

Belmont Rural Parish Council

Minutes of a Meeting of the Parish Council, held on Thursday 7th August 2014 At Belmont Community Centre, Eastholme Avenue, Belmont

Present: Mr. A. Myatt Chairman
Mr. K. Baynham
Mr. D. Cook
Mr. B. Hubbard
Mr. M. Schoffer

In attendance: Mrs. E. Kelso Clerk
Ms. G. Vaughan-Powell Ward Councillor

93/14 Apologies, Declarations of Interest and requests for dispensation

The following declaration of interest was received:

Name	Nature of Interest	Agenda item/Minute ref.
Mr. A. Myatt	Non disclosable pecuniary interest as payment being made to South Wye Community Association for hire fees	Agenda items 7.2 Ref:

There were no further declarations of interest.

The following apologies were noted from Councillor Bridges, Councillor Loft, Councillor Edwards and Councillor Parish. Members expressed deepest condolences to Councillor Parish who had suffered a recent bereavement.

94/14 Public Participation

There were no items raised during the period for public participation.

95/14 To approve Minutes of the meeting held on 3rd July

The Minutes of the meeting held on 3rd July 2014 having been previously circulated, were taken as read. It was agreed that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting.

96/14 Clerk's report

The Clerk's report as attached was noted.

97/14 West Mercia Police/Parish Watch Report

West Mercia Police were not in attendance at the meeting. Details of the next PACT surgeries for August had been circulated. Members expressed disappointment that West Mercia Police were holding local surgeries but had consistently failed to attend Parish Council meetings despite being sent details of the dates and venues. It was agreed that the Clerk again invite the police to attend meetings.

West Mercia Police are currently conducting a Town and Parish Council survey, a copy of which was provided to Members in their agenda packs and a separate HALC survey is being conducted. It was agreed that the Clerk be authorised to complete and send the HALC survey on behalf of the Parish Council.

98/14 Correspondence

In addition to the routine items circulated to members, the following items had been received since the last meeting:

- A request for grant funding towards Santas Grotto this year, received from Newton Farm Community Association. It was agreed that this be an agenda item for the next meeting.
- The Clerk has received a telephone call from a resident of Priory View requesting that shrubs and an overhanging tree be cut back. The Clerk has passed this on to BBLP. During the conversation the resident suggested that the footpath could be rerouted to avoid problems with overgrown bushes and offering to take over responsibility for the area.
- HALC information corner for July which included an offer of HALC representatives conducting Election Evenings next year to encourage local residents to stand for election in 2015. It was agreed that this be an agenda item for the next meeting.
- A request has been received for an agenda item to consider the future of Abbey View Park, given that the maintenance plan originally agreed appears to have been abandoned by Herefordshire Council/Balfour Beatty. This will be an agenda item for the next meeting with a request that BBLP and/or Herefordshire Council (as landowners) are in attendance.
- Natalia Silver has requested a discussion on the future of Belmont Library at our October meeting.

99/14 Financial Matters

99.14.1 To note report from Finance Working Party

Minutes from the meeting held on Friday 25th July were noted.

99.14.2 To authorise payments for August 2014

Authority was given to make the following payments:

South Wye Community Association		
Room hire – June meeting&		
Finance WP meeting in June	£42.00	
Finance WP, Appraisal & NDP meetings in July	£36.00	
Total payment:		£78.00
Grant Thornton LLP		
External Audit fee	£300.00	
VAT thereon	£60.00	
Total payment:		£360.00
Northolme Community Association		
Room hire – NDP meeting in June		£17.00
Petty cash reimbursement		£88.04
Mrs. E. A. Kelso		
Purchase of printer and ink as		
Authorised Minute ref. 89/14	£204.13	
Additional ink cartridges	£31.04	
VAT	£47.04	
Total payment		£282.21
E-Mango		
Annual website hosting and application		
Support charge	£429.25	
VAT	£85.85	
Total Payment		£515.10
Northolme Community Centre Association		
Room hire for July meeting		£25.50

99.14.3 Balances

Current account:	£500.00
Deposit account:	£81,173.67
Petty cash:	£36.96

99.14.4 Other Financial Matters

- It was noted that the external audit has been completed with no comments from external auditors that are required to be brought before Members. The conclusion of audit notice has been placed on the website and notice boards.
- Changes to the way interest is paid on the Parish Council's accounts requires a formal letter to Royal Bank of Scotland to request that interest be paid gross of tax. Authority was given for the letter to be signed by two bank signatories.

100/14 Planning Matters

100.14.1 To consider planning applications now open for observations

None

100.14..2 To note applications notified for permitted development

None

100.14..3 Update on Neighbourhood Development Plan

A report from the steering group meeting held on 9th July was noted.

101/14 Training

There were no reports from training attended and no requests to attend forthcoming training events.

102/14 Ward Councillors Reports

A Ward Councillors report from Councillor Bridges was noted.

A verbal report from Councillor Vaughan-Powell was noted.

103/14 Update on Pride in Parish Scheme

Members noted a meeting to be held for potential volunteers for the Pride in Parish Scheme at Northolme Community Centre on Saturday 9th August at 10.00.

The Clerk confirmed that insurance cover can be provided at no additional cost for volunteers and the work they undertake, provided the conditions set out by the insurers are met. It was also noted that prior approval from the landowners, Herefordshire Council, is required before any work can be carried out.

Finally it was agreed that volunteers be provided with a few green bags so that grass cuttings etc. can be disposed of at no cost to the volunteer.

104/14 Protocol for the Filming and Recording of Parish Council meetings

Noting that The Local Government Audit and Accountability Act 2014 includes the right to record, film and broadcast meetings of the council, it's committees and sub-committee, it was agreed to defer this agenda item pending clarification on whether prior notification of the intention to film or record a Parish Council meeting is required or permitted.

105/14 To consider quotes for outstanding works on Abbey View Park

Members discussed quotes received from Balfour Beatty Living Places and SC Joseph for the additional footpath on Abbey View Park/Jubilee Field plus land drains on Abbey View Park. After some discussion it was agreed that the Clerk confirms with BBLP that the quotation provided is still valid. It was further agreed that provided that the quotation is within 5% of the original cost quoted that the Clerk be authorised to accept the quote from Balfour Beatty Living Places

With regard to the drainage pipes, it was noted that the two quotations have been made on differing bases and a decision was deferred pending further clarification.

106/14 Parish Lengthsman Scheme

After reviewing the explanatory information on the Lengthsman Scheme from BBLP, it was agreed to defer this agenda item pending further information on the extent of work that was expected to be undertaken for the grant funding available within the Parish.

107/14 Revised Standing Orders

This agenda item was deferred pending clarification on the requirement for prior notice to film or record Parish Council meetings.

108/14 South Wye Transport Package

Members noted that the deadline for submission of observations on this consultation is Friday 8th August. It was agreed that no formal response on behalf of the Parish Council would be submitted.

109/14 Staff Matters

In accordance with standing orders, this item was considered without members of the public in attendance.

109.14.1 Clerks Contract of Employment

This item was to consider a revised contract of employment for the clerk based upon the NALC 2011 model contract. It was agreed to defer a decision on this item as members requested sight of the previously agreed contract terms.

In accordance with contract terms, members noted and agreed the Clerk's request to approve a change to her previously agreed other employment.

109.14.2 Clerk's Appraisal

The Clerk's appraisal as conducted by the Chairman and Vice Chairman was noted.

110/14 Next Meeting

The next meeting will take place on Thursday 4th September at Northolme Community Centre, Northolme Road, Belmont, commencing at 7pm.

There being no further business, the Chairman declared the meeting closed.

Appendix 1
Belmont Rural Parish Council
Meeting held on Thursday 7th August 2014
Clerk's Report

1. Bus Shelter

A site visit was held on 28th July to consider the provisional plans for the site, following concerns raised by SWCA that the proposals might encroach on SWCA land. At the meeting it was confirmed that there was no encroachment on SWCA land. The environmental impact statement has been received by Balfour Beatty so the work will now proceed onto the list of projects awaiting completion. No timescales have been given for when that work might take place.

During the site visit it was explained that the end panels on the bus shelter on the Tesco side of the road would be completed at the same time as the new shelter is installed on the outbound side.

2. Abbey View Park

A meeting was held on 22nd July with SC Joseph to obtain quotes for the additional footpath and remedial works now outstanding.

3. Grass Cutting

Grass was cut around the Parish during week commencing 16th July and again during week commencing 28th July in some areas although as expected, the standard of grass cutting is not considered good and has been the subject of some complaints by residents. The suggested litter pick prior to the cut does not appear to have taken place.

4. Litter Bins

The Clerk has requested an additional litter bin through Balfour Beatty/Herefordshire Council at the original Abbey View Park site and requested a price for the supply and installation. A site visit with Balfour Beatty on Thursday 31st July suggested that BBLP would be willing to install a bin within the top corner of Abbey View Park East and they have suggested using our "spare" bin to cut costs. A quote is expected which is likely to include maintenance/service costs.

Two damaged bins have been replaced/repared since the last meeting.

5. Printer

The Clerk has now purchased the new printer and replacement ink cartridges and has installed both. The old printer is currently set up as an additional printer/copier.

6. Community Resilience Plan

There has been no progress on this item which requires collating emergency telephone numbers from various agencies.