

**Belton with Browston Parish Council Meeting**  
**CHAIR: DAVID MILLS      VICE CHAIR: NIGEL LIGHT**

**Minutes from the Parish Council meeting held on 3<sup>rd</sup> October 2023**  
**At New Road Sport & Leisure Centre**

**IN ATTENDANCE:** D. Mills (Chair), N. Light (Vice Chair), K. Barber, S. Bridges, M. Cox, M. Greenacre, J. Riseborough, C. Gay, S. Neal, K. Ruddock (Clerk) and one member of the public,

*The meeting commenced at 7.30pm*

**PUBLIC SECTION**

A member of the public was present at the meeting to report that an area of grass on Bell Lane had not been cut recently by the grass cutting contractors, the area being the passageway that runs between Tesco's and the properties opposite. The resident explained he had already spoken to the Clerk about this issue who had clarified that the Parish Council Caretakers cut Bell Lane Playing Field, New Road Sports Field and the Churchyard. All other areas in the village such as the grass verges and this area are still cut by GY Services. The resident confirmed he had called GYBC to report the issue however is still waiting for a return phone call.

It was agreed by all members for the Clerk to contact GY Services to find out why they had stopped strimming this section on Bell Lane and to ask that they do so when they are next in the village. The member of public added he would like to say how well the recent car boot sales had been run during the summer, and in particular how helpful the Caretaker had been, they had been very well organised.

*The public section was closed and main meeting commenced at 7.35pm*

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Searby and Borough Cllr Carpenter. To accept the apologies proposed Cllr Mills seconded Cllr Gay. All in Favour.

**2. 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 Greenacre – Agenda Item 10

**3. COUNCILLOR CO-OPTION**

The Clerk reported she had received a letter expressing an interest at being co-opted onto the Parish Council from Mr Stuart Bridges and Mr Michael Cox, both letters had been circulated to all members prior to the meeting.

During discussion Cllr Light emphasised the importance of candidates being able to attend Parish Council meetings.

Cllr Light proposed Mr Cox be co-opted onto the Parish Council Seconded Cllr Greenacre. All in Favour.

Cllr Riseborough proposed Mr Bridges be co-opted onto the Parish Council, seconded Cllr Gay. In Favour Yes:5, No:2. Carried.

**3. MINUTES FROM LAST MEETING**

Minutes from the meeting held on 19/09/23 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.

#### 4. MATTERS ARISING

There were no matters arising.

#### 6. BOROUGH & COUNTY COUNCILLOR REPORTS

- It was agreed the Clerk will inform Borough Cllr Carpenter about the passageway not being cut on Bell Lane as discussed during the public section.
- The Chairman stated he had reported to County Cllr Annison some hedging next to New Road is in need of being cut back as this section of the grass verge is used by children when they walk to school. County Cllr Annison has confirmed he will report this to NCC Highways.

#### 7. ADMINISTRATION & FINANCIAL MATTERS

|      | PAYEE/DETAIL   | V.A.T   | AMOUNT     |
|------|--|---------|------------|
|      | Hugh Crane – service & parts   | £79.86  | £479.00    |
| DD   | BT – Clerks broad/tele   | £14.78  | £88.70     |
| DD   | Crown - gas  | £8.52   | £179.00    |
| DD   | EDF - electric   | £29.65  | £622.66    |
| BACS | Employment   | 4921.04 | £4,921.04  |
| BACS | K. Gipson – refund car boot refreshments 43.61, grass cutting petrol 65.96 | £10.99  | £109.57    |
| BACS | PKF External Auditors  | £84.00  | £504.00    |
| DD   | PWLB - Mortgage  |         | £3,100.03  |
| DD   | TV License   |         | £13.25     |
| BACS | JAX- gas leak call put during summer                                       | £32.50  | £195.00    |
| BACS | K. Ruddock – refund for postage to GYBC                                    |         | £3.35      |
| BACS | A C Decorating – repairs to projector screen on wall inc materials         |         | £90.00     |
| BACS | CPS scrubber/drier   | £16.00  | £96.00     |
| DD   | BT – New Road tele & broad   | £9.37   | £56.22     |
| DD   | Biffa – one months charge for euro bin                                     | £15.63  | £93.79     |
|      | Total  | £301.30 | £10,551.61 |

|                                     |             |
|-------------------------------------|-------------|
|                                     | Council A/C |
| Bank Balance BF                     | £103,541.98 |
| Bank Balance after meeting payments | £96,577.83  |

**Income - New Road £3,512.46**

To propose payment for the above sheet Cllr Mills, seconded Cllr Neal. All in Favour.  
It was agreed for the Clerk to contact Crown gas to find out if the Council should have been charged the daily standing charge during the time the gas was disconnected for the gas leak repair. Also whether the Parish Council leases the gas meter from a different company.

#### 8. NEIGHBOURHOOD PLAN

Cllr Greenacre reported the Steering Group are looking to hopefully submit the Draft Plan to GYBC soon and hold the Public Consultation.

The Chairman of the Steering Group Mr Botwright had produced the following approximate time scale to complete the plan.

- Submission of plan & Screening assessment - 5 weeks
- Belton, Browston, Burgh Castle, Fritton and St Olaves Public Consultation to parishioners -6 weeks
- Letter to Non Designated Heritage Asset property owners
- Great Yarmouth Borough Council & Broads Authority submission of final plan, check and publicise -6 weeks
- Recommended Changes to plan by CCP -2 weeks
- Independent Examination, May / June -4 weeks
- Recommended Changes to plan by CCP -2 weeks

After this point, unless further changes are required, the Steering Groups work will have been completed. The Steering Group will then wait for the result of the referendum and for GYBC to 'make' the plan.

