

BELTON WITH BROWSTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE JOHN GREEN INSTITUTE
ON THURSDAY 3 NOV 2005 AT 7.30 PM

Present: Mr Scott, B Williamson, D Barker, L Barker, B Clark, J Eggleston, I Mannall, J Rudrum, M Greenacre, E Tuxford, J Fuller, C Williamson, P Nichols, CCllr Walker, 3 members of the public and the Clerk Mrs Weymouth.

1. DECLARATION OF INTERESTS

A copy of GYBC Declaration of Interest procedure was distributed to PCllrs prior to the PC meeting. Mr Williamson ran through this documentation in detail for the PCllrs present and then answered any questions.

Planning application 06/05/0821/F Mr Barker declared an interest

2. APOLOGIES

Mr Tuxford away on family business
BCllr Thompson

3. PLANNING APPLICATIONS

The following applications were considered:

PLANNING APPLICATIONS AS AT 29 OCTOBER 2005

06/05/0813/F alt to boundary wall 7 Amhurst Gardens – no objections

06/05/0821/F side ext & alt The Nurseries Lound Rd Browston – no objections

06/05/819/F new front ent porch and rear ext 59 Fern Gardens – no objections

06/05/0820/F side ext & conservatory 12 The Cove – no objections

06/05/ 0839/F 1st floor dormer & gd floor rear, side and front ext 20 Station Road North – over development of the site and unneighbourly

GYBC DECISIONS AS AT 29 OCTOBER 2005

06/05/0637/F ext to Lounge & conv of garage to sitting room 13 Heather Road for Mr Pettingill – granted

06/05/0630/F conservatory & tool shed 3 Belle of the East Way for Mr Tedstone – granted

06/05/0609/CU conv of existing cart buildings to three one bed letting apartments for Mr & Mrs Smith – refused.

4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18 OCTOBER 2005 & CONFIDENTIAL MINUTES OF THE 18 OCTOBER 2005

A copy of these Minutes had been distributed to all Parish Councillors prior to the meeting

Mr Williamson proposed the Minutes of the 18 October 2005 including the confidential Minutes be accepted as a true record

Seconded Mrs Greenacre

All in agreement

The Minutes were signed

5. MATTERS ARISING

Bland Corner memorial and seat – Mrs Eggleston asked when this item would be discussed – as previously agreed this will be discussed at next meeting of the Bell Lane trustees meeting.

Oil reservoir – Orwell – the meeting was informed the H&S Executive had informed the PC that because the building is on private land they are unable to act. It was left with the PClerk to investigate further.

6. PORTFOLIO HOLDERS REPORTS

(1) *Risk Management* Mr Williamson verbal report

Risk Assessment Parish Office results as follows:

Access – light required at back of building Clerk need to be accompanied during visits.

Lone working – no lone working in office due to accesses and peer support of emergency

Emergency Contact – not applicable

First Aid – first aid kit required

High level storage – storage needs to be accessible to avoid H&S risks etc. Only use lower storage.

Electrical equipment – all electrical equipment needs to be safety checked annually

Working chair – needs annual assessment of workstation if used by PC or members of the PC

VDU – annual check/plus possible purchase of screen

Emergency Fire Exit Plan – need for alternative exit from PO via main hall and doors. Keys to doors to be kept on wall. Fire extinguisher required.

(2)Village Maintenance Mrs Eggleston

The following report was read:

GYBC

- 1.Meeting with Mr Bensley (due 11 October) cancelled as Mr Bensley unable to attend due to having broken his wrist and unable to drive. In the process of arranging another appointment – to clarify street cleaning schedules and discuss all outstanding issues as detailed in letter dated 29 September 2005.
- 2.Telephone call from a resident in Paddock Cl – second query regarding mechanical sweep on road (27.10) to discuss with Mr Bensley
- 3.Observed – overgrown area – accumulation of litter either side of Bell Lane footbridge (22.10) to discuss with Mr Bensley
- 4.Flytipping on spare ground – rear of 11 Selwyn Drive/on Debnam Close – discussed with GYBC Env Ranger – confirmed it is private land. It was agreed this item would be discussed with GYB Services Officer Mr Bensley.
- 5.Rear of The Precinct/adjacent footpath – need for major clearance of overgrown shrubs weeds etc – agreed to discuss with Mr Bensley.
- 6.Grass verge on Church Lane – various areas – flytipping garden refuse still remains – no action taken by GYBC Env Ranger – to be discussed with Mr Bensley
- 7.Hedging on Rosedale Gardens/Silver Gardens green space – some flytipping remains – discussed with GYBC Env Ranger again –further discussions with Mr Bensley/Mr Holland (Grounds Maintenance)both at GYB Services
- 8.Fern Gardens – flytipped shed – again not been removed by GYBC Env Ranger – as it is on private land. Spoken with the owner of the shed she will attempt to take shed to local bonfire.
9. Awaiting letter from GYBC Mr Hemsworth re illegal dumping/unsightly waste to be distributed to relevant areas in VV.

NCC

1. Complaints list compiled by Mrs Williamson
2. Charted with – dates/Officer response/completion details – to enable accurate record keeping, monitoring, accountability/resolution to problems. Will suggest with Mr Bensley that same method be used by GYB Services.

OTHER ISSUES

1. Footpath map at Wild Duck Holiday Complex entrance needs replacing – letter to be sent to NCC Footpaths Officer
2. The meeting closed to allow the resident to speak
Resident at Broome Gardens been in contact a number of times concerning anti-social behaviour in and around his property involving climbing fences, intruding into garden, throwing apples etc towards property. The gentleman is counting up to 20 young people involved – has reported problems to the Police on 9999 as did his neighbour – no response – liaised with Mr Fuller. Provided anti-social behaviour hotline number to the resident (0845 605 2222).
The resident would like the PC to respond urgently to planting thorny mature shrubs along side Bell Lane. it was agreed at the last PC meeting a quotation would be obtained from Broadland Horticultural as guidance as to what works are required

The quote is as follows:

10No mature plants at £17.50 each+	£175.00
Cost to plant	<u>£ 85.00</u>
	<u>£260.00</u>

Discussions were held into the correct tendering process, however on this occasion because the urgency and this company maintains the field for the PC it was felt it was not necessary.

Mr Scott proposed Broadland quotation be accepted

Seconded Mr Rudrum

All in agreement

The meeting re-opened

Discussions were held into resolving the problems – Mr Williamson proposed a Special PC meeting be called with an invitation to Inspector McCarthy, NCYS Officer Mr Leak to attend.

Seconded Mr Barker

All in agreement

**(3)Village organisations Mrs Clark*

Mrs Clark verbal report:

Nothing reported

(4)Youth Liaison inc Youth Services Project Mr Rudrum & Mrs Mannall

Mr Rudrum verbal report :

Youth project - there were 23-25 youngsters at the last meeting of the youth project. There was a problem with some of the youngsters when they left that meeting they were throwing crab apples at people and properties.

Bell Lane PF

Mr Rudrum, Mr Fuller and Mr Nichols had visited the Bell Lane PF to look at the vandalism carried out to the shelter and the childrens roundabout and an empty syringe was found close to the youth shelter.

GYB Services are to remove the graffiti to the roundabout. Mrs Eggleston and Mannall had cleaned the youth shelter, but it needed to be cleaned once again. The syringe is to be given to the Police to carry out tests to find out what it had been used for.

Because of the problems at the Bell Lane PF the Police are spending time in the area.

Mrs Mannall verbal report;

Mrs Mannall had attended the Brownies meeting that had been very enjoyable.

Mrs Mannall asked PCllrs if they would consider donating funds to go towards a Xmas party for the children of the village up to the age of 12 years. It was left with Mrs Mannall to speak with the Leader of the Brownies to find out numbers and then the PC would consider it if it was open to all children in the agreed age range.

**5)Conservation/Green Living Mrs Barker*

Mrs Barker reported:

a.On correspondence from the last PC meeting:

1.Broads & Rivers LEADER +

Grants are available – it was agreed the Grants package should be obtained

2.GYBC Best Value Performance Plan – this had been read by all PCllrs

3. Open access laws are enforce in the area and Howard's Common is part of the open access land in Belton

b.Community Gardeners Initiative

Bark chippings – they will be purchased from a company at Potter Heigham – Mrs Williamson will purchase and deliver to Belton and be reimbursed by the PC on submission of the Invoice.

**6) Village Hall/Community Centres Mrs Greenacre*

Mrs Greenacre written report:

The JGI Management Committee met with representative from NRCC to discuss grants.

Would ask all users to write to Management Committee supporting the need to improve the heating in hall – should be done ASAP.

Engrossed Deed should now be with relevant Solicitors for signing.

Possibility of introduction of 'childrens' centre' may impact on use of Waveney School site after 2008.

Five to be introduced in the Yarmouth area. One in 'southern villages'

LEA decision by end November. Governors will be consulted re proposals and effect on Belton Primary School. PC to write to Director of Education to confirm interest in site.

Provision of wrap round care, health and welfare services, adult education, job centre, and total support for families.

JGI

Notice Board for PC documentation - a letter from the trustees giving details of the construction and price to purchase a Notice board the same as the trustees was discussed. Mr Williamson proposed the PC should purchase a Notice Board the same as the trustees at a cost of £85.00p

Seconded Mr Rudrum

All in agreement

A PCllrs raised concerns at the fact it is made in softwood and it could be a problem to open after it has rained. The PClerk reported she does have problems with other Notices Boards that are made of softwood and hardwood because the swell and they need regular maintenance.

It was noted an Invoice will be required for the Notice Board for the PC records,

**7)Youth Liaison/Village Halls (joint) Mrs Mannall*

Mrs Mannall dealt with this item under (4) Youth Liaison

(8)Playing field/Sports Mr Nichols

Mr Nichols verbal report:

NEW ROAD PLAYING FIELD

Model air craft show is to go ahead – they have their own insurance and will carry out all the organisation of the event.

Water supply – the trench still remains open – it was agreed the Bohemian FC would be contacted to request it be filled in urgently on H&S grounds.

Cars parking – the PCllrs expressed their delight to see people as spectators watching the young people playing football. It was agreed the Working Party would look into having matting laid as a surface for vehicles to drive on and park on.

Booking Clerk – the meeting was informed Mrs Skoyles had replied to the PC letter accepting the position as the Booking Clerk – it was left with the Working Party to hold discussions with Mrs Skoyles and produced sample booking forms, Invoice pads and the job description.

A letter is to be sent to the other applicants telling them the position has been filled.

**(9)Publicity Mr Tuxford*

Mr Tuxford written report on items he had been asked to deal with from the last PC meeting:
Youth shelter on Bell Lane PF

I visited a parishioner in Yare Road to ask for her views. She felt that the Youth Shelter should have been sited elsewhere. She has already supplied photographs which were taken when it was first sited also a petition by local residents from Yare Road and The Cover adjacent to the Bell Lane PF. In her opinion things have improved, even though the large number of youths who use it make her nervous and feel intimidated by this and their swearing and under age drinking etc.

Parish Notice Board

I have replaced the PC Notice Board at the Precinct as requested and passed the keys on to Mr Rudrum to hand them over to the Chairman or PClerk. I phoned the PClerk to advise her of this and asked her for the keys to the Notice Board that I had removed from the Precinct to be re-sited at Browston – PClerk dropped those keys through Mr Tuxfords' letter box this evening.

**(10)Borough Council/Police Mr Fuller*

Mr Fuller correspondence from last PC meeting report:

GYBC Dev Control Agenda – to file

Norfolk Police Authority – this does not affect the parish

Police report – this does not affect the parish

Mr Fuller verbal report:

He had had a meeting with Inspector McCarthy on 24 October 2005, who was very complacent over issues in the parish, which was very disappointing.

Because of the issues at present in the village the Police ASBO team are working in the village

From the report in the VVoice Mr Fuller stated his telephone is ringing constantly parishioners giving details of problems in the parish that need Policing or some action being taken.

**(11)County Council Mrs Williamson*

Mrs Williamson read the following report:

1. Following a meeting with the Portfolio Holder for Village Maintenance we have compiled a 'sunset' list of issues, which we will monitor on a monthly basis.
2. A meeting has been arranged with Mr Wells of NCC Highways Maintenance – the meeting will take place on Thursday 10 November 2005.
3. As Governor of Waveney First School I met with the Headteacher, the Deputy Headteacher of Breydon Middle School, CCllr Walker and Emma Luxford NCC Officer responsible for School travel plans. The meeting highlighted several key issues, which concerned children travelling to both schools on foot. There is particular concern for those living on the south side of Bracon Road, for those travelling along Stepshort and for the safe positioning of the crossing Patrol lady. The next meeting will take place before the end of the autumn term when Mr Nicholson of NCC Highways Dept will be attending. It is hoped to launch the scheme in full at the end of the Easter Term.

**(12) Planning & Housing Mr Barker*

a. Mr Barkers verbal report on correspondence from the last PC meeting:

NCC Local transport plan 2 consultation – it was very interesting. Since Mr Grice had been dealing with the transport issues it was felt he should be asked to complete the questionnaire – it was left with the PClerk to send the documentation to Mr Grice.

b. Rosedale Gardens street nameplates – there is no nameplate for one area numbers Mrs Clark to give the information to the PClerk.

7. VILLAGE VOICE
The Chairman reported due to illness he had been unable to produce the Credit Notes for those Invoices the PC had agreed to write off therefore the VAT Return to period ending 31 September 2005 has not been completed.
The Chairman gave details of the outstanding invoices from Sept 2005.
Someryton Estate contract has expired which means due to the current sales the newsletter may be produced in black and white.
Prizes – after discussions it was agreed any prizes to be given over £100 should be agreed in principle by the PC prior to putting details of a prize in the newsletter.
8. NEW ROAD PLAYING FIELD
Dealt with under Agenda item 6 section (8)
9. ACCOUNTS FOR APPROVAL & PAYMENT
The following were submitted for payment:
EE Green £149.23
Comtel £24.29

Allianz Cornhill (new youth shltr) £82.79
Essex & Suffolk Water (Allotments) £72.15
JGI Youth & PC hire £62.40
Clarks Fencing £188.00
Advison £1890
JGI Notice Board £85.00
Mr Williamson proposed the accounts should be paid
Seconded Mrs Clark
All in agreement

10. PRECEPTING 2006/07 (draft Budget distributed prior to the meeting)

Financial Statement

Mr Williamson distributed to all PCllrs present documentation setting out another way to produce a Financial Statement, which would be easier to understand - PCllrs in agreement. It was left with Mr Williamson to obtain details of computer programmes that produced this type of accounts.

Draft budget 2006/2007

Mr Williamson distributed documentation showing a different way of setting out the figures. PCllrs thought it was a good idea and easier for them to understand.

It was agreed to leave this item until the next PC meeting so that the Chairman to study the figures produced in comparison with the GYBC Precept for 2005/2006.

Grant for JGI

Mrs Greenacre asked for this item to be discussed since the PC would need to include it in the Precepts. – JGI trustees left the room – Mr Rudrum, Mrs Clark and Mr Nichols.

A Grant is required for the rates and insurance - after discussions Mr Fuller proposed the PC should allow for this item in the budget. Subject to the JGI trustees producing a business plan and a copy of their accounts the matter will be considered.

Seconded Mrs Mannall

All in agreement

The trustees returned to the room

11. CORRESPONDENCE
CORRESPONDENCE AS AT 29 OCTOBER 2005

This item left until the next PC meeting

Portfolioholders replies

Mrs Myhill

H&S Executive

Police

Police

Left until the next PC meeting.

12. ITEMS FOR NEXT AGENDA

No action

The meeting closed at 9 55pm.