

Belmont Rural Parish Council

Minutes of the Meeting of the Parish Council, held on Thursday 11th June 2015 At Belmont Community Centre, Eastholme Avenue, Belmont

Present: Mr. A. Myatt In the Chair
Mr. A. Bridges
Ms. A. Bridges
Mrs. L. Evans
Mr. J. Newman
Ms. D. Parish
Mr. D. Preedy

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

074/15 To receive Apologies, Declarations of Interest and requests for dispensation

Apologies were noted from Councillor Ron Loft and Councillor Mark Schoffer.

Declarations of Interest were noted as follows:

Name	Nature of Interest	Agenda item/Minute ref.
Ms. D. Parish	Non Disclosable interest as a director/trustee of Northolme Community Centre Association in respect of payment to be made to NCCA	Agenda item 6
Mr. A. Bridges	Non Disclosable interest as a director of Northolme Community Centre Association as payment being made to NCCA	Agenda item 6

There were no requests for dispensation.

075/15 Public Participation

There were no items raised during this period.

076/15 Minutes of the meeting held on 21st May 2015

Minutes of the Annual Parish Council Meeting held on 21st May had been provided to Members. It was agreed that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting.

077/15 Clerk's Report

The Clerk's report was noted.

078/15 Correspondence

The Clerk has received a copy of the annual accounts for the year to 31st December 2014 from South Wye Community Association. Members who would like to see a copy should request one from the Clerk.

79/15 Financial Matters

(a) Report from the Finance Working party

The report from the Finance Working Party was noted. Members endorsed the findings of the FWP with regard to the Internal Audit report.

(b) To authorise payments for June 2015

Payments as contained in the attached payment schedule were approved.

(c) To note account balances as at the date of the meeting

Account balances were noted:

Current account:	£500.00
Deposit account:	£97,785.54
Petty cash:	£22.12

80/15 Planning Matters

(a) To consider applications due for observations/comments

Ref: 151314
Site: Existing roundabout junction with A49(T) and B4349 to a new roundabout
With the A465 then joining the B4349
Development: New single carriageway (Southern Link Road) and associated works

Comments from members of the public in attendance at the meeting were considered. After a brief discussion, it was agreed to object to the proposed development on the following grounds:

- that insufficient consideration has been given to alternative sustainable transport options or other travel options
- that there has been insufficient time to consider the 107+ documents forming part of this application
- the objectives identified for this development will not be met as we have seen no evidence of a strategic integrated transport policy which would address issues of traffic flows
- the proposed development will have a detrimental impact on the visual amenity of the area.

The Clerk was instructed to notify Herefordshire Council accordingly

(b) Applications for permitted development

None since the last meeting.

(c) Neighbourhood Development plan Update

An update from Kirkwells was noted, indicating a proposed referendum in the autumn.

81/15 Training

(a) To approve requests for training

The following requests for training were approved:

13 th June	Procedures and Finance	Councillor Adrian Bridges Councillor Aimee Bridges Councillor Andy Myatt Councillor Lyndsey Evans
11 th July	Planning and Community Action	Councillor Adrian Bridges Councillor Aimee Bridges Councillor Andy Myatt

All of the above are Saturday workshops so the total cost is 7 x £75.00 = £525.00 (budget £750.00).

(b) Code of Conduct Training

A number of members indicated that they would be unable to attend the “New Councillor” training offered by HALC. It was agreed that this be run as an “in house” session, delivered by HALC at a total cost of £150.00. The date for this session was agreed as being Thursday 6th August at 7pm, venue to be confirmed.

82/15 Maintenance of Footpaths on Abbey View Park

This item was deferred to the next meeting as information from Balfour Beatty on cost had not been received.

83/15 Maintenance of Signs on Abbey View Park

Some concern was expressed that the signs on Abbey View Park were weathering and might need treatment to preserve them. It was agreed to defer this item so that the Clerk can make enquiries of the manufacturers on the appropriate treatment for the signs.

84/15 Annual Report to Residents

Subject to two small amendments, the draft Annual Report to Residents was approved, with the following agreed budget:

Printing:	£262.00
Distribution:	£120.00
Contingency:	£18.00
Total approved budget:	£400.00

Copies will be available at the Northolme Fun Day.

85/15 Freedom of Information Act Publication Scheme

Amendments to the Freedom of Information Act Publication Scheme were approved to include reference to availability of documents on the website.

86/15 Highways Maintenance

Councillor Bridges noted that he had requested resurfacing of the A465 between the Tesco roundabout and the Clehonger turn when a ward councillor.

Members also noted that a weed spray of the entire Parish has been requested by the Clerk, following a partial spray in Dorchester Way requested by the Ward Councillor.

Potholes in Abbotsmead Road by the Tesco roundabout and by the junction of Whitefriars Road have been reported.

Work relating to the upgrade of the footpath to a cycle way is still awaited. Deep ruts have been left in the grass verge and bulbs not replaced. It was agreed that this would be follow up by the Ward Councillor.

Finally it was noted that the hedge between Belmont Community Centre and Belmont Road,

previously maintained by volunteers at South Wye Community Association, has been confirmed as belonging to Herefordshire Council and will in future be maintained by Balfour Beatty. It is therefore unlikely to be cut as frequently as in the past.

87/15 Date of Next meeting

The next meeting will take place on Thursday 9th July at Northolme Community Centre, Northolme Road, Belmont commencing at 7pm.

BELMONT RURAL PARISH COUNCIL

Finance Working Party Notes from the meeting held on Wednesday 3rd June 2015

Present: Councillor Andy Myatt
Councillor Lyndsey Evans
Councillor Des Parish

In attendance: Liz Kelso Clerk/RFO

1. Review of Financial Records

The Financial records, including the cash book, petty cash records, cheque book and bank statements/reconciliations were reviewed and found to be in order.

2. To consider Internal Audit Report for year ended 31.3.2015

Members considered the Internal Audit Report prepared by Mr. Rose and noted:

- Members felt that including a full list of financial transactions within the notes of the Finance Working Party meetings and then appending these notes to Minutes of the Parish Council meeting would serve little purpose other than to duplicate information already available in the Minutes. Advice would be sought from HALC with regard to the appending of reports etc. to Minutes as this is contrary to current guidelines on the production of Parish Council Minutes.
- Members did not accept the statement that “some minutes do contain a statement of financial transactions”. Members could find no instances where Minutes of Parish Council meetings did not contain full details of all financial transactions.
- Members felt that signing a copy of the bank reconciliation would serve little purpose. All Parish Councillors receive a copy of each bank statement and bank reconciliation for consideration at all Meetings.
- Members felt that the statement that there was no evidence of a budget being prepared and considered each year was to be challenged. A special meeting was held in January 2015 to consider the budget for 2015-6 and the Minutes were available to the Internal Auditor. A three year forecast formed part of the budget under consideration.
- Members accepted that projects for consideration in the forthcoming financial year are not individually identified or costed within the budget but felt that with no land or buildings owned by the parish council and no large projects planned, it was felt

difficult to identify and individual cost small scale projects that generally form the work of the parish council over the next year. Clearly if a large scale project was planned, more detailed costings would be undertaken and identified within the budget. Further advice will be sought from HALC at a forthcoming Financial Procedures training session.

- Members felt that the reviewing the membership of the Finance Working Party every year fulfilled the requirement for roles to be rotated. As volunteers, individual members should be permitted to take on as much or as little as they felt appropriate. Consideration be given to amending the wording of clause 5.10 in the Financial Regulations
- Members accepted the advice that the full risk review be appended to the Minutes of the Parish Council meeting at which it was considered/approved, subject to clarification from HALC/NALC as above with regard to appending documents to Minutes.

3. **To consider amendments to bank mandate**

Members discussed whether all Parish Councillors should be cheque signatories or whether some should not. This follows the financial regulations that state that members of the finance working party should not be cheque signatories. It was noted that informal rules restrict members with an interest in any payment from signing a cheque relating to that interest. With several members involved in the running of one or both of the community centres within the Parish, this can mean that there are a limited number of members able to sign cheques for any one meeting. After some discussion, it was agreed that the following recommendation be made to the Parish Council: *that the wording of the Financial Regulations approved on 5th June 2014 be amended to reflect that Members with an interest of any kind, whether discloseable or not, should **not** sign cheques relating to that interest other than in circumstances where the Parish Council would not be able to function or would incur penalties if the payment were not made.*

4. **Any other business**

- The Clerk reported that the Annual Return has been sent to the external auditors and an acknowledgement of receipt received.
- At a meeting in the near future, consideration to be given to moving the Parish Council's bank account to a bank provider able to offer electronic banking.

There being no further business, the meeting closed.

Belmont Rural Parish Council

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.

<p>Class 7 –The Services we offer</p> <p>There are no allotments, burial grounds or closed churchyards within the Parish.</p> <p>Details of seating, litter bins and bus shelters within the Parish</p>	<p>Available from the Clerk</p>
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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:

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