

**Belton with Browston Parish Council Meeting**  
**CHAIR: KEN BOTWRIGHT      VICE CHAIR: NIGEL LIGHT**  
**Minutes from the Parish Council meeting held on 1<sup>st</sup> March 2022**  
**At New Road Sport & Leisure Centre**

**IN ATTENDANCE**

K. Botwright (Chair), N. Light (Vice Chair), N. Brown, S. Bridges, M. Greenacre, L. Hillier, H. Williams, I. Walpole, G. Searby, D. Mills, K. Ruddock (Clerk) and three members of The public including Borough Cllr Myers.

The Chairman expressed thoughts and prayers are with all Ukrainians at the current time. A minutes silence was held prior to the meeting.

**PUBLIC SECTION**

There was no public section.

*With no further business the main meeting commenced at 7.30pm*

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Cameron, Staff and County Cllr Annison. To accept the apologies proposed Cllr Greenacre, Seconded Cllr Botwright. All in Favour.

**2. DECLARATIONS OF INTEREST**

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

**3. MINUTES FROM LAST MEETING**

Minutes from the meeting held on 15/02/22 had been circulated to all members prior to the meeting. To accept as a true and accurate record proposed Cllr Light, seconded Cllr Greenacre. All in Favour.

**4. MATTERS ARISING**

- Borough Cllr Myers reported he had received a reply from the Officer he contacted concerning the open spaces consultation undertaken by GYBC.

The Chairman stated further clarification is needed on how to determine who owns the rest of the open spaces in the village as only three are owned by GYBC.

The Clerk reported the next Parish Liaison Meeting will be held on Monday 28<sup>th</sup> March at 6.00pm. It was agreed to submit the following items to be added to the agenda.

1. How can the Parish Council adopt various areas of unadopted open spaces within the Parish?
2. What can be done to prevent vehicles parking on grass verges in the Parish?

**5. BOROUGH & COUNTY COUNCILLOR REPORT**

- Borough Cllr Myers reported the property owner of 12 Heather Gardens needs to be written to asking for their hedge to be cut back as it is overhanging most of the footpath, and will potentially cause a visibility issues for drivers.

- It was agreed to write to the property owner of St Johns Farm on St Johns Road to request they cut back their hedge.
- Borough Cllr Myers reported there is now a big push at GYBC too stop passing the concurrent function grant onto Parish Councils. There is also a move to go back to a cabinet system instead of the current committees system at the Borough Council.
- The Chairman reported the New Road cycle path has now been repaired.
- The Parish Council have received the 20 heritage trees from NCC which have been planted on Bell Lane to create a community orchard as part of the Queens Platinum Jubilee Celebrations. Another 100 small trees (whips) are due to be delivered shortly.

## 6. ADMINISTRATION & FINANCIAL MATTERS

### PARISH COUNCIL CURRENT ACCOUNT

CQ	INV	PAYEE/DETAIL	V.A.T	AMOUNT
BACS		K. Ruddock 1446.81 less pension 83.91 , less tax 57.60 , less nic 77.98		£1,227.32
BACS		D. Skipper 772.80 less pension 42.50, tax 2.80 plus mileage 12.15		£739.65
BACS		HMRC K. Ruddock tax 57.60, nic 77.98 employer nic 98.40 D. Skipper 2.80 K. Gipson nic 99.47, employer nic 127.16		£463.41
BACS		Norfolk Pension Fund K. Ruddock cont 83.91 council cont 340.00 D. Skipper 42.50 council cont 181.60		£648.01
BACS		ENTUA subscription		£10.00
BACS		Refund to K. Botwright Archant, premises license advert	£28.32	£169.92
BACS		KMS Entertainment DJ services		£50.00
BACS		Gearhire Sound & Light	£354.25	£2,125.50
BACS		Refund K. Ruddock for premises license		£190.00
		Total for meeting	£382.57	£5,623.81

### PAVILION ACCOUNT

CQ	INV	PAYEE/DETAIL	V.A.T	AMOUNT
BACS		K. Gipson 1625.90 (inc 838.14 toilet block) less pension 89.42, nic 99.47		£1,437.01
BACS		Norfolk Pension Fund K. Gipson Cont 89.42 , council cont 382.08		£471.50
BACS		Flameskill – fire alarm and lighting service	£38.50	£231.00
BACS		K. Gipson refund for toilet block items 573.67 refund for cleaning items 101.76	£108.18	£675.43
DD		BT – telephone & Broadband	£20.59	£102.95
DD		Southern Electric	£9.91	£208.26
DD		ESPO- gas	£50.60	£303.58
		Total for meeting	£227.78	£3,429.73

	Council A/C	New Road A/C	Ring fenced Balance
Bank Bal B/F	£77,545.97	£8,003.95	£46,262.00
Bank Bal After	£72,072.94	£6,251.82	£46,262.00

**Payments into New Road: £1317**

**Training £200**

**Belton FC £140**

**Parties x5 £250**

**Pilates Monday £319**

**Stroke Group £90**

**Up2fitness £154**

**Judo £164**

To propose to pay the sheet above Cllr Searby, seconded Cllr Light. All in Favour.

- Cllr Greenacre reported she had undertaken the Internal Control Officer Report. Bank statements were checked against payment sheets and invoices. No problems were found, all paperwork was in good order. The payment system is greatly improved now all payments and most income is paid online by bank transfer.

## **7. EVENTS WORKING PARTY- SUMMER 2022 MUSIC EVENT & QUEENS PLATINUM JUBILEE EVENT**

Cllr Greenacre reported organising of the 3<sup>rd</sup> June Event is progressing nicely. The Historical Society have confirmed their artefacts can be on display, the DJ has been booked.

Cllr Williams stated several groups have confirmed they will be attending the event as reported in the working party minutes dated 24<sup>th</sup> February. A clarinet player will be playing at the event as well as the Community Choir, Binkies Cafe will attend along with Up4fitness. Gorleston Model Boat Club are hoping to attend but we need to source approximately 20 bales of straw which they can then line out and fill with water to create their display.

The Chairman added he has contacted Mr P. Beare who will hopefully be supplying some old photos of Belton with Browston which will be transferred onto slides which can be shown via the projector in the hall.

## **8. PLANNING**

06/22/0061/HH. Pinecott Sandy Lane Belton Raising of the roof by 1.7m of existing bungalow to form accommodation. It was agreed to object to the planning application above due to concerns over size, overdevelopment of the plot, and concerns over neighbours' privacy. Cllr Mills declared a personal interest in this application.

Applications Approved

06/21/1035/F. 25 Bramble Gardens, Belton. Single story rear extension

The Chairman reported, Lanpro, the planning consultants for the proposed Browston Hall application, had placed a Public Notice in the EDP yet nothing is on the GYBC planning portal as yet. Borough Cllr Myers replied it is quite common for consultations to advertise the application before, to get comments before they formally submit their plans to the planning authority.

## **9. GRASS CUTTING CONTRACT**

The Clerk had circulated to all members the reply from Garden Guardian concerning a one year contract which stated due to factors such as equipment and staffing commitments, they would not be able to commit to a one year contract, a minimum of three years would be required.

The Chairman reported following the last meeting he had again contacted Ben Burgess to obtain a quote to purchase a ride on mower, the quote came to £7300 plus vat.

There would be no hire purchase involved, the initial outlay to purchase the machinery will be less than the annual grass cutting budget, and additional costs on top will be for labour and fuel. The machinery will be covered by a two year warranty. After the first year, the grass cutting budget for the Parish will be greatly reduced due to only having to fund labour and fuel costs. The mower would be well suited to undertake the urban grass cutting (cutting of the grass verges), if the Parish Council is allocated the budget to do so by NCC.

It was agreed the machinery would be stored in the Parish Council storage container.

Information concerning a service plan will be obtained. If the Parish Council has its own equipment it will then be possible to undertake additional cuts when necessary.

