

# **Belton with Browston Parish Council Meeting**

**VICE CHAIR : MICHAEL GRAYSTONE**

**Minutes from the Parish Council meeting held on 1<sup>st</sup> December 2020**

**Remotely using Zoom**

## **IN ATTENDANCE**

K. Botwright, D. Buckworth, M. Graystone (Vice Chair), M. Greenacre, N. Light, L. Hillier, L. Staff, I. Walpole, H. Williams, K. Palmer (Clerk) and Borough Cllrs Cameron and Myers.

A minutes silence was observed by Councillors and the Clerk out of respect for the Parish Council's late Chairman Peter Nichols.

*The meeting commenced at 7.06pm*

## **PUBLIC SECTION**

There was no public section.

Vice Chairman Graystone Chaired the meeting.

*The main meeting commenced at 7.06pm*

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Brown and County Cllr Grant. To accept the apologies Proposed Cllr Walpole, Seconded Cllr Buckworth. All In Favour.

## **2. DECLARATIONS OF INTEREST**

Burgh Castle Parish Council – Cllr Greenacre, Bohemians FC – Cllr Buckworth, Belton FC – Cllr Brown. Also note all Parish Councillors are Trustees of Belton Playing Field Charity.

## **3. MINUTES FROM LAST MEETING**

Minutes from the meeting held on 03/11/20 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record Proposed Cllr Light, Seconded Cllr Hillier. All In Favour.

## **4. MATTERS ARISING**

-The Clerk reported the Parish Council has been allocated free of charge a box of 100 face visors which has been donated by Panelgraphic. The visors are to be distributed amongst the local school, care homes, village halls and the Church. The visors have been delivered free of charge by NCC, Cllr Hillier volunteered to delivered the visors to the various locations.

-The Clerk confirmed she will now be using her married name of Ruddock for all future Parish Council correspondence.

## **5. BOROUGH & COUNTY COUNCILLOR REPORTS**

Borough Cllr Myers reported he is currently dealing with fly tipping at The Loke. Several vans have been seen driving down and discarding rubbish, this has been reported to the Environmental team at GYBC and the have been the registration numbers for the vehicles. Borough Cllr Myers stated he is also dealing with some confidential matters with residents.

Cllr Graystone reported he had attended a site meeting with Cllr Botwright, County Cllr Grant and Paul Self from GYBC to show Mr Self exactly all the areas where the various hedges need cutting back around the villages. It is thought the works will be undertaken in January, The work will be undertaken by GYBC who will then invoice NCC as County Cllr Grant is paying for this out of his Highways budget.

## 6. ADMINISTRATION & FINANCIAL MATTERS

### PARISH COUNCIL CURRENT ACCOUNT

| CQ   | PAYEE/DETAIL  | V.A.T   | AMOUNT   |
|------|---|---------|----------|
| BACS | K. Palmer – salary 1342.42<br>less pension 77.86, tax 39.40, nic 66.05  |         | £1159.11 |
| BACS | HMRC<br>K. Palmer tax 39.40 , nic 66.05 , employer nic 84.24<br>D. Skipper tax 27.20                          |         | £216.89  |
| BACS | D. Skipper wage 729.19, less pension 40.10, tax 27.20, plus mileage 12.15                                     |         | £674.04  |
| BACS | Norfolk Pension Fund<br>K. Palmer cont 77.86 council cont 308.75<br>D. Skipper cont 40.10 Council cont 167.71 |         | £594.42  |
| BACS | Garden Guardian- grass cutting  | £170.73 | £1024.36 |
| BACS | K. Palmer refund expences zoom pro £60, stamps, ink £23.40 cartridge £29                                      | £4.83   | £112.40  |
| BACS | Wrentham Chrstmas Trees   | £31.67  | £190.00  |
| BACS | JGI – payment for relining council notice board   |         | £35.40   |
|      | Total for meeting   | £207.23 | £4006.62 |

### PAVILION ACCOUNT

| CQ   | PAYEE/DETAIL   | V.A.T  | AMOUNT  |
|------|--|--------|---------|
| BACS | K. Gipson wage 466.44 less pension 25.65                           |        | £440.79 |
| BACS | Norfolk Pension Fund<br>K. Gipson cont 25.65 , council cont 107.28 |        | £132.93 |
| DD   | ESPO - gas   | £6.16  | £129.43 |
| DD   | BT   | £19.38 | £116.28 |
|      | Total for meeting  | £25.54 | £819.43 |

|                | LTSB 1 Year<br>(07-09-21) | LTSB 1 Year<br>(15-02-21) | Council A/C | New Road A/C | Ring fenced<br>Balance |
|----------------|---------------------------|---------------------------|-------------|--------------|------------------------|
| Bank Bal B/F   | £30,000.00                | £20,000.00                | £48,142.05  | £11,240.97   | £51,262.00             |
| Bank Bal After | £30,000.00                | £20,000.00                | £44,820.43  | £11,160.85   | £51,262.00             |

**Payments into New Road: £739**

**Sign Language Group £16**

**ABC Life Support £68**

**Bohemians £403**

**Judo £182**

**Up4Fitness £48**

**Pilates £22**

To propose the above sheet for payment Cllr Graystone, Seconded Cllr Greenacre. All in favour.

## 7. 2021-2022 PRECEPT

Cllr Buckworth reported following the Finance Committee meeting which was held on Tuesday 17<sup>th</sup> November, (the minutes from this meeting were noted), the Committee recommended that all members of the Parish Council take a vote on whether to approve a precept with a 1% increase from the previous year or whether to approve a precept with no increase. It was felt due to covid 19 many households may find the next year financially very difficult so to avoid having to increase the precept to cover a shortfall of income provided from New Road bookings to fund the short fall from the Parish Council's general fund.

The Clerk reported she had received correspondence from Borough Cllr Myers stating GYBC will be undertaking a review of the concurrent function grant awarded to Parishes. Belton are currently awarded £12,950 which is spent on grass cutting and the caretakers wage. It has not been clarified as yet as to whether it is simply a review to find out how the grant is spent, or whether they will be reducing the grant allocated to the Parishes. If there is any reduction this will effect The precept.

Cllr Greenacre Proposed to accept the 2021/22 precept below with a 0% increase, Seconded Cllr Graystone, Yes:7, No:1. Carried.

### Non Concurrent Figures

| Detail   | 2020/21        | Actual Spend   | Estimated Spend | Estimated      | Budget         |
|--|----------------|----------------|-----------------|----------------|----------------|
|  |                | First 6 months | Last 6 months   | Total Spend    | 2021/22        |
| Clerks Salary  | £15,920        | £7,895         | £8,185          | £16,080        | £16,320        |
| Clerks Pension – Council contribution  | £3,534         | £1,816         | £1,850          | £3,666         | £3,700         |
| Clerk Employer NI  | £961           | £500           | £550            | £1,050         | £1,100         |
| Insurance – Council Main Policy  | £1,290         | £1,286         | £0              | £1,286         | £1,310         |
| Stat/Postage   | £850           | £208           | £300            | £308           | £500           |
| Phone/Fax/Broadband  | £600           | £298           | £336            | £634           | £650           |
| Membership/Subs  | £650           | £601           | £45             | £646           | £650           |
| Professional Fees inc auditors & solicitors  | £550           | £225           | £300            | £525           | £550           |
| Election costs   | £0             | £0             | £0              | £0             | £0             |
| Training (no budget this year as £200 held in reserves)                                | £0             | £0             | £0              | £0             | £0             |
| Com Caretaker (Inc pension conts & mileage)  | £9,400         | £4,478         | £4,478          | £8,956         | £9,200         |
| Community Caretaker Pension – Council contribution                                     | £1,950         | £1,006         | £1,006          | £2,012         | £2,050         |
| Village Maintenance (under budgeted as £1150 held in reserves)                         | £900           | £499           | £500            | £999           | £700           |
| Skate park – maintenance (under budgeted as £150 held in reserves)                     | £250           | £441           | £0              | £441           | £200           |
| CCTV – Service/maintenance   | £150           | £0             | £150            | £150           | £150           |
| Bell Lane assets – maintenance floodlights/new play equip/benches                      | £300           | £0             | £0              | £300           | £300           |
| Social Inclusion (under budget as £975 is held in reserves) (inc section 137 payments) | £1,150         | £750           | £0              | £750           | £500           |
| Sundry   | £300           | £59            | £100            | £159           | £200           |
| Parish Partnership (£2000 held in reserves for future project)                         | £500           | £0             | £0              | £0             | £0             |
| Litter Bin Emptying - GYBC   | £230           | £216           | £0              | £216           | £230           |
| Grass cutting  | £9,900         | £5,939         | £3,412          | £9,351         | £9,900         |
| Allotments – repair and refunds  | £0             | £65            | £0              | £65            | £0             |
| Bland Corner Dyke clearance  | £1,000         | £0             | £1,300          | £1,300         | £0             |
| Mortgage   | £6,200         | £3,100         | £3,100          | £6,200         | £6,200         |
| New Road Fence   | £0             | £0             | £1,300          | £1,300         | £0             |
| Insurance – New Road Policy  | £1,000         | £1,025         | £0              | £1,025         | £1,040         |
| Electric   | £1,700         | £859           | £900            | £1,759         | £1,800         |
| Gas  | £1,200         | £570           | £700            | £1,270         | £1,300         |
| Water  | £280           | £0             | £140            | £140           | £280           |
| New Rd Caretaker   | £8,900         | £3,158         | £3,000          | £6,156         | £7,000         |
| New Rd Caretaker Pension – Council Cont  | £0             | £693           | £800            | £1,493         | £1,600         |
| Telephone/broadband  | £620           | £261           | £300            | £561           | £580           |
| Boiler Service/maintenance   | £300           | £0             | £280            | £280           | £300           |
| General repairs/maintenance  | £900           | £0             | £450            | £450           | £500           |
| Roller Blind Servicing (twice a year)  | £500           | £235           | £235            | £470           | £470           |
| Refund Canx Booking  | £0             | £129           | £0              | £129           | £0             |
| Misc: equip £1033 , sundry £0 , cleaning/decorating £216 subs £0 , pro fees £362       | £1,100         | £1,611         | £300            | £1,911         | £800           |
| <b>Total</b>   | <b>£73,085</b> | <b>£37,923</b> | <b>£34,017</b>  | <b>£72,038</b> | <b>£70,080</b> |
| Less New Road Income   | £14,000        | £1,509         | £2,264          | £3,773         | £7,000         |
| Less Concurrent Function Grant   | £12,950        | £6,475         | £6,475          | £12,950        | £12,950        |
| Less Council Tax Support Grant   | £2,672         | £1,336         | £1,336          | £2,672         | £2,670         |
| Less monies transferred from the general fund to cover loss due to covid closure       | £0             | £0             | £0              | £0             | £3,997         |
| <b>Total Precept submitted</b>   | <b>£43,463</b> | <b>£28,603</b> | <b>£23,942</b>  | <b>£52,643</b> | <b>£43,463</b> |

For information only the Concurrent function grant is allocated to:

|  |                |
|--|----------------|
| Grass Cutting  | £7,500         |
| Community Caretaker                                      | £2,650         |
| Village Upkeep (flower beds, bus shelters, seats, signs) | £500           |
| New Road Caretaker                                       | £2,300         |
| <b>Total Concurrent Fund</b>                             | <b>£12,950</b> |

## **8. BLAND CORNER DYKE CLEARANCE**

Cllrs Botwright, Light and Graystone had met with four contractors to provide a quotation to undertake the dyke clearance, which are as follows:

|                           |   |
|---------------------------|---|
| PD Plant & Aggregates     | £1800   |
| Folkes Plant & Aggregates | £1650 (plus vat)                                      |
| T Groome Plant Hire Ltd   | £400 (plus £150 for extra stretch of the dyke) = £550 |
| Gary Thrower              | £675  |

After discussion it was agreed to accept the quotation provided by T Groome Plant Hire Ltd subject to the company confirming they have the relevant public liability insurance. Payment will be authorised following the works being checked by Cllrs Botwright and Graystone.

Proposed Cllr Botwright, Seconded Cllr Greenacre. All In Favour.

## **9. NCC 2020/2021 PARISH PARTNERSHIP SCHEME**

Following the last meeting a reply had been received from Paul Sellick concerning widening of Bell Lane footpath. He stated NCC do not have an approved list of contractors as they use their own contractors, this being Tarmac and Norse. It is thought the Parish Council could use a third party contractor under the scheme but they would have to hold relevant public liability insurance up to £10 million. There is also a right of way FP2 over the footpath so a temporarily legal order to close it during the works may be needed and therefore budgeted for.

It was generally agreed by all members that this would need to be investigated further before any application is submitted which would now not be possible this year as the deadline for applications is 4<sup>th</sup> December.

## **10. SOCIAL INCLUSION DONATIONS**

Councillor Hillier reported she would like ask all members to agree for a donation to be made to the Belton Foodbank, The Pantry. The Clerk stated Cllr Nichols had contacted Revd. Rosie Bunn after the last meeting who concerned the group are now supporting many families and individuals and at the current time they do not have a great amount of funding left.

Cllr Botwright raised the question could some of the funds from the Belton Poorlands be donated to The Pantry. It was thought this may not be possible as it is thought their funding can only be allocated to elderly residents in the villages, not to families. It was agreed for The Clerk to contact the Poorland to obtain clarification concerning this point.

Cllr Graystone stated he would like to request for the two village Christmas trees to be funded this year from the social inclusion budget. He would like for the money left in reserves which was raised last year to remain in the account, this would then be spent next year on the Christmas party for the children in the village.

