



Belmont Rural Parish Council

21/19

Minutes of the Ordinary meeting of Belmont Rural Parish Council held at Northolme Community Centre, Northolme Road Belmont on 9th August 2018 at 7.30pm.

Councillors Present

Cllr Adrian Bridges (Chairman)
 Cllr Aimee Bridges
 Cllr Neil Hooper
 Cllr Des Parish
 Cllr Jaime Price

In Attendance

Tony Ford – Clerk.
 Cllr Tracy Bowes - Ward Councillor

Members of the Public – 7

1. Apologies

Apologies for absence were received from Cllr Andrew Cooper and Cllr John Newman

2. Written requests for Dispensation

There were no requests for dispensation

3. Co-opting

At the request of the Chairman this item was deferred.

4. Declarations of Interest

To receive declarations of interest on agenda items.

Councillor	Yes	No	Agenda Item		Disclosure
Cllr Adrian Bridges		√			
Cllr Aimee Bridges		√			
Cllr Neil Hooper		√			
Cllr Des Parish	√		19	Director Community Centre	Disclosable Pecuniary Interest
Cllr Jamie Price		√			

5. Minutes

To receive, approve and sign the Minutes of the Ordinary Meeting of The Parish Council held on Thursday 12th July 2018

The minutes were approved as a true record of the meeting and signed by the Chairman

6. Public Participation

At the request of Cllr Des Parish, the Chairman allowed her to read out the following statement
"I wish for this council to pay tribute to an ex Councillor and resident, Joyce Clare, who passed away on 5th July 2018 after losing her battle with cancer. Joyce was a caring person and especially passionate about protecting the environment for the love of wildlife. She gave many volunteering hours to both Belmont Community Centre and Northolme Community Centre. She will be sadly missed."

- A Parishioner thanked the Parish Council for employing the handyperson, for the kerbside weed spraying and thanked Balfour Beatty for the cutting back of various hedges, which were a safety issue. The Parishioner also raised the issue of speeding cars and highlighted two cars in particular. Cllr Des Parish queried if the Parishioner had reported the matter to the police, and stressed that it was important that such incidents were reported to the police so that they can be logged
 Cllr Tracy Bowes also requested that Parishioners reported such matters to the police and having been given vehicle details she would raise the matter with the local police when she met them later in the week.

Action – Clerk to report the vehicle details to the Police

7. Ward Councillors Report

In addition to her written Ward Councillors Report (Appendix 1 refers), Cllr Tracy Bowes informed the Parish Council that regarding the By-pass she had replied to Cllr Chappell's letter of 2nd August 2018 in the Hereford Times and requested that the Parish consider replying as well. Having considered the request the Parish Council agreed that the Cllr Adrian Bridges would do a suitable reply based on the past Parish Council Resolution. . The Ward Councillors reported noted.

Action- Cllr Adrian to do a suitable reply to Cllr Chappell's letter.

8. Previous Actions

Cllr Des Parish asked for an update on the position

- of the replacement of the bin on Stanbrook Road, the Parish Council was informed that the Parish Council did not have any bins in stock and that a request had been made for new/replacement bins through Balfour Beatty.
- Clips for Grit bins – this would now be passed to the Clerk to action rather than Cllr Adrian Bridges
- Footpath repairs on Abbeyview East-, the Parish Council was informed that the Clerk had yet again requested a reply from Balfour Beatty

Cllr Tracy Bowes (Ward Councillor) agreed to speak to Balfour Beatty senior management on behalf of the Parish Council.

Subject to the above the update was noted.

9. Hereford Transport Package/Bypass

Cllr Adrian Bridges informed the Parish Council that he was liaising with the Chairman of Breinton Parish Council, and that a meeting had been arranged between both parishes to be attended by Cllr Adrian Bridges. Cllr Tracy Bowes and The Clerk.

The Clerk informed the Parish Council that regarding the extraordinary meeting correspondence had been received from Herefordshire Council stating; -

“There will be a public consultation later in the year which will provide an opportunity for people to consider the detail of the bypass scheme based on the red route.

