

**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 20 May 2025 at Belton Public Hall.

**In Attendance:**

Councillors A Baker Cliff (Chair), S Cliff, L Drury, B Hellewell, D Morgan, R Padgett, L Pickersgill, G Ulley (Vice Chair), J Warwick and Ward Cllr Mitchell

Clare Boyall Clerk and Responsible Financial Officer

0 Members of the Public

	Item	Proposer
01/05/25	<b>Public Participation Session</b> None.	
02/05/25	<b>Election of Chairman of Belton Parish Council</b> Cllr Ulley proposed that Cllr Baker Cliff be elected as Chairperson of Belton Parish Council, seconded by Cllr Pickersgill. All in favour.  It was <b>resolved</b> that Cllr Baker Cliff be elected as Chairperson of Belton Parish Council.	
03/05/25	<b>To Sign and Receive Chairman's Acceptance of Office Form</b> The Acceptance of Office form was signed and received by the Clerk.	
04/05/25	<b>Election of Vice Chairman of Belton Parish Council</b> Cllr Pickersgill proposed that Cllr Ulley be elected as Vice Chairperson of Belton Parish Council, seconded by Cllr Morgan. All in favour.  It was <b>resolved</b> that Cllr Ulley be elected as Vice Chairperson of Belton Parish Council.	
05/05/25	<b>Apologies</b> Cllrs Addlesee, Clayton and Taylor.	
06/05/25	<b>To review Councillors Declaration of Interests and receive any changes.</b> No changes were disclosed.	
07/05/25	<b>Declarations of Interest</b> Cllr Baker Cliff                      13/5/25 Pecuniary	
08/05/25	<b>Granting of Dispensations</b> (Code of Conduct, 2012) None.	
09/05/25	<b>Draft Minutes of the Full Council meeting held on 15 April 2025</b> Cllr Hellewell proposed that the minutes of the Full Council meeting held on 15 April 2025 be approved, seconded by Cllr Pickersgill. All in favour.  It was <b>resolved</b> that minutes of the Full Council meeting held on 15 April 2025 be approved.	
10/05/25	<b>Chairman's Items</b> None.	

**11/05/25**

**Ward Councillor Report**

20 is plenty signs have been received for Carr House Road. However, the speed data does not show an issue with speeding vehicles on this road. Vehicles are travelling at an average speed of 26.4 mph.

Northern PowerGrid are holding 2 community engagement events soon. Recent issues have been caused by new substations in Epworth and Haxey. Generators were brought in to cover this work but they failed. Vulnerable residents are entitled to additional support during power cuts from Northern PowerGrid.

Rob Waltham was elected leader of N Lincs Council at the annual meeting of N Lincs Council recently. Ward Cllr Mitchell is now the cabinet member for Sustainability and Transformation.

Work on the A161 mini roundabout has gone out to contractors. This will be re-painted. Penalty notices have recently been issued for motorists who have failed to use the roundabout appropriately.

The dip in the road between Belton and Beltoft is being inspected by highways at N Lincs Council.

Ward Cllr Mitchell thanked Councillors for helping at the Pavillion's VE Day event recently.

**12/05/25**

**Clerk's Report**

The enforcement issues raised at the last meeting were reported to N Lincs Council.

The petition has been signed on behalf of the council for the PCSO 20 year service medal.

RWE renewables have contacted the council following the comments that were submitted to the Tween Bridge Solar Farm consultation. They have offered to come to a meeting of the council to discuss the council's concerns.

A resident has again contacted the council regarding the HGVs using Westgate Road. They have been advised to report these issues to the Police.

The area at the entrance to Horseshoe Close has been handed over to a management company who will now be responsible for this grassed area.

N Lincs Council have been contacted and they do not think it is reasonable or safe for the council's grass cutter to cut the grass outside of the 30 mph zone.

The internal audit has been completed and no issues have been identified. All documentation will now be compiled and sent to the external auditor PKF Littlejohn.

Cllr Baler Cliff left the meeting room. Cllr Ulley took the chair.

