

GRISTON PARISH COUNCIL

Locum Clerk: Lolly Dawson

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Minutes of the Parish Council Meeting held at St Peter and St Paul's Church, Griston on
Tuesday 17th June 2025 at 7:30pm

MINUTES

In Attendance: Cllrs S Barber (Chair + minute taker), K Heath, K Mace and B Park.

Members of the Public: 3

1. Apologies for Absence

Apologies were received and accepted from the Locum Clerk, Cllrs Steventon and Lake.

2. Declare any pecuniary interest or seek dispensations , none.

- a. Councillors present confirmed their Registers of Interest Forms were up to date and had been resubmitted where needed to Breckland District Council.

3. Minutes

The minutes of the meeting held on 27th May 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair. PROPOSED Cllr Heath, SECONDED Cllr Park.

4. Matters arising from previous minutes, and consider any further actions

- a. It was NOTED that the new bench for the top of Church Road had completed fabrication that morning and arrangements were being made to get it collected/delivered. Installation will be same day as receipt.

As this had been made by the prison, the Chair agreed to establish if Wates had made a contribution to costs.

- b. It was NOTED that the Monkey Challenge application via Finding Fitness was being compiled for submission by the Clerk.
- c. It was NOTED that HMP Wayland's carpentry shop manager had inspected the bus stop noticeboard and concluded it would be easier to manufacture a new one that repair the old, it was AGREED to accept a new noticeboard. Further update in July.
- d. It was NOTED that the Parish Council mobile phone has been donated by Cllr S Barber, for use by the Clerk, a SIM has been purchased and the number will be circulated when known.

- e. It was NOTED that the Unity Bank account was presenting issues. While signatory Cllr Mace could post payments, he couldn't then act as signatory for them, and dual approval is required for each payment. Cllr Park has been added as the third signatory, alongside Cllr Steventon. There are outstanding invoices.

It was RESOLVED that all Councillors would become signatories to avoid future issues of personnel number.

5. Public Participation (10 minutes)

- a. County Councillor Claire Bowes – no report received.
- b. District Councillor Phil Cowen – no report received.
- c. An enquiry was raised to establish if the Quantrill site redevelopment by Norfolk Land Developments was recommencing now the houses on Church Road were for sale.

6. Planning

- a. Current applications where the Council is a statutory consultee:
 - i. PL/2025/0786/HOU, Repair, rebuilding and conversion of attached outbuilding to additional accommodation and remodelling of existing dwelling. The Barn Caston Road, Griston. Deadline for response 30 June 25. It was RESOLVED to respond with NO COMMENT.
 - ii. 3PL/2024/0646/F, Re-positioning of existing field gate access to site including culvert to existing ditch, Land East of Yew Tree Farm Caston Road IP25 6QD. Deadline for response 20th June 25. It was RESOLVED to respond with NO COMMENT.
 - iii. PL/2025/0792/CLOPUD, Proposal: Sensitive Development - Erection of a modular teaching unit Site: HMP Wayland, Griston, Thetford, Norfolk, IP25 6RL. The application is not available to view online. Deadline for response 9 July 25. It was AGREED for all councillors to view the restricted planning documents at Breckland District Council on 24th June 2025.
 - iv. PL/2025/0708/FMIN, Proposal: Proposed new dwelling and garage; Site: Land At Airfield Way, Griston, IP25 6PX. It was RESOLVED to respond with NO COMMENT, it was NOTED that the application has been refused before.
- b. Decisions taken by Breckland District Council – none.
- c. Cllr S Barber attended a meeting on Breckland's Local Plan, and Call for Sites on 10th June 2025. It was NOTED that Griston had been the only parish properly prepared of the eight represented and we presented the preference list from the Parish Council meeting of 27 May 25 as the evidence base.

The Council identified a further 'Carbrooke' site that was 70-80% inside Griston (LPRC4S25DEV08 : 50-100 dwellings). This was highlighted to Breckland's planners and nominated as our joint #1 preference alongside Greenacres.

- d. The Neighbourhood Plan funding arrangements for 2025 onwards were due by the end of June.

7. Financial Update

- a. Accounts Update, Clerk is awaiting copies of bank statements to be able to produce accounts update and bank reconciliation, next meeting.
- b. To receive payments and receipts, as presented and any additional payments received before the meeting:

Company	Description	Net	Vat	Gross
Lolly Dawson	Staff Salary Month 2 May 2025	£296.00	£0.00	£296.00
HMRC	Month 2	£74.00	£0.00	£74.00
Staff Costs	Month 3 – not yet run	TBC		
EON	Streetlight Electricity 5/3/25	£97.47	£4.87	£102.34
Westcotec	Cable to download data	£60.00	£0.00	£60.00

8. Policies and Administration

- a. The proposed Internal Controls Policy was reviewed and APPROVED. To be formatted to match the other council policies.
- b. The 'standard' Biodiversity Policy had been reviewed and a 'Griston-specific' version would be circulated by Cllr S Barber to all Councillors for approval at the July meeting.
- c. The proposed GDPR Policy was reviewed and APPROVED. To be formatted to match the other council policies.
- d. It was RESOLVED that by the end of 2025 the Council will migrate to a gov.uk website and email address domains, quotes to be sourced. Appreciating the potential need to keep Council business separate from personal email, Councillors RESOLVED to each use individual .gov.uk email accounts.
- e. It was AGREED that further to the Council decision of January 2024, that the Clerk will resume website duties pertaining to Council business and Cllr Barber would have access to update the News and Events categories, being closer to everyday life in the village. This will be reviewed upon appointment of a permanent Clerk.

9. Village Matters

a. Streetlights

i. The quotation from Tomato Energy remains favoured, but due to Ofgem regulations cannot be ratified before the end of June.

b. Playground

i. Councillors had received the full Playground Inspections Report immediately prior to the meeting, having received the urgent rectification items (swing bay and climbing frame) last week. Now the report has been received, urgent remedial action is needed to maintain insurance cover.

ii. Playdale was compiling a quotation addressing various options to repair, replace, remove, etc. This was due by the end of the week and will be circulated to Councillors.

iii. It was AGREED that repair of the climbing frame would be a false economy, and removal was the only way to prevent unauthorised use. It was AGREED that the use of a Heras fencing perimeter will be investigated urgently by Cllr Barber; the fallback position is to cut all vertical members to 800mm high as a temporary measure pending replacement and remove the rest. A decision will be made once quotations are received but it was AGREED that removal could proceed in the interim if needed.

iv. Replacement with new, smaller equipment depends on the reusability of the bark safety surface, to be advised by Vendors. It was NOTED that the maximum spend on any new replacement equipment should not exceed the current depreciated cost of the current installation (£8k).

v. It was NOTED that the existing climbing frame was too high and the timbers too large for our user base, and smaller replacements would get more use, quotes to be sourced.

vi. It was AGREED that the defective swing bay timbers would be replaced as part of an overhaul of the frame, with steel feet installed and the central bracket realigned.

vii. It was AGREED to postpone the bark edging until a solution is agreed for the future use of the area.

viii. It was RESOLVED to proceed with the tunnel installation at the cost of £788.25 + VAT using local suppliers at the market rate and volunteer labour. Budget had been circulated prior to the meeting.

- c. It was RESOLVED to purchase the SAM2 cable from Westcotec in the sum of £60+VAT.
- d. VJ Day event in the park. It was AGREED that a 'picnic in the park' adopting a 1940s theme to mark VJ Day 80 would be held on Saturday 30 August 2025. A member of the public offered to secure a display of military vehicles, and it was suggested the Watton Silver Band perform. Working Party to be finalised by the end of June to confirm details – licensing, performances, sound, etc.

10. Correspondence

- a. Cllr Barber will to attend the Breckland District Council Local Government Reorganisation Events on 24 June and 21 July 2025. Other Councillors are welcome to attend.
- b. A representative from the Griston Community Group updated the meeting on the Abatement Notices served on Eastern Attachments concerning noise and odour. These were set for resolution in December 2025 at the earliest.

11. Public Participation (10 minutes)

A member of the public noted the high level of litter being thrown from vehicles along Caston Road, Councillors agreed to monitor the situation as best and support litter picks in the village. If offending parties are identified these are to be reported to the police as this does not fall within the Parish Councils authority.

12. Items for the next agenda

- a. VJ Day Picnic In The Park progress and Working Party report.
- b. Lancaster Avenue Notice Board.

13. Date of the next meetings

- a. Tuesday 8th July 2025
- b. Tuesday 9th September 2025

It was RESOLVED 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.

14. Staffing

- a. It was NOTED that no further applicants for the role of Parish Clerk & RFO has been received. The Clerk has advertised locally, with NALC & NPTS.

Meeting Closed: (INSERT TIME)

Signed:

Dated: