

**Belton with Browston**  
**Annual Parish Council Meeting**

**CHAIR: KEN BOTWRIGHT      VICE CHAIR: NIGEL LIGHT**

**Minutes from the Parish Council meeting held on 4<sup>th</sup> May 2021**

**Remotely using Zoom**

**IN ATTENDANCE**

K. Botwright (Chairman), N. Light (Vice Chair), N. Brown, D. Buckworth, S. Bridges, M. Greenacre, D. Mills, G. Searby, L. Staff, I. Walpole, H. Williams, K. Ruddock (Clerk), and five members of the public including Borough Cllrs Myers and Cameron.

*The meeting commenced at 7.03pm*

**1. ELECTION OF CHAIRMAN**

Cllr Buckworth Proposed Cllr Botwright as Chairman, Seconded Cllr Searby. Cllr Botwright confirmed he would be willing to accept the position.

Cllr Staff Proposed Cllr Greenacre. Cllr Greenacre stated she would not be willing to accept the position.

The vote was then taken to elect Cllr Botwright as Chairman for the Parish Council. All in Favour. The Clerk confirmed the acceptance of office form will be signed following the meeting.

**2. ELECTION OF VICE CHAIR**

Cllr Buckworth Proposed Cllr Light as Vice Chairman, Seconded Cllr Searby. Cllr Light confirmed he would be willing to accept the position.

Cllr Staff Proposed Cllr Brown. Cllr Brown stated due to time constraints he would not be willing to accept the position at the current time.

The vote was then taken to accept Cllr Light as Vice Chairman. All in Favour.

The Clerk confirmed the acceptance of office form will be signed following the meeting.

**3. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Cllr Hillier. To accept the apology proposed Cllr Brown. Seconded Cllr Staff. All in Favour.

*The public section commenced at 7.10pm*

**PUBLIC SECTION**

Two members of the public at the meeting confirmed they were the organisers of Belton Fun Day. The Chairman reported the questions provided by the organisers of Belton Fun Day had been circulated by the Clerk to all members prior to the meeting.

The Chairman stated he along with two Parish Councillors and the Clerk, attended the Parish Liaison Meeting which was run by GYBC and Chaired by the Leader of the Borough Council, Cllr Carl Smith. The meeting included a presentation by Sheila Oxtoby CEO of GYBC.

During the meeting Borough Cllr Smith stated that no decision will be made by GYBC on outdoor events until after the 21<sup>st</sup> June. He also stated there will probably be no events at all this year and that public health and safety must remain everyone's top priority.

The Chairman reported having checked all the usual Great Yarmouth festivals, there is only one confirmed as going ahead this year. BID funding will only sponsor events if they get clearance from ESAG. The Parish Council's decision last month was taken on the basis of risk to public health. The Parish Council were not prepared to take the risk to permit any large event to go ahead this year at New Road. It was agreed by the majority that the risk outweighed any potential benefit.

It would be very difficult to see how thousands of people gathering on the field would be able to follow any social distancing rules.

The organisers of the Fun Day stated they only wanted to be in a position to plan for the 2021 event to go ahead. They would only run the event in line with the current government guidance, and have already signed up to follow the ESAG guidance. The organisers stated they felt the decision to not allow the event to run this year had been made too early by the Parish Council.

The Chairman confirmed the decision was made by a vote during the last meeting. Cllrs made their decision on what they felt was in the best interest for the Parish and the Parishioners, and that decision still stands.

The organisers stated they felt the Parish Council should have waited to make their decision after the 21<sup>st</sup> June, the same as the Borough Council, and that Belton will now be the only village in the area that will not have this type of event this year.

***With no further business the public section closed and the main meeting commenced at 7.31pm***

#### **4. FINANCIAL & BANK MANDATE**

The Parish Clerk – Mrs K. Ruddock was confirmed as the Responsible Financial Officer.

Mr Dennis Cooper was confirmed as Internal Auditor.

PKF Littlejohn LLP were confirmed as External Auditors.

Cllrs Brown & Greenacre were confirmed as the Internal Control Officers.

Council Signatories were confirmed as Cllr Buckworth, Staff, Brown and Bridges.

Proposed en bloc Cllr Brown, Seconded Cllr Staff. All in Favour.

#### **5. CONFIRMATION OF COMMITTEES/WORKING PARTIES**

The following Committees/Working Parties were confirmed, Proposed Cllr Mills, Seconded Cllr Buckworth, all in agreement.

New Road Management Committee	Cllrs: Light, Staff, Walpole, Greenacre, Brown, Williams <i>Plus user representatives.</i>
Finance Committee	Cllrs, Buckworth, Greenacre, Brown, Walpole, Mills and Botwright
Allotments Committee	Cllrs Brown and Bridges <i>Plus agreed non members</i>
Appraisal Committee	Cllrs Hillier and Staff

#### **6. STANDING ORDERS/FINANCIAL REGULATIONS**

It was agreed to adopt the Standing Orders and Finance Regulations amended in 2020. Proposed Cllr Botwright, Seconded Cllr Brown. All in Favour.

#### **7. DECLARATIONS OF INTEREST**

Burgh Castle Parish Council – Cllr Greenacre, Bohemians FC – Cllr Buckworth, Belton FC – Cllr Brown. Cllr Searby- agenda item 16 planning app. 06/20/0623/F

#### **8. MINUTES FROM LAST MEETING**

Minutes from the meeting held on 06/04/21 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record. Proposed Cllr Mills, Seconded Cllr Staff. All in Favour.

## 9. MATTERS ARISING

It was reported NALC have now confirmed the Government has not permitted for Parish and Town Councils to meet remotely using Zoom after the 7<sup>th</sup> May. Therefore the June meeting will be held at New Road Centre. NALC have advised that face to face meetings should not resume until after 21<sup>st</sup> June. Therefore it was agreed the next Parish Council meeting will be held on Tuesday 22<sup>nd</sup> June at 7pm.

The Clerk confirmed she will contact Revd. Rosie Bunn again about access to the CCTV equipment at The Church.

It was agreed hirers may be able to use the changing rooms at New Road after the 17<sup>th</sup> May in groups of 6. However all surfaces must be disinfected between each group and then the room must be fogged at the end of the session.

## 10. BOROUGH & COUNTY COUNCILLOR REPORTS

Borough Cllr Cameron confirmed she has now resolved a problem for a resident that lives in a Council owned property, there was a problem with the roof which is now going to be repaired. Borough Cllr Myers stated he is assisting a resident who has contacted him concerning a problem with speeding along Church Lane.

The Chairman reported The Parish Council already contacted NCC Highways about this but were told no speed bumps could be installed and no lowering of the speed limit would be possible. Borough Cllr Myers stated it may be possible to get a no HGV sign installed on The Lane which would help the problem.

## 11. ADMINISTRATION & FINANCIAL MATTERS

### PARISH COUNCIL CURRENT ACCOUNT

CQ	INV	PAYEE/DETAIL	V.A.T	AMOUNT
BACS		K. Ruddock – salary 1342.42 plus 107.76 less pension 84.11 , less tax 59.60 , less nic 78.38		£1,228.09
BACS		HMRC K. Ruddock tax 59.60 , nic 78.60, employer nic 98.42		£236.40
BACS		D. Skipper wage 717.84, less pension 39.31 plus mileage 12.15		£690.68
BACS		Norfolk Pension Fund K. Ruddock cont 84.11 council cont 340.79 D. Skipper cont 39.31 Council cont 168.79		£633.00
BACS		K. Ruddock – refund for ink, paper and postage	£5.33	£33.99
BACS		Garden Guardian grass cutting, quadraplay and spiking	£312.44	£1,874.63
BACS		New Road Centre – contra payment caretaker 50% furlough payment, vat reclaim 348.04		£581.26
BACS		K. Botwright – refund for grass seed		£29.99
BACS		Came & Company – Parish Council Insurance		£1,323.46
BACS		GYB Services – annual charge for bin Sandy Lane	£21.63	£129.79
BACS		GYB Services – annual charge for bin River Way	£21.63	£129.79
BACS		T. Groome – Bland Corner dyke	£90.00	£540.00
BACS		D. Cooper – Internal Audit fee		£225.00
		Total for meeting	£451.03	£7,656.08

### PAVILION ACCOUNT

CQ	INV	PAYEE/DETAIL	V.A.T	AMOUNT
BACS		K. Gipson wage 644.10 (inc 21.5 Bell Lane hrs) less pension 36.52 plus mileage 21.60		£629.18

BACS		Norfolk Pension Fund K. Gipson 36.52, Council 151.36		£187.88
BACS		K. Gipson – refund for fogging chemicals, bulbs, rake, petrol for strimmer, broom	£8.33	£98.52
DD		BT	£19.97	£119.83
DD		Southern Electric	£21.72	£456.31
BACS		Came & Company – New Road Insurance		£1,055.21
		Total for meeting	£50.02	£2,546.93

	LTSB 1 Year (07-09-21)	LTSB 1 Year	Council A/C	New Road A/C	Ring fenced Balance
Bank Bal B/F	£30,000.00	£20,000.00	£51,019.22	£6,240.25	£51,262.00
Bank Bal After	£30,000.00	£0	£73,347.95	£13,077.71	£58,374.00

**Payments into New Road: £8853.43**

Up 4 Fitness £48.00                                  Yoga £112    Musical Movers £120  
 4GYBC COVID business Grant £4000                  GYBC LRS Grant 44 day £2096  
 GYBC LRS G Closed Grant £2001                          GYBC T4 Closed Grant £476.43  
 To propose the above sheet for payment Cllr Walpole, Seconded Cllr Botwright. All in Favour.

