

BELTON PARISH COUNCIL
INCORPORATING SANDTOFT AND BELTOFT

These are the Minutes of the Annual Full Council Meeting of the Belton Parish Council held on Tuesday 16 May 2023, 7:00pm at Belton Public Hall.

In Attendance:

Councillors A Baker Cliff (Chair), G Addlesee, L Drury, T Ferris, R Padgett, G Ulley, S Waller and Ward Cllr Mitchell

Clare Boyall Clerk and Responsible Financial Officer

0 Members of the Public

	Item	Proposer
	Quickline gave a short presentation on the installation of the new fibre network in Belton. This is due to start shortly.	
01/5/23	Public Participation Session None present.	
02/5/23	Election of Chairman of Belton Parish Council Cllr Drury proposed that Cllr Baker Cliff be elected as Chairperson of Belton Parish Council, seconded by Cllr Padgett. All in favour. It was resolved that Cllr Baker Cliff be elected as Chairperson of Belton Parish Council.	
03/5/23	To Sign and Receive Chairman's Acceptance of Office Form The Acceptance of Office form was signed and received by the Clerk.	
04/5/23	Election of Vice Chairman of Belton Parish Council Cllr Ferris proposed that Cllr Ulley be elected as Vice Chairperson of Belton Parish Council, seconded by Cllr Drury. All in favour. It was resolved that Cllr Ulley be elected as Vice Chairperson of Belton Parish Council.	
05/5/23	To receive Declaration of Interest Forms Forms received by the Clerk.	
06/5/23	Apologies Cllrs Cliff and Pickersgill.	
07/5/23	Declarations of Interest Cllr Padgett 14/05/23 Cllr Baker Cliff 14/05/23	
08/5/23	Granting of Dispensations (Code of Conduct, 2012) None.	
09/5/23	Co-Option There are 2 applications for the 3 vacant positions. Cllr Drury proposed that Mr John Warwick and Mr Phillips Clayton be co-opted onto the Parish Council, seconded by Cllr Padgett. All in favour.	

It was **resolved** that Mr John Warwick and Mr Phillips Clayton be co-opted onto the Parish Council.

10/5/23

Draft Minutes of the Full Council meeting held on 18 April 2023

Cllr Drury proposed that the minutes of the Full Council meeting held on 18 April 2023 be approved, seconded by Cllr Padgett. All in favour.

It was **resolved** that minutes of the Full Council meeting held on 18 April 2023 be approved.

11/5/23

Chairman's Items

Nothing further to add following Cllr Baker Cliff's Annual Parish report.

12/4/23

Ward Councillor Report

Ward Cllr Mitchell advised that due to the elections there was not very much to report.

The priorities going forward were the roads and public transport and regeneration in Epworth.

The new hub in Epworth has begun to be built.

He also stated that it was important to ensure that the right development would be in the right place.

13/4/22

Clerk's Report

The damaged footpath sign has been reported and will be inspected by N Lincs Council.

The handyperson has been asked to litter pick at the bus stop that the school children use and monitor this area following the member of the Youth Council's report on litter in this area.

The submission reference for the trees on Sandtoft Road was sent to Ward Cllr Mitchell. However, work has begun on cutting back these trees.

The gutters on Jeffrey Lane and Stocks Hill have been cleared.

Both Sandtoft and Belton residents have agreed to the positioning of the new benches but residents in Beltoft have objected. Further communication from Beltoft Methodist Chapel is expected.

The annual audit documentation is with the internal auditor.

14/5/23

Financial Report

Cheque	Recipient	Purpose	Total
200508 and 200509	Staff Payroll	May	921.50
200508	S Fritchley	Mileage	7.02
200510	C Boyall	Mileage	32.94
200510	C Boyall	Home Office Allowance May	26.00
200510	C Boyall	Postage	24.17
200511	HMRC	PAYE	140.00

200512	Tunes	In Bloom plants	297.95
200513	BHIB	Annual Insurance	1510.05
200514	R Padgett	Grass Cutting PROWS and Open Spaces	5215.20
200515	Curtis The Gardener	Grass Cutting Cemetery	331.10
200515	Curtis The Gardener	Grass Cutting Closed Churchyard	145.55
200516	Greenbarnes	2 Noticeboards	3943.21
200517	A Baker Cliff	Coronation	29.99

Public Hall

Cheque	Recipient	Purpose	Total
DD	British Gas	Public Hall Gas	88.24
DD	Water Plus	Public Hall Waste Water	22.89
100005	Dutch Fire Protection	Fire Alarm and Emergency Lighting Service	120.00

Cllr Ulley proposed to approve the financial reports and that the cheques be signed, seconded by Cllr Drury. 4 In favour (those able to vote).

It was **resolved** to approve the financial reports and that the cheques be signed.

15/5/23 Personnel Committee

This item will be deferred until next month when more Cllrs will be in attendance.

16/5/23 Personnel Committee Terms of Reference

Cllr Padgett proposed to approve the Personnel Committee Term so Reference, seconded by Cllr Addlesee. All in favour.

It was **resolved** to approve the Personnel Committee Terms of Reference.

17/5/23 ERNLLCA District Committee Representatives

Cllr Drury proposed that Cllr Baker Cliff and Cllr Ulley be the ERNLLCA District Committee representatives, seconded by Cllr Ferris. All in favour.

It was **resolved** that Cllr Baker Cliff and Cllr Ulley be the ERNLLCA District Committee representatives.

Cllr Addlesee left the meeting room.

18/5/23 To Review and Approve the Standing Orders

Cllr Drury proposed to approve the Standing Orders, seconded by Cllr Padgett. All in favour.

It was **resolved** to approve the Standing Orders.

19/5/23 To Review and Approve the Code of Conduct

Cllr Padgett proposed to approve the Code of Conduct, seconded by Cllr Ulley. All in favour.

It was **resolved** to approve the Code of Conduct. Cllr Addlesee re-entered the meeting room.

<p>20/5/23</p>	<p>To Review and Approve the Financial Regulations Cllr Padgett proposed to approve the Financial Regulations, seconded by Cllr Ulley. All in favour.</p> <p>It was resolved to approve the Financial Regulations.</p>	
<p>21/5/23</p>	<p>To Review and Approve the Financial Risk Assessment Cllr Padgett proposed to approve the Financial Risk Assessment, seconded by Cllr Drury. All in favour.</p> <p>It was resolved to approve the Financial Risk Assessment.</p>	
<p>22/5/23</p>	<p>To Review and Approve the Financial Reserves Policy Cllr Padgett proposed to approve the Financial Reserves policy, seconded by Cllr Drury. All in favour.</p> <p>It was resolved to approve the Financial Reserves policy.</p>	
<p>23/5/23</p>	<p>Annual Insurance Cllr Ulley proposed to approve the annual insurance, seconded by Cllr Padgett. All in favour.</p> <p>It was resolved to approve the annual insurance.</p>	
<p>24/5/23</p>	<p>Asset Register The Asset Register was discussed. Cllr Padgett proposed to approve the Asset Register, seconded by Cllr Drury. All in favour.</p> <p>It was resolved to approve the Asset Register.</p>	
<p>25/5/23</p>	<p>Asset Inspection and review The inspection of assets was discussed and volunteers to inspect were given to the Clerk. Councillors will advise the Clerk when they have inspected the assets.</p>	
<p>26/5/23</p>	<p>To Review the Approve the Child Safeguarding Policy Cllr Padgett proposed to approve the Child Safeguarding policy, seconded by Cllr Drury. All in favour.</p> <p>It was resolved to approve the Child Safeguarding policy.</p>	
<p>27/5/23</p>	<p>To Review and Approve the Adult Safeguarding Policy Cllr Padgett proposed to approve the Adult Safeguarding policy, seconded by Cllr Ulley. All in favour.</p> <p>It was resolved to approve the Adult Safeguarding policy.</p>	
<p>28/5/23</p>	<p>To Review and Approve the Equality Policy Cllr Ferris proposed to approve the Equality policy, seconded by Cllr Drury. All in favour.</p> <p>It was resolved to approve the Equality policy.</p>	
<p></p>	<p>To Review and Approve the Safeguarding Policy</p>	

29/5/23	Duplicate Item.	
30/5/22	<p>To Review and Approve the Complaints Policy Cllr Addlesee proposed to approve the Complaints Policy, seconded by Cllr Ferris. All in favour.</p>	
	It was resolved to approve the Complaints Policy.	
31/5/23	<p>To Review and Approve the Management of Transferable Data Policy Cllr Ferris proposed to approve the Management of Transferable Data Policy, seconded by Cllr Addlesee. All in favour.</p>	
	It was resolved to approve the Management of Transferable Data Policy.	
32/5/23	<p>To Review and Approve the Social Media Policy Cllr Padgett proposed to approve the Social Media Policy, seconded by Cllr Drury. All in favour.</p>	
	It was resolved to approve the Social Media Policy.	
33/5/23	<p>To Review and Approve the Media Policy Cllr Ferris proposed to approve the Media policy, seconded by Cllr Padgett. All in favour.</p>	
	It was resolved to approve the Media policy.	
34/5/23	<p>To Review and Approve the Grievance Policy Cllr Padgett proposed to approve the Grievance policy, seconded by Cllr Drury. All in favour.</p>	
	It was resolved to approve the Grievance policy.	
35/5/23	<p>To Review and Approve the Bullying and Harassment Policy Cllr Drury proposed to approve the Bullying and Harassment policy, seconded by Cllr Padgett. All in favour.</p>	
	It was resolved to approve the Bullying and Harassment policy.	
36/05/23	<p>To Review and Approve the Whistleblowing Policy Cllr Addlesee proposed to approve the Whistleblowing policy, seconded by Cllr Ulley. All in favour.</p>	
	It was resolved to approve the Whistleblowing policy.	
37/05/23	<p>To Review and Approve the Data Protection Policy Cllr Drury proposed to approve the Data Protection policy, seconded by Cllr Ulley. All in favour.</p>	
	It was resolved to approve the Data Protection policy.	
38/05/23	<p>To Review and Approve the Security Incident Response Policy Cllr Addlesee proposed to approve the Security Incident Response policy, seconded by Cllr Drury. All in favour.</p>	
	<p>It was resolved to approve the Security Incident Response policy. To Review and Approve the Subject Access Request Policy</p>	

39/05/23	<p>Cllr Padgett proposed to approve the Subject Access Request policy, seconded by Cllr Addlesee. All in favour.</p> <p>It was resolved to approve the Subject Access Request policy.</p>
40/05/23	<p>To Review and Approve the Councillor Privacy Notice Cllr Drury proposed to approve the Councillor Privacy Notice, seconded by Cllr Ulley. All in favour.</p> <p>It was resolved to approve the Councillor Privacy Notice.</p>
41/05/23	<p>To Review and Approve the Email Privacy Notice Cllr Drury proposed to approve the Email Privacy Notice, seconded by Cllr Ferris. All in favour.</p> <p>It was resolved to approve the Email Privacy Notice.</p>
42/05/23	<p>To Review and Approve the Email Contact Privacy Notice Cllr Drury proposed to approve the Email Contact Privacy notice, seconded by Cllr Ulley. All in favour.</p> <p>It was resolved to approve the Email Contact Privacy notice.</p>
43/05/23	<p>To Review and Approve the Co-option Procedure Cllr Addlesee proposed to approve the Co-option procedure, seconded by Cllr Padgett. All in favour.</p> <p>It was resolved to approve the Co-option procedure.</p>
44/05/23 44.1	<p>Planning Applications Application No: PA/2023/503 Proposal: Application for approval of reserved matters (appearance and landscaping) pursuant to outline application PA/2018/2416 dated 03/04/2020 for 11 dwellings Site Location: Sir Solomon Inn, King Edward Street, Belton, DN9 1QN</p> <p>Cllr Ferris proposed no comment be submitted for the above planning application, seconded by Cllr Padgett. All in favour.</p> <p>It was resolved no comment be submitted for the above planning application.</p>
44.2	<p>Application No: PA/2023/696 Proposal: Planning permission to erect extensions and carry out alterations Site Location: Penrose, 12 Westgate Road, Westgate, Belton, DN9 1QG</p> <p>Cllr Addlesee proposed no comment be submitted for the above planning application, seconded by Cllr Drury. All in favour.</p> <p>It was resolved no comment be submitted for the above planning application.</p>
45/05/23	<p>Planning Permission Granted and Refused Cllr Ferris proposed to note the planning permissions granted and refused, seconded by Cllr Drury. All in favour.</p> <p>It was resolved to note the planning permissions granted and refused.</p> <p>Re-purchase of Burial Plot</p>

46/05/23	Cllr Drury proposed to re-purchase the burial plot, seconded by Cllr Padgett. All in favour.
	It was resolved to re-purchase the burial plot.
	Quickline Broadband Belton and Sandtoft
47/05/23	The information given by the representative from Quickline was noted. Clerk to send on any information from the company to Cllrs and Ward Cllr Mitchell.
	Union Jack Flag
48/05/23	Cllr Drury proposed to purchase a new flag, seconded by Cllr Ferris. All in favour.
	It was resolved to purchase a new flag.
	High Levels Bank
49/05/23	Ward Cllr Mitchell will supply the Parish Council with an update at a future meeting.
	Cllr Waller entered the meeting.
	Handyperson
50/05/23	Clerk to ask handyperson to clear some weeds on Church Lane. The flowerbeds at the roundabout will be weeded and edged.
	Belton Christmas Lights Committee
51/05/23	Cllr Waller outlined the plans for a Scarecrow Festival in Belton and asked whether the Parish Council could help. Cllr Baker Cliff asked what sort of help was required. The Clerk asked if the festival could be near to the Best Kept Village competition. Cllr Waller stated that this could be done. Cllr Baker Cliff asked Cllrs to email Cllr Waller with suggestions. This will be added to the next agenda.
	Training
52/05/23	The Clerk explained that West Butterwick Parish Council has booked an ERNLLCA training event to be held in West Butterwick on 22 June. Cllr Baker Cliff proposed to book 5 places initially, seconded by Cllr Padgett. All in favour.
	It was resolved to book 5 places initially.
	Public Hall
53/05/23	Cllr Padgett proposed to accept the recommendation for work on the fire extinguishers and have this work completed, seconded by Cllr Drury. All in favour.
	It was resolved to accept the recommendation for work on the fire extinguishers and have this work completed.
	War Memorial
54/05/23	Cllr Baker Cliff advised that there was nothing new to report. The Parish Council is waiting for the next round of grant decisions by the War Memorial Trust in June.
	Correspondence

55/05/23	Correspondence regarding an additional dog bin at the entrance to the Waterway Sandtoft Road. Ward Cllr Mitchell has forwarded the request on to N Lincs Council but has not heard anything. He will chase this.	
56/05/23	<p>Date and Time of next meeting Tuesday 20 June 2023 at 7:00 at The Public Hall Belton Noted.</p> <p>Meeting closed at 8.25 pm</p>	