

BELMONT RURAL PARISH COUNCIL

Minutes of the meeting held on Thursday 6th December 2012 At Northolme Community Centre, Northolme Road, Belmont Commencing at 7pm

Present: Mr. A. Myatt In the Chair
Mr. K. Baynham
Mr. A. Bridges
Mr. D. Cook
Mr. B. Hubbard
Mr. R. Loft
Ms. D. Parish

In attendance: Mrs. E. Kelso Clerk
5 members of the public

158/12 Public Participation

The Chairman welcomed members of the public to the meeting and invited comments or queries from members of the public present, explaining that additional opportunities would be available during the meeting to comment on agenda items.

During this period of public participation, the following items were raised:

- A petition was presented requesting removal of the “no ball games” sign adjacent to the children’s play area at the top of Canterbury Close. It was explained that management of the children’s play areas was the responsibility of Herefordshire Council rather than the parish council but Parks and Countryside Manager, James Bissett, would be attending the January parish council meeting and it would be more appropriate to discuss this, and present the petition, at the January meeting.
- A comment was received on the poor drainage of the kick about area adjacent to the Northolme Centre. It was noted that Herefordshire Council were seeking advice on ways to potentially improve this problem which had been an issue for some years.
- A comment was made that for some families the green recycling bins were insufficient for larger families particularly as these are collected/emptied only once every two weeks. It was noted that some larger families seem to have two bins although it was not known whether the second bin had to be paid for. It was suggested that this be raised with Herefordshire Council.

159/12 Apologies, Declarations of Interest and Requests for Dispensations

(a) Apologies were received from Councillor Edwards and Councillor Schoffer.

(b) Declarations of Interest were received as follows:

Name	Nature of Interest	Agenda item
Councillor A. Bridges	Non discloseable pecuniary interest as a Director and Trustee of Northolme Community Centre	7
Councillor A. Myatt	Non discloseable pecuniary interest as a Trustee of South Wye Community Association and Director of Northolme Community Centre Association.	7 & 16
Councillor D. Parish	Non discloseable pecuniary interest as a Director and Trustee of Northolme Community Centre	7
Councillor D. Cook	Other interest as a nearby resident	11

(c) **Dispensation**

In accordance with advice from the Deputy Monitoring Officer of Herefordshire Council and HALC, it was resolved to grant a dispensation to each member of Belmont Rural Parish Council to remove the restrictions under section 31 of the Localism Act 2011 in connection with discussions on setting the budget and precept request for this Parish on the grounds that without this dispensation, the number of members or co-opted members prohibited from participating in this business would be so great a proportion of the body transacting the business as to impede the transaction of this business. This dispensation to continue for each individual member until that member resigns as a Member of Belmont Rural Parish Council or until the next election of the whole parish council, whichever comes first.

160/12 Minutes of the previous meetings

(a) **Minutes of the meeting held on 25th October**

It was resolved that the Chairman be hereby authorised to sign the minutes of the meeting held on 25th October as a true record of proceedings at that meeting.

(b) **Minutes of the extraordinary meeting held on 2nd November**

It was resolved that the Chairman be hereby authorised to sign the minutes of the meeting held on 2nd November as a true record of proceedings at that meeting.

(a) Litter bins

The litter bins have now been delivered to the Belmont Centre. Installation (the parts are mainly for repairs) will take place as soon as possible.

The order for the larger litter bin in Southolme Road has been placed although an installation date is awaited. The cost of the larger litter bin is £482.71 which falls within the agreed budget for the additional bins and bin repairs.

(b) Jubilee Field Trees

The trees for Jubilee Field have been delivered, a little later than originally anticipated and have been planted. As supervision of the tree planting wasn't possible, Amey will move any tree felt to be not in the place originally intended.

(c) Herefordshire Council Play Strategy Review

After some wait for a response from Herefordshire Council regarding a review of play space within the parish, Herefordshire Council has indicated that the county-wide Play Strategy Review is now to be published and James Bisset and Ruth Jackson, who conducted the Play Facilities Strategy have agreed to attend our January meeting to outline their findings.

(d) Abbey View Park Signs

Following on from the meeting in October, the Clerk sought permission from Herefordshire Council for the signs members agreed at that meeting. Herefordshire Council would not indicate permission until a site visit had taken place to confirm the details. That visit took place on 3rd December and all signs as agreed at the last meeting have been agreed by Herefordshire Council. Amey has agreed to arrange for the purchase and installation of the signs. The signs on the gates will be installed free of charge whilst the installation of the signs on posts will come to approximately £250.00 plus VAT which is well within the agreed budget.

(e) Abbey View Park Grass Cutting

It was noted that Herefordshire Council has postponed the scheduled cut and/or cut and collect scheduled for Abbey View Park and Jubilee Field due to adverse weather conditions. This cut will not now take place until the Spring. This is the second time that the twice yearly grass cut has been postponed. This was discussed during a meeting with Amey on 3rd December and will be followed up in the spring as soon as the weather improves.

(f) Jubilee Field and Abbey View Park Wild Flower sowing

Amey has responded to the request for further information on the wild flower quotation and provided confirmation of the quotation for grass and wild flower seed that they propose to use for the trial area. During the site visit on 3rd December, Amey again confirmed that wildflower seed had been sown along the edges of the path but clearly has not taken. It will be repeated free of charge when weather conditions improve.

(g) **Shrubs for Northolme Bed**

A total of 15 shrubs have now been purchased and Councillor Brian Hubbard has planted the 15 in the bed. The total cost of the project has been just over £55.00

(h) **Abbey View Park Footpath Damage**

The Clerk and Chairman has met with Amey representatives on 3rd December with regard to the overflowing brook and damage to the footpath. Initial investigation suggests that whilst there may be some debris in the culvert itself, it would seem more likely that the bank has slipped pushing the pipe out of line. Some further work on the outlet side of the culvert will take place and it has been agreed that the edges of the holding area will be raised and a dip left in the top of the culvert to act as a funnel if/when weather conditions are extremely wet. The footpath is also now in the process of repair.

Some investigation into improving the bank, perhaps to include the addition of some boulders to prevent further landslip, has been requested to recreate the waterfall in wet weather in future. A budget price will be provided so that costs could be included in the precept request for next year.

(i) **Tree in Dorchester Way**

Nothing further to report on this. No date from Amey suggesting when the tree might be removed.

(j) **Abbey View Park Footpath Weedspray**

The cheque for the weed spray around Abbey View Park footpaths has been released as there is evidence of some die back of vegetation. However, it is clear that the weedspray alone will not reinstate the path where grass has grown over a substantial width of the path. The Clerk has investigated the use of the Community Payback Scheme to help with a manual cut back of the grass around the width of the path with, possibly, some other grounds maintenance work that might be required. Herefordshire Council agreed to assist with this proposal and this was discussed further at the site visit on 3rd December. As a result, Amey has now agreed to cut back the footpaths as part of their maintenance schedule.

(k) **Belmont Community Centre Extension Grant**

Belmont Community Centre has requested payment of the agreed grant of £7,000 towards the cost of the extension that is currently being built, and a request for authorisation to pay this will be presented under "payments/receipts". However, Members noted a report from South Wye Community Association on a claim by Councillor Polly Andrews, who owns the medical centre land, that the land over which the Community Centre extension is being build also belongs to her. SWCA's solicitor has written to BRPC to confirm that the claim is being rejected and that the land registry documentation shows that the community centre and it's land is registered in the name of the South Wye Community Association. Notwithstanding the report, Members agreed that the grant cheque should be released to the South Wye Community Association.

162/12 West Mercia Police/Parish Watch

West Mercia Police were not in attendance at the meeting however Members noted a report provided under Parish Watch that there were no major issues to report from within the parish since the last meeting other than those items circulated from the police reports.

163/12 Correspondence

(a) Community Right to Bid

Members noted correspondence from Herefordshire Council inviting nominations of land or buildings that meet the criteria of a community asset under the Community Right to Bid scheme. It was agreed that this would be the subject of a separate agenda item at a later meeting.

(b) Herefordshire Council Tourism and Temporary Event Signage Policy Consultation

The views of local communities is being sought on a draft policy on tourism and temporary event signage with a view to empowering local communities to have a greater say in the signage within their areas. It was agreed that Members would forward any comments to the Clerk who was given delegated authority to respond behalf of BRPC.

(c) Bulbs

An offer has been made for BRPC to receive some 300 bulbs which are surplus to requirements from the Herefordshire in Bloom committee. These have now been delivered to the Clerk and it was agreed they should be planted around the shrub bed on the Northolme Road junction with the Belmont Road. Councillor Hubbard agreed to collect the bulbs from the Clerk and asked for volunteers to help with the planting.

164/12 Payments/Receipts

(a) Payments

Authority was given to make the following payments:

Society of Local Council Clerks Subscription for 2013	£145.00
Northolme Community Centre Association Room Hire for October meeting	£25.50
South Wye Community Association Room hire for 2 nd November meeting	£36.00
Northolme Community Centre Association Agreed grant for Christmas Carol Concert	£450.00
South Wye Community Association Agreed grant towards cost of building extension	£7,000.00

South Wye Community Association Agreed grant towards cost of Community Café		£200.00
Dore Community Transport Agreed grant		£100.00
Herefordshire Association of Local Councils Training costs for Councillor Myatt to attend "Enlightened" And for Councillor Myatt and Clerk to attend Finance training	£75.00	
VAT thereon	£15.00	
Total payment		£90.00
Cash Petty cash reimbursement		£131.71
Newton Farm Community Association Agreed grant towards cost of Santa's Grotto		£300.00

(b) Receipts

None since the last meeting

(c) Balances

Current account:	£500.00
Deposit account:	£57,901.51*
Petty Cash	(£56.71)

*The deposit account balance includes the sum of £30,874.21 representing current commitments for which invoices have not yet been received.

(d) Other Financial Matters

A letter has been received from Royal Bank of Scotland indicating that the BRPC accounts will not be transferred to Santander as part of their sale of accounts to that bank.

165/12 Planning Matters

(a) Applications received since the last meeting

None

(b) Observations passed to Herefordshire Council since the last meeting

Members noted the copy observations sent to Herefordshire Council with reference to planning application ref. S122747/O

(c) Planning decisions since last meeting

It was noted that the application ref. S122243/F which was an application to move fencing

in Broadholme Road by the owner of 1 Arundel Close, was heard by the planning committee recently and permission was granted, with conditions, for this application.

166/12 Report from the Finance Working Party

The report from the initial meeting of the Finance Working Party was noted.

167/12 Website Update and proposal to complete site preparation

Members noted and agreed the proposal to employ temporary assistance to complete the website preparation to meet the target of the website going live in January. The Clerk and Councillor Bridges who also attended the training on the website, estimate that approximately 25 – 30 hours of work would be required to bring the website to an acceptable standard for publication. An estimated cost of a website designer would be in the region of £20.00 per hour although an offer to complete the work had been received for a rate of £10.00 per hour. It was agreed to accept this quotation up to a maximum budget of £300.00.

168/12 Coppin Rise Play Area

Clerk reported that Awards for All has made a conditional offer of a grant of £10,000 towards the cost of the Coppin Rise Play Area project. This, coupled with the £5,000 already agreed by the parish council towards the cost of this project will meet in full the anticipated cost of £14,200. Herefordshire Council has also agreed to equipment on this land and has agreed to project manage the ordering and installation of the equipment. An estimated lead time of 8 – 12 weeks has been given from date of ordering but the final installation date would be dependent upon ground conditions.

It was agreed that authorisation be given to go ahead with the project and for the Clerk to accept the conditional offer from Awards for All. Councillor Cook, declaring an interest, abstained from voting.

169/12 2013-2014 Precept Budget – Revenue Budget approval

The Clerk presented a preliminary revenue budget for 2013-2014 as the first part of the precept discussions which are to be completed at the next meeting. It was agreed to accept the budget as presented, indicating estimated operating expenditure, before any capital projects, of £21,500.

It was agreed to consider capital and other projects at the January meeting before agreeing a final precept request for the 2013-2014 financial year. Members were requested to forward suggestions to the Clerk so that some initial investigation into budget prices can be obtained.

170/12 Procedure for requesting dispensation from the application of the Code of Conduct

A procedure for requesting and granting dispensation from the application of the Code of Conduct as presented to the meeting and as attached to these Minutes was formally agreed.

171/12 Amendment to Standing Orders

In order to bring Standing Orders into line with Localism Act with regard to dispensations and requirement to not take part in discussions or vote on matters which relate to a Members disclosable pecuniary interests, two amendments to Standing Orders were agreed, as attached to these Minutes.