Cllr Walpole proposed that £60 be donated to Belton Scout Group to help replace some of the tools they lost when the hut was broken into. The items were not covered under the groups insurance as they had been donated to the group over the years.

Cllr Greenacre Proposed en bloc to donate £800 to The Pantry foodbank , £160 to fund the two village Christmas trees and £60 to be donated to the Scout Group for new tools. Seconded Cllr Hillier. Yes:7, No:1. Carried.

## **11. NEW ROAD SPORT & LEISURE CENTRE**

Cllrs Botwright and Light reported following a site inspection at New Road along with Cllrs Graystone, Nichols and the Clerk, that it was thought that rather than patching a couple of the panels the whole of the fencing needed to be replaced as virtually every section was either rotten or had been damaged.

Therefore the following two quotations had been provided to undertake the works, a third quotation has not as yet been provided by Clarkes Fencing.

To supply and erect 1800 high plastic coated chain link, to BS1722 part 1 spec 2.50/3.55 chain link

**Contract Fencing** £9325

**Waveney Fencing** £6000 (plus vat) it had also been advised that some of the posts look like they may need replacing which would be an additional cost at £40 per post.

To supply and erect single leaf gate with chain link to match fence

**Contract Fencing** £950 per gate

**Waveney Fencing** £450 per gate (plus vat)

The Clerk reported following the last meeting Cllr Nichols had spoken with the landowner of the neighbouring field and has since received an email confirming they would permit two gates to be installed which would give access onto the field.

It was agreed this item would be added to the January agenda as a third quote is still needed. It was agreed to notify GYBC about replacing the fencing and installing the gates as the field is owned by them.

## **12. PLANNING**

Prior to the meeting the following comments had been submitted to GYBC.

06/20/0519/F 16 Heather Gardens, Belton First floor extension

06/20/0524/F Barn 3, Hall Farm, Beccles Rd Extension at rear of barn

It was agreed to submit no objections subject to neighbours comments for the above applications.

06/20/0465/O The Nurseries, Station Rd South Division of garden too construct bungalow

It was agreed to object to the application above due to it being outside of the Borough wide plan.

The site is not big enough to house a new dwelling, it would be over crowded, over development of the plot. There would also be a problem with access to the new dwelling on an already very busy road.

06/20/0559/F 7 Fern Gardens, Belton First floor side extension

06/20/0560/F 5 St James Crescent, Belton Single storey front extension

It was agreed to submit no objections subject to neighbours comments for both of the above applications.

Cllr Myers stated he will contact County Cllr Grant to obtain an update from Highways concerning the new dropped curb in front of 2 Rosedale Gardens. It was thought it was unlikely permission had been granted to drop the curb at this location as it is so close to the junction.

It was agreed for Cllr Light to show Cllrs Graystone and Botwright the eco house development in Browston as there was concern the development could no longer be classified as such. It was agreed the Clerk to contact Building Control to request they visit the site to investigate the works being undertaken.

## **13. INTERNAL CONTROL OFFICER REPORT**

Cllr Greenacre reported she and Cllr Brown had met with the Clerk before the Finance Committee meeting to check a random sample of invoices along with cashbook entries and bank statements for both the New Road and Council accounts. All the paperwork was found to be in good order. Thanks was given to the Clerk for keeping the accounts well organised.

#### **14. CITIZEN OF THE YEAR**

It was confirmed that The deadline to submit nominations for Citizen of the Year would be Monday 18<sup>th</sup> January 2021.

#### **15. BELTON PIT SURVEYORS ALLOTMENT**

Cllr Botwright reported the Charity Commission have asked for a public notice to be made available to ensure there are no objection from members of the public concerning the change of use from gravel pit to an area to be of benefit for the village. After discussion it was agreed by all members for Cllr Botwright to make the public notice available in the Village Voice, on the Parish Council Facebook page and website.

#### **16. PORTFOLIO REPORT**

Cllr Botwright – Rosedale/Fern Gardens hedge has still not been cut back by GYBC, one third of the New Rd cycle path has now been completed and The posts on Bell Lane have now been installed.

It was agreed by all members for the Clerk to write to both the branch Manager at the Tesco's in Belton and to the Head Office to ask that they remove the large coffee machine which has been installed in the shop. It not only is going to be detrimental to the tea room situated next door but it is causing a problem with people being able to keep to the social distancing regulations when in the store, people are unable to social distance when queuing at the tills. There was also concern that it will create additional problems with littering on Bell Lane.

Cllr Hillier – Asked could the village maintenance Cllrs take a look at the trod which has been resurfaced as it is now very slippery.

*With no further business the meeting was closed at 8.33pm*