

## **Belton with Browston Parish Council Meeting**

**CHAIR: DAVID MILLS, VICE CHAIR: NIGEL LIGHT**

**Minutes from the Parish Council meeting held on 19th September 2023**

**At New Road Sport & Leisure Centre**

**IN ATTENDANCE:** N. Light (Vice Chair), D. Mills, K. Barber, M. Greenacre, J. Riseborough, C. Gay, S. Neal, G. Searby, K. Ruddock (Clerk) and seven members of the public including County Cllr Annison and Borough Cllr Carpenter.

*The meeting commenced at 7.30pm, Vice Chair Light stated the public section will follow after the first agenda item, Election of Chair.*

### **1. ELECTION OF CHAIR**

Cllr Greenacre proposed Cllr Light as Chair, seconded Cllr Gay.

Cllr Riseborough proposed Cllr Mills as Chair, seconded Cllr Searby.

Both Cllrs confirmed they would be willing to accept the position. Therefore the vote was taken.

Members in Favour for Cllr Light as Chairman :3. Members in Favour for Cllr Mills as Chairman :

5. Carried. Cllr Mills duly signed the Chairman acceptance of office form.

### **PUBLIC SECTION**

There was no public section.

### **2. COUNCILLOR RESIGNATION**

The Clerk reported she had received a letter of resignation from Cllr Botwright.

### **3. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **4. DECLARATIONS OF INTEREST**

Cllr Greenacre – Burgh Castle Parish Council. All Parish Councillors are Trustees of Belton Playing Field Charity. All Parish Councillors are Trustees of Belton Poor's Allotment Charity.

Cllr Riseborough – Agenda item 15. Cllr Light – Agenda Item 19.

### **5. MINUTES FROM LAST MEETING**

Minutes from the meeting held on 04/07/23 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 Riseborough. All in Favour.

### **6. MATTERS ARISING**

The Clerk reported she had received an email from a resident concerning the roads in the village.

They have reported the kerbs have become very overgrown and debris is forming making drainage of water difficult. Various drains in the village are now filled up with sediment. It was agreed to report these issue to NCC Highways Dept.

### **7. BOROUGH & COUNTY COUNCILLOR REPORTS**

- Borough Cllr Carpenter reported he had no matters to update on at the current time.
- Thanks was given to Borough Cllr Carpenter for dealing with the wasps nest at the allotments.
- The Chairman asked can either Brough Cllr Carpenter or County Cllr Annison find out what time the village lamp posts should be switched off at night.

- County Cllr Annison reported he has been dealing with an issue of traffic speeding down New Road. The Highways Engineer is looking at installing some slow signs on the road and putting up farm warning road signs. NCC are also going to be cutting back some of the vegetation at the top of New Road which has become very overgrown.
- County Cllr Annison added he has been unable to attend some of the Parish Council meeting due to being unwell. He will as normal continue to do his best to attend Parish Council meetings but can always be contacted outside of meetings by email to deal with any matters.

## 8. ADMINISTRATION & FINANCIAL MATTERS

### AUGUST 2023

	PAYEE/DETAIL	V.A.T	AMOUNT
DD	BT – Clerks broad/tele	£12.95	£77.68
DD	Crown - gas	£10.01	£210.24
DD	EDF - electric	£23.35	£490.28
DC	Amazon -ink	£6.04	£36.26
BACS	Employment		£4,871.41
BACS	K. Gipson – refund New Rd items 342.72, grass cutting petrol, £156.52	£65.21	£499.24
BACS	K. Ruddock – refund for poorlands postage		£2.25
BACS	K. Botwright – refund mileage to court case 20 miles @45p		£9.00
BACS	CPS scrubber/drier	£16.00	£96.00
BACS	Flameskill – fire extinguisher service	£9.25	£55.50
DD	TV License		£13.25
DD	BT – New Road tele & broad	£9.37	£56.22
DD	Biffa – one months charge for euro bin	£15.63	£93.79
	Total	£167.81	£6,511.12

### SEPTEMBER 2023

	PAYEE/DETAIL	V.A.T	AMOUNT
DD	BT – Clerks broad/tele	£14.20	£85.19
DD	Crown - gas	£8.89	£186.76
DD	EDF - electric	£27.15	£570.13
DC	Amazon - ink	£2.86	£17.14
BACS	Employment		£5,524.71
BACS	K. Gipson – refund New Rd items 110.63, grass cutting petrol 148.76, car boot £ 147.19	£45.31	£406.58
BACS	Borough Councillor Carpenter – refund for GYS wasp next pest control at allotments		£87.50
BACS	CPS scrubber/drier	£16.00	£96.00
BACS	CPS – mop heads	£0.80	£4.78
DD	TV License		£13.25
DD	BT – New Road tele & broad	£9.37	£56.22
DD	Biffa - euro bin	£19.54	£117.24
BACS	CC Planning – neighbourhood plan consultant fees (paid from grant funding)	£360.00	£2,160.00