We will host some public events as part of the consultation and one could be in the Three Counties. I can advise of dates as we get closer to the consultation.”

The Parish Council was informed that the Clerk had put in a strong request for a public event to be held at the Three Counties hotel.

It was intended that an extraordinary meeting would be held in early September 2018

10. Finance

10.1. The Bank Reconciliation (Appendix 2 refers) as at 9th August 2018 was presented and the balance summarised as follows; -

- Treasurers Account £ 500.00
- Deposit Account £ 97,952.13
- TOTAL** **£ 98.452.13**

10.2. Receipts £5.09 (interest)

10.3. To authorise payment of invoices as per payment schedule

Ref	Payee	Amount £	VAT	Detail
1	Colin Warne	1,114.40	n/a	02/08/18 (71) Handyperson duties July 2018
2	Powells Forest & Garden Equipment	339.02	56.50	26/07/18 (034735) Mower service
3	Border Office Supplies & Systems Ltd	174.60	29.10	13/07/18 (00132407) ink Cartridges & paper
4	Locks Garage	101.01	4.81	Paid by Direct Debit
5	HMRC	168.80	N/A	P4 PAYE

Cllr Des Parish queried the payment to Powells Forest & Garden Equipment for serving of the mower as the Parish Council had previously paid for a service in October 2017, Cllr Adrian Bridges informed the Parish Council that the service was required due to the hours used since the last service.

All payments were authorised for payment and cheques to be signed

Noted Clerks Salary Payment by Standing Order on 30/07/2018 as agreed at Parish Council meeting 9th March 2017 - Agenda Item 24

11. Budget Monitoring Report

The Clerk presented the Budget Monitoring Report as at 12th July 2018, (Appendix 3 refers) Cllr Des Parish raised her past concern regarding the running cost of the mower, following a discussion it was agreed that the Clerk would make required adjustments (headings Fuel & Mower Expenses to be amalgamated).

Cllr Parish also queried where the cost of the Grit Bins were.

The report was noted

Action Clerk to inform Councillors where the grit bins costs are.

12. Handyperson

Cllr Des Parish informed the Parish Council that she had difficulty in reading the handwritten description on the Handyperson's Report. It was agreed that the Clerk would request typed version. The Report was noted.

Action Clerk to ask the Handyperson to type his report

13. Footpaths Officer Report Update

Cllr Des Parish informed the Parish Council that Balfour Beatty acknowledges responsibility but had no money or personnel and was looking to Parish Councils to do the work. The Parish Council noted Cllr Des Parish report (Appendix 4 refers)

14. Bereavement Support Group

Cllr Adrian Bridges informed the Parish Council that a request had been received from St. Michael's Hospice to set up a bereavement support group in the Parish. Cllr Adrian Bridges was of the view that such a support group would be beneficial, and highlighted that as the Parish Council did not own any community centres it would be better if both community centres were contacted. Representatives from Belmont and Northolme Community Centres present were very receptive to the idea.

Action Clerk to inform the hospice representative to contact both Community Centres.

15. Open Day 2019

Having considered the matter it was agreed that the 2019 Open day would be Saturday 22nd June 2019, it was also agreed that Cllr Neil Hooper would be the Events Manager, Cllr Adrian Bridges would be the Deputy Events Manager, with Cllr Jamie Price being general support. Regular updates would be made to the Parish Council on planning progress.

Action Cllr Neil Hooper to formally book the Community Centre.

16. Public Spaces Protection Order for Dog Control

The clerk informed the Parish Council that Herefordshire Council now had in Place a Public Spaces Protection Order for dog control, and more information was awaited, however Herefordshire Council had a limited number of dog fouling signs that can be erected in parishes, and the Parish Council had to identify hot spots and make a request for signs. Abbey View East and West were highlighted, Councillors were requested to let the Clerk have areas identified as hotspots.

