

BELTON WITH BROWSTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE COMMUNITY CENTRE BREYDON SCHOOL
ON TUESDAY 21 JUNE 2005 AT 7.30 PM

Present: Mr Scott, D Barker, L Barker, B Clark, J Eggleston, J Rudrum , M Greenacre, P Nichols,
I Mannall, E Tuxford, J Fuller, Mr Sims Bohemian Football Club, 3 members of the public and the Clerk
Mrs Weymouth

1. PUBLIC PARTICIPATION

1.A parishioner raised the following items for the Clerk to act on:

Litter bins required by St Johns Road & New Road bus shelters

Waveney School boundary hedge overgrown on adjacent footpath

Vehicles speeding through the village – Beccles Road, Bracon Road and New Road.

Street light Wensum Way needs moving since the area around No 19 is unlit and undesirable activities are taking place.

2.Belton Fen the parishioner that looks after the land for Dr Rhakit reported a parishioner had expressed concern over the fact the Hawthorns could grow too tall and will obscure his view of the Fen. Because this is private land the PCllrs felt they were powerless to help on this occasion and suggested GYBC Planning Dept – Tree Officer should be asked for guidance.

3.Bell Lane PF equipment – the matting under the swings has been ripped up

2. APOLOGIES

PCllrs C & B Williamson on holiday

BCllr Thompson

3. PLANNING APPLICATIONS

The following applications were considered:

06/05/0457/F siting of static caravan for security & storage and to open existing lake to public for fishing Woodland View (land adj) The Loke Station Road North – for Mr Harper – the Parish object on the grounds of poor access onto Station Road North . There are caravans already on the area so are there other planning applications in existence (to be reported back to the next PCM).

06/05/0454/M Agricultural determination erection of agricultural barn – no objections so long as condition for agricultural use only.

06/05/0430/F ext to rear bedroom 15 Station Road South for Mr Allan – no objections

06/05/0461/F rear kitchen and dining room ext and two dormers to loft conversion 73 Station Road North for Mr & Mrs Wiltshire – no objections

06/05/0395/F ground & first floor rear ext 24 Station Road South for Mr & Mrs Thistlethwaite – no objections

06/05/0399/F single storey extension to rear of 29 Bramble Gardens for Mr Pawlett – no objections

06/04/0662/F first floor bedroom ext over existing garage 22 Station Road north for Mr & Mrs Gray – the Parish Council feel there would be an over development of the site and would support any neighbours objections.

4. DECLARATION OF INTEREST

PCllr Rudrum accounts

5. MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN MAY 2005

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

With the amendment J Fuller present and Agenda 4 Portfolio holder Village Organisations B Clark

Mr Tuxford proposed these Minutes be accepted as a true record, seconded Mrs Clark, all in agreement
The Minutes were signed

MINUTES OF THE ANNUAL PARISH MEETING HELD IN MAY 2005

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

Mr Rudrum proposed that these Minutes be noted with the amendment Agenda item 7 a Mrs E Tuxford should read Mrs K Tuxford and Agenda item 7a John Green Institute £1000 Grant from GYBC this is to be removed since this is not correct no Grant has been obtained.

Seconded Mr Barker

All in agreement

They will be signed off at the 2006 APM.

6. MATTERS ARISING

None

7. COUNTY COUNCILLOR REPORT
Not in attendance and no written report received

8. BOROUGH COUNCILLORS REPORT
Not in attendance and no written report received

9. PORTFOLIO HOLDERS REPORTS

Risk Management Mr Williamson

Mr Williamson not in attendance

Planning & Housing Mr Barker

The following verbal report was given:

1. The Chinese Takeaway are having deliveries as late as 11 30pm and also on a Sunday.
Mr Barker proposed a letter would be sent to the Chinese Takeaway informing them that the PC feel it is unneighbourly to accept deliveries at that time and on a Sunday and they feel this practice should be altered if at all possible.
Seconded Mr Rudrum
All in agreement
2. Missing fence 9 Ranworth Close
Mrs Greenacre proposed Mr Fuller visit the property to discuss the possibility of erecting a fence and report back to the next PC meeting.
Seconded Mr Barker
All in agreement

Village Maintenance Mrs Eggleston

The following verbal report was given

1. River Way – a resident is supplying black sacks to put in the litter bin provided by the PC, they are costing around £1.80 per 8. It was agreed a letter would be sent to Mrs Butler thanking her for collecting the litter and supplying black sacks keeping River Way clean and tidy. The PC will reimburse her for the cost of the black sacks so long as receipts are submitted.
Additional litter bin required – PC need to consider the purchase.
2. Grassed triangle Back Lane/Beccles Road – Mr Jay & Mr Hunn awaiting authority to maintain the triangle – NCC to be contacted.
3. Flytipping to be dealt with at the following locations:
Debnam Close
Heather Gardens
Church Lane
Sandy Lane
Silver Gardens
Rosedale Gardens
Area close to 20 Bell Lane
Appointment to be arranged for Mrs Eggleston with the Env Rangers
4. Litter bin missing from Station Road end of Bracon Road - GYB Services be requested to provide a replacement.
5. Litter bin full and overflowing on Bracon Road – GYB Services to be notified
6. Encroachment of hedgerow/trees and grassverge St Johns Road – there has been a meeting with NCC and they are sending a letter to the property occupier requesting they cut the hedge/trees. If this is not done they will carry out the works and charge the property owner.
7. Bell Lane (opposite school) hedgerow/trees removed – property owner stated he was given authority to remove the conifers by NCC & GYBC and he intends to re-plant the area. It was agreed a letter would sent to the property owner stating the Parish Council would be happy with any form of hedge planting that they wish to plant.
8. Belton fen – dealt with under Public participation.

Village organisations Mrs Clark

The following verbal report was given

Contact is being made with village organisations making them aware of the proposed village Summer Fete

Youth Liaison Mr Rudrum & Mrs Mannall

Mr Rudrum gave the following verbal report and gave a file on Youth Project/work to Mrs Mannall

Details of the project work NCYS have been carry out in Belton

Agenda item for the 7 July 2005 Youth Projects – contract and Grant.

It was agreed to invite the NCYS Drug Officer to attend the Sept 2005 PC meeting.

Conservation/Green Living Mrs Barker

The following verbal report was given

1. A site visit had been carried out at Rectory Corner by Mrs Barker, Mrs Eggleston and Mrs Mannall to view the Community Gardens Initiative flower bed. From this meeting concerns were expressed at the new flower bed in relation to the existing flower beds.

Members agreed they would look at any changes felt necessary. A letter was presented from GYBC stating that the removal of garden initiative flower beds could possibly incur a claw back of some grant money.

The Chair of PC reported Mr Cubitt had told him he now felt the garden should remain to allow to flower.

Mr Rudrum proposed the new flower bed should remain to enable it to establish.

Seconded Mrs Greenacre

6 for

4 against

Vote carried

2. Howards Common a caravan is permanently occupied
It was agreed GYBC Planning Dept be notified and to obtain information on any PA in existence on the Common.
3. Debnam Drive unkept grassed area behind 11 Selwyn Drive
The meeting was informed a resident would be happy to maintain a flower bed in this area.
Mr Rudrum proposed NCC be contacted for information on ownership and to then obtain a licence.
Seconded Mr Nichols
All in agreement

Village Hall/Community Centres Mrs Greenacre

The following verbal report was given

1. John Green Institute – Agenda item
2. Parish Council hiring halls

It was agreed as from 1 September 2005 the Parish Council will hire the Institute for their meetings at £15 per meeting. A letter is to be sent to Breydon School and Waveney School notifying them of the PC decision – which had been forced by the uncertainty of future facilities at Breydon and the unsuitability of a classroom for full PCM at Waveney where the hall is not available.

3. Parish Office

Agenda item.

Youth Liaison/Village Halls (joint) Mrs Mannall

Nothing reported

Playing field/Sports Mr Nichols

The following verbal report was given

1. Damage to matting under swings – this had been notified to GYB Services and the repair works will be carried out this week.
Concerns were expressed at the fact the swings had been chained up so they are not usable and they are being used as goal posts. The meeting was informed the swings are chained up on health and safety grounds pending surface repairs.

Publicity Mr Tuxford

Nothing reported

Trafalgar week-end brochure was given so a report can be given at the next PC meeting.

Borough Council/Police Mr Fuller

The following verbal report was given:

1. Police Crime Report was read 16 No crimes:
 - 1 No verbal crime – dwelling
 - 2 No criminal damage to dwelling
 - 2 No ditto to vehicle
 - 2 No criminal damage
 - 1 No theft from vehicle
 - 3 No other thefts
 - 1 No shoplifting
 - 4 No bodily harm
2. Berry Close – youngsters damaged cricket stumps whilst children were playing cricket – dealt with at the time by Mr Nichols – but Police were less than co-operative and would not attend. Cllr Fuller to speak with Inspector McCarthy.
3. Girls threw a brick at a conservatory breaking windows and stole 2 childrens scooters, wrecked them and dumped them on the playing field.
4. Dashwood CI fence damaged – this item left with Mr Fuller to investigate and report back to the next PC meeting.
5. Car went into New Road PF fence – the meeting was informed the PClerk was already dealing with the matter and the fence was repaired on an emergency basis by Clarkes Fence and the drivers insurance company have been sent a copy of the invoice for them to repay the PC.

County Council Mrs Williamson

Not in attendance

9. PROCEDURES REGARDING PORTFOLIO HOLDERS

The Chairman reported some Portfolio holders will be dealing with items direct and others will be going through the PClerk.

The PClerk requested Portfolio holders let her have prior to commencement of meetings a list of items that they will be raising for discussion.

10. FINANCE

The accounts for the period as at 7 June 2005 with P&L & budget comparisons had been distributed prior to the meeting.

ACCOUNTS AS AT 7 JUNE 2005 FOR APPROVAL & PAYMENT

Mrs Weymouth

Net Salary 5963 div 12 less PAYE/NI	296.74	
Tele all x 1	28.92	
Norton & Peskett Add works	117.50	
Postage –		
PC meeting (figure not available)		
7 x 30p A/cs		
1 PCllr Fuller)		
13 PCllrs – list Portfolio holders)21x30p		
	<u>6.30</u>	449.46

Mr Rudrum

FAX rolls 3.12

Mr Rudrum made no claim for expenses on Vvoice so the Agenda payment of £25 was not made at the meeting.

Mr Lynch

3hrs o/t	17.11	
Postage	<u>4.20</u>	21.31

VAT Assess

(since VAT Return not submitted) 479.00

Comtel 9.17

Rose Maintenance Services 370.00

Clarkes Fencing (accident damage to New Rd PF fence) 464.13

Broadland Horticultural 606.87

LATE ACCOUNTS

Broadland Horticultural Churchyard grasscutting 944.72

S Weymouth (new computer & software etc) 254.25

Comtel 8.27

NAoP&TC 42.00

John Green Institute 5000.00

Mrs Greenacre proposed these accounts should be paid

Seconded Mr Nichols

All in agreement

MR LYNCH request to keep printer and scanner since his printer/scanner were not suitable for the amount of PC work.

Cost excluding VAT – printer £53.99 – Scanner £41.12

Mrs Eggleston proposed Mr Lynch should be offered the equipment at 50% of the cost.

Seconded Mrs Barker

5 in favour

4 against

AUDIT COMMISSION

The Chairman reported a letter has been received from the Audit Commission requesting the following information:

Copy of bank reconciliation as at 31 3 05

Detailed explanation on variance on fixed assets

Detailed explanation on variance on staff costs

Internal Auditors comments on debtors and output VAT on the Village Voice they want to know the current position on these issues and the amounts involved.

The Chairman stated there would be a report on VVoice later. In order that the PC can reply separately to the Audit Commission the Chairman proposed these changes when Vvoice returns in Sept 2005:

1. That we invoice monthly on the 15th of each month – just prior to publication. Terms 14 days.
2. That a statement and reminder goes out to non payers at 25th the following month
3. That a phone call is made at the 31st of the following month and the advert removed, for non payment.
4. That as previously agreed the Chair and VChair would review debt lists each month and bring to full PC. So far collected £1600 of old arrears and hope to have a further £560 in this month.

We will send out final 7 day demands at the end of June and close/credit or take action on remaining debtors at the mid July PC meeting.

Mrs Greenacre proposed the following response:

STAFF COSTS year ending 31/3/03 £5183 - year ending 31/3/04 £6535

In year ending 31 March 2004 the Parish Clerk was paid for additional meetings to the Contract of Employment and an Assistant Clerk was employed

ASSETS year ending 31/3/03 £15088 – year ending 31/3/04 £19238

The Parish Council bought and installed new goal posts and a multi sports area.

BANK RECONCILIATION ending 31/3/04 £40594

Details to be sent

VILLAGE VOICE

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The Chairman reminded PCllrs that current invoicing is on track with the May/June/July 05 issues all invoiced. Monthly Invoicing whilst inconvenient for most people at around £13 per month allows a better control of people dropping out as advertisers.

The PC could decide to 'privatise' the magazine, but it does give the PC exceptional contact with residents who gave it an 88% rating in the 2004 village survey

Seconded Mr Rudrum

All in agreement

CLERKS REVIEW ON SALARY AND EXPENSES

It was agreed there would be a meeting of Mr Scott, Mr Rudrum, Mrs Clarke, Mr Nichols and Mrs Eggleston to discuss the matter.

11. JOHN GREEN INSTITUTE UPDATE & RESOLUTIONS

Mrs Greenacre informed the meeting the PC Solicitors are looking into a Lease Agreement for the Institute and are awaiting replies from Mr Greens Solicitor.

The Chairman reported the windows have been replaced with UPVC double glazed windows. A wall has been removed to enable disability access to the toilets. The PC agreed in principle to paying a donation of £5000 towards upgrading works to allow the hall to open on 1 September 2005 as previously agreed at PC.

Mr Scott proposed that the PC give a donation of £5000.00p (paid to the John Green Institute).

Seconded Mr Rudrum

All in agreement

Parish Office

The Chairman reported there is a room at the Institute that would be suitable as the PO, the size is very similar to the existing Office.

Mr Scott proposed an offer be made to the Institute trustees of £500.00p per annum to hire the room, commencement of the hire 1.9.05. To hire the hall for both PC meetings per month at a fee of £15 per meeting – commencing September 2005. A letter is to be sent to Breydon School notify them that the Parish Councils will be vacating the Parish Office by 1.9.05.

Seconded Mr Fuller

All in agreement.

12. COMMUNITY AWARDS

The Chairman suggested a trial scheme for civic awards. Each Sept the PC would invite nominations from the community at large for people to receive citizen awards. The full PC would consider these in October agreeing 2 or a maximum of 3 per annum, to be announced at the December full PCM nearest to Xmas.

Proposed by Mr Scott

Seconded Mrs Greenacre

All in agreement.

13. VILLAGE VOICE

Since Mr & Mrs Williamson are on holiday it was agreed to leave this Portfolio holder post in abeyance until next PC meeting nobody is preparing the next edition.

Mr Scott & Mr Rudrum in the mean time will continue to collect outstanding accounts

14. COMMUNITY GARDENS/SEATS/BLAND CORNER

It was agreed to leave this item until the next meeting and agree a site meeting to discuss a Memorial Stone at Bland Corner.

15. NEW ROAD PLAYING FIELD UPDATE AND RESOLUTION
The Chair, VChair and Cllr Nichols had been delegated to meet the Bohemians to reach an agreement on dogs on this field. The result of that meeting had been reported to and unanimously agreed by the APM on 31 May 2005. Parish Council was invited to agree a contract with the Bohemians on the lines below. The Chair, VChair and Cllr Nichols to proceed to complete negotiations.
1. New Road field will be closed to all dog walking and entry at a date to be agreed. Signs will explain the situation. Cycles, go carts, quad bikes, scooters and motorised vehicles will be banned.
 2. Residents will have access to the field from dawn to dusk but will be asked not to walk on pitches – signed as closed.
 3. The PC will agree connection of main services and parking area within the gates.
 4. The Bohemians will clear the field of dog mess, put in portable changing rooms, toilets and have first priority booking rights.
 5. The Bohemians will pay £500pa in year one, £750 pa in year two and £1000 pa in year three.
 6. The PC and the Bohemians will agree a programme of 'sport in the community' to encourage boys and girls to get included in football and will encourage local children to join teams.
- Proposed Mr Scott
Seconded Mr Rudrum
All in agreement
16. CORRESPONDENCE SHEET
This item left until the next PC meeting
17. 2006/2007 GRASSCUTTING CONTRACT
This item left until the next PC meeting
18. BRAIN STORMING SESSION
This item left until the next PC meeting.
19. FINAL WORD FROM MEMBERS OF THE PUBLIC AND CLOSURE
Nothing given
20. ITEMS FOR THE NEXT AGENDA
Youth contract and 05/06 Grant- seats/gardens/Bland Corner/Clerks pay/expenses

With no further business the meeting closed at 10.00pm