DD	Wave - Allotments		£342.43
DD	Wave – New Road		£644.15
DC	Great Yarmouth Mercury – Poorlands Advert	£21.89	£131.33
		Total	£526.01    £10,443.41

	<b>Council A/C</b>
<b>Bank Balance BF</b>	<b>£107,415.00</b>
<b>Bank Balance after meeting payments</b>	<b>£103,541.98</b>

**Income - New Road £3464.70**      Neighbourhood Plan grant £9800

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

## 9. SHORT TERM INVESTMENT

The Clerk reported after investigation she had found Cambridge and Counties Bank are offering good rate of 5% on a £30,000 one year fixed term investment which would give a return of £1500. Other high street banks such as Lloyds and Barclays are offering much lower rate, and other banks will not accept any deposits under £100,000. Cllr Greenacre proposed to invest the higher amount of £50,000 on a one year fixed term deposit, seconded Cllr Barber All in Favour. It was agreed both the Clerk and the Chairman will be the two signatories for this account.

## 10. NEW ROAD CAR BOOT SALES

The Clerk reported she had received the final report from Mr Botwright following the completion of this years car boot sales. The car boots had been a great success, income from stalls totalled £1250, income from the sale of tea. Coffec and bacon rolls totalled £887.60 = £2137.60. A big thank you goes to both Renata Gipson and Jane Kinge for freely giving their time to help with selling the refreshments at the events. It was agreed for the Parish Clerk to write a letter of thanks to both Renata Gispon and Jane Kinge.

It was asked if the car boot sales are started again next year, could they possibly run for a longer period, and could new signage be purchased?

## 11. VILLAGE BUS SHELTERS

The Clerk reported Borough Cllr Carpenter had received some complaints concerning the condition of the village bus shelters which are all in need of being cleaned.

Caretaker David Skipper has taken a look and agreed they all need a good clean and has suggested a pressure washed could be hired for one day for approximately £60, which could be used to clean the shelters.

Cllr Greenacre suggested for the Clerk to obtain a couple of quotes from local window cleaning companies to find out how much they would charge to undertake the works as this may be more cost effective. This was agreed by all members.

## 12. NEW ROAD SPORT & LEISURE CENTRE – BOILER QUOTATIONS

The Clerk reported she had received the following quotations which had been circulated to all members with supporting documents prior to the meeting.

### Gas Boiler:

Proheat	£18,815.55
GY Heating	£18,101.40
Jax	£16,974.00
Jax	£9,316.00

### Hot Water Cylinder:

Proheat	£8,715.55
Jax/Electric Direct	£10,290.00

Air Source:

Jax/Electric Direct £24,006.00

Cllr Light reported another firm Dakin had also submitted an additional quotation for an air source system, however that quotation came to £36,000 so he did not include that with the other quotations.

The Chairman confirmed the first thing that Council needs to establish is if they would like to replace the existing boiler with a new electric system or a new gas system. It was generally agreed the air source system not being an option due to the expense.

Cllr Light reported if a new gas system is installed, both JAX and GY Heating have confirmed the existing heating system could also be hooked up to the new boiler. This would prevent the Parish Council from having to replace the existing heating boiler when that needs to be replaced, so this would save the Parish Council additional expense in the future. After some discussion all members were in agreement to proceed with replacing the boiler with a new gas boiler system.

It was agreed due to a lack of detail within the Proheat quotation to proceed with the quotation by either JAX and GY Heating. Having attended both site meetings with the contractors Cllr Light stated he felt slightly more inclined that GY Heating would be the most favourable option due to the experience the company has.

It was then agreed by all members for the Clerk to contact both JAX and GY Heating to ask if they they would be prepared to include within their existing quotation to hook up the new gas boiler to the central heating system so it would be in place as and when the heating boiler fails. Also to find out what date both companies would be able to start the works as it needs to be completed as soon as possible. Both these factors will then be taken into account and will ultimately decide which company is awarded the contract. Proposed Cllr Barber. Seconded Cllr Riseborough. All In Favour.

