

Belton with Browston
Annual Parish Council Meeting

CHAIR: KEN BOTWRIGHT VICE CHAIR: NIGEL LIGHT
Minutes from the Parish Council meeting held on 3rd May 2022
at New Road Sport & Leisure Centre

IN ATTENDANCE

K. Botwright (Chairman), N. Light (Vice Chair) S. Bridges, T. Cameron, M. Greenacre, G. Searby, L. Hillier, I. Walpole, K. Ruddock (Clerk), and two members of the public including Borough Cllr Myers.

The meeting commenced at 7.30pm

1. ELECTION OF CHAIRMAN

Cllr Searby Proposed Cllr Botwright as Chairman, Seconded Cllr Light. All in Favour Cllr Botwright confirmed he would be willing to accept the position, acceptance of office form was duly signed.

2. ELECTION OF VICE CHAIR

Cllr Searby Proposed Cllr Light as Vice Chairman, Seconded Cllr Cameron. Cllr Light confirmed he would be willing to accept the position, acceptance of office form was duly signed.

3. APOLOGIES FOR ABSENCE

An apology for absence had been received from Cllrs Williams, Brown, Staff, Mills and County Cllr Annison. To accept the apologies proposed Cllr Botwright, seconded Cllr Greenacre. All in Favour.

PUBLIC SECTION

There was no public section.

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.

Cllr Greenacre was confirmed as the Internal Control Officer.

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

Proposed en bloc Cllr Greenacre, seconded Cllr Searby. All in Favour.

5. CONFIRMATION OF WORKING PARTIES

The following Working Parties were confirmed, proposed en bloc Cllr Botwright, seconded Cllr Walpole. All in Favour.

New Road Management	Cllrs: Light, Staff, Walpole, Greenacre, Brown, Williams, Botwright <i>Plus user representatives.</i>
Social Media	Cllrs: Botwright, Light, Greenacre, Williams
Finance	Cllrs, Brown, Greenacre, Walpole, Mills, Botwright, Hillier
Events	Cllrs Greenacre, Cameron, Hillier, Williams, Botwright, Light, Mills
Allotments	Cllrs Brown and Bridges <i>Plus agreed non members</i>
Human Resources	Cllrs Botwright, Mills, Bridges, Hillier, Staff
Planning	Cllrs Greenacre, Botwright, Light, Mills

6. STANDING ORDERS/FINANCIAL REGULATIONS

It was agreed to adopt the Standing Orders and Finance Regulations amended in 2020. Proposed Cllr Greenacre, seconded Cllr Walpole. All in Favour. The Chairman reported both the standing orders and financial regulations will be reviewed and updated again later in the year.

7. DECLARATIONS OF INTEREST

Burgh Castle Parish Council – Cllr Greenacre.

8. MINUTES FROM LAST MEETING

Minutes from the meeting held on 05/04/22 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record. Proposed Cllr Greenacre, seconded Cllr Walpole. All in Favour.

9. MATTERS ARISING

The Chairman reported

- The Norfolk Swift Response details have been posted on the Parish Council's Facebook page.
- Cllr Brown is to forward the COSHH template onto the Clerk.
- Following the last meeting the Scribe accounting package has been purchased at the reduced rate of £288, the booking form package is free for the first year.

10. BOROUGH & COUNTY COUNCILLOR REPORTS

Borough Cllr Myers reported it will cost £54.08 per year for a new dog bin to be emptied on a weekly basis by GYB Services. Post mounted bins cost from £112 upwards, the Parish Council will have to source the new bin and pay for the installation. It was generally agreed three new bins are required, one for the bottom of Hobland Hill in Browston, one for Rectory Corner and one for Church Lane in Belton.

Borough Cllr Myers reported it has been suggested there may be a merger of all district councils in Norfolk, currently this is only at the discussion stage, however if this did take place it would mean there would no longer be any Borough Councils in Norfolk.

