



Belmont Rural Parish Council

154/20

Minutes of the Virtual Ordinary Meeting of Belmont Rural Parish Council held Online on Thursday 10th December 2020 at 7.30 pm.

Councillors Present

Cllr Adrian Bridges
Cllr Aimee Bridges
Cllr Michael Francis
Cllr Neil Hooper
Cllr Des Parish
Cllr Philip Rudd
Cllr Colin Warne

In Attendance

Cllr Tracy Bowes (Ward Councillor)
Tony Ford – Clerk

Members of the Public -None

1. Apologies

All Councillors were present.

2. Written requests for Dispensation

There were no requests for dispensation.

3. Declarations of Interest

To receive declarations of interest on agenda items.

Councillor	Yes	No	Agenda Item	Reason	Disclosure
Cllr Adrian Bridges		√			
Cllr Aimee Bridges		√			
Cllr Michael Francis		√			
Cllr Neil Hooper		√			
Cllr Des Parish		√			
Cllr Philip Rudd		√			
Cllr Colin Warne	√		10 & 12.3.3	Personal Interest/Payments	Disclosable Pecuniary Interest

4. Minutes

To receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council held on Thursday 12th November 2020

With reference to Agenda Item 19 Cllr Des Parish queried the changes from the draft to the final version, the Clerk reminded the Parish Council that the draft was circulated for comments as previously agreed and then updated. Cllr Des Parish also asked had the Clerk made a mistake. Cllr Adrian Bridges commented that the Clerk had just overlooked this, as it was actually in the minutes under item 19 that an interest had been declared. The Clerk did not comment.

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

5. Minutes

To receive, approve and sign the Minutes of the Extraordinary Meeting of the Parish Council held on Tuesday 17th November 2020.

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

6. Co-option

There were no Parishioner's present for Co-option.

7. Public Participation

There were no questions from the public.

8. Previous Actions

The Parish Council noted the update from the clerk.

9. Ward Councillors Report

Cllr Des Parish informed the Parish Council that she had not spoken to the actual manufacturers of the rubber matting in question, but another manufacturer, who had experience of this type of matting. The Parish Council noted the Ward Councillors Report. (Appendix 1 refers)

10. Handypersons Report

The Parish Council noted the Handypersons Report for November 2020. (Appendix 2 refers)

11. Change of Bank

Cllr Adrian Bridges informed the Parish Council that having looked at the terms and conditions for the cooperative bank they were similar to those of other banks. The Clerk informed the Parish Council that he had spoken to a member of customer services at the Cooperative bank who restated that the process was that one person entered the payment detail and another person authorised the payment, this process was open to all authorised signatories, the Clerk also agreed to the similarity of the terms and conditions.

Cllr Neil Hooper highlighted that other banks had two independent persons authorising payments and that Santander was one of them.

Cllr Philip Rudd informed the Pariah Council that the current owners of the Cooperative were looking to transfer ownership and queried whether it was a good idea moving to them when future ownership was not known. Cllr Des Parish informed the Parish Council that Northolme Community Centre banked with Barclays Bank, however the online banking service was not used.

The Clerk informed the Parish Council that he preferred three persons to be involved in any electronic payment. (The same format as today for signing cheques)

Action – Councillors and Clerk to try and identify banks with three-person authorisation.

12. Finance

12.1. Bank Reconciliation (Appendix 3 refers) as of 10th December 2020 was summarised as follows.

• Treasurers Account	£	500.00
• Deposit Account	£	158,306.89
Total	£	158,806.89

12.2. Receipts.- Nil

12.3. To authorise payment of invoices as per payment schedule.

Ref	Payee	Amount £	VAT	Detail
1	Kedel Ltd	594.36	99.06	17/11/20 ((P025667) Bench for Benjamin Park Minute 12-11-20 (15)
2	PKF Littlejohn LLP	360.00	60.00	22/11/20(SB2023378) External Audit fee 22019/20 AGAR
3	Colin Warne	114.25	N/a	01/12/20(2000 Handyperson Duties November 20
4	Jaydee Living Ltd	575.98	96.00	04/12/20 (46378) 2 Merlin Litter Bins

Resolved that payments be authorised, and cheques signed.

Noted Clerks Salary Payment by Standing Order on 28th November 2020 as agreed at Parish Council meeting 14/03/19 – Agenda Item 31

Cllr Colin Warne was put in the lobby for agenda item 12.3.3 and took no part in discussions

13. Benjamin Park improvements

The Parish Council considered the indicative costs (Appendix 4 refers)

During consideration

- Cllr Aimee Bridges asked if account had been taken of labour costs, The Clerk reminded the Parish Council that it had previously been agreed that volunteers would be used.
- Cllr Des Parish queried the siting of the plaque.

