



Belmont Rural Parish Council

05/19

Minutes of the Annual Meeting of Belmont Rural Parish Council held at Northolme Community Centre, Northolme Road, Belmont on Thursday 10th May 2018

Councillors Present

Cllr Adrian Bridges (Chairman)
 Cllr Aimee Bridges
 Cllr Andrew Cooper
 Cllr Neil Hooper
 Cllr Ron Loft
 Cllr Des Parish
 Cllr Gemma Watkins

In Attendance

Tony Ford – Clerk.
 Cllr Tracy Bowes - Ward Councillor

Members of the Public –7

1. Election of Chairman

Cllr Adrian Bridges was elected Chairman of the Parish Council and duly signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

Cllr Neil Hooper was elected Vice- Chairman of the Parish Council

3. Apologies

Apologies for absence was received and accepted from Cllr John Newman

4. Requests for Dispensation

There were no requests for dispensation.

5. Declarations of Interest

Declarations of interest were made as follows

Councillor	Yes	No	Agenda Item		Disclosure
Cllr Adrian Bridges	√		23	Account holder	Disclosable Pecuniary Interest
Cllr Aimee Bridges	√		23	Relative of the Account holder	Non-Disclosable Pecuniary Interest
Cllr Andrew Cooper	√		22.3.5	Trustee	Disclosable Pecuniary Interest
Cllr Neil Hooper	√		22.3.3	Payment	Disclosable Pecuniary Interest
Cllr Ron Loft		√			
Cllr Des Parish	√		22.3.2	Trustee	Disclosable Pecuniary Interest
Cllr Gemma Watkins		√			

6. To receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council Meeting held on 12th April 2018

The minutes were approved as a true record of the meeting.

7. External bodies

Following the review Cllr Adrian Bridges was appointed as the Parish Council's representative on JAHF

8. Inventory

Having reviewed the inventory of assets it was agreed that Jubilee Fields signs should be added (Appendix 1 refers)

9. Insurance Cover

Having considered the matter, the Parish Council approved the Parish Council's Insurance cover.

10. Complaints Procedure

Having considered the matter, the Parish Council resolved to approve the Parish Council's Complaints Procedure. (Appendix 2 refers).

11. Freedom of Information

Having considered the matter, the Parish Council resolved to approve the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act. (Appendix 3 refers)

12. Appointment Parish Council officers

Having considered the matter, the Parish Council resolved to appoint Cllr Neil Hooper as The Tree Warden and Cllr Des Parish as The Footpaths Officer.

13. Future Parish Council Meeting

The Parish Council agreed the date, place and time of meetings of the full council (Appendix 4 refers)

14. Public Participation

There were no questions from the public.

15. Ward Councillors Report

The Parish Council noted the Ward Councillors Report. (Appendix 5 refers)

16. Previous Actions

The update from the Clerk was noted

17. Planning Application (181372) 20 Yarlinton Mill Belmont – Propose detached dwelling.

Cllr Des Parish informed the parish Council that she had not done a site visit, existing garage was next to house. Double garage off a shared drive, would have to demolish their hedge, she had no objections. Having considered the matter, the Parish Council resolved to support the application.

Action Clerk to inform Herefordshire Council of the Parish Council decision

18. Planning Application re-consultation (181132) 41 Dorchester Way Belmont – Proposed two storey side extension. To consider and comment on the application

At the request of the chairman Cllr Tracy Bowes (Ward Councillor) informed the Parish Council that the Highways Department was looking into the legal width requirements. Cllr Des Parish queried if the allocated space would allow for two cars. Having considered the application the Parish Council *resolved that unless a satisfactory layout for two off road parking spaces can be provided that is compatible with the shared private drive it would Object to the application.*

Action Clerk to inform Herefordshire Council of the Parish Council decision

19. Planning Application (181435) Land Opposite 28 Golden Post, Hereford -Proposed erection of single dwelling. To consider and comment on the application.

As the site was outside the parish boundary the application was noted and no comment made

20. Keeping the Parish in good order

The Parish Council considered correspondence received from a parishioner, and agreed the reply as follows -

1. Cllr Bowes has chased her friend about the graffiti and he has confirmed that he will arrange for it to be done as soon as possible.
2. The Parish Council had previously put a request into Balfour Beatty to start the ball rolling, Clerk to chase
3. This forms part of the project that the Parish Council has asked Balfour Beatty to do Clerk to chase.
4. This is in progress with the Handyperson.
5. Balfour Beatty/ Herefordshire Council will be having a meeting with tree wardens, this will be highlighted.

21. Destruction of more Wildlife Habitat/general maintenance

The Parish Council considered correspondence received from a parishioner. Cllr Des Parish informed the Parish Council that she had not been to look at the area to see if there was any damage. Cllr Neil Hooper confirmed that the area mowed was the same as last year and confirmed that there was no damage done, he also stated how fed up he was with these constant complaints. Cllr Des Parish highlighted that the person mowing the open space did not clear the litter. Cllr Neil Hooper informed the Parish Council that he and Cllr Adrian Bridges were training the Handyperson to use the mower, there was one plastic bag which had blown away by the time they had finished, but they had been litter picking before the cut was undertaken. Cllr Adrian Bridges supported Cllr Neil Hooper's comments. Having considered the matter the Parish Council agreed that the Clerk would draft a reply based upon the comments made and circulate for information.

Action Clerk to draft reply

22. Finance

22.1. To receive an update on account balances as at the date of the meeting.

The Bank Reconciliation (Appendix 6 refers) as at 10th May 2018 was presented and the balances summarised as follows

• Treasurers Account	£	500.00
• Deposit Account	£	121,855.58
TOTAL	£	122,355.58

22.2. Receipts £30,004.98 (Herefordshire Council £30,000.00 first precept instalment and £4.98 interest.

22.3. To authorise payment of invoices as per payment schedule

Ref	Payee	Amount £	VAT	Detail
1	Came & Company	622.15	n/a	13/04/18 (4219/3087) Insurance renewal
2	Northolme Community Centre Association	18.00	n/a	31/03/18 (01230) Hire Hall 8 th March 2018
3	H & K	124.19	20.70	01/05/18 (201833) repair Noticeboard -Abbotsmead Road
4	Colin Warne	786.05	n/a	30/04/18 (60) Handyperson Hours April 2018
5	South Wye Community Association	24.00	n/a	12/04/18 (11183) Hire Hall 12/04/18

Cllr Des Parish left the meeting for agenda item 22.3.2

Cllr Neil Hooper left the meeting for agenda item 22.3.3. Cllr Des Parish queried the payment to H & K as she believed it was being done on a voluntary basis, and asked that in future it is made clear whether it is voluntary or business.

Cllr Andrew Cooper left the room for agenda item 22.3.5.

All payments were authorised for payment and cheques to be signed

Noted Clerk Salary Payment by Standing Order on 30th April 2018 as agreed at Parish Council meeting 9th March 2017 - Agenda Item 24

23. Chairman's Petty Cash

The Parish Council authorised a cheque in the amount of £205.25 with regards to the Chairman's Petty Cash Account Expenditure to 31st March 2018

Cllr Adrian Bridges left the meeting for this agenda item and Cllr Neil Hooper took the Chair, Cllr Aimee Bridges did not vote on the matter.

24. Open Day Petty Cash Float

Cllr Des Parish raised a concern that the cash although used for proper Parish Council Business had only been previously allocated to cover the open day, The Clerk informed the Parish Council that he had given the ok for proper expenditure to be made as long as receipts were obtained. This approach would mean that Cllr Adrian Bridges and Cllr Neil Hooper would not be using their own funds to support Parish Council expenditure. The Parish Council was also informed that there was now a Chairman's Petty Cash Account. Having considered the matter, the Parish Council approved the expenditure and the transfer of the balance to the Chairman's account.

25. Internal Auditor

Having considered the matter it was agreed that Mr Rose be appointed the Internal Auditor to signoff the 2017/18 Annual Return

Action Cllr Adrian Bridges to contact Mr Rose

26. Data Protection Fees

The Parish Council considered correspondence from the National Association of Local Councils and resolved that the relevant fee due be paid by any deadline set by the Information Commissioner and the Parish Council informed at the next Parish Council meeting after payment is made.

Action Clerk authorised to raise a cheque when due and authorised signatories to sign relevant cheque.

27. Councillor Vacancy

The Parish Council noted the update from the Clerk and agreed that an Advert be placed on the Parish Council Website and noticeboards closing date 7th June.

Action Clerk to draft an advert and sent to the Chairman

28. General Data Protection Regulation Training

The Parish Council was informed of the date HALC would be able to do the General Data Protection Regulation training. Having considered the matter the Parish Council agreed that Councillors wishing to be trained should attend HALC onsite training and make use of the two free places available.