**13/05/25**

**Financial Report**

Cheque	Recipient	Purpose	Total
200747	Yards Apart	Replacement Chq 200740	793.89

200748	Belton Playing Field Association	Replacement Chq 200742 Infil8 Inflatable VE Day	500.00
200748	Belton Playing Field Association	Traffic Management VE Day	500.00
200749 and 200750	Staff Payroll	May Salaries	1273.71
200749	S Fritchley	Mileage	10.98
200751	C Boyall	Mileage	21.96
200751	C Boyall	Home Office Allowance	26.00
200751	C Boyall	Bunting	27.45
200751	C Boyall	Poppy Wreath Section 137 Local Government Act 1972	29.49
200751	C Boyall	Lamp Post VE Day signs	43.97
200752	HMRC	PAYE	276.17
200753	CPRE	Best Kept Village 2025	35.00
200754	A Baker Cliff	Chairman's Allowance 2024/2025 Replacement Chq	100.00
200755	Clear Council	Annual Insurance	2075.53
200756/57	Yards Apart	Grass Cutting PROW Cut 1	1083.00
200658/59	Yards Apart	Grass Cutting Cut 2 Verges and Open Spaces	1587.78
200760	C Barry	Grass Cutting Cemetery 9/4, 2/5	662.20
200760	C Barry	Grass Cutting Closed Churchyard 9/4, 16/4, 2/5	436.65
200761/62	Cancelled		
200763	C Boyall	Wood stain Bus Shelter	41.50
200764	The Terrace Outside Catering Company	VE Day Teas	350.00

Cllr Hellewell proposed to approve the financial reports and that the cheques be signed, seconded by Cllr Padgett. All in favour.

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

Cllr Baker Cliff re-entered the meeting and room and re-took the chair.

**14/05/25**

#### **Personnel Committee**

Cllr Morgan proposed that Cllrs Ulley, Pickersgill and Warwick be elected as members of the Personnel committee, seconded by Cllr Hellewell. All in favour.

It was **resolved** that Cllrs Ulley, Pickersgill and Warwick be elected as members of the Personnel committee.

**15/05/25**

#### **Personnel Committee Terms of Reference**

Cllr Morgan Proposed to approve the Personnel Committee Terms of Reference, seconded by Cllr Hellewell. All in favour.

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

<b>16/05/25</b>	<p><b>Belton Playing Field Association Representative</b> Cllr Baker Cliff proposed that Cllr Hellewell be elected the Belton Playing Field Association Representative for Belton Parish Council, seconded by Ulley. All in favour.</p> <p>It was <b>resolved</b> that Cllr Hellewell be elected the Belton Playing Field Association Representative for Belton Parish Council.</p>	
<b>17/05/25</b>	<p><b>ERNLLCA District Committee Representatives</b> No Cllrs elected as representatives.</p>	
<b>18/05/25</b>	<p><b>To Review and Approve the New Standing Orders</b> Cllr Morgan proposed to approve the new Standing Orders, seconded by Cllr Padgett. All in favour.</p> <p>It was <b>resolved</b> to approve the new Standing Orders.</p>	
<b>19/05/25</b>	<p><b>To Review and Approve the updated Financial Regulations</b> Cllr Ulley proposed to approve the new Financial Regulations, seconded by Cllr Hellewell. All in favour.</p> <p>It was <b>resolved</b> to approve the updated Financial Regulations.</p>	
<b>20/05/25</b>	<p><b>To Review the Risk Management Policy</b> Cllr Ulley proposed to approve the Risk Management policy, seconded by Cllr Hellewell. All in favour.</p> <p>It was <b>resolved</b> to approve the Risk Management policy.</p>	
<b>21/05/25</b>	<p><b>To Review and Approve the Financial Reserves Policy</b> Cllr Morgan proposed to approve the Financial Reserves policy, seconded by Cllr Hellewell. All in favour.</p> <p>It was <b>resolved</b> to approve the Financial Reserves policy.</p>	
<b>22/05/25</b>	<p><b>Asset Register and Inspection of Assets</b> Cllr Morgan proposed to approve the Asset Register, seconded by Cllr Drury. All in favour.</p> <p>It was <b>resolved</b> to approve the Asset Register.</p>	
<b>23/05/25</b>	<p><b>Scheme of Delegation</b> Cllr Ulley proposed to adopt the Scheme of Delegation, seconded by Cllr Pickersgill. All in favour.</p> <p>It was <b>resolve</b> to adopt the Scheme of Delegation.</p>	
<b>24/05/25</b>	<p><b>Biodiversity Policy and Action Plan</b> Cllr Warwick proposed to approve the Biodiversity policy and Action Plan, seconded by Cllr Padgett. All in favour.</p> <p>It was <b>resolved</b> to approve the Biodiversity policy and Action Plan.</p>	
<b>25/05/25</b>	<p><b>Complaints Policy</b> Cllr Hellewell proposed to approve the Complaints policy, seconded by Cllr Drury. All in favour.</p>	

	It was <b>resolved</b> to approve the Complaints policy.	
<b>26/05/25</b>	<b>IT and Cybersecurity Policy</b> Cllr Morgan proposed to approve the IT and Cybersecurity policy, seconded by Cllr Warwick. All in favour.	
	It was <b>resolved</b> to approve the IT and Cybersecurity policy.	
<b>27/05/25</b>	<b>Dignity at Work inc Sexual Harassment Policy</b> Cllr Pickersgill proposed to approve the Dignity at Work inc Sexual Harassment policy, seconded by Cllr Drury. All in favour.	
	It was <b>resolved</b> to approve the Dignity at Work inc Sexual Harassment policy.	
<b>28/05/25</b>	<b>Grievance Policy</b> Cllr Morgan proposed to approve the Grievance policy, seconded by Cllr Ulley. All in favour.	
	It was <b>resolved</b> to approve the Grievance policy.	
<b>29/05/25</b>	<b>Whistleblowing Policy</b> Cllr Morgan proposed to approve the Whistleblowing policy, seconded by Cllr Hellewell. All in favour.	
	It was <b>resolved</b> to approve the Whistleblowing policy.	
<b>30/05/25</b>	<b>Disciplinary Policy and Procedure</b> Cllr Morgan proposed to approve the Disciplinary policy and procedure, seconded by Cllr Ulley. All in favour.	
	It was <b>resolved</b> to approve the Disciplinary policy and procedure policy.	
<b>31/05/25</b>	<b>Data Protection Policy</b> Cllr Pickersgill proposed to approve the Data Protection policy, seconded by Cllr Hellewell. All in favour.	
	It was <b>resolved</b> to approve the Data Protection policy.	
<b>32/05/25</b>	<b>Subject Access Request Policy</b> Cllr Pickersgill proposed to approve the Subject Access Request policy, seconded by Cllr Drury. All in favour.	
	It was <b>resolved</b> to approve the Subject Access Request policy.	
<b>33/05/25</b>	<b>Publication Scheme</b> Cllr Hellewell proposed to approve the Publication Scheme, seconded by Cllr Pickersgill. All in favour.	
	It was <b>resolved</b> to approve the Publication Scheme.	
<b>34/05/25</b>	<b>Health and Safety Policy</b> Cllr Padgett proposed to approve the Health and Safety policy, seconded by Cllr Ulley. All in favour.	
	It was <b>resolved</b> to approve the Health and Safety policy.	

<b>35/05/25</b>	<b>Council Policies and Procedures</b> Child Safeguarding Policy      Adult Safeguarding Policy Co-Option Procedure      Media Policy Recoding of Meetings Policy      Social Media Policy Training and Development Policy  Cllr Hellewell proposed that Cllr Pickersgill be a lead on the Child and Adult Safeguarding policies and that the policies listed be approved, seconded by Cllr Ulley. All in favour.  It was <b>resolved</b> that Cllr Pickersgill be a lead on the Child and Adult Safeguarding policies and that the policies listed be approved.	
<b>36/05/25</b>	<b>Schedule of Meetings 2025/2026</b> Cllr Hellewell proposed that full council meetings will take place on the 3 <sup>rd</sup> Tuesday of every month except August where there will be no meeting, seconded by Cllr Ulley. All in favour.  It was <b>resolved</b> that full council meetings will take place on the 3 <sup>rd</sup> Tuesday of every month except August where there will be no meeting.	
<b>37/05/25</b>	<b>Insurance Provision</b> Cllr Ulley proposed to approve the annual insurance provision, seconded by Cllr Padgett. All in favour.  It was <b>resolved</b> to approve the annual insurance provision.	
<b>38/05/25</b>	<b>Bank Signatories</b> Cllr Hellewell proposed that there be no changes to the present bank signatories, seconded by Cllr Pickersgill. All in favour.  It was <b>resolved</b> that there be no changes to the present bank signatories.	
<b>39/05/25</b>	<b>Subscription Review</b> Cllr Baker Cliff proposed to continue the ERNLLCA and ICCM subscriptions, seconded by Cllr Ulley. All in favour.  It was <b>resolved</b> to continue the ERNLLCA and ICCM subscriptions.	
<b>40/05/25</b>	<b>Councillor Attendance Record 2024/2025</b> Cllr Pickersgill proposed to note the Councillor attendance record 2024/2025, seconded by Cllr Hellewell. All in favour.  It was <b>resolved</b> to note the Councillor attendance record 2024/2025.	
<b>41/05/25</b>	<b>Annual Internal Audit Report 2024 2025</b> Cllr Pickersgill proposed to note the annual Internal Auditor's report, seconded by Cllr Morgan. All in favour.  It was <b>resolved</b> to note the annual Internal Auditor's report.  Cllr Padgett left the meeting room.	

42/05/25	<p><b>Section 1 Governance Statement 2024/2025</b> The Governance Statement was discussed and completed. Cllr Hellewell proposed to approve the Governance Statement 2024/2025, seconded by Cllr Pickersgill. All in favour.</p> <p>It was <b>resolved</b> to approve the Governance Statement 2024/2025.</p>	
43/05/25	<p><b>Section 2 Accounting Statement 2024/2025</b> Cllr Morgan proposed to approve the Accounting Statement 2024 2025, seconded by Cllr Pickersgill. All in favour.</p> <p>It was <b>resolved</b> to approve the Accounting Statement 2024 2025.</p>	
44/05/25 44.1	<p><b>Planning Applications</b> <b>Application No:</b> PA/2025/579 <b>Proposal:</b> Planning permission to demolish rear extension and erect new single-storey rear extension and contemporary side canopy <b>Site Location:</b> 4 Holland Close Villas, Woodhouse Road, Woodhouse, Belton, DN9 1QJ</p> <p>Cllr Morgan proposed that no comment be made to this planning application, seconded by Cllr Ulley. All in favour.</p> <p>It was <b>resolved</b> that no comment be made to this planning application.</p> <p>Cllr Padgett re-entered the meeting room.</p>	
44.2	<p><b>Application No:</b> PA/2025/415 <b>Proposal:</b> Outline planning permission to erect a self build detached dwelling including access, with appearance, landscaping, layout and scale reserved for subsequent consideration <b>Site Location:</b> Swanbridge, 47 Sandtoft Road, Westgate, Belton DONCASTER, DN9 1PH</p> <p>To note the above planning application was dealt with under the Scheme of Delegation. Objection. Back land development. Concerns regarding access and egress from an unadopted road.</p>	
44.3	<p><b>Application No:</b> PA/2025/414 <b>Proposal:</b> Planning permission for a single storey rear extension <b>Site Location:</b> 22 Bracon Close, Belton, DN9 1RY</p> <p>To note the above planning application was dealt with under the Scheme of Delegation. No comment.</p>	
44.5	<p><b>Application No:</b> PA/2025/530 <b>Proposal:</b> Planning permission to erect extension and make general internal re-arrangements of existing family home for adaptation for disabled son <b>Site Location:</b> 113 Westgate Road, Westgate, Belton, DN9 1PY</p> <p>To note the above planning application was dealt with under the Scheme of Delegation. No comment.</p>	
44.6	<p><b>Application No:</b> PA/2025/515 <b>Proposal:</b> Planning permission to erect two-storey front extension and alterations, new porch and part render</p>	

