

GRISTON PARISH COUNCIL

Parish Clerk & RFO: Sarah Brookes

Email: gristonclerk@gmail.com

Minutes of the Griston Parish Council meeting held at GFSL Boardroom, HMP Wayland, Thompson Road, Griston, Thetford, IP25 6RL on Tuesday 10th February 13th at 7:00pm

In attendance: Cllrs Shane Barber (Chair), John Heath, Bridget Park, Katrina Heath.

Members of the public: 0

Parish Clerk & RFO: Sarah Brookes

1. Apologies for absence

- a. Apologies for absence were received and accepted from Cllr P Lake.

2. Pecuniary interest or seek dispensations.

- a. Cllr J. Heath declared an interest in a forthcoming item on “update on Eastern Attachments & Griston Community Group” due to his position as group leader. The Council considered the above interests and it was RESOLVED to grant a dispensation, in the public interest, to enable Cllr J. Heath to remain in the meeting and to speak in relation to this item.
- b. Councillors Registers of Interest Forms. Councillors are to submit any changes to Breckland District Council. None submitted.

3. Minutes

The minutes of the meeting held on 13th January 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

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

- a. *RLS Computers website*. The Council received an update from Cllr S. Barber regarding the website handover. It was noted that several visual and content-related issues remain outstanding on the new website. It was AGREED that Councillors would review the website and provide any feedback at the next meeting, to be collated and forwarded to the supplier by the Clerk. The Clerk confirmed that new email address details had been received and would be circulated to Councillors.
- b. *Councillor Vacancy and Duties*. The Council considered the re-allocation of duties previously carried out by Cllr K. Mace. It was AGREED that the Clerk would follow up on the required Notice of Vacancy. It was AGREED that Cllr J. Heath would assume responsibility for emptying the park bin as previously carried out by Cllr K. Mace. It was further noted that Cllr K. Mace holds the council's stock of bin bags, which will require collection.

5. Public Participation

- a. County Councillor Claire Bowes provided a report by email which was read out to the meeting by the Clerk.
- b. District Councillor Phil Cowen, no report provided.
- c. No members of the public were present.

6. Planning

- a. Consultee responses to planning applications received from Breckland District Council prior to the meeting date.
 - i. None received.
- b. Notification of decisions taken by Breckland District Council.
 - i. None received.
- c. *Eastern Attachments & Griston Community Group*. Cllr J. Heath provided an update on Eastern Attachments & Griston Community Group in his capacity as leader of Griston Community Group. It was confirmed that a response is awaited from the inspectorate. It was noted that odour issues remain ongoing and that no further action can be taken at this time. In relation to the reported noise issue, it was noted that an abatement notice came into force on the day of the Parish Council meeting.
- d. *Neighbourhood plan*. The Council received an update on the neighbourhood plan. It was AGREED to schedule a meeting with a consultant in March.
- e. *Resilience plan*. The Council considered ongoing steps for the preparation of a Parish resilience plan. Cllr S. Barber provided an update on correspondence with the prison regarding their resilience planning. It was noted that the Council are awaiting a response from Thorp House.
- f. *Coughtrey Estate Planning Hearing*. The Council considered Parish Council representation for the forthcoming Planning Hearing with the Inspectorate. It was AGREED that Cllr J. Heath would attend along with the Clerk. It was confirmed that representatives from HMP Wayland and Thorp House had been contacted regarding potential representation at the meeting.

7. Correspondence

- a. *Environmental Information Request (EIR)*. An EIR was submitted to Breckland District Council in relation to the Noise & Odour Consultant Report. It was noted that no response had been received to date.
- b. *Community Land Transfer Policy*. The Council received an update on correspondence from Breckland District Council regarding the review of BDC-owned land following an expression of interest. Following consideration of the land in relation to land use restrictions, Cllr S. Barber proposed that the Council should not proceed with the purchase. This was RESOLVED by all Councillors. Clerk to notify BDC of formal decision.
- c. *Griston North Ward*. The Council noted that a meeting with Carbrooke Parish Council had been requested. No further update available.
- d. *Norfolk County Council Road Resurfacing*. The Council noted correspondence from NCC regarding the intention to start carriageway resurfacing works on Thompson Road on 18 February 2026. A copy of the correspondence with details and visual mock-up of the proposed route change was received.
- e. *Coughtrey Site Opening Times*. The Council noted that no response had been received from Breckland District Council following previous correspondence.

- f. *The Waylander*. The Council considered items for the Waylander. It was AGREED that submissions would include preparing for a visit to HMP Wayland in May, current Councillor vacancies, in-progress grant funding applications, a planning appeal update, and library van times and dates.

8. Financial Update

- a. *Alternative Investment Funds*. It was AGREED that the Clerk would follow up with a representative from CCLA to investigate alternative investment funds.
- b. An up-to-date Bank Reconciliation & Accounts Update were received. It was RESOLVED to add Cllr J. Heath as a new signatory on Unity banking.

Griston Parish Council Bank Reconciliation			
Financial year ending 31 March 2026			
Prepared by: Sarah Brookes		Date: 3/2/26	
Balance per bank statements as at 1st April 2025			
Unity Account 20447685	£	4,274.57	
Unity Account 20447698	£	26,918.04	
Bank Balance @ 1st April 2025			£ 31,192.61
Add cashbook Receipts	£	35,651.06	
Minus Cashbook Payments	£	33,265.07	
Cashbook Balance at 3rd February 2026			£ 33,578.60
Plus Payments no yet processed	£	827.62	
Minus Receipts not yet processed	£	-	
			£ 34,406.22
Unity Account CUR 20447685	£	7,027.12	
Unity Account DEP 20447698	£	27,379.10	
Bank Balance @ 31st January 2026			£ 34,406.22
Difference between cashbook and bank statement			£ -

Figure 1 - Bank Reconciliation Overview

- c. The payments and receipts, as presented, were APPROVED by the Council.

