

Belton with Browston Parish Council Meeting
CHAIR: KEN BOTWRIGHT VICE CHAIR: NIGEL LIGHT
Minutes from the Parish Council meeting held on 6th September 2022
at New Road Sport & Leisure Centre

IN ATTENDANCE

K. Botwright (Chairman), N. Light (Vice Chair), K. Barber, N. Brown, T. Cameron, M. Greenacre, D. Mills, G. Searby, L. Staff, H. Williams, I. Walpole, K. Ruddock (Clerk), and two members of the public including Borough Cllr Myers.

The meeting commenced at 7.30pm

PUBLIC SECTION

There was no public section.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Bridges, Hillier and County Cllr Annison. To accept the apologies proposed Cllr Mills, seconded Cllr Searby. All in Favour.

2. DECLARATIONS OF INTEREST

Burgh Castle Parish Council – Cllr Greenacre.

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 05/07/22 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.

4. MATTERS ARISING

The Chairman reported:

- The cage around the tree on Rectory corner has been removed.
- The steel petrol container has been purchased and installed.
- A list detailing the locations of all the litter bins in the parish has been received from GYBC.
- Borough Cllr Myers confirmed he will supply Facebook group “Belton Pickers” with litter pickers and bags if they are needed.
- The next GYBC Parish Liaison meeting is being held on Tuesday 27th September at 6.00pm. Please let the Clerk know if you would like to attend the meeting or submit an item for the agenda.

5. BOROUGH & COUNTY COUNCILLOR REPORTS

Borough Cllr Myers voiced disappointment at the lack of information which has been passed on to GYBC from NCC concerning devolution. It is believed further conversation between NCC and the government about the proposal has taken place, however no update has been forwarded on to any of the District Councils in the county.

Chairman reported he will forward the following list of outstanding NCC Highway items to County Cllr Annison after the meeting.

- **Back Lane**

Initially reported 5 years ago to NCC, Back Lane, Belton / Fritton is an NCC '**Maintained Unsurfaced Road**' which is now inaccessible to vehicles and cyclists, in places it is only two feet wide. Clearance of vegetation on Back Lane needs to be undertaken so that it is accessible for all vehicles, most importantly for emergency service vehicle access. Grass cutting has occurred in one section of Back Lane but the problem is there are trees growing on the road, such is the length of time since any maintenance has been undertaken. The problem is therefore a Highways issue and not the landowners' hedges.

- **New Belton Village Signs**

These had originally been agreed to be funded 3 years ago from County Cllr Grant's Highways budget, and have more recently again been agreed to be funded from County Cllr Annison Highways budget. However no date has been confirmed for when the new signage will be installed.

- **Urban grass cutting**

Approximately one year ago the Local Highway Engineer Paul Sellick was contacted to discuss the option of the Parish Council undertaking the urban grass cutting in house, subject to budget and an agreement. This function can be delegated to a Parish Council however no update has been received.

- **Village Drains**

Cleaning of all drains in the parish, most of which are blocked to the top.

- **Belton Crossroads**

The option to install a mini roundabout or Signage (Slow) or a speed limit of 40/50mph? *One hundred road safety schemes across Norfolk will be put in place over the next four years. Norfolk County Council's Conservative-controlled cabinet agreed on Monday (Sep 2021) to create a new £1m fund for the schemes. The small-scale, community focused schemes will see up to £10,000 spent on each one to bring about road safety improvements, such as lower speed limits and changes to signs. The council says about 20 to 30 schemes could be put in place each year, with the first improvements in place in about a year from now.* A Broadland District Parish, with the help of their County Councillor, has just achieved such a scheme.

- **Rectory Corner**

An update is needed on the possible installation of white lines.

- **New Road - Flooding**

A reply is needed to the questions asked December 2020. Has the soakaway been pumped? Has the camera inspection been undertaken to determine if the soakaways are still in good working order? Has NCC had a response from the landowner of the field asking if they can reinstate the old ditch, and if they can plant a new hedgerow next to the field?

- **New Road Cycle/Footpath**

Posts and loose wire present and significant H&S hazard.

- **Station Road South**

The pavement/road delineation and pavement resurfacing.

- **HGVs Cherry Lane, Browston**

Relocation of signs to make them more visible to HGVs.

- **New Road**

Between the Bell Lane Bridge and Bracon Road, the road surface is in a terrible condition.

6. NEW ROAD SPORT & LEISURE CENTRE

Cllr Light reported:

- **Overspill Car Park**

The installation of the new overspill car park is now complete, a big thank you to the two caretakers, John and Kevin for all their hard work in getting it finished over the summer. A leaflet has been distributed to hirers on site last weekend displaying the new layout, the Bohemians FC are happy with where the new drop off area is.

Twenty six signs have been ordered, which include a large sign which will be added to the new toilet block, the total cost is estimated to be £260-£300.

- **CCTV**

A quotation has been received from Electrical Systems & Design to install the new CCTV cameras at New Road, the quotation including labour totals £750 which is within the agreed budget.

- **Bohemians FC Advertising Boards**

The Bohemians FC have reported they are hoping to sell up to 100 advertising boards which will be fixed to the overspill car park fence, so far 35 have been confirmed. The cost to make each boards is £20, the proposed overall cost will be £70, and £25 per board will be paid to the Parish Council.

If all 100 boards are sold this will generate an income of £2500 for the Parish Council. This will then cover the cost of the new overspill car park and signage, leaving a profit of approximately £1000. The boards will be invoiced for annually and will be uniform in size.

- **Belton FC Contract**

A Working Party needs to be formed to start work on the new Belton FC contract which needs to be in place ready for the 2023/24 football season. It was agreed Cllrs Botwright, Light, Staff and Mills will sit on this Working Party.

- **Date of the next New Road Management Working Party Meeting**

The next meeting will be held on Thursday 22nd Sept at 6.00pm.

- **COSHH Assessment & Training**

Cllrs Mills confirmed he will complete the COSHH assessment for New Road and will undertake a brief training session with all caretakers.

7. ADMINISTRATION & FINANCIAL MATTERS

August 2022

PAYEE/DETAIL	V.A.T	AMOUNT
Smith Bros Timber over spill car park timber	£184.08	£1104.48
Employment		£5,95.93
Westcotec repair to 2 sam2 machines	£34.00	£204.00
K. Botwright – refund for postage 2.85, mileage 9.45		£12.30
Flameskill fire extinguisher service	£8.25	£49.50
K. Gipson – refund for trailer, cleaning/maintenance items		£295.04
Southern Electric	£22.84	£479.67
BT	£17.94	£107.65
ESPO – gas April & May	£15.50	£325.45
ESPO – gas June	£4.57	£96.02
Total	£287.18	£7878.04

Payments into New Road: £1386.83

September 2022

PAYEE/DETAIL	V.A.T	AMOUNT
Employment		£5229.13
K. Botwright – refund for folders	£2.08	£12.48
K. Gipson – refund for cleaning 16.16, timber, 106.27, sundry 91.02, petrol 70.70	£39.66	£284.15
PKF Littlejohn LLP – External Audit – audit fees	£80.00	£480.00
Ben Burgess – service of grass cutter & parts	£70.84	£425.00
Flameskill fire alarm & lighting inspections and replacement of emergency lighting tubes and battery packs	£84.30	£505.80
BT	£17.52	£105.13
ESPO – gas July	£4.36	£91.15
WAVE – Allotments water		£96.70
WAVE – New Road water		£205.83
Total	£298.76	£7,435.37

	Council A/C	New Road A/C	Ring fenced Balance
Bank Balance	£74,957.91	£383.50	£40,994.00
Bank Balance After August & September Payments	£67,454.23	£106.38	£40,994.00

Payments into New Road: £2938.83

To propose payment for above sheets Cllr Mills, seconded Cllr Williams. All in Favour.

The Clerk reported the scribe accounting system is now fully up and running. The booking system has been much more complex to set up, along with the function and sports field each football pitch will also need to be set up as a venue. It was therefore agreed to grant the Clerk an extra 8 hours to complete the booking system set up. Proposed Cllr Botwright, seconded Cllr Mills. All in Favour.

8. CONCLUSION OF THE 2021/22 EXTERNAL AUDIT

The External Auditors report has been received from Littlejohn LLP. It states the information in sections 1 and 2 in the AGAR are in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory practices have not been met. A copy of the annual review of effectiveness of internal control had been prior circulated by the Clerk, with one amendment to be made, the report was accepted. Please note a copy of this report is appended to the minutes.

9. BELTON POND

Cllr Cameron reported there had been some positive feedback after posting information on Facebook asking for volunteers to help with clearing the village pond. However the article sent to the Village Voice had not been published. Moving forward it was suggested Cllr Cameron make contact with Beech Farm partners to discuss the proposed project with them.

10. NCC PARISH PARTNERSHIP SCHEME

There were no new projects put forward to be considered under this year's scheme.

11. NALC – COST OF LIVING CRISIS

Cllr Light reported he had attended a meeting with Norfolk ALC to discuss the current cost of living crisis. One option discussed within the meeting was the creation of warm hubs. New Road Sport and Leisure Centre would be an ideal location to create such a facility. Along with the function room and kitchen the site can also provide hot water for showers. Funding would need to be looked into, and a Working Party would need to be formed if the project was to go ahead, a plan needs to be in place for a worst case scenario.

It was agreed that this would be a good project to look into, further details would be needed. Therefore to proceed in principle to create a warm hub at New Road Proposed Cllr Light, seconded Cllr Staff. All in Favour.

It was agreed for Cllr Light to arrange a meeting with Revd. Bunn and the Chairman of the JGI Trustees to discuss this further and to find out what schemes they may be undertaking. It was suggested a letter should then be sent to Brandon Lewis MP to explain what the Parish Council will be creating to support parishioners. Borough Cllr Myers stated he would be happy to join the Working Party if the project goes ahead.

12. DRAFT OPEN SPACE SUPPLEMENTARY DOCUMENT

The Chairman reported the following response had been submitted to GYBC:

GYBC Recommendations for Lothingland Ward Play spaces, in terms of accessibility for residents. Potential to remove equipment at Nursery Close (at end of life) and consolidate, enlarge and improve provision at Bell Lane. Although there is a current surplus of provision, new development associated with the Local Plan Part 2 may lead to a deficit. Allocation BN1 provides an opportunity for provision of an equipped play space. Otherwise, existing play spaces should be retained and protected in accordance with Policy E3 Informal Amenity Green Space Identified quantity deficit in informal amenity green space provision, more green space required. On-site requirement as part of any new development (where practicable). Identified quality deficit in informal amenity green space provision, prioritised quality enhancements required at: Rosedale Gardens, Belton (two sites), Fern Gardens, Belton, Caledonian Way/Crofters Walk, Belton, Heather Road, Belton (two sites). In terms of accessibility for residents, existing informal amenity green spaces should be retained and protected in accordance with Policy E3. Allotments Identified quantity deficit in allotment provision. There is a waiting list (10 people) demonstrating additional demand that is not being met. A new site may be required at Belton Allotments in the coming years as the church requires the land for cemetery expansion. On-site requirement as part on any new development (where practicable). Parks & gardens Identified quantity deficit, off-site contributions to support improvement of existing sites elsewhere in the Borough which serve the ward. Accessible Natural Green Space Existing accessible natural green spaces should be retained and protected in accordance with Policy E3.

13. BELL LANE CCTV

The Chairman reported there had been a number of incidents on Bell Lane playing field over the summer including fires on the field and broken glass in the children's play area. The installation of new CCTV cameras was discussed with PC Saggars. The following quotation has been provided by Anglia Technology who have installed CCTV equipment in Gorleston and Great Yarmouth which is viewed by the voluntary monitoring team.

Best recommended for the site is a Dahua 4G PTZ camera, estimate below. Camera, Motion sensing and track, which would be accessed via Anglia Technology and Gorleston Police, this would be accessed via a mobile phone app / computer.

Dahua 4G 4MP PTZ camera, Power box and pole mount: £820.00

Installation (estimate) £275.00

Anti-Climb guard £110.00

Access platform (estimate) £210.00

Total Cost £1415.00

All prices exclude VAT, signage would be required to comply with CCTV in public place. All the above is subject to a survey and there being 240V available at the camera location. Subscription for this is (EE unlimited SIM card) cost around £30.00 a month depending on the available deal. This would give between 5 and 10 days recording capacity.

Cllr Light requested further information concerning the specification of the equipment. It was agreed to make this an agenda item at the next meeting.

14. NEIGHBOURHOOD PLAN

The Clerk had circulated the following information provided by the Chairman to Cllrs prior to the meeting.

Belton with Browston Parish Council, Burgh Castle Parish Council and Fritton and St Olaves Parish Council are voting this month to decide if they wish to collaborate and combine to produce a Neighbourhood Plan. A neighbourhood plan puts in place planning policy for a neighbourhood area to guide future development. A neighbourhood plan is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, design, heritage and transport) or it may focus on one or two issues only. The Neighbourhood Plan means that local communities can come together to shape the future of their area. It gives communities direct power to develop a shared vision for their neighbourhood and shape the development, needs and growth of their local area. A neighbourhood plan is a new way for local people to influence the planning and development in their community. Neighbourhood Plans provide a great opportunity for you to have more influence on how the places in which you live and work will change over time. Your local knowledge, and your sense of what needs to be protected and what needs to change, can really make a difference. Local residents and businesses can make planning policies that reflect parish priorities, deliver tangible local benefits and have real weight in the planning system. The villages you would like to see your children and grandchildren inheriting and enjoying. We (the 3 parishes), based upon evidence and community feedback, can decide where, if any, new development takes place, (homes, shops, offices, employment etc.), what areas should we protect, (green spaces, natural environments), building design, facilities and amenities that are lacking, e.g. transport, infrastructure, health centre, dentist etc. Evidence and the outcome of community engagement will inform the development of a vision and/or aims for the plan. Once our plan is made (approved) it will have legal status and form part of the Borough Council's Local Plan upon which all planning applications are judged. It carries the same weight as the GYBC Local Plan and has to be considered for planning applications.

The Chairman proposed to proceed with undertaking a neighbourhood plan, either jointly or solely, seconded Cllr Staff. All in Favour.

The Chairman reported a Working Party will need to be created which will consist of himself plus 2/3 Parish Councillors plus members of the public, Borough Cllr Myers stated he would be willing to join the Working Party.

15. PLANNING

Applications already submitted to GYBC:

06/22/0480/F Garden Villa, Browston Lane, Browston Demolition of plant room and proposed conversion of swimming pool into self-contained annexe

The Parish Council strongly objects to the above application. This is not an annexe as described in the application, but a holiday let as described in the plans. The property is outside the development area, there is a lack of infrastructure, facilities and amenities, no footpaths in this tertiary settlement and the rural roads are not conducive to any further increase in traffic. Should the planning application be approved the Parish Council would like the following condition added, this being, the annexe must be retained within the curtilage of the property, and cannot be sold off as a separate dwelling.

06/22/0475/HH 11 Minsmere Rd, Belton. Demolition of garage and erection extensions

Belton with Browston Parish Council would like to submit no objections subject to neighbours' comments for the above application.

06/22/0387/HH 77 Station Road South Belton. First floor front extension over porch.

Belton with Browston Parish Council would like to submit no objections subject to neighbours' comments for the application above.

06/22/0615/F Wild Duck Holiday Park Howards Common Belton Proposed demolition of the existing maintenance building and the installation of 7 static caravan bases (for 7 static caravans) with associated infrastructure

Belton with Browston Parish Council would like to submit no objections subject to neighbours comments for the above application with the following comment, will adding the new additional caravans exceed the amount of caravans permitted on the site in line with the approved license?

06/22/0573/VCF Pine Farm, Station Rd North, Belton

Variation on condition 2 of PP 06/20/0321/F relocation of cattle shed to improve access

Belton with Browston Parish Council would like to submit no objections subject to neighbours' comments for the above application.

06/21/0517/F Willow Tree Garden Marsh Lane Belton

Development: Retention of timber building for use as a craft room; Use of land as an area for people with special needs to experience wildlife and outdoor activities, siting of three shipping containers for garden equipment storage and as a day area and lean-to conservatory/greenhouse; retention of boundary fencing and access gates.

Belton with Browston Parish Council agreed to submit no objections subject to neighbours' comments for the above application.

However, comments previously made by NCC are noted which states, "we would highlight that access to the site will be via the Public Right of Way known as Belton footpath 10 (Marsh Lane) which does not offer any means of public vehicular access and it is not maintainable at the public expense to a vehicular standard."

Applications Approved:

06/22/0475/HH 11 Minsmere Road Belton

Proposed demolition of garage and erection of single storey side/rear extension.

06/22/0237/HH Elm Grove House New Road Belton

Retrospective erection of a gazebo W6.0m x D3.0m x H3.0m on the rear patio.

06/22/0019/HH 59 Station Road South Belton

Proposed 2 storey and single storey rear extension and modification of existing side and front single storey extension.

Applications Refused:

06/22/0480/F Garden Villa Browston Lane Browston

Demolition of plant room and proposed conversion of swimming pool outbuilding into self-contained annexe.

06/21/1000/F Lochinvar Short Road Browston

Variation of condition 3 of pp. 06/15/0140/F - Use as independent living accommodation.

16. TIME & DATE OF NEXT MEETING

The next meeting will be held on Tuesday 4th October 2022, 7.30pm at New Road Sport & Leisure Centre.

With no further business the main meeting was closed and the in-camera item commenced at 9.00pm

17. 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 Belton Pit.

18. BELTON PIT

Cllr Botwright reported a valuation for the Belton Pit land had been provided by Durrants.

Following some discussion, the vote was taken to proceed and sell the land at auction.

Proposed Cllr Botwright, seconded Cllr Greenacre. Yes: 10, Abstain: 1. Carried.

It was agreed a reserve figure will be placed on the land, proposed Cllr Botwright, seconded Cllr Walpole. All in Favour.

With no further business the meeting was closed at 9.15pm