

<b>BELTON with BROWSTON PARISH COUNCIL</b>  <i>Parish Clerk</i> <b>Stephen Williamson Tel: 01493 789422</b>	<i>Chair:</i> <b>John Rudrum</b>  <i>Vice Chair:</i> <b>Barbara Clark</b>	<b>MINUTES OF PARISH MEETINGS</b>  <b>2009 - 2010</b>
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**MINUTES OF THE PARISH COUNCIL MEETING**

**TUESDAY 19<sup>th</sup> MAY 2009 - JOHN GREEN INSTITUTE**

**IN ATTENDANCE**

J. Rudrum (chair), B. Clark (vice chair). Councillors: M. Greenacre, E. Myhill, P. Roberts, M. Scott, B. Swan, B. Watts. Mr. S. Williamson (Clerk) and four members of the public.

*The meeting commenced at 7.30 p.m.*

**PUBLIC SECTION**

Three members of the public were present in regards to the planning issue (change of use) relating to Decoy Farm Browston. Cllr. Greenacre informed them that following conversation the day after the meeting when this had been discussed, the plans had been 'called in' by Borough Councillor M. Thompson, and were under discussion that very evening at the Town Hall. The Clerk also confirmed that, as requested, letters had been written to the applicants. Cllr. Greenacre also stated that Borough Councillor Thompson may visit the meeting that evening, dependant on the time taken at the Borough meeting. A lengthy debate followed, led by Cllr. Greenacre, but with contributions from the Chair, Clerk and other Councillors, it appearing that the residents were convinced that this was a 'back door' method of obtaining permission and had been expecting to put questions to the applicant that evening. It was explained that once called in the issue was effectively out of Parish Council hands, and the residents were again reminded that the Parish were not the planning authority. The Chairman eventually called an end to the debate, and the residents left the meeting, apparently satisfied. Mr. Jenner, the only other member of public present had nothing to contribute to the meeting, however he was assured that a letter had gone to Anglian Water, and promised a telephone call on receipt of response.

*The Meeting proper commenced at 7.52 p.m.*

**1: RESIGNATION**

The Clerk informed Council that Mr. R. Fiorentini wished to resign from the Parish Council, but that his resignation had gone (e-mail) to the former Chairman (Mr. Scott) after the APCM. The Clerk stated that Mr. Fiorentini had been informed of this and asked to re-submit resignation by letter form to the current Chairman, but that, to date, had not been received. Anticipating that Council would not wish a long delay (next meeting cancelled), the Clerk stated he had spoken that day with the Borough Council who had suggested that Parish Council voted to accept the resignation on receipt of such letter, so that the legal process of advertising for a replacement could proceed as soon as possible. So Moved: Cllr. Swan, Seconded Cllr. Greenacre. All In Favour.

<b>2:</b>	<b>APOLOGIES FOR ABSENCE</b>
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Cllrs. Nichols (Borough Meeting - late), Cornish (School Business), Fuller (Holiday), Wells (Work Commitments). Apologies also received from Borough Councillors B. Stone and M. Thompson, plus County Councillor B. Walker. Cllr. Fiorentini absent. To accept apologies: Proposed Cllr. Swan, Seconded Cllr. Myhill. All In Favour

<b>3:</b>	<b>DECLARATIONS OF INTEREST</b>
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School Governors/Children's Centre - Cllr. Greenacre. JGI Trustees - Cllrs. Clark, Fuller (PC Rep), Nichols and Rudrum. Village Events - Cllr. Greenacre. Community website/Village Voice - Cllrs Rudrum, Scott, Swan & Watts (personal interest). Friends of JGI - Cllrs. Fuller & Swan. Waveney Extended Learning Centre (Personal) Cllrs. Scott, Nichols, Greenacre & Cornish. Also noted that all Parish Councillors are Trustees of Belton Playing Field & sit with dispensation from the Standards Board. *(Mr. Wells - Dispensation applied for)*

<b>4:</b>	<b>MINUTES OF LAST MEETING</b>
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The Minutes of the meeting held on 7<sup>th</sup> May had been prior circulated. Several amendments (mainly in named Proposals) were noted and agreed, after which Cllr. Greenacre Proposed that the Minutes be accepted as a true and accurate record. Seconded Cllr. Clark. All In Favour. The Chairman duly signed the Minutes.

<b>5:</b>	<b>MATTERS ARISING</b>
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The Clerk informed that after considerable enquiry the correct department at GYBC had been located to check actual ownership of Town Pit, he awaited response and had e-mailed the resident interested in purchasing. The Clerk informed that letters had gone to NCC (contribution to teenage shelter), Anglian Water, First Bus, so far without any response, also that the John Youngs cheque had now been sent, this immediately on invoice receipt. Council were also informed that the Brownies did have access to water at Moorlands School, and that St. Johns Ambulance should not in fact be meeting at the Waveney site.

<b>6:</b>	<b>CHAIRMAN/CLERK REPORTS</b>
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The Chairman reported that he had contacted Adshel with regards to the bus shelter damage (Kings Head) The Clerk reported that all invitation letters had gone to local groups and individuals in relation to the forthcoming Annual Parish Meeting, and handed material for notice boards to the Chairman. The Clerk further reported that arrangements for recipients of Citizen of the Year awards were well in hand.

<b>7:</b>	<b>VAT &amp; ACCOUNTS: 2007-8 &amp; 2009-9</b>
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The following report was submitted and copied to Councillors:  
**Accounts 2007/8 & 2008/9**  
**VAT** - 8 returns sent on 14th April 2009 totalling, 2007/8 £2184.39 and 2008/9 for £2827.29  
**GYBC Investment** - We are claiming unpaid interest (their errors which are accepted) for 2007/8 of £911.65 and 2008/9 of £996.26  
**Calor** - They have agreed to reissue the award cheque of £500.00 from 2007 which was lost when returned to them to have payee name corrected.  
**Chairman's £300.00 float** - This is being repaid into current account

Now down to just 2 payment queries that we hope to resolve in the next few days from 2 sheets of A4.

Accounts for 2 years will be going to internal Audit (Savilles) on Thursday 28th May and we hope to have the full documentation back by the June 16th meeting or at worst the July 2nd meeting

**Lloyds**

**TSB**

We have all necessary bank mandate forms and account closure documents & hope to lodge this week

**Recommendations**

1) That we close Bank account 1303575 with a balance of £180.53 by transfer to current account.

- 2) that the 3 remaining accounts are put on an identical bank mandate of any 2 from 4, being chairman, Vice chair, Financial portfolio holder plus one ( Councillors Rudrum, Clark, Swan and Nicholls)  
 3) That the following letter be sent, as a holding correspondence to The external auditor as soon as possible signed by Councillors Scott & Rudrum (as the two chairmen) and the clerk.

*"Dear Sirs,*

*To keep you informed I am advising that our accounts 2008/9 and the over due year 2007/8 are both going into Iain Devine of Saville & Co. Accountants in Gorleston (our internal auditors) this week.*

*By resolution the PC has asked us to apologise for the delay in year 2007/8. As you are aware our Clerk left the Council & as a result of possible action against us under employment law- we were advised that any contact with her would be deemed " harassment". Our new Clerk has therefore had to derive much information all over again. Further complications arose when the Council had to leave its offices at very short notice due to rebuilding of the rear of the Institute Hall. No action was ever taken by our previous Clerk.*

*We are now back on track & 08/09 should be with you "on time" accompanied by the previous year.*

*We apologise once again for this problem & thank you for your assistance."*

<b>For</b>	<b>Information</b>
1) Our hypothecated (allocated) reserves at 31st March 2009 are as follows	
£ 5000.00 - Skateboard park site	
£17000.00 - Community centre (Waveney site)	
£25000.00 - Self insurance/capital items	replacement.
£ 6116.00 - New Road Field development.	

2) Balances 31st March 2009

Cash	£325.00
Current Account	£ 9409.38
Flexible account	£38799.26
Instant Access	£ 180.53
GYBC £30000.00 (at 1.1% for 3 months on 7 days notice)	
Due at that date GYBC Interest (as above)	£1907.91/Calor £500.00/VAT £5011.68/Allotment rents £155.00
<i>(Omitted awaiting information)</i>	
Expenses that would normally have been paid by 31st March 2009	Audit 2007/8 National Audit fee £440.00
(estimate from previous)	
Savills internal audit fee £165.00 (estimate from previous)	
This gives a net balance at 31st March 2009 of	£85683.78

3) Councillor Scott advises that he has seen a NALC document that indicates that the ONLY way we can pay our bills at present is by cheque.

Cllr. Swan Moved, Seconded, Cllr. Scott that the report be accepted and recommendations approved, including the sending of the letter to National Audit. Cllr. Scott also requested that the grateful thanks of Council be extended to Cllr. Swan for his hard work on getting the accounts to audit stage. All In Favour.

<b>8:</b>	<b>OTHER FINANCIAL MATTERS &amp; PAYMENTS</b>
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For the purposes of Minutes, Council agreed action to add, remove and amend signatures as appropriate from the bank accounts so that the same signatories were registered on each account, namely John Rudrum, Barbara Clark, Peter Nichols and Brian Swan. Proposed Cllr. Scott, Seconded Cllr. Roberts. All In Favour

The accounts due for settlement were presented. The Clerk pointed out that amounts to himself, Mrs Skoyles and B. Rose included backdated pay rises, the cheque in favour of A.B. Williamson was the half cost of printer repair (half also Reedham) which had been settled on the joint credit card run by the Clerk and his father.

Chq. No	Payee + detail	VAT	Amount
857	JGI (Youth Club £41.46/BT £38.95/Broadband £16.71)		£97.12
858	Allianz (Insurance renewal for 09/10)		£1,262.13
859	Mrs Skoyles (including April increase backdated)		£141.82
860	S.A. Williamson (Pay plus April backdate = £765.99 - 22% = 597.47/ Allowance = 25.00/Expenses 36.48)	£3.13	£658.95
861	A.B. Williamson (Refund half share of Printer Repair cost)	£5.70	£43.70
862	EETeC (Sandra Jarvis May Account)		£400.00
863	Garden Guardian (Monthly account)	£105.27	£807.05
864	Staples (Stationery)	£20.55	£157.56
865	Barry Rose (Caretaker) (including April increase backdated)		£437.74

<b>TOTAL £4,006.07</b>	Proposed for payment: Cllr. Swan, Seconded: Cllr. Myhill. All In Favour
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<b>MONEY RECEIVED</b>	The Clerk reported that no banking had taken place since the last meeting
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*At this stage Cllr. Nichols arrived at the meeting (8.27 pm)*

<b>9:</b>	<b>NEW ROAD FIELD</b>
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A brief verbal report was given relating to the first publicity photo-shoot that had taken place the previous Friday at the site of the new pavilion, the Chairman informed Council that he had been asked for a 'one line' comment, and this had been cleared. The Clerk asked that it be Minuted that clearance forms (under 18) and signatures of others had been correctly administered. There was concern over recent press reports with (particularly) the Great Yarmouth Mercury not using authorised wording in their features. Council agreed that a letter expressing concern be sent to the editor (Anne Edwards). All approved by those present without formal vote

<b>10:</b>	<b>PLANNING</b>
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<b>06/09/0302/F</b>	<b>Williams. Waveney Cottage. Roof extension providing two bedrooms</b>
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Cllr. Greenacre stated there were no major alterations to the previously submitted plans, and recommended that Council registered "no objection, subject to responses from neighbours" Seconded Cllr. Rudrum. All In Favour. The Clerk informed Council of the Norfolk Planning Conference 2009, and also read part of the recently received letter from GYBC relating to the way planning applications were publicised.

11:

#### PORTFOLIO REPORTS

**Cllr. Roberts** informed Council that she had heard reports of a person on a motorbike causing damage to cars with a hammer. Cllr. Greenacre stated she would report this to police.

**Cllr. Clark** reminded Councillors that prizes for the APM raffle were needed, she also informed and invited Councillors to an informal meeting to be held in the JGI Green Room on Wednesday 3<sup>rd</sup> June (7.30 pm) to discuss portfolios, responsibilities and any changes for the future, also to discuss a possible new members pack.

**Cllr. Rudrum** informed Council that Adshel had visited the damaged bus shelter

**Cllr. Scott** informed of a 'Soft Road' incident where a rider of an off road bike had injured a dog being walked by its owner, the police had been informed but evidence was needed, he asked that Councillors kept their eyes open with regards to this incident, adding that he believed there had also been 'near misses'

12:

#### YOUTH MATTERS

Cllr. Myhill reported that County Councillor Brian Walker had enquired at County Hall and that she had heard the previous day from Ian French who wished to meet with her and Jeff Leake. Cllr. Myhill did not know what this meeting was about but was inclined to see what they had to say, she was advised to attend with another Councillor and Cllr. Clark offered her support to this end. On the subject of the Youth Club having sessions at the new pavilion, Cllr. Myhill was concerned about storage, Cllr. Rudrum informed that part of the Bohemians YFC steel container should be available, his understanding being that a larger one was to be installed. Cllr. Myhill hoped that the Council could at least look at the viability of appointing a Youth Leader, Cllr. Scott suggested she may like to enquire about and look at how Hopton operated this, given that the village was roughly the same size, he also agreed that several sources of funding may be available for this project. Talking about Waveney, and relating to the letter (copied to Councillors) sent to Mr. Masterton, the debate also concerned ascertaining the current position with Millwood Surgery whose present premises in Belton were not suitable - they had at one time talked of building a new medical centre at or on the site, Cllr. Scott offered to draft a letter.

13:

#### BUS SHELTER

To accept the estimate from NCS Group (George Jarvis) in the sum of £320 plus VAT to supply and fit a galvanised perch seat for the Council owned bus shelter. Proposed Cllr. Myhill, Seconded Cllr. Swan. All In Favour. It was agreed that this should come from the Village Projects Budget

14:

#### TEENAGE VILLAGE

In the interim period it was agreed that caretaker Barry Rose be asked to steam clean the Teenage Shelter, Proposed Cllr. Rudrum, Seconded Cllr. Swan. All In Favour. Cllr. Rudrum to make arrangements.

15:

#### CORRESPONDENCE

Only two items of correspondence were mentioned by the Clerk, one being invitation to the Mayor's Mid summer barbecue, the other to advise of Sandra Jarvis being on holiday.

*With no further business the meeting closed at 9.30 p.m.*