### **9.CCTV POLICY**

The Clerk reported she had only received a template from Nalc earlier that morning for the new policy, therefore had not been able to modify a draft in time for this meeting.

It was agreed to defer this item to the next meeting.

### **10.VILLAGE BUS SHELTERS**

The Clerk reported Snell and Brown Cleaning Contractors had been contacted to provide a quotation to clean the village bus shelters. They have quoted £10 per bus stop, they have both employer and public liability insurance. They have also advised that using a pressure washer to undertake this work could possibly damage the surface of the bus shelter.

Cllr Greenacre declared an interest in this item.

The Caretaker had contacted Travis Perkins to hire a pressure washer which would cost £60 per day to hire, plus fuel and tubs for water would be needed

It was therefore agreed to accept the quotation from Snell and Brown Cleaning Contractors, proposed Cllr Riseborough, seconded Cllr Barber. All in Favour.

### **11. NEW ROAD SPORT & LEISURE CENTRE**

#### **Boiler Installation**

- The Clerk reported JAX Plumbing and Heating Contractors had confirmed the start date to undertake the works would be the end of October. Concerning the request to hook up the new gas boiler to the heating system within the original quote they had replied that yes they are able to connect it in mechanically in the price. However for the avoidance of doubt, there would be additional works required at the point of changeover. i.e. decommissioning the existing boiler and additional electrical work, pumps etc which they would not be able to do at the time of installing the ACV.

They also stated that they would be prepared to deduct the payment for the gas leak call out during the summer which was £162.50 plus vat from the quote, which would take their boiler replacement quote to £16,811.50.

- Cllr Light reported GY Heating had attended the site again to inspect the plant room. They have confirmed they will be able to start the work three weeks from the date of being notified that their quotation had been accepted. They have confirmed they will connect the new boiler to the heating system so it is fully up and running within the quoted price which totalled £18101.40. Both systems would then run off the one new boiler. The only additional cost would come if the heating system needs to be flushed to get rid of any sludge or dirty water.

The Chairman then asked each member in turn which quotation they would like to accept to proceed with the boiler replacement.

When asked all members, with the exception of Cllr Cox who abstained from the vote, confirmed they were in favour of accepting the GY Heating quotation, therefore this quotation was accepted by the Parish Council. It was agreed for the Clerk to contact GY Heating after the meeting to accept their quotation.

### **Fencing Repair**

Two quotes had been provided by Waveney Fencing to repair the panel of the perimeter fence.

- To remove existing fencing and dispose. To supply and install approx. 4mtrs of 1.8mtrs high Duex, “twin wire” mesh fencing PPC Green All posts to be securely concreted into the ground. For the Total Sum of £450.00 + V.A.T.
- To replace approx 4mtrs of damaged chain link fencing with new green PVC coated chain fencing to match existing. For the total sum of £250.00 plus VAT

Cllr Light suggested another option that could be considered would be to install a second gate instead of simply replacing the fence panel. This could be then be opened up and used during big events on the fields such as during the football clubs tournament. It could provide the site with separate entry and exit access when needed.

It was agreed by all members that this option should be investigated. Cllr Riseborough confirmed Waveney Fencing would provide a quotation which would give the Council a guide on how much this option would cost. The Chairman and Cllr Light stated they would speak to the residents that live down the lane which the access point would open up onto to try and determine the ownership of the lane. Advice will be required concerning if any planning permission would be needed.

It was agreed for this item to be on the agenda at the next meeting for further discussion.

### **Floor Cleaner**

The Clerk reported the Caretaker had collected a new floor cleaner during the summer which had been donated to the Parish Council by Cllr Mills. The equipment has since been serviced and a couple of items have been replaced by Hugh Crane. The new cleaner is now up and running and one months notice has been given to CPS to terminate the hire of their machine. This will now save the Parish Council in the region of £900 per year.

### **Septic Tank**

Following a number of large events having taken place during the summer months at New Road it was agreed by all members to arrange for the septic tank to be emptied. This will also provide an indicator on how often it should then be emptied in the future, it was thought it had last been emptied two years ago.

## **12. PLANNING**

Planning Applications Approved:

Proposed installation of fixed line broadband electronic communications apparatus

06/23/0607/TEL 28 Rosedale Gardens, Belton

06/23/0608/TEL Wensum Way/St Johns Road

06/23/0576/TEL Orwell Crescent

06/23/0577/TEL Opp 48/50 & 40 Rosedale Gardens

06/23/0578/TEL St Georges Road

06/23/0579/TEL 58 Amhurst Gardens

06/23/0580/TEL 34/36 Station Road North

06/23/0298 HH Decoy House, Browston Lane 2 storey extension

TPO Approved:

No.3 of 2023 Woods and on Land South East of Mill Road, Belton

### **13. ALLOTMENT WORKING PARTY & AGM**

It was agreed to hold the Allotment Working Party Meeting on Tuesday 24<sup>th</sup> October, and to hold the allotment AGM on Tuesday 14<sup>th</sup> November, both meetings to be held at New Road Sport & Leisure Centre and will commence at 7.30pm.

### **14. TIME OF PARISH COUNCIL MEETINGS**

It was agreed by all members to change the time so all future Parish Council meetings now start at 7.00pm.

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

The next Parish Council meeting will be on 7<sup>th</sup> November 2023, 7.00pm at New Road Sport & Leisure Centre.

*The main meeting was then closed and incamera item commenced at 8.06pm*

### **16. 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 Employment Matters

### **17. EMPLOYMENT MATTERS**

All employment matters have now been settled with no further action required.

*The meeting was then closed at 8.08pm*