Company	Description	Net	Vat	Gross
APD	SAM2 Battery	£36.54	£7.31	£43.85
Westcotec	SAM2 Battery Cable	£15.00	£3.00	£18.00
Unity	Service Charge DD 31.01.26	£6.00	-	£6.00
Sarah Brookes	Month 10 Salary	531.80	-	£531.80
HMRC	PAYE Tax/Ni	£170.17	-	£170.17
RLS Computer Services	Initial Hosting / Transfer Existing Site	£430.00	£86.00	£516.00

9. Policies and administration

a. Policy Updates

- The Council RESOLVED to approve policies presented at the previous meeting.
- It was AGREED that all policies would be reviewed annually with a suggested month of February. Date to be confirmed.
- A new policy was presented for consideration. Councillors AGREED to provide feedback at the next meeting prior to approval.

- iv. It was AGREED to establish a working party to re-validate policies requiring annual review. Cllr S. Barber, Cllr J. Heath, and the Clerk were appointed to the working party which will review existing policies, identify gaps, and set a date for review.

b. Asset Register Review 2026.

- i. The Council considered arrangements for an asset register review for 2026. Councillors queried the location of the 'village mould' but its whereabouts could not be confirmed. It was requested that the Clerk provide upcoming availability for an asset register review meeting.
- ii. The Clerk proposed that the Council subscribe to Parish Online Mapping to assist with the review process and it was AGREED to proceed with a subscription at a cost of £50 + VAT per year.

- c. Breckland Local Plan & Unitary Authority.* The Council noted that no further update had been received at the time of the meeting.

10. Village Matters

a. Playground

- i. Cllr S. Barber provided an update on progress with funding applications for proposed 4-metre mast equipment.
 - 1. It was AGREED that the Clerk would submit a funding application by a deadline of 25th February.
 - 2. It was noted that new signage had been installed on the playing field gate, and AGREED that a third sign was required. It was further AGREED that the Clerk would amend existing artwork to update the email address, and Cllr S. Barber would confirm the required sizing to the Clerk.
- ii. *Disposal of existing congo unit footings.* It was noted that no response had yet been received from Playdale regarding the disposal of existing footings.
- iii. *Playground inspection issues.*
 - 1. *Kissing gate noise reduction.* It was noted that the gate causes a clanging noise. It was AGREED that Cllr S. Barber would investigate the use of rubber or plastic dampers to reduce noise and provide options for Councillors to consider.
 - 2. *Removal of old gate and associated equipment.* It was noted that a scrap merchant had been contacted by Cllr S. Barber but had not yet visited the site. It was AGREED that Cllr S. Barber would explore alternative options.
 - 3. *Tree pruning requiring adjacent to fence on NCC-owned land.* It was noted that this is a private matter and not a council responsibility, but that individual councillors may wish to assist in a personal capacity.
 - 4. *Damaged dog waste bin.* It was confirmed that this issue had been repaired by Cllr S. Barber.
 - 5. *Slide step replacement.* Cllr S. Barber presented several options to resolve the issue including a like-for-like replacement, anti-slip steps, and a staircase installation.

Councillors voted in favour of the anti-slip step option and this was AGREED to proceed with the quotation received. Clerk to place order.

6. *Ledge Net Replacement*. It was noted that the replacement was scheduled to be completed on 25th February.

- b. *LED replacement streetlighting*. An update was received from Cllr S. Barber on the proposed tender process for the replacement of street lighting with LED units. It was noted that Cllr S Barber had contacted several Norfolk-based contractors who have expressed an interest in quoting for the work. It was noted that streetlight 9004 is faulty and will be replaced at the start of the new contract.
- c. *Grit box request*. Councillors considered a request from a member of the public for a grit box on Manor Road. The possibility of installing a concrete pad in the current bin area on Manor Road was discussed. It was AGREED that subject to this, a grit bin would be purchased and situated on the concrete pad.
- d. *Summer Event*. Consideration of events to be held on the playing field was deferred to the next meeting due to time constraints.
- e. Village signage.
 - i. *Replacement of flower barrels near village sign*. Councillors AGREED to the replacement of four barrels. It was noted that Cllr S. Barber had identified suitable replacement barrels at a cost of £49.95 per unit, which was APPROVED. It was further noted that plants for the barrels had been kindly offered by HMP Wayland.
 - ii. *Village signage wording*. Cllr J. Heath raised concerns regarding potentially inappropriate inclusion of the wording "Industrial Area" on village signage. It was AGREED that the Clerk would draft correspondence to Highways to query the suitability of current wording.
- f. *SAM 2 Speed Awareness Monitor*. An update was received on the Speed Awareness Monitor. It was confirmed that a new battery is in use which removes the need to relocate the unit for charging. It was further confirmed that the unit is in regular rotation around the village.
- g. *Village meetings and events*. Notification of local meetings and events of potential interest was received. It was noted that the mobile library is due to visit the village and that a prison meeting is due to take place in May.

11. Upcoming Meetings for 2026

- a. Councillors AGREED dates for meetings scheduled in 2026 and confirmed that the current GFSL boardroom at HMP Wayland would continue to be used as the meeting venue.
- b. It was further AGREED that the Clerk would provide availability for a briefing meeting with Cllr J. Heath regarding the Coughtrey Estate hearing.

12. Public Participation (10 minutes)

- a. No members of the public were present.

13. Items suggested for the next agenda

No additional items were suggested for the next agenda.

The meeting closed at 21:33.

Signed:

Dated: