



# Belmont Rural Parish Council

106/19

Minutes of the Ordinary meeting of the Belmont Rural Parish Council held at Belmont Community Centre, Eastholme Road Belmont on Thursday 9<sup>th</sup> January 2020.

## Councillors Present

Cllr Adrian Bridges (Chairman)

Cllr Aimee Bridges

Cllr Des Parish

Cllr Jamie Price

Cllr Philip Rudd

## In Attendance

Cllr Tracy Bowes (Ward Councillor)

Tony Ford – Clerk

**Members of the public** – Three

### 1. Apologies

The Parish Council received and approved apologies for absence from Cllr Michael Francis, Cllr Neil Hooper and Cllr Colin Warne.

### 2. Written requests for Dispensation

The Parish Council resolved to give dispensation to all councillors to consider and vote on Agenda 13 Budget 2020/21 and Agenda item 14 Precept 2020/21.

### 3. Declarations of Interest

To receive declarations of interest on agenda items.

Councillor	Yes	No	Agenda Item	Reason	Disclosure
Cllr Adrian Bridges	√		13 & 14	Resides in the Parish	Disclosable pecuniary Interest
Cllr Aimee Bridges	√		13 & 14	Related to Cllr A. Bridges	Non- Disclosable pecuniary Interest
Cllr Des Parish	√		13 & 14	Resides in the Parish	Disclosable pecuniary Interest
Cllr Jamie Price	√		13 & 14	Associated to Cllr A. Bridges	Non- Disclosable pecuniary Interest
Cllr Philip Rudd	√		13 & 14	Resides in the Parish	Disclosable pecuniary Interest

### 4. Minutes

To receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council held on 19<sup>th</sup> December 2019.

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

### 5. Public Participation

There were no questions from the public.

**6. Planning Application -2 Yarlington Mill Belmont HR2 7ZB (194152). Proposed variation of condition 2 of planning permission 180866 (Proposed extension over garage and rear extension to change small window to double patio doors and reduce ridge height of extension.**

Having considered the application, the Parish Council Resolved to support it.

**Action** Clerk to inform Herefordshire Council

**7. Traffic Regulation Order – Westholme Road**

Cllr Adrian Bridges asked Mr Edwards (Past Ward & Parish Councillor ) to update the Parish Council on the reasoning behind the original request. Mr Edwards informed the Parish Council that due to the volume of vehicles parked on the grass verge, damage was being done to green verges, and the parking did not create a good image for the area and after having raised the matter with Herefordshire Council he was advised to request a Traffic Regulation Order (TRO). The request was made, and the request was put on a waiting list. The Parish Council was also informed that the request also led to the question of parking on verges across the county being made at Full Council. Cllr Adrian Bridges asked the Parish Council to consider if the TRO was still required and asked that his support be noted. Cllr Des Parish highlighted that parking on verges was an issue across the parish and gave Dorchester Way as an example. Having considered the matter the Parish Council resolved that it supported the need for a Traffic Regulation Order relating to parking on verges on Westholme Road.

**Action** Clerk to inform Herefordshire Council of the Parish Council's decision.

**Action** Parish Councillors to provide by 31 January 2020 any other areas they wish a TRO to be considered.

**8. Ward Councillors Report**

The Parish Council received and noted the Ward Councillors Report. (Appendix 1 refers)

**9. Previous Actions**

The Parish Council noted the update from the Clerk on previous actions.

**10. Handypersons Report**

The Parish Council noted the Handypersons Report for December 2019.(Appendix 2 refers) The Parish Councils disgust that the Handyperson had to clear up a bucket of human excrement was also noted.

**11. Handyperson Service**

The Parish Council was informed that only one quotation had been received, it was then opened in the presence of the Parish Council by the Clerk who informed the Parish Council that the quotation and insurance cover of £5m was included, and met all the advertisement requirements. The Parish Council was informed that the price was £22.85 per hour. The Parish Council was also informed that the rate for the past two years was £19.90 per hour, with the increase being £2.95 per hour. Cllr Des Parish raised a concern regarding the increase, and who the contractor was , Cllr Adrian Bridges , informed the Parish Council that this was not possible at this stage as it could prejudice the outcome. Further discussion took place. Having considered the matter, the Parish

Council resolved to accept the quotation of £22.85. Cllr Des Parish refused to vote on this item.

Both the Chairman and the Clerk signed the quotation and the copy of the insurance documentation.

The Chairman then informed the Parish Council that the contractor was Mr Colin Warne.

**Action** Clerk to inform Mr Colin Warne of the Parish Councils decision.

**12. Finance**

12.1. Bank Reconciliation (Appendix 3 refers) as at 9<sup>th</sup> January 2020 was summarised as follows;

- Treasurers Account      £      500.00
- Deposit Account          £ 142,816.95
- Total**                              £ **143,316.95**

12.2. Receipts. Nil (No Bank Statements due to timing)

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

Ref	Payee	Amount £	VAT	Detail
1	Colin Warne	79.60	n/a	01/01/20 (150) Handyperson Duties December 2019
2	Border Office Supplies & Systems	266.95	44.49	12/12/19(00164297/8 Ink Cartridges and paper
3	HM Revenue & Customs	176.80	n/a	P. 9 PAYE

Resolved that payments be authorised, and cheques signed.

Noted Clerks Salary Payment by Standing Order on 30/12//2019 as agreed at Parish Council meeting 14/03/19 – Agenda Item 31

**13. Budget 2020/21**

The Parish Council considered and approved the budget for 2020/21( Appendix 4 refers)

**14. Precept 2020/21**

The Parish Council resolved that the precept for 2020/21 would be £60,000 no change from the previous year.

**Action** Clerk to inform Herefordshire Council

**15. Balfour Beatty Parish Briefing**

Cllr Philip Rudd informed the Parish Council that he had attended the briefing and that there was a large amount of information and data, he also informed the Parish Council that Balfour Beatty would be sending out the presentation and the questions and answer information.

**Action** Clerk to circulate to councillors

**16. Method Statement -Benches**

The Parish Council considered and approved the method statement for the installation of benches.(Appendix 5 refers)

**Action** Clerk to forward to Balfour Beatty

**17. Communication and Social Media Policy**

Cllr Des Parish asked for this item to be deferred as she had not had the time to read it. The Parish Council agreed to her request that it be deferred to the next meeting and that any comments to be sent to the Clerk by 31st January 2020.

**18. Tree Officers Report**

Cllr Des Parish informed the Parish Council that the tree cut down on the Deerhurst Drive open space, still had its trunk exposed and it needed removing. Cllr Parish also informed the Parish Council that she had observed Balfour Beatty cutting grass on Notholme Road, and looking at the Footpath bridge leading to Hunteerton, however they did not look at the bridge off Wydean Rise.

**19. Footpaths Officers Report**

The Parish Council noted that this was a standing agenda item and that there was nothing new to report

**20. Footpath Abbey View East Footpath**

As Cllr Neil Hooper was absent Cllr Adrian Bridges asked for this item to be deferred , which the Parish Council agreed to do.

**21. For Information Items**

To receive the Clerks, Report on For Information Items.

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

- Traffic Regulation Orders – consider if required.
- Communication Policy.
- Siting for Beryl Bikes.
- Open Day – to consider change of date to 13 June 2020.
- Footpath - Abbey View East Footpath.

**23. Confirmation of Date, time and Location of the next meeting**

13<sup>th</sup> February 2020 @7.30 pm to be held at Belmont Community Centre

The meeting closed at 8.22pm

## Ward Councillor Update – January 2020

### General

There are two general scrutiny meetings on 13 January 2020 which I will be attending as Vice Chairman of Scrutiny, agenda's to be published week commencing 6 January 2020 and available on the Council's Website.

On 23<sup>rd</sup> December 2019 I resigned as a Trustee of South Wye Community Association. I will continue to support the centre in my Councillor role and will also continue to volunteer at the centre, as and when time allows.

Planning Permission for 17 Bodmin Close has been approved.

Infrastructure Announcement from Councillor Harrington – an announcement is expected within the next 7 -10 days from Councillor Harrington.

### Director of Economy and Place

In December, the council held interviews for the appointment of a Director of Economy and Place. om Richard Ball was appointed. Richard brings to the role more than 20 years of experience in Herefordshire Council, during which he has held responsibilities across a wide range of economic development, major contracts and customer service functions.

### Election

The council provided a team effort to support the General Election in Herefordshire. The total number of votes received was 101,139. Verified voter turnout for Hereford and South Herefordshire was 69.2% and North Herefordshire was 70%. This is a high turnout and encouraging.

### The Marches Local Enterprise Partnership Board (LEP) and NMiTE

The LEP Board approved a further £5.66 million of funding to NMiTE to build a Centre for Timber Technology, Centre for Automated Manufacturing and a Centre for Future Skills on the Hereford Enterprise Zone. The complication is that the LEP require NMiTE to provide an indemnity. We are continuing to look, with officers and the Cabinet, at how the Council might be able to help NMiTE. Once a position has been reached where a recommendation can be made, this will go to the General Scrutiny committee for scrutiny before going to the Cabinet.

The Marches LEP also launched a call for new project applications in November. The Growth Deal funds are only currently available until the end of March 2021. The council submitted a range of Expressions of Interest by the LEP's deadline of the 6 December, including a package of further support to develop the Hereford Enterprise Zone, the development of the Ross Enterprise Park, a phosphate reduction plan, a grant programme for businesses, and a Hereford city centre improvements package. The outcome of the call for projects will be considered by the LEP Board at the end of January.

### Safeguarding

Cllr Norman reviewed performance and progress against the Safeguarding and Family Support improvement plan 2019 / 2020 before the children and young people's scrutiny scheduled meeting. Also reflected that the plan had received a detailed review at the group leader's performance challenge meeting. The Safeguarding and Family Support self – evaluation was also reviewed and will be updated on a quarterly basis and shared with scrutiny and group leader's performance challenge on a quarterly basis. The Assistant

Director fed back on the recent diagnostic visit by Essex County Council. Essex are a partner in practice, funded by the Department for Education to work with other local authorities. Herefordshire invited them in to work with us and they have spent three days with the Child Protection/Court teams and gave feedback at the end of November which was open to all team managers across the service so that some of the themes could be heard and acted upon. Essex highlighted several strengths and some areas for improvement. We will be considering areas that we would like to be reviewed by Essex to drive our improvement journey in 2020.

### **Looked After Children**

Cllr Norman reviewed the report on analysing the number of looked after children before it went to children and young people's scrutiny committee. Recognised the different aspects to this that a significant number of children and long term matched and will remain with their carers, that there is a close focus and monitoring on a monthly basis of this work that also includes the Chief Executive.

### **Environment, economy and skills – Cllr Trish Marsh**

#### **Businesses benefiting from Broadband**

Businesses in Herefordshire have been able to benefit from a bespoke programme to be connected with fibre broadband. Called the Marches and Gloucestershire Business Broadband Grant (MGBG) Herefordshire Council is the lead through the Fastershire programme and has supported 48 businesses in Herefordshire and an additional 14 business in the pipeline – these are businesses in addition to the existing fibre broadband programme that covers businesses and households. The programme is fully funded by an EU grant. Also this year, as part of the Fastershire programme, 31 businesses in Herefordshire have received one to one advice on how to make best use of faster broadband connection and 83 business representatives have attending training in a range of digital skills. Watch the [Fastershire video](#)

#### **Tourism**

On 2 December the tourism portfolio holders for Shropshire, Telford and Herefordshire met to explore opportunities for joint working in the future. The visitor economy is a very important part of Herefordshire's economy, in terms of employment and generating spend across the county. It is also a critical enabling sector, which helps promote our county and its outstanding natural assets and quality of life offer as a great place to live, learn, work, invest as well as visit. Shropshire and Telford councils are also keen to further develop the tourism industry in their respective areas. As the visitor doesn't recognise administrative boundaries, there is significant benefits from developing and promoting tourism with our neighbouring authorities and partners.

#### **Cyber Security Centre**

On the 12 December Cllr Marsh and the Leader of the Council visited the Midlands Centre for Cyber Security construction site on the Hereford Enterprise Zone. Through a £9m joint venture between the council and the University of Wolverhampton, the Cyber Security Centre will provide a range of specialist facilities to enable the start-up and growth of businesses in this rapidly growing global market. Construction is progressing very well, with the wooden structure of the building now impressively in place with the building due to open in the summer 2020.

#### **Leominster Heritage Action Zone**

On the 6 December we submitted our draft Leominster Heritage Action Zone delivery plan to Historic England, which has been jointly developed with Leominster town council. Earlier in the year the council successfully applied for £2m of Heritage Action Zone funding for

Leominster. The draft plan identifies a range of activities to support the conservation of the town's heritage, as well as improve opportunities for tourism and public realm.

### **Finance and corporate services – Cllr Liz Harvey**

#### **Digital Catapult**

Herefordshire Council has teamed up with a Government scheme called "Digital Catapult" to explore innovative ways of using technology to deliver services. As a partnership between the council's Fastershire broadband programme and the Adults and Communities directorate, a tech company called Tendertec was commissioned to see how using technology could help people in residential homes and in their own homes.

