



Belmont Rural Parish Council

5/17

Minutes of the Belmont Rural Parish Council meeting held Thursday 9th February 2017 held at Belmont Community Centre Eastholme Avenue, Belmont at 7pm.

Councillors Present

Cllr Adrian Bridges (Chairman)
Cllr Aimee Bridges
Cllr Andrew Cooper (Agenda item 4 to 17)
Cllr Neil Hooper
Cllr Ron Loft
Cllr John Newman
Cllr Des Parish
Cllr Derek Preedy
Cllr Gemma Watkins (Agenda item 4 to 17)

In Attendance

Cllr Tracy Bowes (Ward Councillor)
Tony Ford – Acting Clerk.

Members of the Public – 7

1. Apologies

There were no apologies

2. To receive declarations of interest and written requests for dispensations

There were no declarations of interest and no written requests for dispensations.

3. Co-option of Parish Councillors

The Parish Council received a brief introduction from Andrew Cooper **having considered the co-option of Andrew Cooper the Parish Council resolved to Co-opt Andrew Cooper.**

The Parish Council received a brief introduction from Gemma Watkins **having considered the co-option of Gemma Watkins the Parish Council resolved to co-opt Gemma Watkins.**

Action - Cllr Cooper and Cllr Watkins to complete 'Acceptance of Office Form'

Action - Cllr Cooper and Cllr Watkins to complete 'Notice of Registrable Interest Form'

4. Public Participation

1. Mr Hubbard raised a concern regarding the need for a sit on mower, the cost of a Flail Mower and the need for it. As this was an agenda item no further discussion took place.
2. Cllr Edwards asked for a copy of the January 2017 minutes, he was informed that once the minutes were signed a copy would be put on the website. He also raised the issue of the pool on Jubilee Field and suggested that contact be made with Bruce Chartris of Herefordshire Council to get accurate information about Gas monitoring points and pointed out that the land was formally known as Lewis Field. He also raised a concern about the state of Westholme Road. He also welcomed the two new co-opted councillors.

3. Mrs Evans raised a concern that although Road Markings has been started by Balfour Beatty some still remained to be done and that several signs needed replacing in the Westholme area. Cllr Bowes gave an update that Balfour Beatty had not quoted yet and would follow it up.

5. Minutes

Cllr Parish highlighted that Cllr Bowes (Ward Councillor) reported with regard to 5 Field Farm Mews 'there were no health and safety issues' this was added as paragraph 5.1.3. Subject to the changes the minutes of the meeting of 17th January 2017 were signed as an accurate record of the meeting.

6. Finance and General Purposes Matters

1. It was reported and noted that balances were as follows
 - Deposit Account - £133,073.19
 - Current Account - £500.00
 - Petty Cash - £123.75
2. Invoices for payment

| Ref | Payee | Amount £ | Detail |
|-----|---------------------------------|-------------|---|
| 1 | Balfour Beatty Living Places | 698.23 | Weed Spray 2 nd Half |
| 2 | Printerland co.uk | 198.00 | Multifunctional Printer |
| 3 | South Wye Community Association | 24.00 | Room hire 17 th January 2017 |

Resolved to approve for payment and cheques signed

7. Tree Surgery

Cllr Neil Hooper presented the report relating to tree surgery requirements, highlighting that the tree on CH7 footpath one Field Maple would be felled to four feet. Cllr Parish highlighted that Balfour Beatty had previously deemed that the tree was not a risk and to cut it to four feet was not warranted and it should be ten feet as previously agreed. The homeowner confirmed the adverse effect the height of the tree was having. It was highlighted by Cllr Hooper that at 10 feet there were health and safety issues relating to maintenance, access and that at four feet maintenance could be maintained from the ground.

Further discussion took place and it was agreed that the tree would be cut to six feet and the schedule adjusted.

The Parish Council then considered the following quotes.

- Contractor A - £1,150.00
- Contractor B - £2,000.00
- Contractor C - £1,755.00
- Contractor D - £3,000.00

Cllr Hooper recommended that due to Health and Safety issues that Contractor A quote should not be accepted. **Having considered the matter the Parish Council resolved to accept the quotation from Contractor B in the sum of £2,000.00.**

Action: - Cllr Hooper to inform the successful contractor and to place order.

8. Purchase of Mower and Secure Storage Facility

1. Purchase of Mower- Cllr Hooper outlined the cost for the purchase of the Kubota F3090 power unit with a Wessex FRX-150-K Flail front mounted Flail Mower. Concern was raised as to the need for a mower of this size and cost bearing in mind that the original idea was to cut only Jubilee Field. Cllr Hooper informed the Parish Council that he had been advised that the original mower would not even be suitable for Jubilee Field alone and that the larger mower would be used across the Parish undertaking mowing no longer being done by Balfour Beatty. A discussion took place, the Acting Clerk recommended that the Parish Council:-
 - Deferred the matter and
 - Wait until Balfour Beatty had informed the Parish Council of their grass cutting programme for the parish.
 - The Parish Council would then seek quotations for contractors to do all grass cutting; these costs could then be compared to the cost of purchase of the mower, storage and associated costs.

Having considered the matter the Parish Council - Resolved to defer the matter and to accept the recommendation of the Acting Clerk.

2. In view of the resolution the quotes for the Storage facility was not considered.

9. Handyman Services

Due to adverse weather conditions there was nothing to report.

10. Traffic Calming

Cllr Adrian Bridges informed the Parish Council that a parishioner had requested that the Parish Council considered traffic calming measures for Southolme Road. The Parish Council was also informed that there were three areas previously agreed for traffic calming measures. For Southolme Road to be considered there would need to be a survey carried out at a cost of £500. **Having considered the matter the Parish Council resolved that a survey be carried out on Southolme Road at a cost not to exceed £600.**

Action:- Cllr Adrian Bridges and Cllr Hooper

11. Community Action Day 1st April

Cllr Hooper circulated the draft notice publishing the event. Cllr Parish raised the issue of the changed logo as it had not been previously considered. The Parish Council was informed that the logo was introduced on the recommendation of Herefordshire Association of Local Councils (HALC) and that the church represented Belmont Abbey.

On the day the format would be as normal, consideration being given to the play area at Copping Rise, target areas would have a leaflet drop and volunteers would be given a free lunch.

Sites covered could be

- Overgrowing hedge over footpath at the junction of Westholme Road and Mulberry Close.
- Westholme Road – litter pick

Action - Details to be finalised at the next Parish Council meeting

12. Free Parish BBQ 2017

- The Parish Council considered the draft flyer publicising the event and approved it subject to the change of time to 2pm - 5pm.
- It was agreed that the event would be held on Saturday 29th April 2017 and the event would be used to highlight the parish.
- A leaflet drop would be carried out.
- Attendees would be asked to register.
- Attendees would be given two raffle tickets one for a drink and the other for the BBQ.

Action - Details to be finalised at the next Parish Councillor meeting

13. Wild Flower Seeds

Cllr Adrian Bridges submission on the subject was discussed. Cllr Parish requested that past minutes were looked at to see if in the past the Parish Council had been offered money for seeds.

Having considered the matter the Parish Council resolved that seeds be purchased from Meadowmania at a cost of £188.50

Action – Cllr Adrian Bridges to order seeds

Action – Clerk to review past minutes

14. General Correspondence – For Information only

- 20 Stanbrook Road – Overgrown Hedge (Noted)
- 68 Dorchester Way – Site Visit (Noted)
- Cllr Edwards – Hardwood Safe Boardwalk (Noted that no previous correspondence was received)

15. Newsletter

The draft Newsletter was considered, Cllr Parish was concerned that there was a picture of dog poo in the draft. Cllr Adrian Bridges highlighted the concern of dog poo in certain areas of the parish and felt that the picture would help to highlight the issue. **Having considered the matter the Parish Council resolved to agree the newsletter subject to adding the item Messy Church and Felting Class for Northolme Community Centre and the adding of an 's' on Pilate.**

Cllr Adrian Bridges informed the Parish Council that only two quotes had been presented due to the difficulty of getting contractors to quote. The Parish Council considered the two quotes received, **having considered the matter the Parish Council resolved to accept the quote from Barrington Print in the sum of £187.00 (Ex Tax).**

While the Parish Council was considering the distribution costs of the Newsletter, Cllr Hooper raised the issue that the current cost of £120.00 had not been reviewed for some time and recommended an uplift to £140.00. Cllr Adrian Bridges vacated the chair, due the potential conflict of interest, Cllr Hooper took the chair. Having considered the matter the Parish Council resolved that the payment be increased to £140.00

Action – Cllr Adrian Bridges to place the order.

