

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 14th April at 7:00pm

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

Parish Clerk & RFO: Sarah Brookes

Members of the public: 2

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 for a period of four years.
- 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 11th March 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.

An update on the upcoming Wates site visit was provided by Cllr S Barber following discussion of the prison in relation to the Neighbourhood Plan and Resilience Plan.

5. Public Participation

- a. County Councillor Claire Bowes, no report provided.
- b. District Councillor Phil Cowen, provided District Councillors’ Reports for March and April via email.
- c. Two 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. Discharge of Condition 3 on PP 3PL/2024/0646/F relating to land east of Yew Tree Farm. It was RESOLVED that no objection or comment would be made.
 - ii. Discharge of Condition 6 on PP 3PL/2022/0570/F relating to biodiversity at 34 Airfield Way. It was RESOLVED that no objection or comment would be made.
- 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 Coughtrey Trading Estate Operation in his capacity as leader of Griston Community Group including ongoing planning matters and monitoring of noise and odour.
- d. *Neighbourhood Plan – Committee & Funding for Initial Workshop*.
 - i. It was noted that two further expressions of interest had been received for the NP Committee making a total of 6 confirmed committee members.
- e. Members received an update on funding for the Neighbourhood Plan initial workshop and it was noted that a grant had been awarded from Norfolk County Council. It was RESOLVED that the Clerk be instructed to appoint the selected consultant and arrange an initial workshop session to be held before 26 May 2026, subject to availability.
- f. *Parish Resilience Plan*. Members received an update from Cllr S Barber on the preparation of a Parish Resilience Plan. This included engagement with relevant organisations and progress on an early draft. It was noted that work and meetings remain ongoing.

7. Correspondence

- a. *The Waylander*. The Council considered items for inclusion in the Waylander. It was AGREED that submissions would include a note on dog waste disposal on Stan's Walk and information on the upcoming Prison visit.
- b. *Griston North Ward*. The Council noted that no further update was available at this time.
- c. *Outstanding correspondence with Breckland Council*. Members considered outstanding correspondence with Breckland Council. It was RESOLVED that the Clerk follow up with the relevant officer from Planning and Building control on outstanding matters regarding noise and odour reporting on Coughtrey Estate. It was noted that Councillors had met with a representative from the Planning Department to discuss feedback on the Local Plan.
- d. *Correspondence from Norfolk County Council*. It was noted that correspondence had been received from Norfolk County Council regarding a statement from the Secretary of State for Housing, Communities, and Local Government on proposals for unitary council reorganisation. Cllr S Barber provided an overview, noting potential implications for Griston.

8. Financial Update

- a. *Alternative Investment Funds*. It was RESOLVED that the Clerk meet with an investment management representative to discuss options and report back to a future meeting.
- b. 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: 4/4/26	
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	£	35,792.27	
Minus Cashbook Payments	£	38,283.94	
Cashbook Balance at 4th April 2026			£ 28,700.94
Plus Payments not yet processed	£	-	
Minus Receipts not yet processed	£	-	
			£ 28,700.94
Unity Account CUR 20447685	£	1,180.63	
Unity Account DEP 20447698	£	27,520.31	
Bank Balance @ 31st March 2026			£ 28,700.94
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 of Payments	Net	Vat	Gross
Pearce & Kemp	6 Months Streetlighting Maintenance	£182.16	£36.43	£218.59
NPTS	3-Part Clerk Induction	£80.00	£16.00	£96.00
NPTS	Managing Year End Finances	£48.00	£9.60	£57.60
Sarah Brookes	Month 12 Salary	£425.44	-	£ 425.44
HMRC	PAYE Tax/NI	£123.63	-	£123.63
NPower	Electricity 1.3.26 – 31.3.26	£94.25	£4.71	£98.96
Unity	Service Charge 31.03.26	£7.00	£0.00	£7.00
Print2Media	Additional Signage for Playing Field	£92.77	£18.55	£111.32

Company	Description of Receipts	Net	Vat	Gross
Breckland Council	Precept 1 st Instalment	£13,756.79	-	£13,756.79
Breckland Council	Neighbourhood Plan Grant	£5000.00	-	£5000.00

9. Policies and administration

- Policy Review Working Party.** An update was received on the Policy Review Working Party. Cllr S Barber provided an overview of policy updates. It was AGREED that the Clerk would reformat policy 001, add a risk assessment to policy 005, and upload documents to the website. It was AGREED that finalised policies would be circulated by Cllr S Barber and the Clerk to other councillors for consideration at a future meeting.
- Parish Council Website.** The Council received an update and considered feedback on queries from the website provider, particularly regarding accessibility compliance. It was RESOLVED that the

Clerk seek clarification on statutory accessibility requirements for parish council websites and report back at a future meeting.

