

Belton with Browston
Annual Parish Council Meeting
CHAIR: KEN BOTWRIGHT VICE CHAIR: NIGEL LIGHT
Minutes from the Parish Council meeting held on 16th May 2023
at New Road Sport & Leisure Centre

IN ATTENDANCE

Parish Councillors K. Botwright (Chairman), N. Light (Vice Chair) D. Mills, M. Greenacre, K. Barber, J. Riseborough, K. Ruddock (Parish Clerk) and four members of the public including Borough Cllr Carpenter.

The meeting commenced at 7.30pm

1. ELECTION OF CHAIRMAN

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

3. APOLOGIES FOR ABSENCE

An apology for absence had been received from Borough Cllr Murray-Smith

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 Botwright, Cllr Mills and Cllr Riseborough. Proposed en bloc Cllr Botwright, seconded Cllr Light. All in Favour.

5. CONFIRMATION OF WORKING PARTIES

It was agreed by all members to abolish the previous portfolio system. The current Parish Council working parties are New Road Management, Social Media, Finance, Events, Allotments, Human Resources and Planning. It was agreed to confirm members on the above Working Parties during either the June or July meeting following forthcoming co-options.

6. STANDING ORDERS/FINANCIAL REGULATIONS

It was agreed to adopt the Standing Orders and Finance Regulations amended in 2020. Proposed Cllr Greenacre, seconded Cllr Mills. All in Favour.

7. DECLARATIONS OF INTEREST

Burgh Castle Parish Council – Cllr Greenacre.

Please note all Parish Councillors are also Trustees for the Poors Allotment and Bell Lane Charity.

8. MINUTES FROM LAST MEETING

Minutes from the meeting held on 04/04/23 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 Mills. All in Favour.

9. MATTERS ARISING

- It was agreed for the Clerk to contact NALC to arrange a meeting for Cllrs Mills and Light so they can obtain further information on the proposed electric car charging points.
- Cllr Barber confirmed he will be able to attend the JGI coffee morning tomorrow morning. Cllr Mills stated he will be able to attend one morning in June.

Village Voice – Councillor Article

The Chairman reported during the previous week's APM, Cllrs had been asked would they be able to prepare a brief article detailing a little about themselves which will then be published in the Village Voice. Mr Myers suggested a small feature could be included in the magazine as a way of introducing the new Council following the recent local elections. It was agreed for Mr Myers to contact members of the Village Voice board to obtain information on this suggestion.

Grass Cutting Risk Assessment

Cllrs Mills confirmed he would be able to produce a grass cutting risk assessment for the Parish Council. He will also arrange to undertake manual handling training with both Caretakers.

NALC – Parish Council Representative

Cllr Light reported as a NALC board member he had recently attended their AGM. During the meeting, trouble recruiting new board members had been discussed. One of the reasons for this had been identified that some Parish Councillors are having trouble with information being passed onto them via the Clerk or Chairman, from NALC. Therefore it had been suggested each Parish Council nominate a Parish Council Representative that would attend one locally based face to face meeting, which would be followed by approximately four zoom meetings a year, so they can discuss what services the Parish Council would like NALC to focus on. After discussion it was generally agreed more time is needed to consider this position further, therefore no member was nominated.

10. BOROUGH & COUNTY COUNCILLOR REPORTS

Borough Cllr Carpenter stated there was nothing to report at the current time, however he has been passed a list of outstanding issues from the Chairman which he will work through with Borough Cllr Murray-Smith.

The Chairman added would Borough Cllr Carpenter make enquiries at GYBC about the possibility of having a recycling centre located somewhere within the Lothingland Ward?

This was one issue that had been requested by 64% of the respondents in the Neighbourhood Plan survey.

11. ADMINISTRATION & FINANCIAL MATTERS

	PAYEE/DETAIL	V.A.T	AMOUNT
BACS	Employment		£5,069.63
BACS	K. Gipson – refund cleaning/paint £58.16, grass cutting items 214.76	£38.85	£272.92
BACS	K. Botwright – refund for postage (Lloyds bank mandate)		£3.10
BACS	K. Ruddock – refund postage (GYBC planning app)		£4.45
BACS	N. Light – refund for projector equipment, receiver & blu-ray player		£128.02
BACS	Dennis Cooper – Internal Auditor	£	£225.00
BACS	CPS Cleaning – paper dispensers & paper	£7.98	£47.88
BACS	Norfolk ALC – annual subscription		£769.79
DC	Amazon – ink cartridge	£2.83	£16.95
BACS	CPS – Scrubber drier hire	£16.00	£96.00
DD	PWLB - mortgage		£3,100.03
DD	ESPO - gas	£7.03	£147.60
DD	TV License		£13.25
DD	BT – Clerk	£8.02	£48.12
DD	BT – New Road	£9.98	£59.87
DD	EDF - Electric	£18.88	£396.48
BACS	Michael Riches – Back Lane clearance	£306.00	£1,836.00
	Total	£415.57	£12,235.09

	Council A/C
Bank Balance BF	£92,009.93
Bank Balance after meeting payments	£121,864.17

Income - New Road Hire: £1923.33

To propose payment for the above sheet Cllr Mills, seconded Cllr Greenacre. All in Favour.

Parish Council Insurance Quotations

Gallagher £2,644.43

BHIB £2,235.84 3 year term £2,135.01

Zurich £2,475.93, 3 year term £2,240.96

Cllr Greenacre proposed to accept the BHIB three year term at a cost of £2135.01 pa.

Seconded Cllr Botwright. All in Favour.

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 Mills, seconded Cllr Greenacre. 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 2022/23 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 Botwright, seconded Cllr Barber. All in Favour.

The exercise of elector's rights commences on the 5th June and finishes on the 14th July, the notice displaying this information will be displayed on the Councils notice board from the 4th June 2023.

15. PLANNING

The following comments already submitted to GYBC prior to the meeting:

06/23/0289/PAD Wild Duck Caravan Park Installation of solar PV panel – old touring block

06/23/0290/PAD Wild Duck Caravan Park Installation of solar PV panel – pool building

06/23/0291/PAD Wild Duck Caravan Park Installation of solar PV panel – live lounge

06/23/0268/PAD Wild Duck Caravan Park Installation of solar PV panel – merry mallard building

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

06/23/0304/HH 6 Station Road South, Belton. Retrospective application for side extension.

It was agreed by all members to object to the above planning application. There is great concern at the lack of space between this extension and the bungalow on the adjacent plot currently being built. The Parish Council feels this is a fire hazard, as a fire in one property could easily leap to the other and vice versa. The Parish Council would like the application to be looked into further by the Planning Enforcement Officer.

06/23/0298/HH Decoy House, Browston Lane. Two storey rear extension.

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

06/23/0327/HH Woodlands Rise, Browston Lane. Remove rear conservatory erection of single storey extension.

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

06/23/0326/TRE Belton Old Hall, Station Rd South. Proposed tree works.

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

Applications Approved:

06/23/0250/HH Hall Farm, Pipistrelle Barn, Beccles Rd, Belton

Construction of outbuilding including swimming pool, gym and plant room
06/23/0024/VCF Borrowdale, Sandy Lane, Belton
Variation of condition 2 of pp 06/22/0286/HH replace brick garage with timber garage
02/22/1040/HH 1 Beccles Road, Belton
Demolition of garden room, provision of new annex for residential use
02/22/1040/HH. The Pines, Beccles Road, Belton.
2 Storey rear extension

Applications Refused:

06/23/0018/O Land South of Manor Farm Cottage, Browston Lane
Outline application for erection of 3no four bedroom dwellings and relocation of stables.

Tree Preservation Orders Received:

No.3 of 2023 Woodland on land South-east of Mill Road, Belton – No objections submitted

Tree Preservation Order Approve:

No.3 of 2022 Trees on land at Moorlands Church of England Primary Academy

16. GROUNDS MAINTENANCE

After having purchased the commercial grass cutter last year it had been agreed to purchase two commercial trimmers to enable the caretakers to complete the grounds maintenance more efficiently. The following three quotations had been received from Ben Burgess.

1x New Stihl FS 70 C-E	RRP: £456.00 Inc. VAT	Offer: £345.00 Inc. VAT
1x New Stihl FS 91	RRP: £666.00 Inc. VAT	Offer: £510.00 Inc. VAT
1x New Stihl FS 111	RRP: £780.00 Inc. VAT	Offer: £600.00 Inc. VAT

Due to the time of year and taking into consideration that stocks are currently low, it had been agreed by all members prior to the meeting to proceed to purchase two FS111 trimmers. However due to only one being available at the time of placing the order, Ben Burgess agreed to supply a more expensive trimmer at the same price as the FS111.

Mower Engine

The Chairman reported a new engine is needed for the old commercial grass cutter that was donated to the Parish Council, the mower would normally be used to cut the PROWS and the Churchyard. Cllr Light reported a new engine will cost in the region of £200 to £230. It was agreed by all members for Cllr Light to go ahead and order the engine, Cllr Light confirmed he will then fit the engine when it arrives.

Cllr Greenacre added comments have been received stating the Churchyard does look much better after the grass was cut last week.

17. NEW ROAD CAR BOOT

The Chairman reported he has produced an article to be placed in the Village Voice to promote the midweek car boot sales.

It was agreed to charge £5 per pitch under 10m and £10 per pitch over 10m. One genuine charity stall will have a free pitch per week.

Cllr Light confirmed he will obtain a price to purchase a 40ft advertising banner that will be added to the fence.

It was agreed the caretaker will need to be on site to open up at 9.00am for set up, the car boot will be open from 10.00am.

With no further business the meeting was closed at 8.27pm