### **13. CONCLUSION OF 2023 EXTERNAL AUDIT AND REVIEW OF EFFECTIVENESS OF INTERNAL 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, the report was accepted. Please note a copy of this report is appended to the minutes.

### **14. PLANNING**

Comments already submitted to GYBC:

06/23/0435/TRE Moorlands Primary School Crown reduction to oak tree TPO No.3 2022 It was agreed to submit no objections subject to neighbours comments

06/23/0482/F Fairview farm, Stepshort, Belton Variance to approved plans 06/19/0553/F It was agreed to submit no objections subject to neighbours comments.

06/23/0574/HH 55 Station Rd South, Belton Removal of roof, replace with higher pitch to form accommodation within roof space

It was agreed by all members to submit no objections subject to neighbours comments for the above application.

Tree Preservation Orders Received:

No. 13 of 2023 Trees on Land at Rose Farm Touring Park, Stepshort Belton

No. 14 of 2023 Trees on Land at Swallow Park, Beccles Road, Belton.

#### Applications Approved:

06/23/0435/TRE Moorlands Primary School, Belton

Proposed works to tree (TPO No.3 2022) Oak Tree - lateral branches over the rear garden of No35 Provan Crescent to be reduced by up to 1.5m and a single branch over garden shed to be removed

06/23/0398/F Belton Scout Group Hall, Marsh Lane, Belton

Proposed addition of a single storey side extension to existing scout headquarters, to include 2 new meeting rooms, small storage area, a wet room and additional toilet

06/23/0388/HH The Manor Barn, Browston Lane, Browston

Proposed single storey side extension with a glass link to main property

06/23/0321/HH 15 Minsmere Road, Belton

Proposed conversion and front extension of garage and new pitched roof

06/23/0304/HH 6 Station Road South, Belton

Retrospective application for side extension on west elevation

06/23/0144/HH Holly Trace, Church Lane, Belton

1. Extend garage and new pitched roof over 2. Single storey link extension between enlarged garage and dwelling 3. Loft conversion forming rooms in roof of dwelling served by roof lights in front and rear roof slopes

#### Applications Partially Discharged:

06/23/0425/CD Hall Farm, Pipistrelle Barn, Beccles Rd, Belton

Discharge of condition 3 of pp 06/23/0250/HH - Construction of an outbuilding including a swimming pool and gym, basement, plant room and storage. 3 - Details of foul water and sewerage disposal, waste water treatment plant and water supply systems

06/23/0434/CD 1 Beccles Rd, Belton

Proposed discharge of condition 4 of PP. 06/23/0041/F - (Demolition of garden room, erection of new attached annex) - Condition 4 - Arboricultural method statement and tree protection measures

### **15. NEW ROAD FENCE**

Cllr Light reported the far corner of the perimeter fence had been opened up some time ago and was repaired. Since then during the summer months the same spot has been reopened and is again in need of being repaired.

During discussion it was reported there are two options to undertake this repair. Cllr Light suggested closing the gap using wooden panels. Cllr Riseborough suggested a more heavy duty wire mesh panel could be used instead, which could not be damaged using a tool such as pliers. Also with the timber option this could be used as a screen which people could hide behind, and on the inside it could act as a ladder for people to climb to exit the field.

Cllr Riseborough declared an interest on this agenda item.

It was agreed for the Clerk to obtain quotations for both options and to report back at the next meeting.

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

The next Parish Council meeting will be on 3<sup>rd</sup> October 2023, 7.30pm at New Road Sport & Leisure Centre.

*The main meeting was then closed at 8.07pm and the incamera items commenced.*

### **17. 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 County Court – White Plastic Chairs and Employment Matters

## **18. COUNTY COURT – WHITE PLASTIC CHAIRS**

Conclusion from the judge sitting at the County Court at Norwich, sitting at Great Yarmouth Magistrates Court. Upon hearing the defendants in person and there being no attendance by the claimant. It was ordered that the claim is struck out.

## **19. EMPLOYMENT MATTERS**

The following was agreed:

- The Clerk to create a CCTV policy which will be approved by the Parish Council.
- The position of New Road Manager has been made redundant.
- The Parish Clerk who is the Line Manager for all Council employees, will inform employees of any instructions agreed by the Parish Council.
- A disciplinary panel will consist of four Councillors.
- Whole Council training will be arranged, and an up to date copy of the good councillor guide will be provided to Councillors.

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

*It was agreed a disciplinary panel will be formed with four councillors.*