Action Clerk to circulate details of the HALC onsite training.

29. Open Day

Having considered the matter the Parish Council agreed that the date be changed to 8th September 2018 and that a project plan be submitted to the next Parish Council meeting

Action Cllr Adrian Bridges and Cllr Neil Hooper to draft a project plan

30. Parking on Verges

The draft leaflet produced by Cllr Des Parish was considered. Cllr Ron Loft highlighted that the police refused to enforce parking on the pavement. At the request of Cllr. Adrian Bridges, Cllr Tracy Bowes informed the Parish Council that Full Council at Herefordshire Council had deferred a motion regarding traffic enforcement bylaws relating to parking on verges. Cllr Adrian Bridges informed the Parish Council that Central Government was looking at the issue at present. Having considered the matter the Parish Council resolved to order 250 A5 sized leaflets and that leaflets to be circulated in areas where a problem is identified. Leaflets to be ordered from the printers in Rotherwas.

Action Clerk to forward draft leaflet electronically to Cllr Adrian Bridges.

31. Litter Pick – Duke of Edinburgh Award

Cllr Andrew Cooper informed the Parish Council that two young people one being his son wanted to do litter picking as part of their Duke of Edinburgh Bronze Award. The project would one hour per week and last 3 months starting on 12th May 2018. Cllr Andrew Cooper would act as supervisor. Having considered the matter, the Parish Council resolved to support the scheme and authorised the use of Parish Council equipment as required.

Action Clerk to order litter picker hoops

32. Hereford Voice

Cllr Des Parish informed the Parish Council that she was not in favour of a link to the Hereford Voice website, and that the Parish Council had an up to date site and people who wanted to access the Parish Council can do so direct. Cllr Neil Hooper informed the Parish Council that Social Media was the way forward and if everyone removed their links there would be no internet. At the request of the Chairman the Hereford Voice Administrator informed the Parish Council that there is a link from Hereford Voice to the Parish Council and was asking for a reciprocal link on the Parish Council website, there is monitoring in place and Hereford Voice would like to work with the Parish Council

Having considered the matter, the Parish Council resolved to authorise a link on its Website.

Action Cllr Neil Hooper to put the link on the Parish Council Website.

33. Handyman Report

Cllr Adrian Bridges informed the Parish Council that Herefordshire Council had cut about one week ago Cllr Des Parish informed highlighted that the grass on either side of the footpaths had been cut but not the open spaces. Cllr Des Parish also informed the Parish Council that the supervisor informed her that they were only doing the footpaths. It was agreed that Cllr Adrian Bridges, Cllr Tracy Bowes (Ward Councillor) would arrange a walkabout with the Locality Steward to agree what is needed to be done.

Action – Walkabout to be arranged

34. Matters relayed to the Clerk for the agenda of the next meeting.

- Newsletter Content members to supply draft articles, plus a request was made for Northolme and Belmont Community Centres for any items to be included.
- Library - update
- Open Day – Project Plan
- Weed Spraying quotes
- Land Behind Westholme Road – Access to property's
- General Data Protection Regulation

35. Confirmation of the date, time of the Annual Parish Meeting – Thursday 24th May 2018 at 6pm Belmont Community Centre, Eastholme Avenue, Belmont

Asset Register as at 31st March 2018

Asset	Value
Balance transferred from Clehonger Parish Council as at 2000	2,370.00
Street Furniture	
Benches plus fittings	704.00
Litter Bins Plus Fittings	3,633.21
Notice Boards Plus Fittings	6,093.00
Village Map	2,477.00
Road and other signs	1,981.62
Office Equipment	
Computer Equipment	1,667.00
Filing Cabinet	74.00
Other	
Litter Pick Equipment	6.00
Footpath Structures	70,387.54
Camden Classic Puncture Free W/barrow	33.32
10 Profile Safety Glasses	20.42
2 Carbon steel lawn rake	10.80
4 Smith and Ash digging fork	80.33
4 Spear and Jackson Ergo Twist Bypass Secateur	42.30
10 Canadian Rigger Gloves	10.08
2 Litter Picker with trigger Gard	26.64
2 Spear and Jackson Telescopic Ratchet Lopper Bypass	48.50
4 Smith and Ash Stainless Steel Birder Spade 1000m(39in)	79.33
Concrete base	2,100.00
Honda Brushcutter H/B	332.50
Visor and Ear defenders	27.83
Asgard Gladiator+2	1,737.92
Split Shaf Engine	249.17
Double Blade SS ATT	216.67
Lexmark CX410de A4 Colour MFP	165.00
Satrak Plant View	474.00
20ftx 8ftx8ft.6" Container	1,755.00
Total as 31/03/17	96,803.18
Kubota F3090 Mower and Wessex Flailmower	17,658.00
ASUS Laptop	888.31
Lockable Heavyweight steel socketed Goals	504.00
Blower	205.00
HI VIS Vests	207.50
15 litter Pickers	187.25
Long Handled Bulb Planter	27.50
Medium Gumati broom 24inch	22.49
New gate -Dorchester Way	323.60
Wessex Flailmower	3,350.00
3 JSP 7cu Ft Grit Bins	209.97
Open Spaces Signs	1.00
TOTAL 31/03/18	120,387.80

Complaints Procedure

Introduction

Belmont Rural Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

This Complaints Procedure does not apply to:

- complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
- complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Herefordshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Herefordshire Council.
- Complaints involving financial irregularity should be dealt with in accordance with procedures under s.16 of the Audit Commission Act 1998. Local electors have a statutory right to object to Council's audit of accounts and details of how that right can be exercised will be advertised on notice boards and the Council website each year at the appropriate time. Further information is available from the Clerk.
- Complaints involving criminal activity should be referred to the police and will be referred to the police by the Council where appropriate.

Procedure

1. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed.
2. There may also be the opportunity to raise your concerns in the public participation section of Council meetings, although you should be aware that Parish Council procedures require that any items raised in the first instance during the public participation section be deferred to the next meeting so that the matter can be investigated before a decision is made.
3. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
4. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
5. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

6. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
7. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
8. The Council will consider all complaints during a meeting and may do so without members of the public in attendance in accordance with the Council's standing orders. You will be invited to attend the meeting and may bring a representative if you so wish. You may be invited to give a statement outlining your complaint and may be asked further questions by Members.

At the meeting the Clerk or other nominated officer will have an opportunity to explain the Council's position and questions may be asked by you and/or Members. You and the Clerk may then be asked to leave the room while the matter is discussed, and a decision taken.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

Contacts

The Clerk of Belmont Rural Parish Council

Address: 20 Willow Rise
Sutton St Nicholas
Hereford
HR1 3DH

Telephone: 07722 872 180

Email: clerk@belmontrural-pc.gov.uk

The Chairman of Belmont Rural Parish Council

Name: Councillor Adrian Bridges
Address: 4 Broadholme Road
Belmont
Hereford
HR2 7SS

Telephone: 07982425895

Email: adrianbridges500@gmail.com

Reviewed by the Parish Council on 10th May 2018

Chairman

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME 2008

Belmont Rural parish Council has adopted the “model publication scheme 2008” under the Freedom of Information Act 2000. Information published under this scheme is shown below, together with details of where it is available

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>Who’s who on the Council, it’s Committees</p> <p>Contact details for Parish Clerk and Council members</p> <p>Location of main Council Office</p> <p>Staffing structure</p>	<p>Displayed on notice boards and on the website – www.belmontrural-pc.gov.uk</p> <p>Displayed on notice boards and on community website</p> <p>Not applicable</p> <p>Not applicable</p>
<p>Class 2 – What we spend and how we spend it</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> <p>Members’ allowances and expenses</p>	<p>Available from the Clerk and on the website</p> <p>Appended to Minutes of the relevant meeting and on the website.</p> <p>Contained within Minutes of meeting.</p> <p>From website. Also available from the Clerk</p> <p>Within Minutes of meeting. Annual Return and on website</p> <p>Available from the Clerk</p> <p>Not applicable</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>Annual Report to Parish Meeting</p>	<p>Website and available from the clerk</p>

Quality Status	Contained within Minutes of meeting and available from Clerk.
Local Charters drawn up in accordance with DCLG guidelines	Not applicable.
Class 4 – How we make decisions	
Timetable of meetings	Website and listed on notice boards
Meeting agendas	Website and on notice boards
Minutes of meetings	Website and available from the Clerk.
Reports presented to council meetings	Reported in Minutes of meetings and downloadable from website
Responses to consultation papers	Reported in Minutes of meetings and on website
Responses to planning applications	Reported in Minutes and available through the website
Class 5 – Our policies and procedures	
Procedural standing orders	Downloadable from website
Committee and sub-committee terms of reference	Where applicable, available from the Clerk.
Delegated authority in respect of officers	Contained within Minutes of Meetings and on website. Available from the Clerk.
Code of Conduct	Downloadable from website and available from the Clerk
Policy Statements	Downloadable from website and available from the Clerk.
Class 6 – Lists and Registers	
Register of Members Interests	Maintained by Herefordshire Council. Copy available from the Clerk.
Register of gifts and hospitality	Maintained by Herefordshire Council. Copy available from the Clerk.
Class 7 –The Services we offer	
There are no allotments, burial grounds or closed churchyards within the Parish.	
Details of seating, litter bins and bus shelters within the Parish	Available from the Clerk

Charges

The Council reserves the right to levy a charge for copies of documents requested in accordance with this publication scheme. In all cases the basis of the charge will be the actual cost incurred by the Parish Council in supplying photocopies etc. and/or any postage charges at the Royal Mail standard second class post.

Contact details:

Further information is available from:

Tony Ford

Parish Clerk/Responsible Financial Officer

Belmont Rural Parish Council

20 Willow Rise

Sutton St. Nicholas

Hereford

Telephone: 07722 872 180

E-Mail: clerk@belmontrural-pc.gov.uk

Website: www.belmontrural-pc.gov.uk

Chairman.....

Date, place and time of meetings of the Parish Council

Date	Type of Meeting	Place	Time
14th June 2018	Parish Council	Belmont Community Centre	7.30pm
12th July 2018	Parish Council	Northolme Community Centre	7.30pm
9th August 2018	Parish Council	Belmont Community Centre	7.30pm
13th September 2018	Parish Council	Northolme Community Centre	7.30pm
11th October 2018	Parish Council	Belmont Community Centre	7.30pm
8th November 2018	Parish Council	Northolme Community Centre	7.30pm
13th December 2018	Parish Council	Belmont Community Centre	7.30pm
10th January 2019	Parish Council	Northolme Community Centre	7.30pm
14th February 2019	Parish Council	Belmont Community Centre	7.30pm
14th March 2019	Parish Council	Northolme Community Centre	7.30pm
11th April 2019	Parish Council	Belmont Community Centre	7.30pm
9th May 2019	Annual Meeting of the Parish Council	Northolme Community Centre	7.30pm
23th May 2019	Annual Parish Meeting	Belmont Community Centre	7.00pm

Ward Councillors Report

Ward Update May 2018

- Liaised with BBLP about getting salt replaced in the bin on Coppin Rise, now requested in April and May. Been advised by BBLP that they are contracted to refill once a year and they should be done by the end of the summer.
- Investigated vehicles on grass land on Coppin Rise as raised by Councillor Parish.
- Belmont Roundabout (Tesco) asked BBLP to get the “keep clear” markings on the road painted over as they have faded. Jobs have been raised in respect of this and they should be done in due course.
- South Wye Policing – in the last update I advised that a new Sgt would be taking over for South Wye area. This changed hasn’t happened and Sgt Emma Freer remains the Sargent for the South Wye.
- Liaising with the council concerning resident with mental health issues
- Natalie from BBLP who is going to meet with Councillor Bridges to confirm the grass cutting map data and ensure everything that should be cut is on the map register for future cuts.
- Residents have again raised concerns about people joy riding around Tesco Car Park in the early hours. I have advised them to call 101 to report and also log the incident with the manager at Tesco.
- 41 Dorchester Way – plans have been amended but at least one resident still has concerns. The size of the space doesn’t appear to be adequate for most vehicles.
- Liaising with the Council, MP and residents about concerns of overcrowding on service buses taking pupils to and from school.
- Full council meeting on 25 May 2018.

Bank Reconciliation as at 10th May 2018

Opening 1 st April 2018	Treasures Account	500.00
Opening 1 st April 2018	Deposit Account	95,568.01
	Total	96,068.01
Add	Receipts	30,004.98
	Total	126,072.99
Less	Payments to 10/05/2018	3,717.41
BALANCE		122,355.58
29/03/18	Bank Statement Treasures Account	500.00
29/03/19	Bank Statement Deposit Account	123,975.65
TOTAL		124,475.65
Less Outstanding Cheques		
1060	53.04	
1061	205.24	
1067	622.15	
1068	18.00	
1069	124.19	
1070	786.05	
1071	24.00	
1072	118.80	
1073	168.60	
Total o/s payments		2,120.07
BALANCE		122,355.58