Action Councillors to inform the Clerk of hot spots.

Action Clerk to put in request for signs

17. Dog Fouling Signs

The Parish Council considered the quotation from Signs & Labels for 30 Dog Fouling Signs at a cost of £227.10 plus VAT of £45.42. The Parish Council wanted special fittings for the signs as well and set a budget of £500.00, and the Clerk was asked to get a quote to include the post fitting

Having considered the matter, the Parish Council delegated to the Clerk the ordering of the signs with the relevant fittings if the cost did not exceed the budgeted cost.

Action Cllr Adrian Bridges to send a photograph of the required fittings needed.

Action – Clerk to get quote for sign with requested fittings

18. Annual Maintenance Plan

The Clerk informed the Parish Council that there was a slightly updated version and read out the changes which were noted. Cllr Des Parish raised several queries which were answered, Cllr Des Parish also stated that she had several suggested changes. The Clerk recommended to the Parish Council that the current plan be updated with Cllr Des Parish's changes using tracking to identify the changes, the Parish Council could then consider the changes at the next meeting. This was agreed.

Action Clerk to use tracking to update the current plan with Cllr Des Parish's suggested changes

19. Northolme Community Centre Association

The Parish Council considered correspondence from Northolme Community Centre Association regarding a future Grant request and it was agreed that a grant application would have to be submitted. As part of the budget setting process the amount indicated within the letter would be considered for planned spend in 2019/2020.

Cllr Des Parish having previously declared an interest left the meeting for this agenda item

20. Parking on Verges

This item was deferred

21. For Information Items

The Parish Council noted the Clerks Report on For Information Items

22. Matters relayed to the Clerk for agenda items at the next meeting

- Co-option
- Purchase of bulbs
- Parking on Verges
- Belmont Community Centre – request to have their logo on the back of the Parish Council noticeboard.
- Annual Maintenance Plan

23. Confirmation of date, time and location of the next meeting

13th September 2018 @7.30pm to be held at Belmont Community Centre

Meeting close at 8.51pm

Ward Members Report for August 2018 Meeting

1. Received complaints regarding overgrown hedge at 24 Oulton Avenue, this was also raised last month. Meeting with Natalie Jay on 1 August to deliver letters.
2. Complaints received about hedges on Abbotsmead/Whitefriars from lady with disability issues. Meeting with Natalie Jay on 1 August to deliver letters.
3. Numerous people contacting me regarding the proposed bypass “red route” and their concerns. Provided written submission to Scrutiny meeting and Cabinet meeting. Also had correspondence with Jesse Norman regarding these.
4. Been in correspondence with Herefordshire Council regarding concerns of children standing on service buses going to and from school. Councillor Chappell has also been raising the same concerns.
5. Met with Geoff Tarring from Herefordshire Council regarding the overgrown brooks on CH7/Abbeyview and Jubilee Field. He explained the Environment Agency now recommend leaving plants/shrubs in the water course as it slows down the water flow. He is checking with BBLP to see if one side of the brook on CH7 could have the grass bank cut. He is also looking to see what other works BBLP might be able to carry out, including the drainage ditch on the field adjacent to Northolme Community Centre to see if that could be scraped (slightly). Also agreed to consider the possibility of changing the wooden “bridge” over the ditch so that water doesn’t flow straight off the field onto Northolme pitch. Awaiting an update on this.
6. Have requested a meeting between the manager at Tesco stores and some residents of Brook Farm Court regarding issues with cars being driven erratically in the early hours of the morning.
7. Also liaising with Brook Farm Court and Herefordshire Council about an issue with a resident suffering with mental health issues.
8. Attended a Fire Authority Meeting on 25 July 2018 (Audit).
9. Reminder the 22 August is the Community Open Day at Belmont Community Centre, it would be great to see lots of support.
10. Received complaints from residents re parking on verges/footpaths. These have been passed to the relevant police/council department for follow up.

Bank Reconciliation as at 9th August 2018

Opening 1st April 2018	Deposit	95,568.01
	Treasurers a/c	500.00
Total		96,068.01
Add	Receipts	30,020.18
		126,088.19
Less	Payments to 9th August 2018	27,636.06
TOTAL		98,452.13

Bank statement as at 29th June 2018	Treasurers a/c	500.00
	Deposit a/c	110,728.95
		111,228.95

Outstanding cheques

1090	10,980.00
1091	1,114.40
1092	339.02
1093	174.60
1094	168.80

12,776.82

BALANCE		98,452.13
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Budget Monitoring Report as at 12th July 2018

DETAIL	Budget 31-03-17	Actual 31-03-17	Budget 31-03-18	Actual 31-03-18	Budget 31-03-19	Actual 12/07/18	Variance
INCOME							
Precept	55,000.00	55,000.00	55,000.00	55,000.00	60,000.00	30,000.00	30,000.00
Grants Received	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Interest	50.00	39.00	0.00	30.57	10.00	15.09	5.09
Other Income	0.00	157.00	0.00	0.00	0.00	0.00	0.00
VAT	0.00	2,183.00	0.00	0.00	5,600.00	0.00	5,600.00
	55,050.00	57,379.00	55,000.00	55,030.57	65,610.00	30,015.09	35,594.91
EXPENDITURE							
Staff Costs	13,400.00	9,654.00	13,000.00	9,952.00	10,120.00	2,698.70	7,421.30
General Office Costs	1,300.00	716.60	1,400.00	1,155.33	1,000.00	241.20	758.80
Insurance	800.00	621.40	850.00	967.70	1,000.00	972.15	27.85
Room Hire	675.00	339.00	700.00	796.50	700.00	102.00	598.00
Repairs and Maintenance	7,500.00	3,715.35	0.00	610.09	1,000.00	418.19	581.81
Handyman	0.00	0.00	12,000.00	8,090.00	12,750.00	3,282.55	9,467.45
Kerb weed Spray	0.00	0.00	1,200.00	610.00	1,200.00	0.00	1,200.00
Newsletter/ annual report	3,000.00	537.83	3,000.00	634.00	2,000.00	0.00	2,000.00
Grants and Donations	28,800.00	2,754.00	10,500.00	8,718.00	10,500.00	5,500.00	5,000.00
Hire of Equipment	0.00	0.00	0.00	2,107.22	2,000.00	0.00	2,000.00
Subscriptions	1,400.00	1,431.00	1,400.00	1,395.08	1,500.00	0.00	1,500.00
Audit Fees	550.00	450.00	550.00	450.00	550.00	150.00	400.00
Election Fees	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00
Training	350.00	60.00	1,000.00	181.80	300.00	0.00	300.00
Website Expenditure	600.00	679.25	750.00	489.25	750.00	0.00	750.00
VAT	0.00	2,182.60	0.00	8,792.20	12,060.00	2,003.24	10,056.76

DETAIL	Budget 31-03-17	Actual 31-03-17	Budget 31-03-18	Actual 31-03-18	Budget 31-03-19	Actual 12/07/18	Variance
Mower expenses	0.00	0.00	0.00	685.16	0.00	220.26	-220.26
Cash	0.00	0.00	0.00	0.00	0.00	205.24	-205.24
Parish Council Open day and action days	0.00	0.00	1,300.00	141.28	700.00	0.00	700.00
Data Protection Compliance	0.00	0.00	0.00	0.00	500.00	0.00	500.00
Wild flowers Jubilee Field	0.00	0.00	300.00	572.47	100.00	0.00	100.00
Tree Surgery	0.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
BBQ	0.00	0.00	1,000.00	525.14	0.00	0.00	0.00
Grit bins and Grit	0.00	0.00	0.00	0.00	500.00	0.00	500.00
Fuel	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Other expenses	250.00	73.08	250.00	0.00	310.00	0.00	310.00
Increase in Reserves	0.00	0.00	0.00	0.00	3,170.00	0.00	3,170.00
	63,425.00	23,214.11	49,200.00	46,873.22	65,610.00	15,793.53	49,816.47