After some discussion, and taking into the account the uncertainty of the concurrent function grant funding from GYBC, Cllr Botwright proposed to purchase the ride on mower and commit to undertaking the grass cutting in house. Seconded Cllr Light. All in Favour.

#### **10. RECRUITMENT OF NEW CARETAKER**

It was agreed by all members a new caretaker will need to be employed to cover the New Road Caretaker and Community Caretakers annual leave. To also undertake some of the grass cutting and PROW maintenance. Proposed Cllr Botwright, seconded Cllr Greenacre. All in Favour. A job description will now be created, it was agreed the amount of hours will be kept to a maximum of 16 or under. Once these have been agreed an advert will be placed in the Village Voice.

#### **11. MAYORS VISIT**

Borough Cllr Myers confirmed the Mayor's visit is due to take place on Saturday 16<sup>th</sup> April. The itinerary is as follows:

- 9.45 leave for Fritton Village Hall
- 10.am arrive Fritton Hall for meet and greet
- 10.15 leave for Burgh castle
- 10.30 arrive at Burgh Castle Queens Head P.H. for meet and greet
- 10.45 leave for JGI Belton
- 10.50 Arrive for meet and greet at the JGI, to include citizen of the year presentation tea and snacks.
- 11 15 Leave for unveiling of Belle of the east plaque at the Tavern

The Clerk confirmed she will notify Revd. Bunn, Sue Casey from the Stroke Group and Marion Chilvers from Belton Foodband of the visit. Borough Cllr Myers stated he will notify all board members of the Village Voice.

#### **12. PORTFOLIO REPOR**

Cllr Botwright – Reported the interface settings had recently been changed by Facebook which allowed members of the public to leave comments on posts. This has now been changed back to how it was originally, so no comments can be posted, i.e. the purpose of the Page is for information only, such as minutes and agendas.

Cllr Greenacre – Asked can an article be placed in the next edition of The Village Voice to ask residents to check trees which are within their property boundary for dead branches.

There has been safety issues caused recently where large branches have fallen into neighbouring gardens. It has also been reported that someone has stated to dig up snowdrops on Church Lane, which is illegal.

Cllr Botwright – Stated there is a need for a new dog bin to be installed on:

- Hobland Road/Browston Lane
- Church Lane (near the entrance to The Church)
- Station Road South

Borough Cllr Myers confirmed he will obtain a price to purchase the dog bins, along with how much it will cost to have it emptied per year (to include how often it will be emptied).

### **13. TIME & DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> April 2022, 7.30pm at the New Road Sport & Leisure Centre

*With no further business the main meeting was closed and the in-camera item commenced at 8.45pm*

### **14. IN-CAMERA RESOLUTION**

To consider a resolution to exclude the press and public from the meeting in accordance with the public bodies (admissions to meetings) act 1960.s 1, in order to discuss employee appraisals and Belton Pit A143

### **15. A143 BELTON PIT**

The following was agreed by all members.

- To undertake a public consultation concerning selling the land know as Belton Pit situated next to the A143. The land which is owned by the Parish Council is sited next to the A143, there is no parking or safe pedestrian access to the site.
- If a land swap is not possible, to sell the land at auction. The funds can then be used to purchase a new piece of land in the Parish which would be used for the provision of allotments and as a community nursery to help to service Belton in Bloom.
- To request the fencing, which has been sited along NW/A143 boundary of the land, to be removed.

Proposed Cllr Light, seconded Cllr Mills. All in Favour.

### **16. EMPLOYEE APPRAISALS**

It was agreed to accept all recommendations by the Human Resources Working Party dated 15<sup>th</sup> February 2022.

- Including a new laptop to be purchased for the Parish Clerk with Microsoft Office.
- A contribution will be made towards the Caretakers road tax as both employees use their personal vans daily for Parish Council business such as disposing of litter, and transporting equipment.
- Employee pay increases.
- The purchase of a floor cleaner for New Road will be looked at again later in the year.

Proposed to accept all recommendations en block Cllr Botwright, seconded Cllr Light. All in Favour.

*With no further business the meeting was closed at 9.14pm*