

# BRISTON PARISH COUNCIL

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Minutes of the meeting of Briston's Finance & General Purpose Committee held on Monday 12 October 2020 at 7pm. Because of the lockdown due to the Coronavirus pandemic this meeting was held on Zoom and members joined from their places of residence.

## Present

- Cllr Ian Chilton Chairman
- Cllr Pete Moulton Vice Chairman
- Cllr Martyn Barr
- Cllr Terry Girling
- Cllr Mrs Woodhouse

## In attendance:

- Cllr Les Edwards
- Cllr Graham Pickhaver

Clerk: Mrs Jenny English

No members of the public present

## **2020/27 To consider and accept apologise for absence**

Cllr Mrs Hayley Quinsey

Cllr Mrs Woodhouse reported that Cllr Mrs Quinsey had requested that this meeting be deferred as the paperwork was not received until 5pm.

Cllr Chilton proposed that the meeting go ahead as this would give councillors an opportunity to discuss the figures and reach a final decision at a further meeting on Monday 19 October. Seconded Cllr Mrs Woodhouse **Approved**

## **2020/28 To record declarations of interest from members on any items on the agenda**

None

## **2020/29 To approve the minutes of the Finance & General Purpose Committee held on 24 August**

Proposed Cllr Girling, seconded Cllr Moulton

**Approved**

## **2020/30 To discuss matters arising from the minutes of the Finance & General Purpose Committee held on 24 August**

2020/08 Still ongoing. All documents signed and despatched. Waiting for response from Barclays Bank.

Planned project list not carried out yet. To be discussed later in meeting.

2020/20 Still to be done

2020/22 Cllr Mrs Woodhouse reported that the first quarter had been successfully completed. Cllr Mrs Woodhouse will contact the clerk with regard to fixing a date to carry out the second quarter.

**Action: Cllr Mrs Woodhouse/clerk**

2020/23 Cllr Barr will be collecting the new office computer sometime this week. It will then need configuring prior to installation in the parish office.

**Action: Cllr Barr**

**2020/31 To formulate, discuss and approve Briston Parish Council's action plan for 2021.2022 including the council's vision, objectives and project list.**

Cllr Chilton proposed that this item be amalgamated with the next item as this will give councillors a clearer view of what has been spent during the current financial year and what could be spent in the 2021/2022 financial year. Seconded Cllr Girling

**Approved**

**2020/32 To formulate, discuss and approve Briston Parish Council's parish precept for 2021/2022 to present to the Briston Parish Council meeting on 2 November for its approval**

Through the Zoom shared screen Cllr Chilton presented a spreadsheet for income and expenditure for 2020/2021 with forecasting from October 2020 until March 2021 based on spend up to now. This forecasted an under spend of £25,800 at the end of March 2021.

Cllr Edwards asked for the precept to be broken down month by month and to be included on the graph

**Action: Cllr Chilton**

Cllr Chilton then presented a spread sheet with proposals for 2021/2022 using the categories on the RBS finance system.

Cllr Mrs Woodhouse said that she had put in a proposal for dog bins and litter bins which would affect the precept. She explained her rationale and said that these would save the parish council money. Councillors congratulated her on her document. Cllr Mrs Woodhouse has proposed that the dog bins be removed and more litter bins be provided as dog waste can go in litter bins. Cllr Barr said that stickers could be made to go on the bins to explain this.

Cllr Graham Pickhaver asked about reserves. Cllr Chilton replied that the council should have at least 30% of the precept in reserves but it was better to have 50%.

Cllr Chilton recommended £5,000 be put into the CCLA fund for unforeseen events and £10,000 left as a buffer. The money for the Plantation Hill play area could come from the Surveyors Trust Fund as it is a capital project. This meant that the parish could afford to collect a reduced precept of £46,000 by putting some of the under spend in the precept.

**New Projects**

The wild flower project does not need any further funding

Cllr Mrs Woodhouse reported that the BRSA had £1,000 which it could put into the Firework Fund.

Cllr Girling said that this sum of £2,000 was needed in the first year. After that it was hoped there would be enough money in the bucket collection to fund the next year.

Plantation Hill play area. The money for this could come from the Surveyors Trust Fund or some could come from this fund and some from the parish. The risk using the Surveyors Trust Fund was that all councillors had to be in favour of the proposal and present at the meeting it would be voted on. Cllr Edwards said that the proposed costs were between £12,000 to £15,000. £5,000 would get this project off the ground.

Public toilets. Cllr Mrs Woodhouse said that she thought £500 should be precepted to keep these in good order. Cllr Edwards queried the ownership of the toilets as they are on Higginbottom property. Cllr Mrs Woodhouse replied that although the toilets are owned by the Higginbottom Recreational Charity they can be maintained by the parish council.

Cllr Mrs Woodhouse raised concerns about putting in for a low precept for 2021/2022 and then having to put it up a lot the following financial year. Cllr Girling said that he thought that the precept should stay at the current level and then it could remain at this level for say the next three years.

Cllr Mrs Woodhouse said that maybe the under spend could be spent on the Plantation Hill play area so that people could see what the council were spending their money on.

Cllr Chilton reported that if all the proposed projects were added the requested precept would be 94% of this current financial year.

Cllr Edwards said that more benches were needed round the village particularly at the bus stop on the Fakenham Road and the open space on Garden Close.

Cllr Edwards said that a reduction in council tax would be a welcome element.

Cllr Girling expressed concerns about a contingency plan.

Cllr Edwards suggested leaving the precept as it is and reducing it the following financial year.

Cllr Chilton said that this needs a lot of thought and a lot of debate. He proposed that this debate now be concluded and another meeting be held on Monday 19 October to finalise figures. This would give members time to reflect on the figures and proposals and make decisions at the next meeting. Seconded Cllr Girling

**Approved**

### **2020/33 To invite public participation**

No members of the public were present

### **2020/34 To approved additional payments for October 2020**

The clerk said that there were a couple of payments outstanding as she had run out of cheques when the payments were approved at the October parish council meeting. Unfortunately, despite contacting Barclays Bank who said that the cheque book was in the post it had still not arrived.

The meeting closed at 8.30

Signed:

Dated: