

BRISTON PARISH COUNCIL

The Parish Office
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Minutes of the meeting of Briston Parish Council's Finance & General Purpose Committee held on Monday 8 February 2021. Because of the restrictions due to the Coronavirus pandemic this meeting was held on Zoom and participants joined from their places of residence.

Present: Cllr Ian Chilton Chairman
Cllr Pete Moulton Vice Chairman
Cllr Mrs Noeleen Woodhouse
Cllr Martyn Barr
Cllr Mrs Hayley Quinsey
Cllr Terry Girling

In attendance: Cllr Graham Pickhaver
Two members of the public

Clerk: Mrs Jenny English

2021/01 To consider and accept apologies for absence

All members present

2021/02 To record declarations of interest from members in any items on the agenda

None

2021/03 To approve the minutes of the Finance & General Purpose Committee meeting held on 19 October 2020

Proposed by Cllr Girling. Seconded by Cllr Mrs Woodhouse.

Approved

Cllr Woodhouse gave an overview of the project to change all the dog waste bins into dual litter/dog bins. This would be more cost effective and the money saved would allow for all the bins in the village to be emptied by the Refuse Collectors freeing up valuable time for the Handyman. It was proposed that this project be progressed in the 21/22 precept year. Seconded by Cllr Girling

Approved

2021/04 To discuss matters arising from the minutes of the Finance & General Purpose Committee meeting held on 19 October 2020

2020/20 Cllr Graham Pickhaver will ensure that the Briston Parish Council Financial Regulations and Procurement Policy is up to date and in line with the NALC model.

Action: Cllr Graham Pickhaver

2020/22 Report from the internal monitoring officer. The clerk reported that, owing to the Coronavirus pandemic and lock down restrictions no internal monitoring had been able to be carried

out. She was hoping to be able to organise something with Cllr Mrs Woodhouse before the end of the financial year.

Action: Cllr Mrs Woodhouse/Clerk

2020/23. The new computer has been installed and Cllr Barr has set up the finance software on it. The rest of the council business cannot be installed until the end of lock down as this work would have to be done by the supplier.

2020/39 The precept work has been completed and applied for. First payment is due in April.

2020/39 The grant policy will go on the agenda for the next parish council meeting.

Action: Clerk

2021/05 To discuss and approve the Statement of tasks document produced by Cllr Chilton for Briston Parish Council on behalf of the Higginbottom Recreational Charity

Cllr Pickhaver said that this should be an 'agreement' rather than a 'lease'

Cllr Mrs Woodhouse said that the Higginbottom Recreational Charity should pay for the insurance of the Briston Pavilion rather than Briston Parish Council

After discussion it was decided that the agreement should be for three years with an annual review.

Cllr Chilton proposed that these changes be made to the tasks document and the amended version be presented to the Parish Council at its next meeting for approval. Seconded by Cllr Mrs Woodhouse.

Approved

Action: Cllr Chilton/Clerk

2021/06 To discuss and approve the agreement between Briston Parish Council and the Higginbottom Recreational Charity for the upkeep and maintenance of the public toilets at the far end of the Briston Pavilion.

Cllr Chilton reported that at a recent meeting of the toilet working group it was agreed that there was a need for an agreement to formalise the current arrangement for cleaning and maintenance. Briston Parish Council had precepted £500 to cover these costs for the financial year 2021/2022. The working group made a clear division between maintenance and upgrading. Cllr Mrs Quinsey will send some wording with regard to finance and Cllr Chilton will send information to the clerk for integration into the document.

Cllr Chilton proposed that this be integrated into the tasks document. Seconded Cllr Moulton

Approved

Action: Cllrs Mrs Quinsey/Chilton/clerk

2021/07 To discuss and approve a way forward to ensure that the Copeman Centre is registered with the Land Registry

It was reported that there were no documents in the parish office and no registration with the Land Registry.

Cllr Chilton proposed that Briston Parish Council register the Copeman Centre. Seconded Cllr Barr

Approved

2021/08 To discuss and approve a way forward to ensure that Briston Village Green is registered with the Land Registry

The clerk reported that this can be checked through the Register of Common Land and Village Greens held by Norfolk County Council. She had emailed the relevant department and received no reply. She had then contacted County Councillor Steffan Aquarone for assistance. His office had found a document on line which appeared to show that the village green was registered. County Councillor Aquarone has requested that the clerk contact him again if nothing is heard back from NCC at the end of a week.

Action: clerk

2021/09 To discuss whether it would be advantageous to have a plainer English version of the Lease and Trust Deed made between Briston Parish Council and the Copeman Charity

A discussion took place during which the following comments were made:

Cllr Chilton asked if it would be better to provide a set of explanatory notes.

Cllr Mrs Quinsey said that it would be simpler to add something to the constitution.

Cllr Graham Pickhaver said it was common practice to write a modern English version and get it checked through the Charity Commissioners.

Cllr Girling asked if the committee could have a list of problem areas from the Copeman Centre Committee as they raised this issue.

The clerk said that if the document was rewritten by a solicitor the Copeman Charity had been quoted a cost of between £1,000 and £500 and would ask Briston Parish Council to contribute half of this.

Cllr Girling proposed that the document be left as it is. Seconded by Cllr Moulton

Approved

2021/10 To consider a request from a parishioner to make a Viking Settlement on the Spinney for educational purposes.

During a discussion it was felt that not enough information had been provided by the applicant. This included areas such as car parking provision, safe guarding and security.

Cllr Mrs Woodhouse said that the Higginbottom Recreational Charity was proposing to hold an open day and she thought that this could be part of the activities planned for that day.

Cllr Chilton proposed that this request be turned down at the current time and the parishioner asked for more detailed proposals so this could be looked at some time in the future. Seconded Cllr Barr

Approved

2021/11 To discuss and approve the purchase and installation of two more CCTV cameras for the parish office

The clerk said that she was delighted with the current installation but there was room on the system for two more cameras and she was asking for one at the back of the building and one on the main entrance. Before a decision could be made the meeting asked for further information on whether the system was wired or wireless, the range of the camera at the back of the building and the range of the current cameras. The clerk will get this information from the contractor and present it to the next meeting of Briston Parish Council.

Action: clerk

2021/12 To consider a request from Briston Salvation Army for financial help with the cost of grass cutting round the Salvation Army Hall in Holt Road

Cllr Mrs Quinsey proposed a grant of £300. Seconded by Cllr Mrs Woodhouse.

Approved

2021/13 To approve any payments which may be presented

Haynes and Sons – Repair of Stone Road allotment gate £500.00

Blyth & Wright – disposable gloves £21.53

Proposed Cllr Mrs Quinsey. Seconded Cllr Girling

Approved

2021/14 To invite public participation

None

2021/15 Any other business

None

2021/16 Date of next scheduled meeting Monday 26 April 2021

The meeting closed at 8.20pm

Signed:

Dated: