

GRISTON PARISH COUNCIL

Parish Clerk & RFO: Sarah Brookes

Email: clerk@griston-pc.gov.uk

Minutes of the Griston Parish Council meeting held at GFSL Boardroom, HMP Wayland, Thompson Road, Griston, Thetford, IP25 6RL on Wednesday 11th March at 7:00pm

In attendance: Cllrs John Heath - Vice-Chair (in the Chair), Bridget Park, Katrina Heath.

Parish Clerk & RFO: Sarah Brookes

Members of the public: 0

1. Apologies for absence

- a. Apologies for absence were received and accepted from Cllr S Barber.

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 10th February 2026 were APPROVED as a true and correct record of the meeting and signed by the Vice-Chair (in the Chair).

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

No matters arising.

5. Public Participation

- a. County Councillor Claire Bowes, no report provided.
- b. District Councillor Phil Cowen, provided information regarding Breckland Health & Wellbeing Grant Funding by email. The Council noted the information and requested that it be included on the next meeting agenda for consideration.
- 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 noted that the Planning Inspectorate had released the agenda for the forthcoming hearing regarding Coughtrey Industrial Estate (appeal ref: APP/F2605/W/24/3351737). Cllr J Heath outlined

the agenda points. The Council requested that the Parish Council statement be put onto headed paper and sent to Cllr J Heath in advance of the hearing. Clerk to action.

- d. *Neighbourhood plan*. The Clerk reported that one expression of interest had been received for the Neighbourhood Planning Committee to date. Councillors requested that the Clerk contact the interested member of the public to offer an informal discussion or meeting with a Councillor for further information.
- e. *Resilience plan*. Cllr J Heath provided an update on the ongoing preparation of a Parish resilience plan. He reported that Cllr S Barber had met with a representative from HMP Wayland to share knowledge and ensure integration of approaches.

7. Correspondence

- a. *The Waylander*. The Council considered items for inclusion in the Waylander. It was AGREED that submissions would include a call for expressions of interest for the Neighbourhood Planning Committee, an update on Parish Councillor vacancies, and a reminder of the glass recycling point location.
- b. *Griston North Ward*. The Council noted that a meeting with Carbrooke Parish Council had been requested. No further update available.
- c. *Outstanding correspondence with Breckland Council*. It was noted that no response had been received to date from Breckland Council regarding a recent EIR submission and reported concerns relating to Coughtrey Industrial Estate opening times. The Clerk reported that a meeting had been requested with a representative from the Planning Department in Breckland Council to review submissions for the Local Plan. Councillors requested that the Clerk follow up to arrange a meeting in April. A local update on consultee comments on the Local Plan was also noted.

8. Financial Update

- a. *Upcoming appointment of Internal Auditor for 2025/26*. The item was considered and Councillors noted that the Clerk will arrange appointment of the internal auditor. No further action or decision required.
- b. *Alternative Investment Funds*. The Clerk provided a brief update. No decision required at this time.
- c. An up-to-date Bank Reconciliation & Accounts Update were received.

Griston Parish Council			
Bank Reconciliation			
Financial year ending 31 March 2026			
Prepared by: Sarah Brookes		Date: 6/3/26	
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	£	36,469.47	
Cashbook Balance at 6th March 2026			£ 30,374.20
Plus Payments no yet processed	£	3,199.95	
Minus Receipts not yet processed	£	-	
			£ 33,574.15
Unity Account CUR 20447685	£	6,195.05	
Unity Account DEP 20447698	£	27,379.10	
Bank Balance @ 28th February 2026			£ 33,574.15
Difference between cashbook and bank statement			£ -

Figure 1 - Bank Reconciliation Overview

- d. The payments and receipts, as presented, were APPROVED by the Council. During the review, Cllr B Park queried when the last recycling claim had been received. It was AGREED that the Clerk will investigate and report back at a future meeting.

Company	Description	Net	Vat	Gross
NPTS	Subscription 1 Apr 26 - 31 Mar 27	£275.14	£55.03	£330.17
NALC	Payroll Services 25/26	£144.00	£28.80	£172.80
Pearce & Kemp	Church Rd work to pole bracket & streetlight	£1,372.02	274.40	£1,646.42
Sarah Brookes	Month 11 Salary	£425.44	-	£425.44
HMRC	PAYE Tax/NI	£123.63	-	£123.63
ICO	ICO Fee	£52.00	-	£52.00
Unity	Service Charge 28.02.26	£7.00	£0.00	£7.00
NPTS	Spring Seminar (Clerk)	£24.00	£4.80	£28.80
Playdale	Ledge Net Replacement 50% Deposit	£351.71	£70.34	£422.05
Playdale	Ledge Net Replacement 50% Remaining	£351.72	£70.34	£422.06
NPower	Electricity 1.2.26 to 28.2.26	£96.41	£4.82	£101.23
URM	Mixed Glass	£6.18	£1.24	£7.42
Suregrip	Anti-slip Stair Treads	£255.28	£51.06	£306.34

9. Policies and administration

- a. *Policy Review Working Party.* The Clerk confirmed availability for the suggested date of the policy review working party meeting. Councillors noted that the date and venue will be confirmed when all participants availability is confirmed.
- b. *New Website Review.* Councillors provided feedback on the new website. It was AGREED that the Clerk would collate the feedback and provide it to the website supplier.

10. Village Matters

a. *Playground*

- i. *Mast Equipment.* It was noted that one grant application had been submitted for the proposed 4-metre mast equipment. The Clerk confirmed that one further grant application with an alternative provider was due for submission.
- ii. *Disposal of existing congo unit footings.* It was noted that the supplier had provided verbal confirmation that the disposal of existing footings would incur no additional cost.
- iii. *Damaged Heras Panels in the Park.* It was noted that Cllr S Barber will seek an update from the owner of the panels for further information.
- iv. *QEII Field – Gate Signage.* It was AGREED that a third sign would be sourced from the same supplier of the previous signage and ordered by the Clerk, subject to pricing being the same or less than the previous order.

- b. *LED replacement streetlighting*. Councillors noted that no update was available on the proposed tender process. The matter will be carried forward to the next agenda.
- c. *Village Sign Display – Half-barrels*. It was AGREED to accept a quotation of £140 (including VAT) for four half barrels. Clerk to confirm order and Cllr S Barber to collect in-person to avoid delivery costs.
- d. *Thompson Road Carriageway Resurfacing*. Councillors noted the intention to commence carriageway resurfacing works on Thompson Road on the revised date of 17th March 2026.
- e. *Grit box request*. Councillors noted that progress is ongoing regarding the proposed installation of a grit box on Manor Road. No decision required at this time.
- f. *Timber Steps in Playground*. It was AGREED that the quotation of £255.28 + VAT for non-slip tread overlays be approved. Councillors noted that they would install the overlays upon delivery.
- g. *Highways Issues*. Councillors noted concerns raised by a resident regarding potholes on Church Road and a road defect on Thompson Road causing noise from HGVs. Clerk confirmed intention to report to Highways. Councillors AGREED to include a notice in the Waylander to encourage residents to continue reporting road defects.
- h. *SAM2 Speed Awareness Monitor*. An update was received on the Speed Awareness Monitor. No issues were reported.

11. Training and Development

- a. *Ongoing Clerk Training*. It was agreed that the Clerk would attend an induction training course at a cost of £80 + VAT and a course on year-end finance at a cost of £48 + VAT.

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 20.17.

Signed:

Dated: