

**Belton with Browston**  
**Annual Parish Council Meeting**

**CHAIR: JASON RISEBOROUGH      VICE CHAIR: ADRIAN MYERS**  
**Minutes from the Parish Council meeting held on 5th May 2026**  
**at New Road Sport & Leisure Centre**

**IN ATTENDANCE**

Parish Councillors J. Riseborough (Chairman) A. Myers (Vice Chair), N. Light , M. Greenacre, K. Barber, S. Neal, K. Comer, D. Cook, K. Ruddock (Parish Clerk) and three members of the public.

*The meeting commenced at 7.53pm*

**1. ELECTION OF CHAIRMAN**

Cllr Barber proposed Cllr Riseborough as Chairman, Seconded Cllr Myers All in Favour. Cllr Riseborough confirmed he would be willing to accept the position, the acceptance of office form was duly signed.

**2. ELECTION OF VICE CHAIR**

Cllr Barber proposed Cllr Myers as Vice Chairman, seconded Cllr Cook. All in Favour. Cllr Myers confirmed he would be willing to accept the position. The acceptance of office form was duly signed

**PUBLIC SECTION**

A member of the public raised the issue of cross pavement parking for electric vehicles. It was agreed this matter will be raised with the new County Cllr.

*With no further business the main meeting commenced at 7.58pm*

**3. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Borough Cllrs Carpenter and Murray-Smith.

**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 with online access were confirmed as Cllr Riseborough, Cllr Comer and Light

Proposed en bloc Cllr Greenacre, seconded Cllr Myers. All in Favour.

**5. CONFIRMATION OF COMMITTEES**

The following committees were confirmed and agreed by all members:

New Road Management – Cllrs Comer, Light, Myers, Greenacre, Barber, Neal

Finance – Light, Greenacre, Riseborough, Sue, Cook

Allotments - Riseborough, Barber, Comer

Human Resources – Greenacre, Neal, Comer

Personnel – Riseborough, Myers, Light

**6. STANDING ORDERS/FINANCIAL REGULATIONS**

It was agreed to readopt the Parish Council's Standing Orders and Finance Regulations.

Proposed Cllr Comer, seconded Cllr Greenacre. All in Favour.

## **7. DECLARATIONS OF INTEREST**

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

Please note all Parish Councillors are also Trustees for the Poor's Allotment and Bell Lane Charity. Agenda item 15 – 06/0195/PAD – Cllr Riseborough

## **8. MINUTES FROM LAST MEETING**

Minutes from the meeting held on 07/04/25 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 Neal. All in Favour.

## **9. MATTERS ARISING**

NCC Highways Engineer update on Traffic Regulation Orders

*Parking restrictions require a TRO, essentially these can cover a wide (multiple sites) area or a small area and the cost is roughly the same at around 9 to 11 thousand pounds.*

*The issue is enforcement, restrictions are only as good as the enforcement which in this case is undertaken by the GYBC parking enforcement team, so they would need consulting, and I would need to approve any proposals.*

After discussion it was generally agreed all future parking issues need to be reported directly to the the Parking Enforcement Team at the time the problem occurs.

Vehicles on New Road Field

Cllr Light reported vehicles are still being driven on the field when other hirers are on site.

It was agreed for the Clerk to add that this is not permitted into the hirers terms and conditions of hire. It was agreed either the Chairman or Cllr Comer will speak to both Football Clubs about this matter.

## **10. NEW ROAD, BELL LANE FIELD, CHURCHYARD**

### **Advertising Boards**

Cllr Light reported he had been informed that the Bohemians FC are currently charging over £100 per advertising board. The Parish Council should now be charging a fee to the football clubs for each advertising board which is fixed to the fencing at New Road. This income can then be reinvested to help pay for the ongoing car park maintenance and also on any repairs needed to the overspill car park fence. Cllr Light proposed to charge both clubs annually £30 per bay commencing from 1<sup>st</sup> September 2026, seconded Cllr Greenacre. In Favour Yes:7, No:1. Carried.

### **Grass cutting**

The Chairman reported, as had been agreed, strimming has been greatly reduced at all three sites since the beginning of April this year.

The Churchyard and Bell Lane have only been strimmed once and New Road twice so far this year. The Community Pay Back Scheme are working in the Churchyard for 4 hours every four weeks. Moving forward it was agreed there now needs to be some clarity about what work is undertaken by the Parish Council in the Churchyard taking into account the work undertaken by the Payback Scheme. It is understood currently the group are primarily focusing on strimming the perimeter of the Churchyard, however how much is completed depends on how many people are working during any specific session.

It was therefore agreed for the Chairman along with Cllr Barber and the Clerk will attend a meeting with the Church Warden and member of the PCC to discuss grass cutting and strimming, and will report back at the next parish council meeting.

## Grass Mowers

It was agreed Cllr Light will take a look at the small mower as GDC have reported there is currently a 3 week wait for any servicing/repairs.

It was agreed for the Clerk to contact Ben Burgess to arrange for them to take a look at the main mowers deck which is not lifting properly.

## 11. ADMINISTRATION & FINANCIAL MATTERS

|      | PAYEE/DETAIL                                                                          | V.A.T   | AMOUNT     |
|------|---------------------------------------------------------------------------------------|---------|------------|
| DD   | Amazon – key safe                                                                     | £10.50  | £52.48     |
| DD   | QD – keys cut                                                                         |         | £22.00     |
| DD   | Morrisons – petrol for mower                                                          | £9.20   | £54.58     |
| DD   | BT – broadband /tele                                                                  | £19.94  | £119.65    |
| DD   | Lloyds Bank Charges                                                                   |         | £4.25      |
| DD   | PWLB – New Road mortgage                                                              |         | £3100.03   |
| DD   | Instant Ink                                                                           | £1.08   | £6.49      |
| DD   | Biffa Bin                                                                             | £17.85  | £107.09    |
| DD   | SSE - electric                                                                        | £69.53  | £417.20    |
| DD   | SSE - gas                                                                             | £18.35  | £385.42    |
| DD   | Microsoft 365                                                                         | £1.20   | £10.21     |
| BACS | Employment                                                                            |         | £4823.21   |
| BACS | K. Ruddock – refund New Road cleaning items                                           |         | £26.25     |
| BACS | S. Robinson – refund New Road returnable deposit                                      |         | £25.00     |
| BACS | A. Lee- Yousef – refund New Road returnable deposit                                   |         | £25.00     |
| BACS | K. Philbin – refund New Road returnable deposit                                       |         | £25.00     |
| BACS | H. Bond – refund New Road returnable deposit                                          |         | £25.00     |
| BACS | RMS Cleaning Solutions deep cleans followed by weekly regular cleans of New Rd centre | 112.00  | £672.00    |
| BACS | D. Cooper – Internal Auditor                                                          |         | £225.00    |
| BACS | Norfolk ALC – annual subscription                                                     |         | £766.87    |
| BACS | Clear Councils – insurance policy                                                     |         | £2391.34   |
|      | Total                                                                                 | £259.65 | £13,284.07 |

**Income: New Road Hire £917.00**

HMRC VAT refund £709.71

GYBC Precept £46,634.00

|                                   | Council A/C |
|-----------------------------------|-------------|
| Lloyds Instant Access Account     | £ 60,000.00 |
| Lloyds Short Term Investment      | £ 40,000.00 |
| Lloyds Current Account            | £ 4,068.62  |
| Total Bank Balance after payments | £104,068.62 |

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

It was agreed to proceed with the following quotations, proposed Cllr Comer, seconded Cllr Greenacre. All in Favour.

PHS QUOTATION £430.32 per year for 3 years freq every 8 weeks

PARISH COUNCIL INSURANCE POLICY QUOTATION £2391.34

## **12. 2025/26 YEAR END ACCOUNTS**

The Clerk had circulated to all members prior to the meeting a copy of the 2026 year end documents which included the receipts and payments report, bank reconciliation, budget to spend report and updated reserves account.

To accept all reports enbloc proposed Cllr Neil, seconded Cllr Greenacre. All in Favour.

Please note a copy of these reports are appended to and do form part of the minutes.

Cllr Myers asked for it to be noted in the minutes that the Clerk had done a superb job in completing this year end accounts.

## **13. INTERNAL AUDIT REPORT**

The Clerk read through the Internal Audit report produced by Mr D. Cooper. The audit rating for the year 2025/26 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**

Prior to the meeting the Clerk had circulated the 2025/26 AGAR to all members.

Councillors approved the annual governance statements by answering yes to all relevant questions. The accounting statements were then presented for approval which were agreed and approved by all members. To propose approval for both the accounting statements and the governance statements en bloc, proposed Cllr Myers, seconded Cllr Barber. All in Favour. (Date of electors rights runs from Wednesday 3<sup>rd</sup> June until Tuesday 14<sup>th</sup> July 2026.)

## **15. PLANNING**

06/26/0125/EU Farewell Hales Stepshort Belton

Application for a Certificate of Lawful Existing Development for a single-storey garden room incidental to the enjoyment of the dwelling house

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

06/26/0248/HH Shenleigh Stepshort Belton

Single storey side and rear extensions and tile hanging on front elevation of house changed to composite weatherboarding. Shenleigh Stepshort Belton

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

06/26/0278/TRE Ashmar House Farman Close Belton

Works to trees protected by Tree Preservation Order (TPO No. 3 2010) - Group G1 (2 x Beech) - Fell both trees: (T1 in decline with fungus at base) and (T2 - dead) and replace with 2 No. ornamental hawthorn or sorbus in rear garden.

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

06/0195/PAD Greenfields Cherry Lane Browston

2-bedroom residential dwelling comprising of two double bedrooms (one with en-suite), bathroom and an open plan kitchen and living space, with associated detached garage, garden and parking

It was agreed to object to the above planning application. The location of the proposed dwelling is outside of the neighbourhood plan development area. The village of Browston is defined as a “Tertiary Village” where there is limited local services and facilities. The site has a lack of safe pedestrian access to local amenities and “Cherry Lane” is considered to be inadequate to serve the development.

(Cllr Riseborough declared an interest and abstained from commenting on this application)

Comments submitted to GYBC prior to the meeting:

06/26/0225/HH 48 Amhurst Gardens, Belton Proposed first floor rear extension over existing single storey extension

Belton with Browston Parish Council would like to submit no objections subject to neighbours comments for the above application.

Application Discharge of Conditions – Partially Discharged

06/26/0167/CD Hall Farm, Pipistrelle Barn Beccles Road Belton

Discharge of Condition 4 of pp. 06/23/0250/HH (Details including location, acoustic specifications and any specific measures to control equipment noise in relation to plant/machinery/ventilation/air conditioning/heating/extraction equipment) - Submission of Noise Impact Assessment Report.

Tree Preservation Order – Approved

TPO 16 of 2025 Land between Jaywood & Beechurst, St Johns Road and land at the Kings Head P.H. Belton

**16. TIMES & DATE OF NEXT MEETING**

Tuesday 2<sup>nd</sup> June, 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 caretaker vacancy.

**18. CARETAKER VACANCY**

The appointment of Mr Mark Stephenson was confirmed.

In line with Norfolk alc model contract of employment a six month probationary period has been included. The hourly rate will be increased by 50p per hour as from the 1<sup>st</sup> May which was agreed by all members.

*With no further business the meeting was closed at 8.49pm.*