any changes to Breckland District Council.
5. To agree the minutes of the meeting held on 8th April 2025.
6. Matters arising from previous minutes, and consider any further actions
 - a. To receive an update on the replacement jungle walk.
 - b. To receive an update on the bench at the top of church Road.
 - c. To receive an update on the insurance renewal and quotes.
 - i. Hiscox Insurance Company £1073.16 (previously used)
 - ii. Ansvar £588.28
 - d. To receive an update on the electricity supplier.
7. Public Participation (10 minutes)
 - a. County Councillor Claire Bowes.
 - b. District Councillor Phil Cowen.
8. Planning
 - a. To consider any consultee responses to planning applications received from Breckland District Council prior to the meeting date.
 - b. To receive notification of decisions taken by Breckland District Council.
 - c. To receive an update on Breckland's Local Plan, and meeting held 20 May 2025. (Cllr S Barber)
 - d. To discuss further developments re: Eastern Attachments.
 - e. To receive an update on the Neighbourhood Development Plan.
9. To receive updates on The Neighbourhood Watch Scheme.
10. Financial Update
 - a. To receive an up-to-date bank reconciliation. (EOY)
 - b. To receive Internal Audit report for 2024/25 and agree any actions.
 - c. To receive AGAR and agree the following:
 - i. To resolve to approve Section 1 of the AGAR the Annual Governance Statement.
 - ii. To resolved to approve Section 2 of the AGAR the Accounting Statement.
 - iii. To note the publication of rights as 3 June to 14 July 2025.
 - iv. To receive the analysis of variances report.
 - d. To review the current bank signatories.

- e. To consider the purchase of a Parish Council mobile phone and agree a budget.
- f. To note the parish partnership application for Field gates has been approved. Parish Contribution is £1323.56 with £1323.56 contribution from Norfolk County Council.
- g. To receive payments and receipts, as presented and any additional payments received before the meeting:

Company	Description	Net	Vat	Gross
TTSR	Grounds Maintenance	£758.40	£151.68	£910.08
Playdale	Jungle Walk installation	£2078.22	£415.64	£2493.86
Roger Canwell	Internal Audit 24/25	£30.00	£0.00	£30.00
URM	Mixed Glass Recycling	£1.50	£0.30	£1.80
INCOME				
Breckland District council	Precept	£13,890.00	£0.00	£13,890.00

11. Policies and administration

- a. To consider the purchase of a Parish Council mobile phone.
- b. To consider the current meeting location, and opportunity to move to Wayland Prison meeting room free of charge.
- c. To consider and approve the Standing Orders.
- d. To consider and approve the Financial Regulations.
- e. To consider and approve the Councillor Code of Conduct.
- f. To consider the implementation of a Staffing Committee, elect members, elect a Chair and approve terms of reference.

12. Village Matters

- a. Playground Inspections
 - i. To receive Playdale quote for annual inspection £312.00.
 - ii. To note that the annual playground inspection with Play Inspections at a cost of £94.95.
 - iii. To note on the inspection carried out 30/4/25, wavy bars very loose, large allen key required to fit.
 - iv. To note on the inspection carried out 24/4/25, Climbing frame bark chipping is detached and screws are protruding.
- b. To receive any other updates on the play area.
- c. To receive an SAM2 report
- d. To consider funding for the installation of the Carbrooke road gate.
- e. To receive an update on the noticeboards.

13. Correspondence

- a. To receive a report from the Griston Community Group –regarding planning application HMP Wayland PL/2024/1193/FMAJ.
- b. To receive Griston Community April 2025 report.
- c. An email from Wayland Partnership, Partners Meeting held on 10th March 2025 with the meeting notes.

- d. Email from Finding Fitness, National Lottery Funding available for a climbing wall/Target Trainer.

14. Public Participation (10 minutes)

15. Items for the next agenda

16. To confirm the date of the next meetings

- a. Tuesday 10th June 2025
- b. Tuesday 12th August 2025.

To resolve to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 during the following item due to the confidential nature.

17. Staffing

- a. To consider any applicants for the role of Parish Clerk & RFO and confirm proposed terms of employment and further advertisement.
- b. To appoint Miss L Dawson as locum Parish Clerk and agree terms of employment.