Having considered the matter the Parish Council agreed a budget of £1,100, and that preference would be given to purchasing from local business/firms, the siting of the plaque would be considered and agreed once the bench had been installed.

14. Pre Budget-Considerations

The Clerk reminded the Parish Council that the budget and precept was normally agreed at the January Parish Council meeting. It was agreed that Councillors would send their requests to the Clerk.

Action Councillors to send their requests to the clerk prior to the meeting with some indicative costs or a budget.

15. Prepayment Credit Card

Cllr Neil suggested that this matter be linked to the transfer of the bank account and be part of the new bank account arrangements. Having considered the matter, the Parish Council resolved to defer the matter and link to the new banking arrangements.

16. The Accounts and Audit Regulations

The Parish Council consider the requirements of the Accounts and Audit Regulations(Appendix 5 refers) and noted that HALC was in the process of developing a Reserves Policy, which would be an agenda item once it is received.

17. Jubilee Field Management Plan

Following the update at the last meeting the Parish Council considered and approved paragraph 11-14 (Appendix 6 refers)

18. External Audit Report

The Parish considered and noted the 'clean' External Audit Report, Cllr Philip Rudd thanked the Clerk for his excellent work in ensuring the Council received a clean bill of health every year. The Parish Council noted that the legal requirements were met relating to publication.

19. Herefordshire Council Budget Consultation

Having considered correspondence received from Herefordshire Council, it was agreed that Cllr Adrian Bridges and Cllr Michael Francis would represent the Parish Council at the Virtual meeting to be held on 17th December 2020 and report back to the Parish Council on any drastic measures proposed by Herefordshire Council.

Action – Cllr Adrian Bridges and Cllr Michael Francis to attend on behalf of the Parish Council and report any drastic measures proposed by Herefordshire Council.

20. Herefordshire Association of Local Councils Information Corner 23/11/20

The Parish Council considered and noted the Information Corner.

21. Covid-19 preventative behaviour and symptoms study

Cllr Aimee Bridges informed the Parish Council that she had completed the survey

Cllr Des Parish was sceptical of this survey as there were a number of surveys on COVID-19, such as the one by Imperial Collage London.

Cllr Adrian Bridges commented that the Government had asked universities to carry out these surveys that was why they asked similar questions.

Having considered the matter the Parish Council agreed that the request would be put on the Parish Council website.

Action Clerk to forward link electronically to Cllr Neil Hooper

Action Cllr Neil Hooper to put notice on the Parish Council website.

22. Skate Park

Cllr Philip Rudd informed the Parish Council that he had been asked what facilities, were available for 14-16 year olds and the possibility of a Skate Park was mentioned to him, he also informed the Parish Council that he was aware of a Skate Park at Newton Farm,

Cllr Michael Francis raised the issue of anti-social behaviour.

Councillors were aware of the lack of facilities for 14-16-year olds, although it was felt to be a good idea, Parish Councillors in general were of the view that there were many adverse issues associated with such a park, plus the long-term liability.

Cllr Des Parish also felt that someone would have to monitor the park, there would be the running costs as well.

The Clerk informed the Parish Council that it did not own any land in the parish, although Belmont had many open spaces, these would not be suitable due to the closeness to residential properties. The initial cost of such a park would be high, with additional long term revenue costs.

Having considered the matter, the Parish Council resolved not to pursue the matter, however it noted the lack of facilities for the 14 to 16 age group is an issue.

23. Parking at Northolme Play Park

Cllr Neil Hooper asked the Parish Council to consider creating some off-street parking for 4 to 5 cars or as many as was possible on the piece of open land on the left before Northolme Community Centre.

Cllr Michael Francis highlighted that there would be a need for a Car Park Order, a ticket machine would have to be installed, in addition there would have to be some form of enforcement.

Cllr Colin Warne had no comment to make and was happy either way.

Cllr Aimee Bridges agreed with the comments made by Cllr Neil Hooper.

Cllr Philip Rudd highlighted the possible cost and felt the same issues where the same as having a Skate Park, however, he would support it if it could happen.

Cllr Des Parish queried the location of the land and asked for confirmation that it was a piece of land passed on the approach to Northolme Community Centre, and if it was there was a ditch there and goods vehicle and Balfour Beatty equipment use the piece of land mentioned.

Having considered the matter it was agreed that Cllr Adrian Bridges and Cllr Tracy Bowes would arrange a site visit with Herefordshire Council

Action Site visit to be arranged.

24. For Information Items

The Parish Council noted For Information Items.

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

- Transfer of Bank Account
- Budget
- Precept

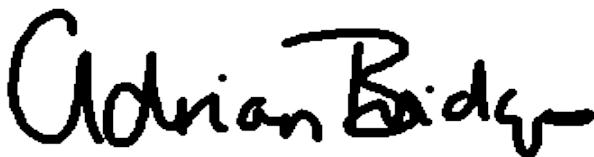
26. Confirmation of Date, time, and Location of the next meeting

Thursday 14th January 2021 @7.30 pm to be held Online Only

The Resolved to go into private session to consider confidential COVID-19 report

27. COVID-19 -19 Localised Update

The Parish Council considered and noted the Ward Councillors confidential update.



Chairman Belmont Rural Parish Council
14th January 2021

Ward Councillors Update December 2020**20 Golden Post, Hunderton**

The Environmental Health Officers have been out, spoken to the residents and advised them further action around anti-social behaviour would be taken if the cockerel wasn't removed. I have now received confirmation to say the cockerel has been removed.

Transport Review – the outcome of the review is to investigate the possibility of an Eastern Bridge Crossing, and to improve walking, cycling, bus services and parking measures to reduce traffic in Hereford. They have asked for detailed reports about the financial implications of cancelling the southern relief road and western bypass. Any decision to axe the schemes would have to be taken at full council.

Noise Complaints – Tesco –the environmental Health officer has carried out routine visits to monitor noise levels, there are some audible delivery noise but not excessive or unreasonable. She has also met with the Tesco Manager and their regional Legal Compliance officer to discuss noise at the site. One resident is concerned about reversing beep noise and they have been asked if they would install noise monitoring equipment

Planning Application – Dorchester Way – planning permission has been granted.

Play Parks – no further update but it would be very useful to know the contact details for the manufacturer that Councillor Parish spoke to about the rubber flooring.

Member of the public concerned about Council Tax banding – I have advised them to contact the council tax department

Member of the public contact - what I have done for Belmont rural in terms of public transport access for Belmont residents who are disabled.

Meetings – I have another scrutiny meeting on Monday to review the LEP, full council on 11th December and an extra ordinary meeting of Council on 15th December.

Belmont Library – risk assessments have been carried out by the Council. Awaiting confirmation of re-opening date but aiming for December 2020.



**BELMONT RURAL PARISH COUNCIL HANDYMAN WORKSHEET
MONTH - November**

Date	Site Location	Work Completed	Hours	Rate/Hr	Total Amount
10-Nov	CH7	Leaf blow	2.5	22.85	57.125
24-Nov	Jubilee Field bank	Cut bank, ready for spring bulbs, re-charge battery	2.5	22.85	57.125
					0
					0
					114.25

Bank Reconciliation as at 10th December 2020

Bank Reconciliation as 10/12/20

Opening 1st April 2020	Deposit	131,697.83
	Treasurers a/c	500.00
Total		132,197.83
Add		
	Receipts	60,594.43
		192,792.26
	Payments	
	to	
Less	10/12/20	33,985.37
TOTAL		158,806.89

Bank statement as at 30/10/20	Treasurers a/c	500.00
Bank statement as at 30/10/20	Deposit a/c	164,660.26
		165,160.26
Outstanding cheques		

1226	40.00
1249	2,372.72
1250	948.28
1251	80.00
1252	176.80
1253	635.99
1254	124.99
1255	330.00
1256	594.36
1257	360.00
1258	114.25
1259	575.98

6,353.37

BALANCE **158,806.89**

BENJAMIN PARK – INDICATIVE COSTS

Item	No	cost	Total Estimated Costs before Vat
Required 8 x 6 metres weed membrane (only comes in 3 meters x 10 metres each)	2	35.00 plus vat	70.00
Play Bark (Radbournes)	4 tons	88.00 plus vat	352.00
5 Osmo or Sadalin outdoor .	5 litres Osmo		134.00
Red Gloss Hammerite paint for play steps	750 ml	20.00	20.00
Metal covers over each of the current bench legs to protects these against further damage by the strimmers etc suggest use Angle iron			50.00
Paint Brushes Cleaning Fluid Sandpaper protective gloves			100.00
Options flat brass plaque engraved and infilled with fixing or the same mounted onto a hardwood base	Without base	130.00	
	With hardwood base	170.00	170.00
TOTAL			896.00

Budget of £1,100 recommended

Accounts and Audit Regulations –

Linked to Practitioners Guide March 2020

AGS Assertion No	Requirements of the Accounts and Audit Regulations	Parish Councils Action	Comments
1	Financial Management and Preparation of Accounting Statements		
	Budgeting- Agenda item	√	
	Accounting Records and supporting Documents – internal Auditor	√	
	Bank Reconciliation – Agenda Item	√	
	Investments	N/a	
	Reserves – Agenda Item	√	Reserves policy required
2	Internal Control		
	Standing Orders and Financial Regulations – Agenda item	√	
	Safe and efficient arrangements to safeguard public money- Risk register	√	
	Employment – Agenda Item	√	
	Fixed Asset and Equipment- Agenda Item	√	
	Loans and Long-Term Liabilities – Agenda item	√	
3	Compliance with Laws, regulations, and proper practice		
	Regulations and Proper Practice	√	
	Actions during the year	√	
4	Exercise of Public Rights		
	Publication – Agenda Item	√	
	Limited assurance review by the external Auditor – Agenda Item	√	
5	Risk Management		
	Identifying Risks – Agenda Item	√	
	Assessing Risks- Agenda Item	√	
	Addressing Risks – Agenda Item	√	
	Reviewing and Reporting- Agenda Item	√	
6	Internal Audit		
	In place/Agenda item	√	
7	Reports from Auditors		
	Agenda item	√	
8	Significant Events		
	Agenda Item	√	
9	Trust Funds	N/a	

Jubilee Field Management Plan Paragraphs 11 to 14

11 Short / Medium- & Long-Term Aspirations

Short Term – by autumn 2020

Wildflower-area this had been seeded during 2017 and the seeds collected and redropped during the Spring of 2018, plus further seeds have reproduced from previous seeds during 2020 in the same place as the original installation.

Plant native trees and landscape the storage areas, additional planting has taken place in Autumn 2020 in front of the storage area.

Bird boxes have been installed in the area

Prepare an area along the bank and to either purchase some Teasel seeds to sow in this area or try to collect these from established plants within the locality. (End 2020 to Early 2021)

More plugs plants have been ordered and when the conditions right will be planted during Spring 2021.

Medium

Plant marginal plants along the brook

Long Term – 2021 onwards

Re-establish the pond

12. Tools & Safety Equipment

12.1 Tools

Some specific tools have now been purchased, these are

1. A mower, which the Parish Council now owns, that is fitted with a 1.5m flail. This is also securely stowed away in a storage unit when not in use.
2. brush cutter / strimmer
3. grass rakes
4. Good quality forks, spades, pruners.

If it is deemed necessary, then other equipment may well require to be purchased.

12.2 Safety Equipment

Belmont Rural Parish Council has purchased some specific safety equipment so that the volunteers have the most suitable tools and protection to undertake the required tasks.

If volunteers use their own equipment, then they do at their own risk.

However, if during the risk assessment review further safety equipment is identified then this will also have to be purchased. These must then be approved at Full Council before ordering and purchasing.

1. Gloves

2. Safety goggles
3. Other safety equipment that is deemed necessary for the tasks being undertaken.
4. Litter pickers
5. Robust refuse sacks

The list above is not exhaustive

Note: The full and up to date list of all equipment can be found in the Parish Councils Risk Register.

13. Conclusion

This management plan has been designed to ensure that area is maintained but also at the same time provide an area of biodiversity for everyone to enjoy.

Without an agreed management plan for Jubilee Field then the area will once again run in to an un-kept area and become infested with brambles and thus will become unmanageable.

14. Recommendations

- 13.1 Work with Balfour Beatty Living Places & Locality Steward to establish what grounds work is planned to be undertaken during 2021/22 for Belmont Rural Parish Council.
- 13.2 Agree to have the area known as the bowl cut as detailed in section 2.1.
- 13.3 Agree to have the informal footpaths cut every 3 weeks as detailed in section 6.

15. Review:

- 14.1 This plan will be reviewed as required when new ideas or amendments, but ideally not less than annually.

16. Prepared by:

Signed -----

Name: Councillor Adrian Bridges

Date: 1st December 2020

This management plan was agreed at:

Full Council Meeting dated:

Minute Number :

Approved by:

Signed -----

Name:

Date:

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Belmont Rural Parish Council – HE0012**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None


3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

22/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)