Members also noted that although other amendments were now suggested, NALC has indicated that it is to prepare a new set of Model Standing orders which should be available for consideration next Spring.

172/12 Procedure for dealing with planning applications between meetings

This item had been deferred pending clarification on the impact of the Code of Conduct on dealing with planning applications. It was agreed that the draft, as presented to the meeting and as attached to these Minutes be hereby adopted.

173/12 Funding Request – Santa’s Grotto

This grant application was deferred from the last meeting pending receipt of further information from Newton Farm Community Association. Members noted the response received which did not fully answer the questions raised and also noted what was believed to be an error in the number of gifts intended to be purchased this year. After some discussion, it was agreed to provide a grant of £300.00 this year and for the Clerk to make it clear that future funding would be dependent upon a clear break down of how this funding had been spent this year and fuller details of the source and level of any additional funding granted for future events. The Clerk was instructed to advise Newton Farm Community Association accordingly.

Councillor Hubbard asked that it be noted that he abstained from voting on this item.¹

174/12 Creation of a pedestrian crossing on A465.

Councillor Bridges gave a report on meetings he and Councillor Edwards had attended in connection with the temporary speed reduction initiative on the A465. As part of that initiative, a pedestrian crossing had been proposed to be sited to the South of the Ruckhall Lane junction. Herefordshire Council has indicated that there are no funds for this project and it was suggested that the three parishes with boundaries at this point could consider contributing to the estimated total cost of

¹ Amendment to draft minutes added at the meeting held on 17.1.2013 prior to signing

£34,000. Since those meetings, Clehonger has indicated that it's parish plan process had highlighted other priorities for the parish so they would not be in a position to contribute.

The Clerk indicated that she believed Power of Competence would be required for Belmont Rural to participate but it was hoped this would be achieved during the next financial year so an allowance could be made, if wished, within the precept request for 2013-2014.

Members generally felt a speed indicator device might be more effective as a speed reduction strategy and questioned how many Belmont Rural residents would use the crossing if at that location.

175/12 Training

There were no reports from training sessions attended since the last meeting.

Members were reminded of an in-house training session that has been arranged for the evening of 31st January when Herefordshire Council's Neighbourhood Planning Team would come to explain the format and procedure for putting together a neighbourhood plan.

176/12 Landscaping Standards/Amey

Councillor Bridges and Councillor Hubbard indicated their concerns at the standard of workmanship of Amey grounds maintenance team, noting that some shrubs had been inappropriately pruned when they had worked within the parish recently. The training given to the grounds maintenance team was questioned. It was agreed that a representative from Amey should be invited to a future meeting to talk about standards and to answer questions from concerned residents.

177/12 Parish Matters

- (a) Members noted a written report from Councillor Edwards outlining his work as a District Councillor since the last meeting.
- (b) Members also noted a report from Councillor Bridges outlining his work as a District Councillor since the last meeting.

178/12 Clerk's Appraisal

In accordance with Standing Orders, this item was discussed without members of the public being present.

It was noted that Councillor Edwards had undertaken a formal appraisal of the Clerk's work since the last meeting. In accordance with standing orders, which indicated that the Clerk's appraisal required prior agreement of the parish council, the appraisal was ratified although members indicated a wish to consider the different appraisal formats before any future appraisal takes place.

The Clerk and Vice Chairman noted that a question had arisen during the appraisal process relating

to the current contract of employment which governed the Clerk's role but that this would more appropriately be a separate agenda item at a later meeting.

179/12 Date of next meeting

The next meeting will be held on Thursday 17th January at Northolme Community Centre, Northolme Road, Belmont commencing at 7pm.

Belmont Rural Parish Council

Amendment to Standing Orders

Standing Order 5

Motions not requiring written notice

It was agreed that an additional item be included under paragraph 5(a) as follows:

“xxii To consider a request from a Member for dispensation from S31 of the Localism Act 2011”.

Standing Order 7

Code of conduct

It was agreed that:

“Paragraph 7(c) be deleted in it’s entirety”.

It was further agreed that paragraph 7(d) be deleted and replaced with the following:

“7(d) Councillors with a disclosable pecuniary interest in relation to any item of business being transacted at a meeting for which no dispensation from the restrictions under Section 31 of the Localism Act 2011 has been granted, must not take part in any discussion or vote on the matter and must leave the room whilst the matter for which the disclosable pecuniary interest exists is discussed and decided upon.”

