

GRISTON PARISH COUNCIL

LOCUM CLERK: Lolly Dawson

Email: gristonclerk@gmail.com

**Minutes of the Annual Parish Council meeting held at St Peter and St Paul's Church, Griston
On Tuesday 27th May 2025 at 7:30pm**

In attendance: Councillors S Barber (Chair), K Heath, P Lake, K Mace, B Park & L Steventon (Vice Chair).

Members of the public: 5

Locum Parish Clerk: Miss Lolly Dawson

1. Elect a Chair

It was RESOLVED to elect Cllr S Barber as Chair, PROPOSED Cllr L Stevenson, seconded Cllr K Heath, the declaration of acceptance was signed.

2. To elect a Vice Chair

It was RESOLVED to elect Cllr L Steventon as Vice Chair, PROPOSED Cllr S Barber, seconded Cllr K Heath, the declaration of acceptance was signed.

3. Apologies for absence

None.

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

- a. It was NOTED that Councillors Registers of Interest Forms should be updated if there are any changes, Clerk to circulate form and submit any changes to Breckland District Council.

5. Minutes

The minutes of the meeting held on 8th April 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair, PROPOSED Cllr L Stevenson, seconded Cllr K Heath.

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

- a. It was NOTED that the replacement jungle walk was installed 1st and 2nd May and is in use.
- b. It was NOTED that the bench at the top of church Road is currently being completed by the carpentry team at HMP Wayland, and they are expecting it is completed next week, it was APPROVED for a plaque to be placed on it by those who made and donated it.
- c. The insurance renewal and quotes were received and it was RESOLVED to accept Ansvar.
 - i. Hiscox Insurance Company £1073.16 (previously used)
 - ii. Ansvar £588.28, APPROVED.
- d. It was NOTED that Cllr S Barber has sourced an additional quote from Tomato to be the electricity supplier for streetlights, next meeting.

7. Public Participation (10 minutes)

- a. County Councillor Claire Bowes, not in attendance, apologies sent.
- b. District Councillor Phil Cowen, not in attendance.
- c. Members of the public, a member reported that Carbrooke Parish Council is making an effort to investigate the historical Carbrooke to Griston Road, removed when the 1942 runway was installed.

8. Planning

- a. Responses to planning applications received from Breckland District Council
None received prior to the meeting date.
 - b. Notification of decisions taken by Breckland District Council.
None received prior to the meeting date.
 - c. An update on Breckland's Local Plan was received by Cllr S Barber regarding the meeting held 20 May 2025. It was reported that the villages will be grouped, and given the opportunity to comment on proposed development in the area. The Breckland District Councils call for sites has been published; this shows 4 sites identified in Griston for potential development. 903 homes per year have been allocated to Breckland from Central Government. A map was shared and it was PROPOSED to put forward location 1 as top priority as this has had a historical application and is deemed suitable infill, location 2 the next preferred site, 3 then site 4 is the least preferred option. It was AGREED for Cllr S Barber to attend the meeting on behalf of the Council.
 - d. An update on the Eastern Attachments planning application, awaiting planning appeal decision.
 - e. An update on the Neighbourhood Development Plan was received, the Council is awaiting an update on funding options, expected to be opened June 2025.
9. Cllr K Heath provided an update on the Neighbourhood Watch Scheme, signs have been put up, and the scheme has been promoted in The Wayland Magazine, all residents are welcome to sign up, please contact the Clerk for further information.

10. Financial Update

- a. The end-of-year 2024/2025 bank reconciliation was RECEIVED.
- b. The Internal Audit report for 2024/25 was RECEIVED, no recommendations.
- c. The AGAR was RECEIVED:
 - i. It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement.
 - ii. It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement.
 - iii. The publication of rights as 3 June to 14 July 2025 were NOTED and will be published on the noticeboard and website.
 - iv. The analysis of variances report was RECEIVED and will be published on the website.
- d. The current bank signatories were confirmed to be Keith Mace & Lee Stevenson, it was AGREED to add Shane Barber & Bridget Park as signatories.
- e. It was AGREED to accept a mobile phone donated by Cllr S Barber, and for a SIM contract to be purchased under a maximum budget of £10 per month.
- f. It was NOTED that the parish partnership application for Field gates has been approved. Parish Contribution is £1323.53 with £1323.53 contribution from Norfolk County Council.
- g. The payments and receipts were APPROVED.

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
Lolly Dawson	Staff Salary Month 2 May 2025	TBC		
INCOME				
Breckland District council	Precept	£13,890.00	£0.00	£13,890.00

11. Policies and administration

- a. Parish Council mobile phone, duplicated agenda item, see 10.e.
- b. The current meeting location, and opportunity to move to Wayland Prison meeting room free of charge was considered, it was AGREED to hold any future Neighbourhood Development Plan committee meetings at the Wayland Prison, continue to use the Church in the Summer and Wayland prison meeting room between October to March as this is a heated room.
- c. The Standing Orders were considered and APPROVED.
- d. The Financial Regulations were considered and APPROVED.
- e. The Councillor Code of Conduct was considered and APPROVED.
- f. It was NOTED that a Staffing Committee has already been implemented, elected members were confirmed to be Cllrs L Stevenson, B Park, S Barber & K Heath, the terms of reference were APPROVED.

12. Village Matters

- a. Playground Inspections
 - i. The Playdale quote for annual inspection £312.00 was RECEIVED.
 - ii. It was NOTED that the annual playground inspection with Play Inspections at a cost of £94.95 has been actioned.
 - iii. The inspections carried out 30/4/25, noted that the wavy bars very loose, large allen key required to fit. Cllrs S Barber & P Lake to inspect and resolve if possible.
 - iv. It was NOTED on the inspection carried out 24/4/25, the climbing frame bark chipping is detached and screws are protruding. Cllr S Barber reported that expenditure estimated to fix is £900.00, the budget was APPROVED.
- b. Updates on the play area, it was NOTED that the tunnel is ready to go back into the mound, quotes to go to next meeting.
- c. It was NOTED that the SAM2 data has not yet been downloaded as a new cable needs purchasing and software sourced, Clerk to contact Westcotec.
- d. Funding for the installation of the Carbrooke road gate. See item 10.f.
- e. An update on the noticeboards, it was NOTED that the Council is awaiting response from Church, the next refurbishment is to be the noticeboard on the bus stop, HMP Wayland to assist, Cllr S Barber to organise.

13. Correspondence

- a. A report from the Griston Community Group –regarding planning application HMP Wayland PL/2024/1193/FMAJ.
- b. The 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. It was AGREED for the wall to be single-sided, climbing wall option, location to be checked on site visit, application to be submitted.

14. Public Participation

None.

15. Items for the next agenda

- a. The consider and approve an Internal Controls Policy
- b. To consider and adopt the Biodiversity Policy
- c. To consider and adopt GDPR, Data Protection Policies.

16. To confirm the date of the next meetings

- a. Tuesday 17th June 2025
- b. Tuesday 8th July 2025
- c. 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.

17. Staffing

- a. The applicant for the role of Parish Clerk & RFO was considered, it was AGREED to re-advertise, the pay scale was evaluated to be LC2 (below substantive range) Scale Points 18-23 on the Local Government Services Pay Agreement, the NALC model contract is to be used, the deadline for applicants to be extended to the end of august 2025, and to be advertised through NALC, NPTS, local magazines & Facebook.
- b. It was RESOLVED to appoint Miss Lolly Dawson as locum Parish Clerk and terms of employment were APPROVED, contract was signed.

Meeting Closed: 21:30

Signed:

Dated: