

# BELTON WITH BROWSTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT COMMUNITY CENTRE BREYDON SCHOOL  
ON TUESDAY 18 JULY 2005 AT 7.30 PM

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

1. DECLARATION OF INTERESTS  
None given
2. PUBLIC PARTICIPATION  
Aggregate Application in Burgh Castle - Mr Green raised the question had the PC received his application for an extraction licence at Burgh Castle – this application had not been given to Belton to consider.  
Belton Common - Mr Finney gave copies of three letters he has received from GYBC Planning Dept (2 No) and a letter from the Norfolk Wildlife Trust concerning his land on the Common – it was agreed these would be FAXED to Mrs Barker to look into and report back at a future meeting.
3. APOLOGIES  
None
4. PLANNING APPLICATIONS  
The following applications were considered:  
06/05/0523/Fside ext 12 The Cove for Mr Fleming & Ms Fisher – no objections
5. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21 JUNE 2005  
A copy of these Minutes had been distributed to all Parish Councillors prior to the meeting. Mrs Greenacre asked for an amendment to these Minutes 'PCllrs could attend the school assemblies'.  
With that amendment Mr Rudrum proposed these Minutes be accepted as a true record, seconded Mrs Greenacre, all in agreement  
The Minutes were signed
6. MATTERS ARISING
  - a. Dogs running loose on Bell Lane PF Mr Williamson reported GYBC confirms dogs can run free on open spaces.
  - b. Grasscutting tenders – the meeting was informed letters have been sent to the PC list of contractors and one person has rung in from the advert in the Anglia Advertiser and the specification has been sent to them.
7. COUNTY COUNCILLOR REPORT/BOROUGH COUNCILLORS REPORT  
CCllr Walker reported he had acted on the copied in letter received from the PC and the flooding issue in Moorland Way and issues in Berry Close were being looked into. The dead trees at Moorland Way were on the Bell Lane PF so were the responsibility of the PC – it was agreed this item would be discussed later in the meeting.  
BCllr Stone stated he had nothing to report.
8. PORTFOLIO HOLDERS REPORTS (file for each Portfolio holder with all correspondence and information available for PCllrs to view)  
*Portfolio holders working*  
This item will be an Agenda item for the next PC meeting

The Chairman stated correspondence other than Portfolio holders matters arising correspondence will be brought to PC first then distributed to Portfolio holders.

*\*(1)Risk Management* Mr Williamson

Mr Williamson stated he had nothing to report other than from the last PC meeting - Public participation enquiry concerning dogs being on a lead. GYBC Solicitor has stated dogs on open spaces do not need to be on a lead.

*(2)Village Maintenance* Mrs Eggleston

The following verbal report was given

1. River Way – the resident has now sent in receipts for black sacks.
2. Flytipping – the letter sent to GYBC Env Ranger, Mr Barrow and BCllrs copied in. Letters will be delivered to residents in the problem areas. A Letter from GYBC regarding rubbish dumping in Belton – to be read at next PC meeting
3. Rats reported Yare Road/New Road/Proven/Selwyn on 29 06 05 and 8 7 05. Action taken and being monitored on a regular basis by GYBC.
4. Overgrown passage at the bottom of gardens in Provan Crescent leading off Bracon Road unadopted – NCC Officer has agreed to weed kill the area if the area has been cleared. It was agreed the Community Caretakers could carry out the work as part of their routine work.
5. Dead trees – Bell Lane PF/Moorland Way – these are on the PF. Mr Scott proposed Broadland Horticultural should quote for removal of the trees, seconded Mrs Greenacre, all in agreement. Flooding at this location dealt with by Mrs Williamson Portfolio holder
6. Debnam Dr unkept grassed area behind 11 Selwyn Drive – is Item 14.
7. PC providing 4 litter bins – a letter was sent to GYB Services asking them to empty these bins FOC – no reply has been received to this letter.
8. New Road bridge (substation Transco) – Transco have been requested to remove the litter – the litter still remains..
9. Rose bed adjacent to Church – NCC have written back stating they would not be happy for traffic to use this route so the 'Burgh Castle' sign will not be re-erected. A letter from GYBC was outlined to the meeting GYBC will not supply 'dog fouling stickers', however if areas are identified where stickers are required they will have them sited in these locations.
10. Overgrown hedges/trees/verges – being dealt with by NCC - St Johns Road/Waveney Drive will be programmed.
11. Bell Lane PF litter bin full and overflowing – GYB Services to be informed.
12. Bell Lane PF broken glass Community Caretakers notified
13. Bus Shelter St Johns Road – graffiti will be removed by Community Caretakers.
14. Meeting with GYB Services Officer Mr Holland on 13 July 2005 – with Mrs Eggleston, the following areas were looked at:
  - a. Selwyn Gardens – no action not GYBC land
  - b. Spare land back of Precinct – GYB Services will carry out one off tidy, but not GYBC land
  - c. Rosdeale/Silver Gardens green space – GYB Services will remove undergrowth to allow the GYBC Env Ranger to have rubbish removed – identified as GYBC land and will be maintained in grass cutting schedule.

It was agreed a letter of thanks would be sent to Mr Holland thanking him for his co-operation and asking for confirmation on sites where he will be taking action. Also requesting a copy of the road/footpath schedule of cleaning, grasscutting and litter bin emptying.

15. Meeting with NCC Officer Mr Wells on 19 July 2005 – with Mrs Eggleston and Mrs Williamson, the following areas were looked at:
  - a. Hedge/trees on footpath leading from Church/Kings Head – NCC to carry out the work
  - b. Debnam Close – identified as GYBC land – NCC will carry out weed spraying alongside fencing of 11 Selwyn Gardens.
  - c. Road signs Sandy Lane – will be removed
  - d. Overgrown verge and trees to be trimmed back – included in programme of works – St Johns Road/Waveney Drive
  - e. New flowerbeds Bracon Road/New Road and Rectory Corner in correct location
  - f. Rectory Corner – tree in front of seat causing visibility hazard to traffic needs to be removed or pruned back - NCC would carry out the work for the PC. It was agreed the tree should be pruned back – letter to be sent to NCC giving this information.
  - g. Footpath leading to 2/4/6 Silver Gardens – NCC to include in the weed spraying programme
  - h. NCC has a programme of maintenance on all adopted linked footpaths twice a year. Which includes weed spraying and strimming. An up to date plan of adopted footpaths will be sent to the PClerk.

It was agreed a letter of thanks be sent to Mr Wells for his co-operation and asking for confirmation in the works NCC will carry out. Also requesting copy of any maintenance schedules and a copy of the up to date plan showing the unadopted areas and footpaths in the parish.

*\*(3)Village organisations Mrs Clark*

Mrs Clark reported everything is in place for the Fete this Saturday.

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

Mr Rudrum verbal report as follows:

- a. 9 No youngsters will be helping at the Summer Fete on Saturday
- b. When the Youth Leaders are being trained NCYS would have no objections to Youth Portfolio holders sitting in on the training sessions
- c. Youngsters from the village are attending a Duke of Edinburgh Award scheme.
- d. The meeting was informed Police check forms were distributed to PCllrs at the APM and the other PCllrs received theirs by post. The Chairman reported because the Youth Club will be meeting three

times a month where two PCllrs should be in attendance those that have not been Police checked need to contact the Police as they will not be able to be of assistance in the youth project.

*\*5)Conservation/Green Living Mrs Barker*

Mrs Barker reported:

1. Howards Common a caravan is permanently occupied – GYBC looking into the matter.
2. Community Gardeners Initiative list of parishioner maintaining the following areas:
  - Rectory Corner – Mr & Mrs Cubitt & Mrs Myhill
  - Rosedale Gardens – Mr & Mrs Swan
  - New Road junction – Mrs Handy 19 Dashwood Close
  - Jubilee Gardens – Gardening Club
  - Village Sign & WI Garden – Mr & Mrs Colk
  - Church Lane – Mr & Mrs Fuller
  - Cross roads – NCC
  - Other gardens in the village being tendered by volunteers
  - Planting on both sides of crossroads with a hedge
  - Over £200 of bulbs to be planted at various areas around the village–  
location to be agreed later
3. Grassed triangle Back Lane/Beccles Road – Mr Jay & Mr Hunn authority to maintain the triangle – Letters have been sent to Mr Jay and Mr & Mrs Hunn giving the PC authority to them to maintain the area. (A copy of the NCC licence had been FAXED to Mrs Barker for information and guidance) It was agreed Mr Jay and Mr Hunn could be given a copy of the Licence. These parishioners will be strimming and tidying the area until such times as works have been carried out by NCC at that location.
4. Howards Common – letters from Mr Finney to be FAXED to Mrs Barker who will report on at a future meeting.
5. Belton Common (Mr T A Austin) – letter read later in meeting – copy to be FAXED to Mrs Barker.

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

The following verbal report was given:

*John Green Institute*

Details of a meeting between Mr Allen of Norton Peskett, Mrs Greenacre PCllr and Mr Hunting trustee of JGI on 13 July 2005 was given.

After discussions Mr Scott proposed the following:

- 1.25 year lease, at a peppercorn rent.
2. There will be a hand back clause for both parties
3. Lease amended to allow PC to have permanent use of 'Office' (occasional licence)
4. Trustees 4 holding trustees, title to be vested in Official Custodian, with the Charity Commissioners, time scale will be around 3 months to implement.
5. The Management Committee will consist of:
  - a. 2 trustees appointed at APM (not already trustees)
  - b. Member of the Green family (not trustee)
  - c. Representative of each user group ie PC, WI, Garden Club etc, but no more than 7/9 members
  - d. With possible one person representing several minor users
6. The Committee will appoint a Secretary and Treasurer.

Seconded Mrs Greenacre, all in agreement.

This item left with Mrs Greenacre to deal with and report back to the PC.

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

Not in attendance

*(8)Playing field/Sports Mr Nichols*

Due to Mr Nichols being unwell Mr Scott gave the following verbal report :

**NEW ROAD PF**

1. Bohemian Football Club has been sent a letter of intent from the PC – no reply has been received.
2. Notices are being displayed on the gate advising dog owners the field is now closed and there is a dog walk adjacent to Bell Lane PF.  
Mr Williamson reported GYBC are looking into the issue of a bye law on the field concerning its use by dogs.
3. There is a football team in Belton that use the field for training on a Wednesday evening – the Chairman of the Parish Council is organising for the gate to be opened and locked during closure.
2. Energy application for electricity supply copy given to Mr Nichols
3. Accident - vehicle going into New Road fence – the Police taking no action – the ladies insurance company has paid the cost to repair the fence.
4. Water supply forms were given to Mr Williamson to complete.

5. Sewerage scheme would be dealt with by a septic tank system that would be looked at and installed at a later date.

*\*(9) Publicity* Mr Tuxford

Mr Tuxford dealt with under Trafalgar week-end

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

The following verbal report was given:

1. Police report on crime 1.6.05 – 30.6.05 – 15 No crimes
2. Police Officers or PC Police Officers will be in attendance at the Fete.
3. Incident on the Common – Police had visited the resident who had reported the matter.

*\*(11) County Council* Mrs Williamson

Mrs Williamson reported:

1. There had been a meeting with CClr Walker to identify areas needing repairs carried out – New Road Bridge/Orwell/Heather Gardens/Berry Close area - the footpath and flooding.
2. CClr Walker will support the Waveney & Breydon School travel plan once the Headteacher has identified improvements. The plan should address the 'safe crossing' suggested from Stepshort.

*\*(12) Planning & Housing* Mr Barker

The following up to date report was given:

1. Property in Stepshort still selling flowers – a letter was sent to GYBC. Mr Gilder has replied stating the volume of activity does not warrant any action being taken. It was agreed this reply was not satisfactory BClr Stone is to be asked to look into the matter.
2. Street nameplates Rosedale Gardens – GYBC suggested additional nameplates should be erected by end of August 2005.
3. New Road/Beccles Road X roads unauthorised advertising board – it was agreed a letter would be sent to GYBC Enforcement Officer asking them to investigate.

9. COMMUNITY GARDENS/SEATS/BLAND CORNER

Community Gardens dealt with under Portfolio holders report

Seats dealt with under Portfolio holders report (Mrs Samuels letters left in abeyance)

Bland Corner – Mr Scott proposed the meeting of PCllrs at Bland Corner would be on Monday 25 July 2005 at 6 00pm

Seconded Mr Rudrum

All in agreement.

10. NEW ROAD PLAYING FIELD

This item dealt with under Portfolio holder

11. VILLAGE VOICE

The Chairman gave details of the outstanding advertising accounts that have been collected since the last PC meeting.

The Clerk gave GYBC costings for printing a Newsletter:

a.A3 white paper 1700No. double sided folded in half (4pages A4)	£84.15 + VAT
b.A3 ditto 1700No two pages double sided folded in half (8 pages A4)	£168.30 + VAT
c.A3 col paper 1700No. double sided folded in half (4pages A4)	£101.15 + VAT
b.A3 ditto 1700No two pages double sided folded in half (8 pages A4)	£202.30 + VAT
Suggested costs from PClerk to produce newsletter around	£90.00

Discussions were held into the Village Voice being totally independent from the PC.

Mrs Greenacre proposed Advision be approached to produce Village Voice on a similar basis, with the PC organising the delivery around the village, seconded Mrs Williamson, all in agreement.

12. TRAFALGAR EVENTS

Mr Tuxford ran over the form (each PC received a copy prior to the meeting) that set out various dates and times for holding an event.

After discussions it was agreed this item would be left with Mrs Clark to find a suitable date for holding an event – if the Events Committee wish to run one.

13. NOTICE BOARD

Mr Barker informed the meeting of the following quotations received to replace the Institute board:

In Pine (Oak) 30" x 48"	£424.31
Mr Edwards (Oak) 30" x 48"	£720.00
SSAF (Plastic) 30" x 48"	£136.20

After discussions Mr Williamson proposed the SSAF Notice Board would be purchased, seconded Mr Barker all in agreement.

14. J LYNCH Printer/Scanner  
 Discussions were held over a letter received from Mr Lynch that stated his printer and scanner had broken due to the volume of work he had produced for the PC. Due to this fact he felt he should retain the replacements that the PC had bought, or repair his broken equipment.  
 Mrs Williamson proposed Mr Lynch retains his old printer and scanner that needs a repair.  
 Seconded Mrs Eggleston  
 5 for  
 6 against  
 It was left with the Chairman to inform Mr Lynch he can keep the replacement equipment.

15. ACCOUNTS FOR APPROVAL & PAYMENT

Mrs Weymouth

Net Salary £5500 div 12 less PAYE/NI 296.18

Tele all x 1 28.92

Postage –

16 PC 7.36

6 x 30p Acs 1.80

9.16

334.26

Mr Rudrum

Village Voice

Diesel/petrol 25.00

Tele/FAX 25.00

50.00

Breydon School Final account 100.00

Allianz Cornhill add premium for bus shelter 77.49

Copyprint 43.48

EE Green & Sons Ltd (2no skips) 298.46

Advision 1090.00

Broadland Horticultural 1079.23

Rose Maintenance Service 370.00

Norfolk County Council 1000.00

Comtel 50.31

LATE ACCOUNTS FOR PAYMENT

Mr Butler (black sacks) 2.94

Mr Graystone (plants for gardens he maintains) 41.72

Mr Rudrum (New Road field gates & PO) 52.39

Mrs Clark proposed these accounts should be paid, seconded Mr Nichols, all in agreement.

16. RE-CYCLING  
 This item left until the September 2005 PC meeting.

17. CORRESPONDENCE  
 This item left until the September 2005 PC meeting except for a letter that had been delivered to Mr Rudrum that afternoon from Mr Austin.  
*Belton Common* - Mr Austins letter was read it set out various issues on Belton Common – it was agreed this letter would be FAXED to Mrs Barker to investigate and report back to the PC.

18. FINAL WORD FROM MEMBERS OF THE PUBLIC AND CLOSURE  
*JGI* – there will be an open evening on 20 August 2005 commencing at 7 30pm all PCllrs were invited to attend.  
*PC meeting 1 September 2005* will be held at the JGI commencing at 7 30pm. At this meeting the Drugs Officer from NCYS will be in attendance.

19. ITEMS FOR THE NEXT AGENDA  
 Re-cycling  
 Correspondence from this meeting and the June 2005 PC meeting.

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)

20. CLERKS SALARY/EXPENSES – confidential item  
 Mr Scott proposed public and PClerk were excluded

Seconded Mr Williamson  
All in agreement.

With no further business the meeting closed at 9 49pm