

**Minutes of a Meeting of Griston Parish Council
held on Thursday 13th February 2025 at 7:30pm
at
St Peter and St. Pauls Church. Griston.**

Present: Councillors S Barber (Chairman) Cllr L Steventon, Cllr B Park, Cllr K Mace, Cllr K Heath, Cllr P Lake and Mrs Jean Williams (Clerk) & Mrs Elaine Tinsley (incoming Clerk). Rev. Vanessa Layfield, Rector of the Wayland Benefice Group of Churches and Mr D Zachariades representing Greener Growth and the Ministry of Justice, plus seven members of the public were present.

1. Welcome: The Chairman opened the meeting and welcomed those present.

2. Apologies for absence were received from: County Cllr Claire Bowes

3. To declare any Pecuniary Interests: The Clerk reminded those present that this would include any interests in Eastern Attachments, but none were noted.

4. To welcome and hear from the Reverend Vanessa Layfield. Vanessa was pleased to meet everyone, now that she had been situ for six months. She hopes to build a bridge between the church and the community, as there is no Griston village hall and would like feedback from the parishioners. This initiative has been rolled out at her other parishes and now many churches are being used for other uses, such as coffee mornings, concerts etc., therefore, she would like to compile a questionnaire for all parishioners to complete to get a picture and wondered whether the Parish Council could assist? The Chairman SB indicated that The Neighbourhood Plan required a questionnaire to go to all parishioners and this was likely to happen shortly, he was reluctant to have two going out in close succession – he also felt that a joint one would not be appropriate as the Neighbourhood Plan had specific requirements. Following a discussion, it was decided that Vanessa would be invited to join the Neighbourhood Plan working party. **Proposed by the Chairman, seconded by Cllr P Lake and all agreed.**

5. To welcome and hear from Mr D Zachariades: Mr Zachariades introduced himself as part of the Greener Growth charity and also as part of the Ministry of Justice. Greener Growth is a charity to give a useful purpose to those who are ordered to do Community Service or are tagged. He would like to offer the charity's help around the village to assist in the maintenance of green areas, etc. **The Chairman proposed meeting with the director of the charity to progress the matter, which was seconded by Cllr K Heath and all agreed.**

Secondly Mr Zachariades would like to offer the use of his boardroom on the Griston prison land – there would be no security needed as outside the prison fence and would be F.O.C. - **The Chairman thanked Mr Zachariades for his offer and agreed the councillors will visit the premises during the next month.**

6. To agree the Minutes of the meeting held on 9th January 2025 - these were agreed and signed by The Chairman, following two small amendments – Items 20 should show VE Day, rather than D Day and the bank account balances should show the date as 09.01.25, rather than 09.12.25.

7. Matters arising from the minutes not included in this agenda – none.

8. Public Participation (10 minutes) – a member of the public brought to the meetings attention an article in the Waylander advising that a dog agility course was to be sited on the park. They indicated that previous consultation with the parishioners had indicated on two occasions that a sensory park would be preferred. A discussion took place regarding the upkeep of such a garden and it was decided that The Chairman would address this when in discussion with the Greener Growth charity and also previous consultations from 2019 and 2022 were to be located and reviewed.

9. Report of County Councillor Claire Bowes. County Cllr Claire Bowes was not present, but had submitted a report. The Chairman indicated two important items in the report to take note of were that the May County Council elections were to be postponed and the proposed car parking charges in Watton were to be suspended.

10. Report of District Councillor Phil Cowen. District Cllr Cowen was not present and did not submit a report.

11. Report of Parish Clerk including any correspondence received not previously circulated.

Mrs Jean Williams reported that all correspondence had been circulated to the Councillors as it arrived. She also reminded Councillors that they should be mindful of comments made on Social Media that may reflect on the Parish Council and bring it into disrepute.

12 Planning Applications: HMP Wayland – The Clerk reported that three comments had been recorded on the Planning Portal:

1. Light Pollution
2. Ensuring adequate screening was in place
3. Noise from traffic being an ongoing disturbance to the village.

13. To discuss any further developments re: Eastern Attachments. The Chairman reported that the hearing scheduled to take place at Watton Sports Centre, was opened and then adjourned. The room, sound equipment and facilities were woefully inadequate for the number of attendees, and due to H&S reasons, the meeting was adjourned. It has been re-scheduled for Tuesday 8th April at Breckland Offices.

14. To receive updates on the Neighbourhood Watch Scheme. Cllr K Heath reported that the Neighbourhood Watch Scheme notices should be sited within the next 4-6 weeks. All those who had signed up confirmed they were receiving email updates.

15. To receive updates on the Neighbourhood Plan. The Chairman met with Breckland and confirmed the granting of the Neighbourhood Plan in October 2024. The next stage is to formulate the questionnaire for the parishioners, which had been started, and plans in place to discuss with other Parish Councils who have already completed this - it is a very long and drawn out process.

16. To discuss the bench at the end top of Church Road – A discussion took place regarding the bench at the top of Church Road which needs replacing. **Mr Zachariades said he would look into charity funding for this.**

17. To confirm the date for the VE Day Celebrations 2025. Following a general discussion, it was decided to defer this to the next Council Meeting to decide when and where this would take place.

18. To discuss the report form for Playground inspections The Chairman met with the playground equipment inspector. It became apparent the form supplied to him did not have all the pages. **The Chairman to produce a new form. Cllr Park requested that the completed forms resume being circulated to Councillors.**

19. To discuss and decide a change of Auditor The Incoming Clerk requested a change of auditor to Roger Canwell to assist with the economy of travel and time to deliver and pickup papers. His cost had been agreed at £30, which was similar to the previous Griston auditor. **This was agreed by the Council – proposed by The Chairman and seconded by Cllr Steventon.**

20. To discuss and decide invitations to tender for Grounds maintenance The TTSR contract was passed to and retained by The Chairman. It was proposed that the contract for ground maintenance was put out to tender – TTSR has already been received, so two more to be contacted. Mr Zachariades asked to be contacted as he has a contractor for doing the prison grounds. **ACTION: The Chairman to lead with support from Cllr Heath and the Clerk.**

21. To discuss and agree retrospectively the process for the new Parish Clerk handover – The Incoming Clerk asked for agreement retrospectively for the handover between The Clerk and herself, which had previously

been agreed by email. Officially Mrs Tinsley took up the post of Clerk on 1st February, but Mrs Williams remained in post until the meeting tonight. **Unanimously agreed.**

i. Mobile phone – a discussion took place around the use of a mobile phone for the Incoming Clerk. She indicated that with her other Parish Council she uses her home phone, which is not used for any other purpose. Messages are left and responded to on a working day. **The Council agreed this would be agreeable for Griston also.**

22. To receive the Finance Report and agree payment of expenditure incurred in the last month The Clerk gave a report to the Councillors. The report included the majority of January payments as these were not in correlation with the bank statement, so provided to assure a complete picture.

Outstanding payments were:

Fenland Leisure	£109.80
Caston Village Hall	£20.00
N Power	£111.08
HMRC overtime	£17.20
HMRC salary	£75.00
Clerks Jan Salary	£299.62
Clerks Overtime 5 hours	£69.25
Service Charge	£6.00
Total	£707.95

ICO	£40.00
TTSR Hedge Cutting	£540.00
Total	£580.00

Balance of Account 20447685 on 13/02.2025 £ 4,631.75

Balance of Savings Account 20447698 on 13/02/2025 £27,744.39

Outstanding Payments – Whilst the Clerk has claimed 5 hours overtime, weekly hours increased in September and therefore, for a total of 22 weeks only 5 hours have been claimed, leaving 17 hours owing, plus two extra weeks salary a total of £466.83

Cllr Steventon proposed the financial report and this was seconded by The Chairman.

23. Public Participation (10 Minutes) A resident requested that a letter be sent to Mr Scott requesting that the van which has been located at the Old Prison Officers' Mess, be removed. **ACTION: Clerk**

A resident also asked about the sunken pavement by Thunderbrook, which it was confirmed had been reported to the Council and was hoped to be fixed within 6 weeks.

A request was put forward to advertise the Parish Council meetings and it was suggested, apart from the website/Facebook and noticeboards, that signage/banner could be erected at the beginning of the meeting week on the church wall. Rev. Vanessa indicated she had recently purchased some banners and would let the council know who she used **ACTION: Clerk**

24. Any other relevant business not included in this agenda. Cllr Heath requested feedback on a previously circulated email to go to Stephen James expressing feedback from the adjourned meeting and general malaise of the Council. The Councillors agreed they were happy for the draft to go out – **Proposed Cllr Steventon, seconded The Chairman - ACTION: Clerk**

The Chairman wished to propose the meeting dates for the rest of the year, to stay at monthly meetings and also proposed a change of day to ensure no clashes with the Incoming Clerk's other Parish Council. The proposed dates were agreed by all to take place at 7.30pm on :
Thursday 13th March 2025

Wednesday 10th April 2025
Tuesday 13th May 2025
Tuesday 10th June 2025
Tuesday 8th July 2025.
Tuesday 12th August 2025
Tuesday 9th September 2025
Tuesday 14th October 2025
Tuesday 11th November 2025
Tuesday 9th December 2025
Tuesday 13th January 2026
Tuesday 10th February 2026.

The Chairman recognised that the Standing Orders needed to be reviewed and wished the NPTS draft ones be considered **ACTION: The Chairman, Clerk & Cllr Park**

The Chairman circulated a Proposed Park Works schedule for replacement of worn/broken parts of play equipment.

Replacement of swing seats – **ACTION: The Chairman & Cllr Lake**

Replacement of vertical tube/chain and seat on existing trolley on Aerial Runway – **ACTION: The Chairman & Cllr Lake**

Replacement of safety buffer spring assembly – **ACTION: Clerk to order**

Recover launch platform – **ACTION: The Chairman and Cllr Lake**

Clean Gate signage – **ACTION: The Chairman**

Renewal of Jungle Walk Element – **ACTION: Clerk to place order**

Carbrooke Road Dog Bin – hole to be dug – **ACTION: The Chairman & Cllr Lake**

Carbrooke Road Gate – waiting to hear on funding application

Dog Agility Area – **ACTION: Cllr Mace to collect, following liaison with The Chairman**

26. Items for the next agenda - None

27. To confirm the date for the next Parish Council Meeting as Thursday 11th March 2025

Meeting Closed at 21:36.

Signed Chairman

Date.....