

Belton with Browston Parish Council Meeting

CHAIR: DAVID MILLS

Minutes from the Parish Council meeting held on 2nd December 2025 At New Road Sport & Leisure Centre

IN ATTENDANCE: C. Gay (Chair), K. Barber, S. Neal, J. Minnis, K. Comer, J. Harrower, J. Riseborough, N. Light, A. Myers, and K. Ruddock (Parish Clerk).

The meeting commenced at 7.00pm

1. ELECTION OF CHAIR

Cllr Light proposed Cllr Minnis as Chair for this meeting. Cllr Minnis declined to accept the position.

Cllr Barber proposed Cllr Riseborough as Chair for this meeting. Cllr Riseborough declined to accept the position.

Cllr Light proposed Cllr Gay as Chair for this meeting. Cllr Gay confirmed she would be willing to accept the position. Seconded Cllr Riseborough. All in Favour.

PUBLIC SECTION

There was no public section.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Mills and Cllr Greenacre.

3. DECLARATIONS OF INTEREST

All Parish Councillors are Trustees of Belton Playing Field Charity.

Cllr Greenacre – Burgh Castle Parish Council and Belton Poorlands Charity.

Cllr Myers – Norfolk Association of Local Councils

4. COUNCILLOR RESIGNATION

The Clerk reported a letter of resignation had been received from Cllr Cox.

5. COUNCILLOR CO-OPTION

Prior to the meeting the Clerk had circulated to all members a letter from Mr Adrian Myers expressing an interest at being co-opted onto the Parish Council.

Cllr Harrower proposed to co-opt Mr Myers onto the Council, seconded Cllr Barber. All in Favour.

6. MINUTES

Minutes from the meeting held on 04/11/25 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record, proposed Riseborough, seconded Cllr Neal. All in Favour

7. MATTERS ARISING

There were no matters arising.

8. BOROUGH & COUNTY COUNCILLOR REPORTS

There were no reports.

9. VILLAGE MAINTENANCE

Church Lane – Request for mirrors to be installed outside of the entrance to the allotments

The Clerk reported the Highways Engineer has confirmed they are prohibited from authorising anything on the highway boundary that is outside the specified list, such as bus shelters benches etc. In the case of mirrors these are seen as having safety implications, so I can not agree to them. We are supposed to remove these when brought to our attention/discovered on routine inspections. Given the allotment exit in Belton is on the concave side of a bend maybe a solution here would be to undertake works to create a better visibility splay but cutting back the hedge growth to the north side, this should really be behind the sign below. The Clerk added she had replied to the Officer to ask can they write to the land owner of the field on the other side of the lane to ask they cut back that side of the verge which is now very over grown.

Church Lane – Dead Trees/branches

The Clerk reported she had emailed the Highways Engineer last month to ask for an update on the dead trees opposite number 28/29 Church Lane. The trees are located on privately owned land, the Engineer said Highways would write to the land owner to ask that the dead trees and branches are removed/cut back.

Sandy Lane Dyke – Dead Tree

Cllr Barber reported a tree has fallen down into the dyke behind the houses on Station Road South and Sandy Lane. The tree is now holding up a lot of water, the dyke drains all the houses from Rectory towards Sandy Lane it also takes water from the roads. After some discussion it was agreed to ask the Caretakers to remove the tree from the dyke as the land owner is unknown. The same type of work had been undertaken by the caretakers a couple of years ago on this section of the dyke.

Bell Lane

The Clerk reported she had received been contacted by a resident about the condition of the road/footpath on Bell Lane between the Compass Centre and the playing field. In recent weeks, the use of GY Services vehicles to empty bins on the park has made this section of footpath on Bell Lane very slippery due to mud and leaves being left spread across the pathway. It was therefore agreed for the Clerk to contact GY Services to ask for the mechanical sweeper to be deployed to clean the road/path and to also ask that vehicles are not to be driven along this section of road/path when emptying the litter bins in the future. The Clerk reported the Christmas tree had been ordered, thanks was given to Cllrs Barber and Riseborough for collecting and helping to install it.

10. PLANNING

06/25/0746/TRE Wild Duck Caravan Park Howards Common Belton

Works to trees protected by (TPO No.10 2013) - T1 (Common alder) - Fell to ground level; T2 (Silver birch) - Fell to ground level; T3 (Silver birch) - Fell to ground level; T4 (Pedunculate oak) - Remove two branches. All works proposed to facilitate crane access for collapsed culvert repairs. It was agreed by all members to object to the application above. It was felt trees protected by TPO's should not be felled to undertake repairs, alternative options should be explored instead of using a crane to access the culvert.

Applications Withdrawn:**06/25/0708/PAD Greenfields Nursery, Cherry Lane, Browston**

Prior Approval: Change of use of existing agricultural building to create 1no. 2-bedroom dwelling

Applications Approved:**06/22/0489/F Acorn Meadows, Cherry Lane, Browston**

Retention of a static caravan for use as a shelter in relation to management of the associated surrounding land for livestock (for a temporary period of 5 years)

06/25/0745/HH 11 The Naze, Belton

Removal of conservatory; Erection of single-storey front and side extensions; Solar panels to roof; Installation of dropped kerb and parking space off Deben Drive.

11. ADMINISTRATION & FINANCIAL MATTERS

	PAYEE/DETAIL	V.A.T	AMOUNT
DD	BT – broadband /tele	£23.20	£139.22
DD	Lloyds Bank Charges		£4.25
DD	Instant Ink	£2.25	£13.49
DD	Biffa – New Road refuge collections	£15.69	£94.13
DD	SSE – Electric	£73.85	£433.40
DD	SSE - Gas	£8.81	£241.05
DD	Microsoft 365	£1.20	£10.21
BACS	Employment		£5665.53
BACS	K. Gipson – refund: New Road items 186.87	£27.26	£183.87
BACS	K. Ruddock – 2026 diaries	£1.10	£3.58
BACS	L. Carway – returnable deposit for allotment		£50.00
BACS	Three Counties Pest Control		£200.00
	Total	£153.36	£7,038.73

Income:***New Road Hire £1405.57******Allotments £520******Bell Lane Charity £74.60******Belton Poorlands £59.43***

	Council A/C
Lloyds Fixed Term Deposit	£40,000.00
Lloyds Instant Access Account	£45,000.00
Lloyds Current Account	£ 9,112.44
Total Bank Balance after payments	£94,112.44

To propose the above sheet for payment Cllr Harrower, seconded Cllr Comer. All in Favour.

12. VILLAGE SIGN & MEMORIAL BENCH FLOWERBED

Village Sign Repair

The Clerk reported she had received one estimate from Mr Peter Mayhew totalling £120 to repair the sign. It is expected a second estimate will follow from Lowestoft Men's Shed

Memorial Bench Flowerbed

The Clerk reported Cllr Harrower has kindly agreed to look after and maintain the flowerbed around the bench and Belton village sign.

13. VILLAGE WEBSITE

At the beginning of this item Cllr Myers declared an interest in this matter due to his position as County Officer at Norfolk ALC.

The Clerk reported a further email had been received from Mr Richmond asking if the Parish Council would consider awarding him a grant of £263.87 to cover this years website hosting fees for the Belton village website that he has already paid.

After some discussion Cllr Riseborough proposed to decline the grant funding request, seconded Cllr Light. The vote was then taken. Yes in agreement: 3, Not in agreement: 4, Abstain: 1.

Cllr Gay proposed as a good will gesture to award a grant of £80, seconded Cllr Neal. The vote was then taken. Yes in agreement: 4, Not in agreement: 3, Abstain: 1. Carried.

The Clerk reported she had been advised by the IT Officer at Norfolk ALC that there are two options that the Parish Council can consider concerning the future of the Village website.

<https://beltonandbrowston.com/>

Option 1. The content of the site can be moved to the parish council website, you can use the export option in the Wordpress admin dashboard and then import option on the parish council website.

This would create pages to match the village website on the parish council website. It is unlikely to bring to any of the navigation menu across, so this would likely have to be recreated manually, by adding links in the navigation bar to all the newly imported pages.

Option 2. If you are looking to keep the website separate, with a separate domain name, then the whole site could be copied across as is.

If you were to go with this option of a completely separate website, there would be an additional fee as this would be a separate hosting and for the domain registration.

Annual hosting, £45+VAT, this is a discount on a standard fee as is a second account for the same council. Domain renewal, if you stick with the .com domain, the annual registration fee would be £20+VAT per. It is possible that you have already paid for the same, in which case we may be able to transfer the domain and use the existing paid period, (total: £65 +VAT per year).

After some discussion it was agreed to proceed with the first option to move the content onto the Parish Council website. Proposed Cllr riseborough, seconded Cllr Gay. All in Favour.

14. NEW ROAD

CCTV camera - upgrade

Cllr Light reported some of the CCTV cameras are in need of being upgraded. Aside from the main dome camera the remaining 3 all produce very poor quality night time footage, photos showing this were circulated to all members.

It was agreed to obtain prices with a view to upgrade the three cameras, and to possibly relocate one camera to the far end of the building so it covers the storage containers and toilet block.

Car park standing - water/potholes

Cllr Light circulated to all members photos showing large puddles in the car park after heavy rainfall. Cllr Light expressed concern about the condition of the car park since it had been scraped earlier in the year, and highlighted the importance of keeping up to date with repairing pot holes. Cllr Comer reported he had taken a look at the car park and thought the puddles are forming in

certain places due to the land being slightly lower in some parts compared to others. The only way to properly address this would be to tarmac the whole of the car park however this would not be possible due to the cost involved.

Cllr Light asked Cllr Councillor Comer if he felt the water forming in the car park as shown in the photos was acceptable? Cllr Comer replied yes. Cllr Light asked the Clerk to record this statement in the minutes of the meeting. The Clerk reported a number of pot holes have now been filled in by the caretaker in the main car park. Cllr Riseborough added it may be possible that by adding the hardcore track in the overspill car park it has slowed the natural drainage down.

Cllr Myers suggested the caretakers raise a section of the problem area in car park where the large puddles are forming using the rubble on site, this area can then be monitored to determine if it resolves the problem. This was agreed by the majority.

15. LOCAL GOVERNMENT REORGANISATION

Cllr Myers reported the statutory consultation will be open till January 11th 2026 and anybody can complete it. The consultation seeks views on the proposals that the Ministry of Housing Communities and Local Government has received following the Secretary of State's invitation to councils in Norfolk and Suffolk to submit proposals for unitary local government for their areas. The three proposals for Norfolk were made by councils and cover the whole of the county, there are similar proposals for Suffolk.

Norfolk County Council proposed one unitary council across the whole of the area of Norfolk. South Norfolk District Council proposed 2 unitary councils across the whole of the area of Norfolk. The remaining six local councils including Great Yarmouth Borough Council all agreed on and proposed 3 unitary councils across the whole of the area of Norfolk.

The link to the consultation is - <https://consult.communities.gov.uk/local-government-reorganisation/norfolk-suffolk/>

It was agreed the parish council will complete both the government consultation and the shortened survey which has been produced by Nalc. The Council will need to submit a collective view when answering each question. It was agreed to defer competing both the consultation and survey until the next meeting to allow councillors the opportunity to read through the questions and information which Nalc have collated on all three proposals.

16. TIME & DATE OF NEXT MEETING

Tuesday 6th January, 7.00pm at New Road Sport & Leisure Centre

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 employee appraisals.

18. EMPLOYEE APPRAISALS

Cllrs Gay and Minnis reported they had undertaken the employee appraisals with the Clerk and both Caretakers. A number of issues had been discussed with the main outcome being the Parish Council needs to create more structure for the Caretakers when undertaking grass cutting/strimming and village maintenance work.

It was therefore agreed the Parish Council will create a new Personnel Sub Committee. The Personnel Sub Committee will firstly update the caretakers job specifications and will then create a structure for grass cutting, strimming and village maintenance jobs.

With no further business the meeting was closed at 8.51pm