

BELTON WITH BROWSTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE COMMUNITY CENTRE BREYDON SCHOOL ON TUESDAY 17 MAY 2005 AT 7.45 PM

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Present: Mr Scott, D Barker, B Clark, J Eggleston, J Rudrum, C Williamson, B Wiliamson, J Fuller M Greenacre, P Nichols, I Mannall, E Tuxford, CCllr B Walker, 12 members of the public and the Clerk Mrs Weymouth.

The Chairman welcomed and congratulated Mr Walker on becoming the CCllr for the area covering Belton & Browston.

The Chairman congratulated Mr Barker on becoming elected as the BCllr for Claydon Ward in GY.

1. APOLOGIES

BCllr Stone

2. ELECTION OF CHAIRMAN

Mr Scott

Proposed by Mr Rudrum

There were no other nominations

Seconded by Mr Nichols

All in agreement

Mr Scott signed the declaration of acceptance of office

3. ELECTION OF VICE CHAIRMAN

Mr Williamson

Proposed by Mr Rudrum

There were no other nominations

Seconded by Mr Fuller

All in agreement

Mr Williamson signed the declaration of acceptance of office.

4. ELECTION OF PORTFOLIO HOLDERS

Mr Williamson gave details on the PCllrs 1, 2 and 3rd choices for the Portfolio holders posts and the posts he suggested be nominated to each PCllr.

After discussions Mr Barker proposed these posts be taken en bloc, seconded Mr Williamson, all in agreement.

Portfolio holders as follows:

Risk Management Mr Williamson

Planning & Housing Mr Barker

Village Maintenance Mrs Eggleston

Youth Liaison Mr Rudrum & Mrs Mannall

Conservation/Green Living Mrs Barker

Village Hall/Community Centres Mrs Greenacre

Village Organisations Mrs Clark

Youth Liaison/Village Halls (joint) Mrs Mannall

Playing field/Sports Mr Nichols

Publicity Mr Tuxford

Borough Council/Police Mr Fuller

County Council Mrs Williamson

Mr Barker proposed the above will be the post holders for 6 months, then they will be reviewed, seconded Mr Williamson, all in agreement.

The Chairman thanked Mr Williamson for preparing the Portfolio holders posts documentation.

5. PUBLIC PARTICIPATION

Meeting closed for this item

Village Institute – Mr Green gave a report on the current situation. Mr Richmond gave a report on the works to be carried out and the fact they wanted the hall to be operational as from 1 Sept 2005 since there are already potential bookings for 28 hours per month.

Howards Common – a parishioner gave his opinion on the status of Howards Common. A letter from GYBC Planning Dept was read where it stated fencing erected on the Common did not require PP unless it was over 2 metres in height.

Meeting re-opened

6. MINUTES OF THE PARISH COUNCIL MEETING HELD IN APRIL 2005
A copy of these Minutes had been distributed to all Parish Councillors prior to the meeting.
Mrs Greenacre proposed these Minutes be accepted as a true record, seconded Mrs Clark, all in agreement
The Minutes were signed

7. MATTERS ARISING
Street naming at Myhill Garden Centre – a letter from GYBC Planning Dept was read. After discussions Mr Williamson proposed the name of the close should be 'Belle of the East Way', seconded Mrs Barker, 3 against – vote carried.
Dredging - Emu Consultants – all comments they receive will be logged
Howards Common – dealt with under Agenda item 5.

8. ARRANGEMENTS FOR THE APM
After discussions it was agreed the format would be the same as in previous years.
Community Awards – this item will be an Agenda item for the second June PC meeting being held on the third Tuesday.

9. TO CONSIDER THE REPORT OF THE INSTITUTE TRUST WORKING PARTY
(PCllr Greenacre & C Williamson)
The Chairman stated that from a Public meeting parishioners want the Institute to be called 'the John Green Institute'.
The Church trustees for the Village Institute (before it was sold) will remain in existence but not covering the 'John Green Institute'.
The GYBC Access Officer has assessed the hall, quotations are now being obtained for various works, including replacement windows and there will be a Notice sited outside the hall advising people who they can contact to hire the hall. Mr Malcolm Webb has agreed to be the Caretaker for the first year and Mr Bill Richmond will be taking the bookings – these posts will be carried out on a voluntary basis.
After discussions it was agreed to leave Mrs Greenacre and Mr Williamson to deal with the Solicitors to get the Draft Trust document produced and this will be discussed at PC - the need for urgency was noted.

10. TO CONSIDER THE REPORT OF THE NEW ROAD FIELD WORKING PARTY
(PCllr Greenacre, Nichols & C Williamson)
 - a. ON THE MANAGEMENT STRUCTURE & THEIR RECOMMENDATIONS
The Chairman outlined to the meeting a letter that had been received from the Bohemian FC and their concerns over dogs using the playing field. It was reported if the field was not used by dog walkers the FC would pay the PC in the 1st year £500, 2nd year £750 and the 3 yr £1000 for use of the field – they would help the PC by preparing the pitches etc. Because they have achieved the Football Charter they should be able to obtain a Grant from the Football Foundation for changing room facilities, etc. In the meantime they would place portable cabins on the field as changing rooms, plus a storage container. The PC would be responsible for connecting mains services and a parking area.
The meeting closed to allow the Chairman of the FC to participate in the discussions.
PCllrs felt the PF should remain open to allow children to gain access to the field at any time.
The meeting re-opened.
PCllrs enquired into the skateboarders wanting a skateboard park on the PF. The Chairman reported the skateboarders feel the equipment in GY covers their needs. £5000 is held in the PC accounts for this equipment.
The services for changing rooms and disability access car parking are being looked into.
Mr Nichols proposed Mr Williamson would look into obtaining a Byelaw to prevent dogs using the field, seconded Mrs Mannall, all in agreement.
As portfolio holder PCllr Nichols has been left to deal with this matter together with the Chair and Vice Chair of the PC.
 - b. TO AGREE RESPONSE TO THE BOHEMIANS FC LETTER
At this moment in time since the Chairman of the FC was in attendance no response will be sent from this meeting.

11. VILLAGE MAINTENANCE/CONTRACTORS
Back Lane triangle - in response from a notice in the Village Voice Mr Jay has written to the PC offering with Mr Hunn to maintain the triangle at Back Lane.
Mr Barker proposed the PCllr contacts NCC to confirm they would be happy with this arrangement and to check that the existing licence from NCC covers the area and works, seconded Mr Tuxford, all in agreement.
Bell Lane PF – litter bin needs re-siting – GYB Services already informed
Sign directing to the Medical Centre pointing in wrong direction – NCC to be informed
New Road roundabout – sign pointing in wrong direction – NCC to be informed.

Debnam Close/New Road flytipping – GYB Services to be informed
 Rectory Corner – Community Gardeners Int – questions were raised about the additional planting in that area. It was agreed Mrs Eggleston & Mrs Barker would look at this matter and they will report back to the next PC meeting. The PClerk advised that no money need be repaid to GYBC if the PC decides to remove the garden because the maximum Grant was £1200 and the whole scheme the PC had implemented was for more than that figure.

12. FINANCE & ACCOUNTS YEAR ENDING 31 3 04 & Y/E 31 3 05
 ACCOUNTS AS AT 7 MAY 2005 FOR APPROVAL & PAYMENT

<u>Mrs Weymouth</u>		
Net Salary 5963 div 12 less PAYE/NI	296.74	
Tele all x 1	28.92	
Postage – posted later than list		
PC meeting		
13 x 30p A/cs		
1 letter to parishioner		
28 letters APM		
13 APM PCllrs		
PC meeting x 17		
1 x 1.21	17.59	
Copies 3x27x 5p	<u>4.05</u>	
		347.30

<u>Mr Rudrum</u>		25.00
<u>Mr Lynch</u>		
Net Salary x 3hrs o/t	113.18	
Tele/computer/internet	25.75	
Postage	<u>8.09</u>	
		147.02

V Saville (Internal Audit)	188.00
NRCC sub	15.00
Siltar	43.48
Advision	1232.00
Rose Maintenance	370.00
Comtel	11.05
LATE ACCOUNT	
Broadland Horticultural	606.87
Reynolds Coach Co	150.00

Mrs Williamson proposed these accounts should be paid
 Seconded Mrs Eggleston
 All in agreement

Accounts year ending 31 March 2004

Mrs Eggleston proposed these accounts should be accepted and the Cash Book signed off, since the PC Accountants have carried out an internal audit, seconded Mrs Williamson, all in agreement.
 Mr Devines report states the Village Voice advertisers payment has not been controlled and the system needs to be reviewed, together with the VAT returns that have not been submitted due to the fact all the information is not available on Vvoice to complete the forms.
 Bank change of address form for the PClerk was completed.

13. VILLAGE VOICE TO RECEIVE BAD DEBTS REPORT & AGREE ACTION REQUIRED

The Chairman who is the Editor and Mr Rudrum deals with the advertisers reported that some of the debts over the last 2 –3 years have been collected being £1461.86 .
 The Chairman read out a list of debtors that need to be written off amounting to £1049.00p. After discussions Mr Williamson proposed these should be written off, seconded Mrs Barker, all in agreement.
 Mrs Williamson proposed a letter should be sent to all the debtors requesting payment by return of post, seconded Mr Tuxford, all in agreement.
 It was agreed this would be an Agenda item for the second June PC meeting on the third Tuesday.

14. COMMUNITY & ENVIRONMENT MINTUES APRIL 2005

A copy of the Minutes of the meeting held in April 2005 had been distributed to PCllrs prior to the meeting

The Chair asked were there any questions from PCllrs on the Minutes – there were none
Mr Rudrum proposed the Minutes be accepted as a true record.

Seconded Mrs Greenacre

All in agreement

Proposals to PC

Community Awards – after discussions it was agreed this would be an Agenda item for the second June PC meeting on the third Tuesday.

Asst Clerk – the Chairman advised the PC that Mr Lynch has put in a request to keep the Printer and Scanner since he had used his own equipment which had broken due to the volume of work produced for the Committee.

The costs of this equipment will be reported at the next PC meeting.

15. PLANNING APPLICATIONS FOR CONSIDERATION

06/05/0329/F conservatory 49 Rosedale Gardens – no objections

06/05/0365/F 1st floor ext 5 St James - no objections

06/05/0298/F sun room 3 Gorse Cl – no objections

06/05/0372/F ext at rear to form granny annex Highlands, Sandy Lane (Mr Scott declared an interest in this item) – no objections

DECISIONS

06/05/0257/F 21 Bracon Road - granted

It was agreed that in future the PA's would be laid out prior to the meeting so that all PCllrs can view them and they will then be able to pass their comments during the meeting.

16. CORRESPONDENCE AS PER SHEET AS AT 5 MAY 2005 DISTRIBUTED TO PCLLRS

PRIOR TO THE MEETING

NCC Fritton & St Olaves & Belton parish walks board – replacement/location

Police Report

Justice Licence Budgens

Clerk & Councils' Direct May 2005

NRCC Acre quality status

BA consultation on the Broads Authority Boat Safety requirements

GY Crime & Disorder Reduction Partnership

EMU dredging

GYBC Kelling-Lowestoft draft Shoreline management Plan consultation

South Norfolk Council planning services – statement of community involvement – draft consultation 29 April 2005 – 21 June 2005

Open Spaces Society threatened urban pathways

Youth shelter on Bell lane PF – letter and petition from people living in the surrounding area – the Chairman reported this item would be left so that it can be discussed at the AGM. The meeting was informed the PC is now responsible for the maintenance and insuring the shelter.

BA Local development framework – consultation on key issues

East Norfolk Rural Transport Partnership – leaflets

Abandoned vehicles posters

NRCC Signpost

Norfolk Rescue Service asking for a donation

The Chairman did not fetch this correspondence to the meeting. It was agreed he would fetch it along to the next PC meeting so that it can be filed.

LATE CORRESPONDENCE

Mrs Samuels – donating a seat – this letter was read – the Chairman reported the PC are waiting for Mrs Samuels to give the figure for the base – it was agreed the PClerk will contact Mrs Samuels requesting this information.

Coastline

GYBC Crime & Dis-order partnership

Kompant – play equipment

GYBC Environment – war on flytipping and dumping

Bradwellian

Zurich Risk Seminar

Code for the future

UK Girlguides a letter from Mrs Winsgrove was outlined to the meeting – they thanked the PC for the Grant to hire a coach. PCllrs were invited to attend the presentation of achievement

badges – it was agreed Mr Scott and Mrs Mannall will attend the presentation – Mrs Winsgrove is to be informed.

17. MATTERS FOR THE NEXT FULL PARISH COUNCIL

It was agreed in future all PC meeting will commence at 7 30pm.

Summer Fete on Bell Lane PF 23 July 2005 – Mr Barker proposed this event should take place on the field, seconded Mr Williamson, all in agreement.

18. FINAL WORD

Youth attacked – it was reported a youth had been attacked and there was a request that the Police attend PC meeting on a more regular basis.

With no further business the meeting closed at 9 40pm