Reserves

Playing Field Drainage (Professional Support)	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
Noticeboards	0.00	0.00	0.00	11,800.00	9,150.00	9,150.00	0.00
Footpath Maintenance	0.00	0.00	15,000.00	0.00	20,000.00	0.00	20,000.00
Footpath on Stoneleigh Drive	0.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
Neighbourhood Development Plan	1,000.00	69.00	300.00	685.00	0.00	0.00	0.00
Parish plan	5,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
Capital and other Projects	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Election fees	0.00	0.00	4,800.00	0.00	1,400.00	0.00	1,400.00
Mower	0.00	0.00	20,000.00	21,008.00	0.00	0.00	0.00
Other Equipment	0.00	7,409.81	0.00	1,093.31	1,000.00	0.00	1,000.00
Tools	0.00	0.00	1,000.00	329.24	1,000.00	120.00	880.00

DETAIL	Budget	Actual	Budget	Actual	Budget	Actual	Variance
	31-03-17	31-03.17	31-03-18	31-03-18	31-03-19	12/07/18	
Other assets	0.00	0.00	0.00	1,539.13	0.00	0.00	0.00
tree Surgery	0.00	0.00	3,000.00	2,000.00	1,300.00	0.00	1,300.00
Traffic Calming	0.00	0.00	15,000.00	905.00	15,000.00	0.00	15,000.00
Jubilee Field management							
Pond	0.00	0.00	10,000.00	0.00	10,000.00	0.00	10,000.00
Spring & Autumn cut and Collect	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
Shed	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00
Totals	8,000.00	7,478.81	76,100.00	39,359.68	80,350.00	9,270.00	71,080.00
Totals	71,425.00	30,692.92	125,300.00	86,232.90	145,960.00	25,063.53	120,896.47

Parish Footpath Officer's Guidelines

Parish Footpath Officers are representatives of Herefordshire Council and will be given official authorisation by HC/BBLP to carry out inspections of paths on a regular basis and/or liaise with landowners within their parish with regard to the maintenance of gates and stiles, obstructions and overgrowth from hedgerows, trees etc and will be directly responsible to the Locality Steward. The PFO are encouraged to investigate and seek to resolve problems whenever possible or complaints should be redirected to the Locality Steward. PFO are authorised to undertake way marking of routes (which must not be given to anyone else) and to carry out minor maintenance e.g. clearing of growth from around stiles, gates and signposts. There are laws pertaining to Public Rights of Way, some of which are complex and it is important that all legalities are adhered to, i.e. all works undertaken must be on the legal route.

I, **Cllr Des Parish** attended a meeting on 27th June at BBLP regarding Public Rights of Way, Public Footpaths, Public Bridleways, Open Byways and Restricted Byways.

HC have a duty to maintain Public Rights of Way, however there is no budget! and only have a two person gang!. HC may provide financial assistance for new gates and stiles however it is the responsibility of the landowner to take this forward.

PC's are being encouraged to be the eyes and ears for HC and have been given powers to:-

- Undertake maintenance wherever possible such as path clearance, way marking, furniture repairs and installation
- Bridge repairs
- Cycle bars
- Undertake annual survey of paths – walk annually
- Report conditions and any problems
- Follow up inspections on behalf of HC / check if work has been done

HC commitments:-

- To improve communication
- To provide better guidance, training and health and safety information
- To improve our understanding of works undertaken by volunteers and others and record it

Additional information

- To close a public footpath requires a legal application
- Footpath diversion cost £2,300 approx
- All current public footpaths are being recorded on a definitive map up until 2026 when it will not be possible to add any further paths
- New Fences – unlawful obstruction
- What is the law
- British Standards
- Rights of Way v Common Sense
- Herefordshire Ramblers – working party who carry out work on footpaths, way marking and have a certain amount of equipment to do the job. BBLP issue them with a “work ticket”.