11. ADMINISTRATION & FINANCIAL MATTERS

	PAYEE/DETAIL	V.A.T	AMOUNT
BACS	Employment		£4,939.98
BACS	K. Ruddock – refund for stationary 98.76, GYBC planning app £58, postage £2.45		£159.21
BACS	Dennis Cooper – Internal Audit fees		£225.00
BACS	GYB Services – Annual charge for bin emptying at River Way & Sandy Lane/Bell Lane	43.26	£259.58
BACS	Scribe- accounting package annual fee	£57.60	£345.60
BACS	K. Botwright – refund for mower air filter and door closer	£8.50	£58.97
BACS	N. Light – Refund for wood (Jewsons) used to build toilet block path	£14.23	£85.37
BACS	GWL Security New Road entrance change of lock with keys	£16.40	£98.40
BACS	K. Gipson – refund for cleaning materials 124.58 and mower petrol, oil etc. 163.16	£47.37	£287.74
DD	BT	£19.02	£114.10
		Total	£203.38 £6,573.95

	Council A/C	New Road A/C	Ring fenced Balance
Bank Balance	£61,465.66	£500.00	£46,262.00
Bank Balance After Meeting	£86,292.47	£311.52	£40,994.00

Payments into New Road: £1002.83

Belton FC £145.83

Parties x3 £210

Up4fitness £66

Stroke Group £240

Musical Movers £341

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

The Clerk confirmed a record will be kept detailing the hours spent grass cutting New Road, Bell Lane and the Church yard.

The Chairman reported Revd. Bunn has mentioned that some areas of the Church yard will need to be sprayed with weed killer.

Courses are available which will cost in the region of £500 for one of the caretakers to undertake the training required.

The grass cutter donated to the Council by Mr Searby is in need of being serviced this will cost approximately £100.

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 Bridges, seconded Cllr Searby. 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 2021/22 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 Greenacre, seconded Cllr Light. All in Favour.

The exercise of elector's rights commences on the 13th June and finishes on the 22nd July, the notice displaying this information will be displayed on the Councils notice board from the 8th June 2021.

15. APPOINTMENT OF CARETAKER

The Chairman, Cllr Light and the Clerk attended an interview with Mr John Saunders.

Propose to employ Mr Saunders as Caretaker on a 6 month trial basis Cllr Greenacre, seconded Cllr Cameron. All in Favour.

Mr Saunders will work alongside the New Road caretaker during his first week so he can then cover his two weeks annual leave later in the month.

16. VEXATIOUS POLICY

A copy of the draft vexatious policy had been circulated to all members prior to the meeting. With no amendments made the policy was approved. Proposed Cllr Botwright, seconded Cllr Bridges. All in Favour.

17. PLANNING

06/22/0268/HH 21 Heather Road, Belton Single storey rear/side extension

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

06/22/0270/F Wild Duck Caravan Park Howards Common Belton

Proposed sub division of existing takeaway building; erection of extension to accommodate a walk-in freezer and cold store, extended bin store and external alterations to takeaway unit.

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

06/22/0237/HH Elm Grove House, New Road, Belton Site Gazebo on rear patio

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

Application Approved:

[06/21/0952/CU](#) Barn adjacent Pansy Villa Beccles Road Belton

Retrospective application for change of use of barn to holiday let accommodation

[06/21/0910/F](#) Land West of The Manor House Browston Lane Browston

Conversion of existing stables to a single storey dwelling house; demolition of tractor store building

The Chairman gave thanks to Cllrs Williams and Cameron for organising The Queens Jubilee Event which will be held on 3rd June, 1pm – 5pm at New Road Centre.

18. INCAMERA 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 small claims court and Bohemians Football Club.

19. BOHEMIANS FOOTBALL CLUB

It was agreed to send Bohemian Football Club a letter prior to the next Management Meeting concerning issues relating to their contract. Proposed Cllr Light, seconded Cllr Botwright. All in Favour.

20. SMALL CLAIMS COURT

Having received correspondence from the Small Claims Court in connection to the white plastic chairs, it was agreed it would not be possible to accept the offer of a mediation telephone call, and this may result in having to attend a Small Claims Court hearing. Proposed Cllr Light, seconded Cllr Cameron. All in Favour.

With no further business the meeting was closed at 8.54pm.