Cllr Buckworth reported the following investment rates are currently available for the £20,000:  
 Aldermore 1 year investment 0.55% which would give a return of £110. NALC had recommended not to invest any money for longer than two years due to their being Parish Council elections in 2023, also investing in Premium Bonds is not permitted.

Virgin 2 year investment 0.65% which would give a return of £135

Cllr Botwright Proposed to invest the £20,000 with Aldermore for 1 year. Seconded Cllr Staff. All in Favour. Cllr Buckworth confirmed he would arrange the investment.

## 12. YEAR END ACCOUNTS

The Clerk had circulated to all members prior to the meeting a copy of the income/expenditure sheet, bank reconciliation, budget to spend report and updated reserves sheet. To accept all reports proposed Cllr Greenacre, Seconded Cllr Botwright. All in Favour. Please note a copy of the reports are appended to and do form part of the minutes.

## 13. INTERNAL AUDIT REPORT

The Clerk read through the Internal Audit report produced by Mr D. Cooper. The audit rating for the year 2020/21 was very good with all financial affairs and general controls in place and operating efficiently. There were no recommendations for the following year. Please note a copy of the report is appended to and does form part of the minutes.

## 14. APPROVAL OF ANNUAL RETURN

The Clerk read through the annual governance statements and accounting statements on the annual return. Each statement was duly answered yes by all members and approved. To propose approval for both the accounting statements and the governance statements en bloc, proposed Cllr Bridges, Seconded Cllr Walpole. All in Favour.

The exercise of elector's rights commences on the 14<sup>th</sup> June and finishes on the 23<sup>rd</sup> July, the notice displaying this information will be displayed on the Councils notice board from the 7<sup>th</sup> June 2021.

## 15. N.H.S. SOCIAL CARE & FRONTLINE WORKERS DAY

11am – Chair of the Parish Council to hold a two minute silence to pay tribute to all frontline workers and to pay respect to those in the Parish that have lost loved ones.

1.00pm – From a location of the Council's choice a toast to the heroes of the NHS, Social Care and Frontline workers. It was agreed Cllr Botwright will post details of the event on the Parish

Councils website and will publish within the Village Voice.

## **16. PLANNING**

06/21/0218/F 1 St James Crescent, Belton Proposed porch and alterations  
It was agreed to submit no objections subject to neighbours' comments for the above application.

06/21/0239/F The Pastures, Cherry Lane, Browston Variations of cond 6 – opening hours  
It was agreed to object to the above application until adequate parking on site is provided.

06/20/0623/F Cherry Lane, Browston Change of use to equestrian siting of container and stables  
It was agreed by all members that there is no objection for the change of use of the land from agricultural to equestrian. However it was agreed by all members to object to the application if a second container is installed, clarification is needed from GYBC is the planning application a retrospective application for the current container already on site or for a second one to be installed. It was also stated that access must be improved to allow vehicles that access the site to be able to pull in off the road adequately, the gates currently in place need to be set further back.

### Planning Applications Approved:

06/21/0131/F	72 Station Road North, Belton	Two storey rear extension
06/21/0030/F	The Willows, Cherry Lane, Browston	Side extension, porch
06/20/0707/F	Fairview Farm, Stepshort, Belton	Retro app 18no 20ft storage containers

### Planning Applications Refused:

06/21/0176/F	6 The Cove, Belton	Construction of two storey extension
06/21/0137/O	Land South of Short Rd, Browston	Proposed dwelling & stable block

### Tree Preservation Orders Currently Under Consultation:

T.P.O. 7 of 2021 Tree on Land at 12 Waveney Drive, Belton  
T.P.O. 4 of 2021 Trees on land at Beech Farm, Beccles Road, Belton  
It was agreed by all members to support both orders above.

## **17. PORTFOLIO REPORT**

Cllr Light – Reported there is a large pothole at the bottom of Hobland Hill in Browston. A call had been received from a resident asking for an update on the Belton Common planning application. The Chairman stated the application is currently on hold subject to the completion of a wildlife survey. A resident had contacted him concerning the volume of traffic accessing Fairview Farm in Belton. It was confirmed this matter has already been reported to The Enforcement Officer at GYBC. Lastly the blue play equipment has now been taken down and repositioned. A Ranger from GYBC has taken a look and is happy with how it has been sited.

Cllr Botwright – Bland Corner gate post has rotted off at the base. After some discussion it was generally agreed the post needs replacing as it also fences off the Bell Lane Trustees land. It was agreed one of the caretakers could replace the post, Cllr Brown stated he would also take a look.

Cllr Botwright – The Belton Pit next to The A143 is now registered with The Charity Commission. The Caretaker has now filled in the holes on Bell Lane Playing field and cleared the fallen tree that came down from New Road.

***With no further business the meeting was closed at 8.34pm***