- c. *Data Management.* The Council considered methods of data storage and back-up for Council records. Cllr S Barber offered to donate a storage device for Council use and this was noted.
- d. *Meetings.* The Council considered arrangements for the Annual Parish Council Meeting and Assembly of the Parish Meeting, including potential speakers.

10. Village Matters

a. *Playground General Update*

The Council received an update from Cllr S Barber on playground maintenance and equipment projects. It was noted that anti-slip treads had been ordered for the steps.

Cllr S Barber presented pricing for a playground inspection, and it was RESOLVED that the inspection proceed and the quotation be accepted.

It was AGREED that the Clerk contact the barrel planter supplier to confirm collection arrangements. It was RESOLVED that existing planters would be disposed of at a waste facility. It was AGREED that Cllr J Heath would arrange this.

It was noted that HMP Wayland had agreed to supply plants for the barrel planters. Cllr B Park queried the plant types and it was noted that confirmation was anticipated by end of April subject to follow-up by Cllr S Barber.

- i. *Mast Equipment.* It was noted that one grant application submitted for the proposed 4-metre mast equipment had been unsuccessful. It was RESOLVED that the Clerk proceed with a further funding application already in progress with another organisation. It was AGREED that the Clerk would investigate the Breckland Health and Wellbeing Grant as a potential source of additional funding.
 - ii. *Damaged Heras Panels in the Park.* Councillors considered options for the disposal of damaged Heras panels. Cllr S Barber reported that he had been in contact with a contractor to discuss responsible disposal. No decision necessary at present.
 - iii. *Aerial Runway Seat Damage Report.* Councillors were informed of damage to the aerial runway seat in the playground. It was noted that no safety concerns had been reported and that no action was required at this time.
- b. *LED replacement streetlighting.* Councillors received an update on the proposed replacement of streetlighting with LED units. Cllr S Barber reported that a schedule of repairs had been received from Norfolk County Council.
 - c. *Grit bin.* Councillors received an update on progress with the proposed placement of a grit bin on Manor Road, including correspondence with Norfolk County Council and MoJ. It was noted that Wates would supply materials and assist with preparation of the site. It was further noted that bins in the area are prone to being blown over in high winds and alternative locations were discussed. No decision taken at this time.
 - d. *Road Surface Issues.* Councillors received an update from the Clerk following the reporting of road surface issues on Church Road and Thompson Road. It was noted that inspections had been

carried out. It was reported that while issues on Church Road had been identified for potential repair, no defect could be located on Thompson Road at the time of inspection. The Clerk queried if it would be possible to identify a precise location to assist with further reporting.

- e. *Bin issues*. Councillors noted a report from a member of the public regarding a missing bin. It was reported that the issue has been resolved and that the bin is due for replacement in due course.
- f. *Grounds Maintenance Contractor (TTSR) Update*. Councillors received an update from TTSR regarding a temporary fuel surcharge and guidance on mole control. Cllr S Barber confirmed that mole hills are regularly raked as part of routine maintenance. It was AGREED that the Clerk liaise with the contractor to confirm scheduled visit dates to assist with proactive raking.
- g. *SAM2 Speed Awareness Monitor*. An update was received on the speed indicator device. It was noted that damage had been sustained to the outer casing while located on Church Road but that the device remained operational.

11. Public Participation (10 minutes)

- a. Members of the public were invited to speak. No matters were raised.

12. Items suggested for the next agenda

The following items were suggested for the next agenda:

- An update on ordering new dog waste bins.
- Streetlighting update.
- Storage arrangements and maintenance at Longmeadow Close.
- Environmental concerns raised about appropriate wood disposal at Coughtrey Trading Estate.

The meeting closed at 20.57.

Signed:

Dated: