

BELTON WITH BROWSTON

PARISH COUNCIL

CHAIRMAN: PETER NICHOLS VICE CHAIRMAN: MICHAEL GRAYSTONE

**MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 20th NOVEMBER 2018
AT THE NEW ROAD SPORT AND LEISURE CENTRE, BELTON**

IN ATTENDANCE

P. Nichols (Chair), M. Graystone (Vice Chair), Councillors N. Brown, K. Botwright, D. Buckworth, M. Greenacre, L. Hillier, N. Light, L. Staff, H. Williams K. Palmer (Clerk) and four members of the public including County Cllr Grant.

The meeting commenced at 7.30pm

PUBLIC SECTION

-Two members of the public attended the meeting to question the comment made at the previous Parish Council meeting concerning the Wild Duck planning application. Due to the scheduled Parish Council meeting falling on the 16th October the residents felt it had not given them time to be notified about when the matter would be discussed so they could voice their concerns. It was also stated the Norfolk Wildlife Trust report has only just been completed.

It was explained the agent had updated the Council with new information confirming all the requested studies had been undertaken. It was also clarified the Parish Council only submits a comment to GYBC. It is always up to the Borough Council to decide whether to refuse or approve any planning application. Therefore it was advised for the residents to again write in with their objections or to attend the Development Control Meeting where they will be given an opportunity to voice their objections. County Cllr Grant stated he will make sure the application has been called in to be considered by the Committee and not as a delegated decision.

-County Cllr Grant stated Highways have still not given a start date for the Parish Partnership Scheme. Contact details are being sought by Highways for the property owner on Church Lane where the dead trees are. They will be written to once they have been obtained. County Cllr Grant reported he will be submitting a bid to the Great Yarmouth Sustainable Transport Fund to try to fund resurfacing and widening the whole of the New Road cycle path from Stepshort up to the roundabout. He will also look into if the Stepshort pavement can be redressed as it is a very bad state of repair.

With no further business the main meeting commenced at 8.00pm

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Walpole and Newman, and Borough Cllrs Drewitt and Lawn. To accept the apologies Cllr Nichols, Seconded Cllr Graystone. All In Favour.

2. DECLARATIONS OF INTEREST

Burgh Castle Parish Council – Cllr Nichols, Bohemians Football Club - Cllr Buckworth. Also note all Parish Councillors are Trustees of Belton Playing Field Charity. Cllr Nichols -Planning application 06/18/0610/F 11 Berry Close

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 16/10/18 had been prior circulated by the Clerk. With one amendment made to accept as a true and accurate record Proposed Cllr Greenacre, Seconded Cllr Hillier. All In Favour.

4. MATTERS ARISING

-It was reported the mechanical road sweeper is needed to clean The Green and Church Lane. County Cllr Grant stated he would report this.

5. CITIZEN OF THE YEAR

It was agreed to proceed with the award for 2019 and to adhere to the normal rules. The closing date for nominations will be the 11th February 2019.

6. 2018/18 EXTERNAL AUDIT REPORT

The External Auditor report had been received from Littlejohn LLP. As the Council had been selected as part of the 5% sample for an intermediate audit the following issues were raised.

Firstly the Clerk had not signed her signature in the correct box on the AGAR, and secondly the year end bank statements had not been sent to them for the two short term deposits.

To review the effectiveness of the audit and to resolve the matters raised:

The Clerk will ensure she signs her signature in the correct box on the AGAR. Regarding the bank statements it had not been possible to supply statements for these accounts due to both deposits only being for 12 months no bank statements are generated from Lloyds bank therefore this was not possible. However letters from Lloyds confirming the deposits were sent to Littlejohn to replace the lack of a statement.

7. BELTON ALLOTMENTS

The minutes from both the Committee meeting held on 19th October 2018, and the AGM held on the 9th November were both noted.

Cllr Graystone reported a skip will be hired to collect some of the rubbish from the site and will be paid for from the allotments fund. The rents will remain the same, this being £20 for a full plot and £13 for a half plot. New holders will be charged a £25 returnable deposit which will be paid back to them if they decide to vacate their plot so long as it is left in good order and free of rubbish.

8. ADMINISTRATION AND FINANCIAL MATTERS

-It was agreed to part fund the Clerks election training at Upton on the 9th January, the cost being £11.68.

PARISH COUNCIL CURRENT ACCOUNT

CQ	PAYEE/DETAIL	V.A.T	AMOUNT
SO	K. Palmer 1196.91 less pension 69.42, tax 27.80, nic 59.39		£1040.30
1998	HMRC K. Palmer tax 27.80, nic 59.39 employer nic 69.13 D. Skipper tax 67.00, nic .73p		£224.05
1999	D. Skipper wage 708.05, less pension 38.94, tax 67.00, nic 73p plus mileage 53.55		£654.93
2000	Norfolk Pension Fund K. Palmer cont 69.42, Council cont 263.32, D. skipper cont 38.94, Council cont 155.77		£527.45
2001	Garden Guardian- grass cutting	£162.08	£972.47
2002	PKF Littlejohn Accountants- External Audit	£60.00	£360.00
2003	K. Palmer- refund for stamps 27.84 and ink 14.00		£41.84
2004	B. Fotheringham- gardening receipts	£5.99	£35.94
DD	BT- clerks quarterly phone and broadband	£32.04	£192.24
2005	East Coast Waste	£28.50	£171.00
2006	Eventus M. Graystone- payment for Xmas tree from monies held on behalf of group		£120.00
2007	Eventus M. Graystone- payment for Xmas party from monies held on behalf of group		£200.00
2008	M. Graystone- payment for water supplied by resident for community flowerbeds		£10.00
	Total for meeting	£288.61	£4550.22

PAVILION ACCOUNT

CQ	PAYEE/DETAIL	V.A.T	AMOUNT
676	K. Gipson Caretaker wage		£700.79
DD	BT	£10.10	£60.60
677	Oasis – cleaning products	£4.22	£25.34
678	Cooks- roller door blinds service	£46.99	£281.94
DD	Southern Electric	£16.06	£337.45
DD	ESPO- gas	£26.89	£161.36
	Total for meeting	£104.26	£1563.26

	LTSB 1 Year (06-09-19)	LTSB 1 Year (19-01-19)	Council A/C	New Road A/C	Ring fenced Balance
Bank Bal B/F	£30,000.00	£20,000.00	£48,411.78	£10,149.58	£51,262.00
Bank Bal After	£30,000.00	£20,000.00	£45,923.80	£9,519.32	£51,262.00

Paid into New Road £1187

Party x4 £198 Jollytots £231 Judo £245 Beebops £63

BwB Meeting Hire £252 Craft Group £84 Pilates £114

To propose payment for the above sheet Cllr Greenacre, Seconded Cllr Staff. All In Favour.

9. NEW ROAD FIRE RISK ASSESSMENT

The Clerk had circulated to all members a copy of the 2018 Review of the Fire Risk Assessment. With no amendments made the document was approved. Please note a copy of the document will be appended to and does form part of the minutes.

10. COMMUNITY CARETAKER CONTRACT

It was agreed to issue the Community Caretaker a further one year contract. Proposed Cllr Nichols, Seconded Cllr Graystone. All In Favour.

11. 2019/20 PRECEPT

The minutes from the Finance Committee Meeting held on the 5th November 2018 were noted. Following the Finance Committee Meeting the Clerk had circulated the proposed draft precept to all members. After discussion it was agreed to submit the agreed precept to GYBC which contains an increase of 3%. Proposed Cllr Hillier, Seconded Cllr Williamson. All In Favour.

Belton with Browston Precept

2019 To 2020

Non Concurrent Figures

Detail	2018/19 Budget	Actual Spend	Estimated Spend	Estimated	Budget
		First 6 months	Last 6 months	Total Spend	2019/20
Clerks Salary	£14,880	£7,491	£7,491	£14,982	£15,400
Clerk s Pension – Council contribution	£3,120	£1,644	£1,644	£3,288	£3,400
Clerk Employer NI	£850	£449	£449	£898	£950
Insurance – Council Main Policy	£1,200	£1,203	£0	£1,203	£1,250
Stat/Postage	£650	£398	£300	£698	£700
Phone/Fax/Broadband	£700	£306	£306	£712	£740
Membership/Subs	£650	£588	£45	£633	£650
Professional Fees inc auditors & solicitors	£600	£225	£300	£525	£550
Election costs	£0	£0	£0	£0	£0
Training (no budget this year as £300 held in reserves)	£0	£213	£50	£263	£0
Com Caretaker (Inc pension conts & mileage)	£7,410	£4,078	£3,823	£7,901	£8,000
Community Caretaker Pension – Council contribution	£1,740	£874	£874	£1,748	£1,850
Village Maintenance (under budgeted as £600 held in reserves)	£2,800	£1,920	£500	£2,420	£1,820
Skate park – maintenance	£500	£0	£0	£0	£400
CCTV – Service/maintenance	£150	£100	£0	£0	£150
Bell Lane assets – maintenance					
floodlights/new play equip/benches	£500	£345	£0	£345	£400
Social Inclusion (no budget as £1850 is held in reserves) (inc section 137 payments)	£1,200	£200	£0	£0	£0
Sundry inc allot rent & water & repairs	£500	£574	£0	£574	£500
Parish Partnership	£1,000	£0	£0	£0	£1,000
Litter Bin Emptying - GYBC	£250	£216	£0	£216	£230
Grass cutting	£9,700	£6,452	£3,121	£9,573	£9,700
Bland Corner Dyke clearance (due to be carried out January 2020)	£0	£0	£0	£1,000	£1,000
Mortgage	£6,200	£3,100	£3,100	£6,200	£6,200
New Road Fence	£500	£0	£0	£0	£0
Insurance – New Road Policy	£1,100	£952	£0	£952	£1,000
Electric	£1,350	£613	£750	£1,363	£1,450
Gas	£1,500	£697	£800	£1,497	£1,600
Water	£200	£171	£100	£271	£280
New Rd Caretaker	£6,000	£3,438	£3,257	£6,695	£6,900
Telephone/broadband	£500	£380	£288	£668	£570
Advertising	£300	£86	£46	£132	£0
Boiler Service/maintenance	£350	£305	£250	£555	£500
General repairs/maintenance	£1,500	£416	£400	£816	£900
Roller Blind Servicing (twice a year)	£500	£435	£234	£669	£500
Car Park- weedkill & level (£700 from last year held in reserves)	£700	£0	£0	£0	£1,000
PIR System	£0	£0	£0	£0	£620
Misc: equip£9, sundry£8, cleaning/decorating £425 subs£, pro fees£311	£1,800	£753	£700	£1,453	£1,500
Total	£70,900	£38,622	£28,828	£68,250	£71,710
Less New Road Income	£14,000				£14,000
Less Concurrent Function Grant	£12,950				£12,950
Less Council Tax Support Grant	£3,603				£3,215
Total Precept submitted	£40,347				£41,545

For information only the Concurrent function grant is allocated to:

Grass Cutting	£7,500
Community Caretaker	£2,650
Village Upkeep (flower beds, bus shelters, seats, signs)	£500
New Road Caretaker	£2,300
Total Concurrent Fund	£12,950

12. PLANNING

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

06/18/0556/F

12 Bracon Rd, Belton

Two storey side extension

06/18/0606/F

1 The Staithe, Belton

Extension to front of bungalow

06/18/0610/F

11 Berry Close, Belton

Single storey extension

06/18/0592/F 12 Dashwood Close, Belton Storage unit/shed

Applications Granted:

06/18/0467/F 7 Amhurst Gardens, Belton Sun room extension
06/18/0542/F The Hideaway, Bure Close, Belton Pitch roof over garage

13. PORTFOLIOS

Cllr Botwright- supplied the Clerk with a map showing the hedgerows in need of being cut back on Beccles Road. These being between Pansy Villa and the cross roads.

Cllr Staff- reported more on going problems with Tesco lorries delivering during school drop off & pick up times.

Cllr Light- Suggested the option of the Parish Council creating a Facebook page to advertise notifications and Meeting agendas. After some discussion into the advantages and disadvantages it was agreed to make it an agenda item at the January meeting to be discussed in full.

Cllr Greenacre- Reported there had been a problem over the weekend with footballers leaving the function room toilets in a terrible condition. The Chairman stated he was aware of the matter and had spoken to the Caretaker. The matter will be discussed at the next Management meeting.

It was agreed to try and organise the next Management meeting for Tuesday 4th December at 7pm.

Cllr Graystone- Suggested it would be a good idea to install some short posts around the village sign to prevent vehicles from being parked on the grass verge. A quote for £300 has been received from Devonshire Crafts to repaint the Village Sign. It was agreed to make this an agenda item at the December meeting. A second quote can be obtained from Mark Bernstein.

Cllr Graystone suggested the possibility of the Council purchasing a spray weedkiller to tackle the various passageways in the village. It was generally felt this would be a good idea however legal advice would be needed due to spraying in public areas. Also would a license would be needed. It was agreed to make this an agenda item at the February meeting.

It was reported there is still a problem with Himalayan Balsam weed which seems to originate from the Wild Duck Holiday Park. It was agreed to report this to the Inspectors at both Highways and the Drainage Board so it can be investigated.

County Cllr Grant reported he will be looking into setting up another community event soon.

With no further business the meeting was closed at 8.56pm