

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 Tuesday 14th July at 7:00pm

In attendance: Councillors Shane Barber (Chair), John Heath (Vice-Chair), Bridget Park, Katrina Heath.

Parish Clerk & RFO: Sarah Brookes

Members of the public: 8

1. Apologies for absence

- a. None received.

2. Pecuniary interest or seek dispensations.

- a. An update was received on recent changes to the dispensation request form.
- b. It was noted that Cllr B Park declared an updated notification of registerable interests.

3. Minutes

The minutes of the meeting held on 9th June 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.

No issues were raised.

5. Councillor Vacancy

- a. The Council received notification from Breckland District Council that the most recent casual vacancy may be filled by co-option.
- b. It was noted that there had been no registered interest in current vacancies.

6. Public Participation

- a. County Councillor Jack White. An update on county-wide matters was received via email. This included details of bus shelter grant funding with potential for future relevance to Griston.
- b. District Councillor Phil Cowen, no report was received.

7. Planning

- a. Consultee responses to planning applications received from Breckland District Council prior to the meeting date.
 - i. Planning Notification: PL/2026/0799/PAAF - Land at Watton Airfield, IP25 6QD. It was noted that this application was received on 10th June meaning that the time-period to submit comments had elapsed prior to the meeting. It was AGREED that activity on this work would be monitored.
- b. Notification of decisions taken by Breckland District Council.
 - i. None received.
- c. Coughtrey Trading Estate.

- i. An update was received from Cllr J Heath on matters relating to Coughtrey Trading Estate including noise/odour monitoring and opening times. Concerns were raised regarding waste management of pallets. It was AGREED that the monitoring report and summary statements on North and South boundaries would be sent to Breckland Council, Clerk to action. It was further AGREED to request meeting dates to discuss ongoing progress with the Eastern Attachment development plan.

d. Local Planning

- i. An update was received regarding arrangements for an initial neighbourhood plan workshop. It was noted that one consultant had provided availability to meet and discuss requirements. It was AGREED that the Clerk would arrange a meeting.

- e. HMP Wayland. No update was available.

8. Correspondence

- a. *The Waylander*. Councillors considered items to include in the next submission. No new items confirmed.
- b. *Griston North Ward*. The Council noted that no further update was available.
- c. *Breckland District Council*. Councillors received an update on ongoing correspondence with Breckland District Council. See item 7.c. for agreed actions.
- d. *Norfolk Land Development*. Councillors received an update. It was noted that the wildflower area appeared untidy.

9. Financial Update

- a. An up-to-date Bank Reconciliation (Fig.1), Accounts Update and End of Year Bank Reconciliation were received.

Financial year ending 31 March 2027			
Prepared by: Sarah Brookes		Date: 05/07/26	
Balance per bank statements as at 1st April 2026			
Unity Account 20447685	£	1,180.63	
Unity Account 20447698	£	27,520.31	
Bank Balance @ 1st April 2026			£ 28,700.94
Add Cashbook Receipts	£	20,126.92	
Minus Cashbook Payments	£	9,695.93	
Cashbook Balance at 4th April 2026			£ 39,131.93
Plus Payments not yet processed	£	4,716.67	
Minus Receipts not yet processed	£	-	
			£ 43,848.60
Unity Account CUR 20447685	£	16,194.50	
Unity Account DEP 20447698	£	27,654.10	
Bank Balance @ 31st March 2026			£ 43,848.60
Difference between cashbook and bank statement			£ -

Figure 1 - Bank Reconciliation Overview

- b. *Internal Auditor's Report*. The Council received a progress update on tasks left outstanding from the recent recommendations made in the internal auditor's report.

- c. *Alternative Investment Funds*. It was AGREED that the Clerk would prepare an Investment Strategy.
- d. The payments and receipts, as presented, were APPROVED by the Council.

Company/Recipient	Description of Payments	Net	Vat	Gross
CAS Insurance	Amendment to existing policy (Paid £633.71)	£8.65	-	£8.65
Sarah Brookes	Month 3 Salary	531.80	-	531.80
HMRC	PAYE Tax/NI	£170.17	-	£170.17
NPower	Electricity	£57.26	£2.86	£60.12
Unity	Service Charge 30.06.26	£7.00	-	£7.00
Glasdon UK Ltd	Replacement Bins	£2346.96	£469.38	£2816.34
TTSR	Hedge Cutting	£495.00	£99.00	£594.00
TTSR	2 of 4 Grounds Maintenance	£824.43	£164.88	£989.31

10. Policies and administration

a. *Policy Update*.

- i. *Updated Policies*. The following amended policies were APPROVED: 003 - Travel and Expenses, 009 - Data Protection and Privacy Notice, 010 - Internal Controls.
- ii. *Freedom of Information Costs*. The Clerk presented the Freedom of Information Publication Scheme. A proposed schedule of charges was provided by Cllr J Heath for responding to requests and providing hardcopies of documents. It was proposed by Cllr S Barber, seconded by Cllr K Heath, and RESOLVED to adopt the Publication Scheme and associated schedule of charges (to be outlined within the document).

- b. *Parish Council Website*. Correspondence from the website provider was considered regarding proposed actions to address website accessibility issues and unnecessary content and features. It was RESOLVED to accept the website provider's recommendations and to review the website in more depth at a future meeting.

c. *Asset Register Review*.

- i. Councillors considered the queries arising from the latest asset register review including items for removal, locations of items, and ownership of certain assets. Cllr B Park was able to assist with confirming the location of assets. It was AGREED that the provision of suitable storage for council assets would be added as an item to a future agenda.
- ii. *Gazebos*. Councillors considered the current storage arrangements for gazebos. It was AGREED that Cllr S Barber would contact a former councillor storing the gazebos to arrange collection pending the identification of a suitable long-term storage space.

11. Village Matters

- a. *Griston Hub Questionnaire*. The Council received an update on the Griston Hub Questionnaire and the Hub Steering/Project group's discussions regarding Parish Council involvement in future

projects. Councillors requested further information from the Hub Steering/Project Group. It was AGREED that the matter would be placed on a future agenda for further consideration.

b. Playground Update.

- i. *Playground Inspections.* It was noted that the picnic benches and seating are showing signs of significant wear and tear. Cllr S Barber presented a quotation for replacement picnic benches and bench seating as follows: 3x Dovedale Picnic Tables in brown, with 35mm parasol hole and text engraving 'Griston Parish Council 2026' - £878.58, 1x Tansley Wheelchair Access Table in brown, with 35mm parasol hole and text engraving 'Griston Parish Council 2026' - £799.38, 1x Dale Commemorative Bench, 1800mm, in brown and text engraving 'Griston Parish Council 2026' - £672. This quotation totalling £4107.12 was APPROVED in accordance with the agreed 2026-27 budget.
- ii. It was noted that an ash tree had dropped branches and been found to be covered in ivy and diseased. This had been identified as an immediate risk to public safety. In accordance with the Clerk's delegated authority under the Council's financial regulations for emergency expenditure, the Clerk approved a quotation for the immediate felling of the tree. It was AGREED that the planting of a replacement tree would be added to a future agenda.
- iii. It was noted that damage to the aerial runway continues to be monitored and that no safety concerns had been identified at present.
- iv. *Tree Survey.* Councillors reviewed the most recent tree survey. No immediate action necessary.
- v. *Funding Applications.* It was noted that a funding application had been submitted to the National Lottery Community Fund for part of the costs required for the 4-metre climbing mast.
- vi. *Damaged Fencing Panels.* It was confirmed that damaged fencing panels were removed from the park by Councillors and taken for scrap recycling using the Parish Council's account at an approved recycler.
- vii. *Annual Playground Inspection.* Councillors considered and APPROVED the quotation for an additional cost of £52.00 plus VAT for an accompanied site visit.

c. Streetlighting LED Replacement and Maintenance. Councillors received an update on the tender process for replacement LED street lighting and maintenance contract. It was AGREED that the Clerk would request a contract start date of 1st October for quotes.

d. A1075/Thompson Road Junction. Councillors considered road safety issues at the A1075/Thompson Road junction. It was noted that a road sign at the Thetford end of the junction had been damaged. Cllr S Barber AGREED to report the damage. Damage to a cycle way sign was also reported by Cllr B Park. It was AGREED that the Parish Council would write to Norfolk County Council Highways and other relevant contacts requesting a review of the junction in light of ongoing road safety concerns and multiple incidents. Clerk to draft and send letter.

- e. *Manor Road Grit bin.* Councillors received an update on the proposed placement of a grit bin. It was AGREED that Cllr Barber would discuss the proposed site and requirements with Wates to seek their involvement in carrying out the installation works.
- f. *Glass Recycling Bin Relocation.*
 - i. It was confirmed that there had been no received objections of comments regarding the permanent removal of the glass recycling bin.
 - ii. Councillors considered whether to relocate or remove the glass recycling bin from its current location due to a change of use of the site. It was RESOLVED that the bin be permanently removed.
- g. *Stan's Walk.* Councillors received an update regarding the reported graffiti on the statue and seat at Stan's Walk. The Clerk confirmed that the matter had been reported on the Norfolk County Council online portal. Councillors noted that the graffiti had since been removed and that no further action was required.
- h. *Sensory Garden.*
 - i. Councillors received an update on public interest in establishing a working party to maintain a potential sensory garden. It was noted that two expressions of interest had been received by Cllr B Park, and a member of the public advised that a further 16 expressions of interest would be forwarded to the Clerk.
 - ii. It was AGREED that the proposal remain open subject to sufficient interest in establishing a working party.
- i. *SAM2 Speed Awareness Monitor.* An update was received on the speed indicator device. It was noted that the unit had been relocated to Church Road.

12. Public Participation (10 minutes)

- a. This time was allocated to agenda item 11.a. No additional comments or issues were raised.

13. Items suggested for the next agenda

The following items were suggested for the next agenda:

- Footpath clearance
- Tree planting
- Park bin emptying handover

The meeting closed at 21.00.

Signed:

Dated: