

BELTON WITH BROWSTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE JOHN GREEN INSTITUTE
ON TUESDAY 20 SEPT 2005 AT 7.30 PM

Present: Mr Scott, B Williamson (arrived during the meeting), D Barker, L Barker (arrived during the meeting), B Clark, J Eggleston, I Mannall, J Rudrum, M Greenacre, E Tuxford, J Fuller, C Williamson, P Nichols (arrived during the meeting), BCllr Stone, 8 members of the public and the Clerk Mrs Weymouth.

The Chairman asked PCllrs using the Parish Office to always use the side passage and not intrude on users of the main hall. This followed from a note sent to the Chairman by the Hall Caretaker.

Position noted.

1. DECLARATION OF INTERESTS

None

2. PUBLIC PARTICIPATION

Overgrown grass verge and trees adjacent to Wild Duck - Cllr Eggleston will report this to NCC once again.

Letter – Mr Finnie (not Agended) the Chairman apologised to Mr Finnie for this error caused by a re-drafted Agenda to consider quotations to be approved prior to October Budget (letter of apology sent to Mr Finnie)

Landowner – Marsh Lane. Mr T Austin was asked to leave the meeting following comments felt to be inappropriate and abusive to members of the Parish Council. The meeting was adjourned for 10 minutes.

3. APOLOGIES

None

4. PLANNING APPLICATIONS

The following applications were considered:

There were none

GYBC DECISIONS

06/05/0372/F single storey ext to rear to form granny annexe - Highlands Sandy Lane Belton – granted

06/05/0395/F Ground & 1st floor rear ext 24 Station Road South Belton – granted

06/05/0365/F 1st floor ext, porch and garage to front, extension to rear to form sun lounge 5 St James

Crescent - granted

06/05/523/F side extension 12 The Cove - granted

Appeal

06/05/0183/F 1 Heather Road sub division of garden to form plot for 3 bed bungalow

5. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1 SEPTEMBER 2005

A copy of these Minutes had been distributed to all Parish Councillors prior to the meeting. With the amendment Agenda item 12 item 5 – a .Town Pit deleted from the Minutes previously agreed

Mrs Eggleston proposed with this amendment the Minutes of the 18 July 2005 including the confidential Minutes be accepted as a true record

Seconded Mr Tuxford

All in agreement

The Minutes were signed

6. MATTERS ARISING

PCllr Fuller raised the question that the Police do not reply or keep the PC or people up dated on any item that has been raised with them to investigate. It was agreed to invite Inspector McCarthy to the Nov 2005 main PC meeting

7. PORTFOLIO HOLDERS WORKING PROCEDURE

1. All correspondence to come to full PC to be noted and if PC requires be given to PH to read and report on. The reason for this is if documents goes to PH first PC is not aware. PC may not be interested in the item so it would be a waste of PH time.

2. PClerk to keep all correspondence with copies to PH. The reason for this is difficulty of getting information.

3. A PH or any PCllr may request full PC to act on any issue or ask a PH to investigate – but it must be discussed/agreed by full PC.
4. Any PCllr may ask for any PC document in which they have a legitimate interest – outside their own portfolio.
5. All working groups must report to full PC and supply Minutes to PClerk and have proposals cleared.
6. All decisions by full PC to be acted on by the PClerk with copy letters to PH.
7. Where a matter is referred to a Borough or CCllr the PClerk will officially notify that Cllr with copy to PH to follow up and offer assistance with problem.
8. PH will fetch a written report to the meetings – these reports will form part of the Minutes of the meeting.

Mr Scott proposed this working procedure be adopted

Seconded Mrs Clark

All in agreement

It was agreed PCllrs will have a copy of the working procedure for reference.

8. BUDGET PROCESS –
GRASSCUTTING & OTHER PARISH COUNCIL ASSETS MAINTENANCE – TENDERS

Grasscutting tenders

The PClerk reported the following had been invited or applied to tender:

GDC – who had written to decline from the offer

GYB Services

NCS

Broadland Horticultural

RG Maintenance Services Ltd

Mr Storey

Tenders received from the following

<u>Sites</u>	<u>Churchyard</u>	<u>Bell Lane PF</u>	<u>New Road PF</u>	<u>Town Pit</u>
Broadland Horticultural	(12 cuts) £2484.36 (17 cuts) £3519.51	£2614.20	£3073.20	£601.56
NCS	(12 cuts) £5365.78 (17 cuts) no price given	£4031.68	£4732.49	£506.52

After discussions concerning the cuts on the New Road PF Mr Williamson proposed Broadland Horticultural quotations be accepted with the 12 cuts in the Churchyard

Seconded Mr Rudrum

All in agreement

It was agreed negotiations would be held with Broadland Horticultural concerning New Road PF.

OTHER PARISH COUNCIL ASSETS MAINTENANCE

Community Caretakers

After discussions Mr Rudrum proposed the PC should go out to tender

There was no seconder

Mr Scott proposed a letter should be sent to the Rose Bros offering them an increase in their fee in line with inflation. The PClerk is to speak with GYBC for the current inflation figure then the letter would be sent to Rose Bros.

Seconded Mrs Mannall

Vote carried with 2 against

9. NEW ROAD PLAYING FIELD

The meeting closed to allow Mr Cooper to speak of Bohemians FC

The following information was reported:

- a. The septic tank has been delivered
 - b. The digger will carry out siting the septic tank and preparing land to take the water pipe.
 - c. Contractor will install the pipework next week.
 - d. Essex & Suffolk Water are to be asked to connect the water on 30 September 2005.
 - e. Car park – matting this item left with Mr Williamson.
- Meeting re-opened

10. NOTICE BOARD

PClerk reported the Notice Board that the PC agreed to purchase is in her garage waiting to know where it is to go

a. New Notice board - after discussion Mr Williamson proposed the should be sited at the Precinct

Seconded Mr Rudrum

All in agreement

b. Old Notice board Mr Scott proposed the Notice Board at The Precinct be moved to Browston as an additional board.

Seconded Mr Barker

All in agreement

c. Discussions were held into the PC purchasing a Notice Board the same as the JGI s.
 Mr Barker proposed the PC would make a decision once the JGI Notice Board is in situ
 Seconded Mr Williamson
 All in agreement

11. ACCOUNTS FOR APPROVAL PAYMENT

<u>Mrs Weymouth</u>		
Net Salary £5963 div 12 less PAYE/NI		
O/Time for SO & Fin Reg	475.91	
Tele all x 1	28.92	
Advert booking clerk	45.12	
Postage –		
18 July		
11 A/cs	3.60	
13 PC	3.90	
11 Spc PC	3.30	
Sept 1		
6 PC	1.80	
7 x 30p Acs	<u>2.10</u>	
	14.70	
Septic tank	<u>646.25</u>	
		£1210.90
<u>Broadland</u>		£743.05
<u>Rose Maintenance Service</u>		£370.00
<u>BTCV</u>		£146.88
<u>SSAF</u>		£160.04
Late accounts		
Mr Rudrum keys		£37.65
Advison		£2235.00
Comtel		£3.76
Moving PO files etc		£30.00
Moving equipment		£35.00
JGI Youth Club/PO meetings Oct 2005		£62.40
Police checks Mrs Mannall		£10.00
Mr Tuxford		£10.00

Mrs Williamson proposed these accounts be paid
 Seconded Mr Nichols
 All in agreement

Mr Fuller raised the question of the PClerk having booked o/time when the new contract does not include any payment of o/time. Discussions were held into the matter, but since the contract had not been accepted it was not in force at present.
 The PClerk thanked Mrs Eggleston and Mrs Barker for helping her with sorting out all the PC documents left in the PO. The help was given since with her disability she was unable to carry out the lifting and bending required to sort the files out.
 The PClerk was concerned at the fact the files had been left in the PO in such a condition for her to sort out. The Chairman retorted in the fact they had been delivered in the same condition as the PClerk had left them when the PO had been set up at Breydon School. He thanked those who had assisted with the move of Office.

12. CORRESPONDENCE SHEET

CORRESPONDENCE AS AT 8 SEPTEMBER 2005

Shaping Health – Mr Williamson declared an interest – it was agreed the groups should be invited to the APM

- BA planning service – given to Mrs Barker
- GYBC Minutes 8 Sept 2005 - file
- NCC Norwich bus station – given to Mr Barker
- NCC – CCLrs – given to Mrs Williamson
- GYBC Crime & Dis-order Act 1998 – night safe – borough wide – Mr Fuller
- Local Works – left with Mr Williamson to act one
- Sustainable Community Bill
- SLCC – given to Mr Rudrum
- Macmillan cancer relief – given to Mrs Clark
- BA local development framework – given to Mrs Barker

GYBC letter to be delivered to properties where fly tipping is occurring – Mrs Eggleston proposed negotiation be held with GYBC to have letter distributed to properties
Seconded Mr Williamson
All in agreement

Mr Webb reported he had not received his cheque for work carried out for the PC – the PClerk reported the address that the cheque had been sent to was as given by BCllr Stone.

EXCLUSION OF PUBLIC & PRESS

That in view of the special confidential and personal nature of the business to be transacted, that the public and press be excluded for this item (Standing Orders Page 20)

Mr Scott proposed exclusion of the public

Seconded Mr Williamson

All in agreement

CONFIDENTIAL ITEM

13. BOOKING CLERKS VACANCY

The meeting closed at 9 20pm.