	<p><b>Site Location:</b> Rafters, Belton Road, Beltoft, DN9 1NN</p> <p>To note the above planning application was dealt with under the Scheme of Delegation. No comment.</p> <p><b>44.7 Application No:</b> PA/2025/462  <b>Proposal:</b> Planning permission to vary condition 1 (plans condition) of reserved matters application PA/2021/655 namely to reposition and vary the house design of plot 1 to allow an 11KV electric cable to be installed along the eastern boundary of the site  <b>Site Location:</b> Land North of Sandtoft Road, Westgate, Belton, DONCASTER</p> <p>To note the above planning application was dealt with under the Scheme of Delegation. No comment.</p> <p>Cllr Morgan proposed to note applications 44.2-44.7 have been dealt with under the Clerk's Scheme of Delegation, seconded by Cllr Ulley. All in favour.</p> <p>It was <b>resolved</b> to note applications 44.2-44.7 have been dealt with under the Clerk's Scheme of Delegation.</p> <p><b>45/05/25 Planning Permission Granted and Refused</b>  Cllr Morgan proposed to note the granted and refused planning applications, seconded by Cllr Pickersgill. All in favour.</p> <p>It was <b>resolved</b> to note the granted and refused planning applications.</p> <p><b>46/05/25 Proposed Traffic Regulation Order 7.5tonne Weight Restriction – Idle Bank</b>  Cllr Ulley proposed to support the proposed permanent Traffic Regulation Order, seconded by Cllr Morgan. All in favour.</p> <p>It was <b>resolved</b> to support the proposed permanent Traffic regulation Order.</p> <p><b>47/05/25 VE Day Event</b>  Cllr Baker Cliff thanked all those Cllrs and the Clerk who attended and helped at the recent VE Day event. There could possibly be a similar annual event organised in future. There is a tea organised for VJ Day which the council is funding. Cllr Pickersgill was thanked for the photography at the VE Day event.</p> <p><b>48/05/25 Tween Bridge Solar Farm</b>  The company will be invited to a meeting to take place prior to the June meeting of the Parish Council.</p> <p><b>49/05/25 Handyperson</b>  The handyperson has been given the stain for the refurbishment of the bus shelter. She is also watering the planters and continuing work in the cemetery.</p> <p><b>50/05/25 War Memorial</b>  Cllr Cliff gave feedback on the recent work on the War memorial. The contractors have made several mistakes in the names and the font is incorrect. The War memorials Trust has declined the grant as the work has not been done in accordance with the method statement that was agreed. Cllr Cliff has contacted the architect who in turn has contacted the contractor. It is likely that the face will need to be replaced. The method statement was clear and signed off. The council will await a response from the architect and the contractor.</p>	<p>ABC</p>
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<p><b>51/05/25</b></p>	<p><b>Correspondence to Note</b>  Democratic Services – Standard’s Training  N Lincs Council – Carriageway repairs  Humber Forest – Tree Planting  NHS Humber and North Yorkshire Integrated Care Board - Goole and District Hospital  National Highways – M18 Central Barrier</p> <p>Cllr Padgett proposed to note the correspondence, seconded by Cllr Pickersgill. All in favour.</p> <p>It was <b>resolved</b> to note the correspondence.</p>	
<p><b>52/05/25</b></p>	<p><b>Date and Time of next meeting</b>  Tuesday 17 June 2025 at 7 pm.</p> <p>Noted.</p> <p>Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.</p>	
<p><b>53/05/25</b></p>	<p><b>Staff Hours</b>  Cllr Morgan proposed to increase the handyperson’s hours to 9 from 1 April to 30 September each year, seconded by Cllr Hellewell. All in favour.</p> <p>It was <b>resolved</b> to increase the handyperson’s hours to 9 from 1 April to 30 September each year.</p> <p>Meeting finished at 8.26 pm</p>	