

GRISTON PARISH COUNCIL

Locum Clerk: Lolly Dawson

Email: gristonclerk@gmail.com

The Parish Councillors are summoned and members of the Public are invited to:
The Parish Council meeting which will be held at
Watton Community Centre, 37 Harvey Street, Watton, IP25 6EB
On Tuesday 9th September 2025 at 8:00pm

AGENDA

Published: 4th September 2025

1. Parish Clerk & RFO Appointment

To resolve to appoint Sarah Brookes as the Parish Clerk & Responsible Financial Officer.

2. To consider applications for co-option of a Councillor for the one open vacancy.

3. To note resignation of Cllr L Steventon

- a. To publish vacancy notice, if no requests are received to hold an election within 14 days of publication, another vacancy for co-option will be available.

4. To elect a Vice Chair

5. To receive apologies for absence

6. To declare any pecuniary interest or seek dispensations.

- a. To reconfirm Councillors Registers of Interest Forms, and submit any changes to Breckland District Council.

7. To agree the minutes of the meeting held on 8th July 2025.

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

- a. To receive an update on the tree survey and receive quotes.
- b. To note that the bench at the top of church Road has been oiled and plaque is being prepared. Cllr S Barber sent thanks to HMP Wayland's Carpentry Workshop and Wates.
- c. To note the National Lottery Monkey Challenge application was submitted on 29th July 2025.
- d. To receive an update on the noticeboard project, Cllr S Barber.
 - i. To receive letter from PCC regarding noticeboard project.
 - ii. To consider a noticeboard in the Griston North Ward.
- e. To note the Parish Council mobile phone has been set up, the number is 07704 740388.
- f. To consider quotes for Gov.uk website & email migration.

9. Public Participation

- a. County Councillor Claire Bowes.
- b. District Councillor Phil Cowen.
- c. PC Paula Gilluley, Norfolk Constabulary, Engagement Officer.
- d. Members of the Public.

10. Planning

- a. To consider any consultee responses to planning applications received from Breckland District Council prior to the meeting date.
 - i. None received prior to the agenda being published.
- b. To receive notification of decisions taken by Breckland District Council.
 - i. None received prior to the agenda being published.
- c. To receive an update on the Neighbourhood Development Plan.

- i. To note that there is £5,000 funding available from Breckland District Council. The estimated total cost of a NDP is between £20,000 and £86,000 covering a consultant, preparation, draft plan, independent examination, and final referendum.
- d. To receive an update on the Eastern Attachments & Griston Community Group.

11. Correspondence

- a. To receive correspondence regarding noise complaint at the recreation ground.
- b. To receive an update from the Wayland Partnership, Cllr B Park.
- c. To consider items for the next article in The Waylander.

12. Financial Update

- a. To receive an update on the current bank signatories, and approve to add the Parish Clerk as an administrator on the unity bank account.
- b. To consider an application to the Parish Partnership Scheme for 26/27, deadline 1st December 2025.
- c. To receive an up-to-date bank reconciliation & Accounts Update.
- d. To receive payments and receipts, as presented and any additional payments received before the meeting:

Company	Description	Net	Vat	Gross
Miss Lolly Dawson	Month 3 June, 4 July, 5 August & 6 September 2025 Staff Costs	TBC		
Ms Sarah Brookes	Month 6 September 2025 Staff Costs	TBC		
Unity	Service Charge 31.7.25	£6.00	£0.00	£6.00
Unity	Service Charge 31.8.25	£6.00	£0.00	£6.00
Unity	Service Charge 30.9.25	£6.00	£0.00	£6.00
PCC of Griston	Heating used Sept 2024 to April 2025	£85.12	£0.00	£85.12
TTSR	Grounds Maintenance INV 3 of 4 (3-year contract)	£758.40	£151.68	£910.08
Watton Community Centre	Hall Hire 9/9/25	£26.25	£0.00	£26.25

13. Policies and administration

- a. To receive the current policy review.
- b. To consider any Councillor training.

14. Village Matters

- a. Streetlights
 - i. To receive the renewal quotes for streetlight electricity contract.
 - ii. To consider the review of the Street lighting maintenance contract.
 - iii. To note that the Npower have confirmed the streetlights are on a standard Unmetered Half-Hourly supply, no contract is required, the tariff prices will remain the same.
 - iv. To note UMSO have been contacted and certificate has been received. To note correspondence from UMSO “your supply recently converted to half hourly trading and

revised processes where we the UMSO are no longer required to calculate and EAC.
Instead, your energy supplier will calculate a consumption.”

- b. Playground
 - i. To receive any updated from Playground Inspections
 - ii. To receive any other updates on the play area.
 - iii. To consider the climbing frame replacement options.
- c. To consider the sensory garden proposal.
- d. To receive an update on the Carbrooke Road gates installation, Cllr S Barber.

15. Public Participation (10 minutes)

16. Items for the next agenda

17. To confirm the dates of the next meetings

- a. Tuesday 14th October 2025, Tuesday 11th November 2025, Tuesday 9th December 2025 (*The 2026/2027 budget and precept will be considered*).

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.

18. Staffing

- a. To ratify the terms of employment for Sarah Brooke, Parish Clerk & Responsible Financial Officer and sign the contract of employment.
- b. To note locum Parish Clerk L Dawson leave date of 9th September 2025.
- c. To note the Pensions Regulator auto-enrolment re-declaration deadline is 12 January 2026, Clerk to process.