Action – Cllr Cooper to collect when printed.

16. Meeting and Agenda Closing Dates

Closing date for agenda items for the next meeting -24th February 2017

Date of the next meeting 9th March 2017

Due to the confidential nature of the business to be transacted the Parish Council resolved to exclude the public and press for the following agenda item.

17. Employment Matters

Having considered the matter the Parish Council resolved that Tony Ford be appointed Parish Clerk w.e.f 9th February 2017.

The meeting closed at 20.30hrs

Signed *Clarean Bishop*

Date... *09 MARCH 2017*



To: All members of Belmont Rural

Dear Member,

NOTICE IS HEREBY GIVEN that a meeting of the Belmont Rural Parish Council will be held at Belmont Community Centre, Eastholme Avenue, Belmont on Thursday 9th February, 2017 starting at 7.00pm. All members are summoned to attend.

The business to be transacted is set out in the agenda, which is detailed below.

AGENDA

1. Apologies
 - 1.1. To receive apologies for absence.
2. To receive declarations of interest and written requests for dispensation.
 - 2.1. To receive declarations of interest.
3. Co-option of Parish Councillors.
 - 3.1. To consider the co-option of two Parish Councillors to fill current vacancies.
4. Public Participation.
 - 4.1. To receive views of local residents on Parish matters.
5. Minutes.
 - 5.1. To approve the Minutes of the Full Council meeting held on 17th January 2017 as an Accurate record.
6. Finance and General Purposes Matters
 - 6.1. To note account balances as at the date of the meeting.
 - 6.2. To authorise invoices as per the attached schedule.
7. Tree Surgery.
 - 7.1. To consider quotes for tree surgery.
8. Purchase of Mower & Secure Storage Facility
 - 8.1. To consider the purchase of a Flail Mower for Parish Council use at a cost not to exceed £17563 ex VAT plus one off costs of approximately £1300 ex VAT and yearly costs of approximately £700 ex VAT.
 - 8.2. To consider the purchase of a 20ft (half) container for mower at a cost not to exceed £1890 ex VAT

9. Handyman Services
 - 9.1. To note the Handyman's Report – nothing to report.
10. Traffic Calming
 - 10.1. To consider requesting Traffic survey to be added to Southolme Road
11. Community Action Day 1st April
 - 11.1. To agree to the advertising of the Community Action Day
 - 11.2. To agree format of CAD
 - 11.3. To request sites for consideration on CAD
12. Free Parish BBQ 2017
 - 12.1. To agree to the advertising of the Free Parish BBQ at a cost not to exceed £300 ex Vat
 - 12.2. To agree format of Free Parish BBQ
13. Wild Flower Seeds
 - 13.1. To agree and authorise the purchase of Wild Flower Seeds for Jubilee Field
14. General Correspondence – For information only.
15. Newsletter.
 - 15.1. To review Draft Newsletter
 - 15.2. To agree printing costs
 - 15.3. To agree distribution costs of £120
16. Meeting and Agenda Closing Dates.
 - 16.1. To note the closing date for any agenda items for next meeting - 24th February 2017.
 - 16.2. To note the date of the next meeting - 9th March 2017.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act, a resolution is to be passed to exclude the public and press during discussion of the following agenda items. The confidential nature being Employment Matters.

17. Employment Matters.

Adrian Bridges
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04th February 2017

Belmont Rural Parish Council
 Meeting held on Thursday 9th February 2017
 Agenda Item 6.2
 Schedule of Payments to be approved at the meeting

| Payee | Detail | Net | VAT | Total Payment |
|---------------------------------|-------------------------|----------|----------|---------------|
| Balfour Beatty Living Places | Weed Spray 2nd Half | £ 581.86 | £ 116.37 | £ 698.23 |
| Printerland.co.uk | Multifunctional Printer | £ 165.00 | £ 33.00 | £ 198.00 |
| South Wye Community Association | Room Hire 17th Jan 2017 | £ 24.00 | | £ 24.00 |
| | | | £ | - |
| | | | £ | - |
| | | | £ | - |
| | | | £ | - |
| | | | £ | - |
| Total payments this month: | | £ 770.86 | £ 149.37 | £ 920.23 |