Agreed by Belmont Rural Parish Council
At a meeting held on 6th December 2012

BELMONT RURAL PARISH COUNCIL

PLANNING APPLICATION PROCEDURE

Amended 6.12.2012

Background

Parish Councils have a right to be consulted by a planning authority (Herefordshire Council) on all applications arising from within the Parish or any applications relating to property adjacent to the Parish boundary. In addition, a Parish Council can request that it be consulted on applications which may impact on the Parish and its inhabitants.

There is a 21 day period during which observations can be made on a planning application. The purpose of this procedure is to ensure that the Parish Council responds to planning applications in a way which is fair, consistent, relevant and within the timescales.

Declarations of Interest

All Parish Councillors must adhere to the Code of Conduct with regard to the declaration of disclosable pecuniary interests or any other other interests in any planning application.

In accordance with the Code of Conduct, where an application impacts on a Discloseable Pecuniary Interest of any Councillor, that Councillor must not take part in any discussion or vote on the application. Where a Councillor feels he has an interest might be considered an "other interest" as defined by the Code of Conduct, then that member may address the meeting as a member of the public during the period set aside for public participation on that application, but he/she should not take part in any vote on the matter.

Procedure

(a) Applications received immediately before a Parish Council meeting

Wherever possible, applications which are received immediately prior to a Parish Council meeting will be circulated to Members with the meeting agenda and the application discussed at the meeting.

(b) Applications received at all other times

- The Clerk to be given delegated powers to comment on applications received between meetings which, due to time restrictions, cannot wait for the next Parish Council meeting.
- Upon receipt of a routine planning application, the Clerk will place a notice on notice boards inviting members of the public to make observations within a specified time period.
- The same time, members of the Parish Council Planning Group will be notified and may, if they wish, conduct a site visit or discuss the application with neighbouring properties.
- The Planning Group will then meet to discuss the application and the public comments received.

- The Clerk will draft and submit a suitable response, making sure that comments are lawful and purely on planning grounds and will retain a copy of the response.
- At the next available meeting, the Clerk will report on the observations made and the final comments letter sent to the planning authority.

Personal Views

Members may, if they wish, write in an individual capacity to put comments before the Planning Authority on any planning application but must make it clear in any correspondence that their views are of a personal nature and not in connection with their role as a Parish Councillor.

Approved by Belmont Rural Parish Council
At it's meeting on 6th December 2012

D istrict Cllr Phil Edwards Report to BRPC meeting 06th Dec 2012

1. Have attended Cycle Forum meetings attempting to forward Belmont aims.
2. Been involved in County Strategic Planning matters.
3. Pressing for storm damaged footpaths to be repaired (being done now).
4. Pressing for Jubilee Field Culvert clearance & offered possible solutions.
5. Joined an Urban Forum Group to discuss future Hereford housing numbers.
6. Again pushing for tree growth to be cut back from street lights, some done.
7. I have inputted into The Local Transport Plan.
8. Gained road salt bin replacements.
9. Belmont Community Grants panel, determined 5 x successful bids.
10. Working with our Clerk to ensure CH7 Footpath be repaired.

PJE Report to BRPC Dec 12

Adrian Bridges – District Councillor Report to Belmont Rural Parish Council

06th December 2012

1. 21 Northolme Road this has been given planning permission but is subject to an agreement on the allocation of car parking adjoining the property.
2. Blocked Culvert – Abbey View East with the help of Parish Clerk and Councillor Edwards this now seems to have been resolved.
3. Street Lighting – In the works program is the alteration of Northolme Road and Abbottsmead Road to white lights, but these will not be the LED but a more cost effective solution to what is already in place and will give out the same light intensity as is of today.
4. Trees – again this has been reported to Amey along CH7 to have the tops lopped to improve the light output. 3rd report but still no works completion date. I too have raised this to the Overview and Scrutiny Committee as this is one area that Amey do not seem to be doing.
5. Pot Holes – reported again rear of Tesco as the surface has still not been repaired.
6. Clehonger / Madeley Road received 3 complaints from residents who hit pots holes which subsequently caused damage to their vehicles.
7. Safer Cycling – West Mercia Police are undertaking checks during the evenings to ensure cyclists have lights and reflector on the bikes. First stage will be to issue a warning and then a fine.

END