

Belton with Browston Parish Council Meeting
CHAIR: KEN BOTWRIGHT VICE CHAIR: NIGEL LIGHT
Minutes from the Parish Council meeting held on 5th April 2022
At New Road Sport & Leisure Centre

IN ATTENDANCE

K. Botwright (Chair), N. Light (Vice Chair), N. Brown, T. Cameron, M. Greenacre, L. Hillier, L. Staff, H. Williams, I. Walpole, D. Mills, K. Ruddock (Clerk) and thirty six members of the public including Borough Cllr Myers and County Cllr Annison.

The public section commenced at 7.30pm

PUBLIC SECTION

Members of the public were present at the meeting to voice strong objections to the three Browston Hall planning applications (as detailed in agenda item 5).

Members of the public also expressed many concerns with the planning process undertaken by Great Yarmouth Borough Council's planning department when dealing with the applications. When trying to obtain documents from the planning portal there had been various discrepancies. Documents had been found to be incomplete, submission deadlines varied, additional documents have been added at varying times which have made it very challenging to respond to the three applications in the three weeks allocated.

The Chairman reported he had contacted the case officer to confirm the date to submit comments has been extended to 2nd May, however no reply had been received. Some detail within the documents do differ such as the number of lodges within the development. Therefore there may be the possibility the applications could be delayed, put on hold or re-advertised.

Borough Cllr Myers confirmed there is a legal amount of time set to allow for objections to be made to applications in a meaningful manner. Borough Cllr Myers confirmed following the meeting he will speak with the case officer Mr Green to find out what is happening with the submission deadline. It was also confirmed that it is not unusual for applications to be deferred if new paperwork is submitted, deadlines may be put back. Borough Cllr Myers confirmed all objections are listed and listened to, at the Planning and Development Committee Meetings, some are read out. The date of the Development Control Committee Meeting where these applications will be discussed has not been set, however all members of the public will be able to attend the meeting and will have the opportunity to voice their objections.

With no further business the main meeting commenced at 8.02pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Searby and Bridges. To accept the apologies proposed Cllr Mills, seconded Cllr Brown. 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 01/03/22 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 Walpole. All in Favour.

4. MATTERS ARISING

The Chairman reported the following items:

Having attended the recent Parish Liaison Meeting at GYBC, it was confirmed that Parish Councils can adopt areas of open spaces which are not registered via Section 15 of the Commons Act 2006.

It was stated within the meeting that the concurrent function grant will be evaluated by contact with the PC in terms of fiscal profligacy.

A second three wheel lawn mower has been very kindly gifted to the Parish Council by Mr Peter Searby. This mower will be used within the Churchyard and on areas on Bell Lane. The public notice has been published within the EDP and the Village Voice Magazine concerning the Belton Pit (A143) land.

5. PLANNING

06/22/0111/F Browston Hall, Browston Green

Redevelopment of Southern part of site for 30 no. luxury holiday lodges with road ways and parking

06/22/0249/LB Browston Hall, Browston Green

06/22/0110/F Browston Hall, Browston Green

Redevelopment of Browston Hall and eastern part of the site to provide new leisure and hospitality facilities – indoor entertainment facility offering ten pin bowling, golf simulators, pool and snooker tables, cafe, toilets, reception, spa, laundry and 50 luxury lodges with planting and roadways

It was agreed by all members to strongly object to the three applications above. The objections being the design, appearance, layout, scale, density, impact, dominance and over-development of the site will adversely affect the residential amenity and character of Browston and its residents.

Browston has no street lights, no access to public transport, there are no shops, and the proposed development is completely out of character.

There are no roadside footpaths/pavements or cycle paths, walking and cycling on the road is therefore unavoidable and extremely dangerous due to the numerous deceptive bends.

The site is bound to the west by an area of woodland which stretches the entire length of the site. It should be noted that the majority of the trees at Browston Hall are included in Tree Preservation Order No. 5 1982 including the location of the following.

Please note a more detailed objection based on the points above has been compiled by the Parish Council Chairman and will be submitted to GYBC.

It was noted the following application has been amended:

06/22/0117/NMA Fairview Farm Stepshort Amend pp 06/19/0553F, 2 bed house, omit first floor window and replace with corner window. Omit oblong window and replace with circular window.

Applications Approved:

06/21/1027/F 12 Waveney Drive, Belton Single Storey Extension

06/21/0848/F 8 Berry Close, Belton Erection of shed/hobby room in garden

06/20/0625/F 14 The Staithe, Belton Retro app for wet room extension & pitch roof

06/21/0884/F New Rd Sport & Leisure Centre Installation of metal toilet block

(As part of the approved application there is an additional condition for screen planting the planning application fee being £58.)

The Planning Inspectorate has granted the appeal for 06/21/0910/F Land West of
Browston Lane Conversion of stables to a single storey dwelling.

6. BOROUGH & COUNTY COUNCILLOR REPORT

County Cllr Annison reported

- The Highways Engineer Paul Sellick has approved the installation of the three new village signs which will be funded from his ward budget. However no date has been issued when the work will be completed.
- Norfolk County Council have complained to BT about the installation of the new BT pole that has been installed in the middle of the pavement on Stepshort.
- NCC would like to have their “Norfolk Swift Service” promoted throughout the County so residents are aware of the services they provide. The service provides a 24 hour, 365 day a year service which offers help and support if a person has an urgent unplanned need at home but does not need the emergency services. The service is free for people that live in Norfolk and are aged 18 or over.

The Chairman reported he will be attending a zoom meeting with an Officer from NCC Highways which will discuss outstanding matters such as the stones on the road on Cherry Lane, Browston and the maintenance of Back Lane in Belton which leads to Fritton.

Borough Cllr Myers reported GYBC will be reverting back to the cabinet system, but this will not take place until May 2023. He will also get a quotation to purchase and empty new bins.

Cllr Mills confirmed he will send photos of the badly patched footpath onto Borough Cllr Myers.

7. ADMINISTRATION & FINANCIAL MATTERS

| | PAYEE/DETAIL | V.A.T | AMOUNT |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|
| BACS | LaytonDings – deposit for music event acts | £287.50 | £1,725.00 |
| DD | BT | £16.55 | £123.54 |
| DD | ICO – annual subscription | | £35.00 |
| BACS | Archant – public notice advert (A143 Belton Pit Land) | £19.08 | £114.48 |
| BACS | Gallagher – insurance for new grass cutter | | £150.30 |
| | subtotal | £323.13 | £2,148.32 |
| BACS | Employment | | £4,802.32 |
| BACS | K. Botwright – refund for hi vis vests 62.99, ink stamps 42.48, jerry cans 57.98, ½ mileage to Hemsby 5.40 (nalc meeting), Browston Hall land registry title 6.00 | £27.24 | £174.85 |
| BACS | D. Skipper – Refund for items taken to Caister tip | | £3.00 |
| BACS | K. Gipson – refund cleaning 21.94, first aid kit 33.97, petrol & items for mower 135.22 | £27.80 | £191.13 |
| BACS | Norfolk ALC - subscription | | £618.16 |
| BACS | Ben Burgess – grass cutter | £1,470.83 | £8,825.00 |
| BACS | Electrical Systems & Design – alter roller shutters, install hand dryer and switch in disabled toilet | | £350.00 |
| DD | PWLB - mortgage | | £3,100.03 |
| DD | ESPO - gas | £42.41 | £254.48 |
| DD | BT | £17.43 | £104.53 |
| | subtotal | £1,585.71 | £18,423.50 |
| | Total | £1,908.84 | £20,571.82 |

| | Council A/C | New Road A/C | Ring fenced Balance |
|----------------------------|-------------|--------------|---------------------|
| Bank Balance | £79,889.16 | £500.00 | £46,262.00 |
| Bank Balance After Meeting | £61,465.66 | £500.00 | £46,262.00 |

To propose the above sheet for payment Cllr Botwright, seconded Cllr Staff. All in Favour.

The Clerk report:

- Belton FC have now repaid their loan in full.
- The backdated 2021/22 pay rise for the Parish Clerk salary has been confirmed as 1.75%.
- Sandy Lane Dyke Clearance - Japonica and Essex & Suffolk Water not paid for their section, all other property owners have.
- The Clerk reported following the meeting with the County Officer both she and the Chairman have attended a demonstration run by the accounting firm Scribe.

Scribe offer various accounting packages that are purely designed to work with Parish and Town Councils. Within the main accounting package there are many reports included such as the cashbook, budget to spend reports, VAT submissions through to the year ending reporting systems required by the External Auditor such as the completion of the AGAR and explanation of differences. The second package is a booking systems for community rooms. The system is server based not software based, users simply logon to their accounts online from any device. There is also the provision for Councillors to have either limited or view only access to the accounting packages, which would be very helpful in particular for the Bookings package. It would allow members to take control of New Road bookings when the Clerk is on annual leave.

Due to being a Nalc member the Parish Council is entitled to a 40% discount, therefore the annual cost for the accounting package is £288, and the annual cost for the Bookings package is £228, total being £516 plus vat. After some discussion Cllr Greenacre proposed to commit to a one year contract which can be renewed if members and the Clerk are happy with the service. Seconded Cllr Botwright. All in Favour.

8. EVENTS WORKING PARTY- SUMMER 2022 MUSIC EVENT & QUEENS PLATINUM JUBILEE EVENT

The minutes taken from the meeting held on the 10th March 2022 were noted. Cllr Greenacre reported the June event is filling up nicely with several of the village groups confirmed to attend. Cllr Williams reported the Viking Re-enactment Group have confirmed they will attend free of charge.

The Chairman reported all the paperwork for the July event has been completed and tickets sales are ongoing. Cllr Light reported he has set up an events page on Facebook so the acts can promote themselves.

9. COUNCILLOR CO-OPTION PROCESS

After some discussion it was agreed candidate will need to attend two meetings prior to being co-opted onto the Parish Council. Candidates will also be required to provide a brief letter

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about themselves and why they would like to join the Council.

10. RECRUITMENT OF NEW CARETAKER

Prior to the meeting the Clerk had circulated to all members a copy of a generic job description produced by the Chairman.

The Chairman reported this would be for not only the New Caretaker, but would also be used to update the job description for the two current Caretakers.

After some discussion it was agreed by all members the new Caretaker's working hours would be between 10-16 hours per week as required. The hourly rate will be £10 per hour, and the new employee will be placed on a probationary period of 6 months. Proposed Cllr Botwright, seconded Cllr Light. All in Favour.

11. RISK ASSESSMENTS

The Clerk had circulated to all members a copy of the following risk assessments: Parish Council, New Road, Bell Lane, Skate Park, Allotments, Review of New Road Fire risk assessment.

Cllr Mills reported he had redesigned the risk assessment for New Road and will look to update the remaining risk assessments in the coming months.

Cllr Brown added a COSHH register should be kept along with safety data sheets for all products. Cllr Brown confirmed he will forward a template onto the Clerk which can be used to record the data.

Cllr Cameron added the new grass cutter must be stored in a separate location to the petrol.

13. TIME & DATE OF NEXT MEETING

Annual Parish Council Meeting - Tuesday 3rd May at 7.30pm.

Annual Parish Meeting – Tuesday 17th May at 7.30pm.

Both meetings will be held at the New Road Sport & Leisure Centre.

With no further business the main meeting was closed at 9.15pm