As a result, sophisticated sensor systems were installed in residents' room to detect movement (to be clear, this is not CCTV which is considered intrusive). Some of the results have been significant in understanding future care needs of people, including:

- Detecting a resident is getting up 13 times in the night
- A dementia patient falling twice but not remembering
- Care assistants not using proper lifting technique leading to further training

The next stage is to trial in people's homes.

#### **Holocaust Memorial Day**

The Council intends to mark Holocaust Memorial Day with a public exhibition at All Saints Church (South Chapel) running from 24-27 January 2020. The exhibition focuses predominantly on images of Auschwitz-Birkenau, and is quite specific to that particular camp as 2020 will mark 75 years since the liberation of the camp. The exhibition will link with Holocaust Memorial Day Trust under their theme in 2020 of "stand together". The exhibition will be open to the public and local groups and schools will be specifically invited.

#### **Budget Consultation 2020/21**

The online phase of the budget consultation closed on the 4 December with 269 responses, which will be combined with the face-to-face consultation that look place for the budget and the corporate plan. Views were sought on the proposed corporate priorities which sets out the ambitions for the next four years, following engagement with more than 1500 people.

### **Health and adult wellbeing – Cllr Pauline Crockett**

#### **The Manor Rest Home**

Due to extensive flood damage, The Manor Rest Home has been unsuccessful in securing appropriate insurance cover for the home and have sadly taken the decision to close permanently. Clients are being monitored closely during this time and needs are being reviewed.

#### **Dementia Strategy**

The 2019-2024 Dementia Strategy sets out a shared vision for a collaborative approach across both Herefordshire and Worcestershire. It will build upon the successes of our local dementia partnerships delivered by a wide range of local stakeholders who are key to supporting people living with dementia, their family, friends and communities.

The scale of the challenge is significant with an estimated 12,456 people currently living with dementia in Herefordshire and Worcestershire, including more than 592 people with young onset dementia. We must respond to the growing number of people who are developing

dementia later in life, whilst still needing to work and many of whom often have another significant chronic condition.

### **Talk Community**

A number of new Talk Community Hubs will launch formally in January and February 2020. The Talk Community Hubs project team is working with a wide range of community groups to help them establish a Hub, with an aim of 20 to be operating in 2020. A new grant scheme has been approved and will be launched in January to enable seed funding for hubs, with grants of up to £2.5k to support the launch or initial operation of hubs in local communities.

### **Community Commissioning**

Procurement of the Integrated Community Equipment Service is concluding in December and subject to the Cabinet decision on 19 December, a contract will be awarded in the New Year for the service to be re-launched in April 2020.

### **Better Care Fund**

The Better Care Fund (BCF) and Integration plan is a national programme that spans both the NHS and local government and seeks to join-up health and care services, so that people can manage their own health and wellbeing, and live independently in their communities for as long as possible.

The BCF has been created to improve the lives of some of the most vulnerable people in our society, placing them at the centre of their care and support, and providing them with integrated health and social care services, resulting in an improved experience and better quality of life.

The BCF encourages integration by requiring Clinical Commissioning Groups and local authorities to enter into pooled budgets arrangements and agree an integrated spending plan. There is a report to approve the council's financial contribution to the 2019/20 Herefordshire BCF Plan, approve a five year S75 agreement and delegate authority to the Director of Adults and Communities.

### **Customer engagement standards**

The council has existing standards in which it sets out how we engage with the public. These are in the process of being updated to reflect increased level of digital contact via email and the website, whilst also taking on-board some of the comments made by councillors during the training. The report outlines the key changes and introduction of new standards:

- To be a 6 week minimum period for public consultations
- The council will use email as the default response to a query, though understand that phone contact is sometimes appropriate and a statutory requirement for post for some areas.
- Answer machines and email message to include out of office with the date due back in the office if away for more than 2 working days.
- the council will still receive letters if that is someone's preferred method of contact, with a standard 15 working days response to allow time for postage (this is different from the retained response time for email or web contact form of 10 working days).
- The council will give at least 2 weeks' notice of change of opening or contact hours with emergency closures only in exceptional circumstances (e.g. emergency incidents, safety for staff and customers).

It is recognised that not everyone is on-line with the council continuing with its face to face customer service in Hereford and the corporate contact centre. It is worth noting there will be legal and statutory requirements which differ from the general standards. The decision for the report is due on the 29<sup>th</sup> January 2020.



## **Mental Health Day, January 2020**

Cllr Crockett considered the proposal to support an annual mental health day on the third Monday of January, to be known as 'Let's Listen Herefordshire'. Having given the options of do this, do nothing, or do something different consideration, Cllr Crockett has determined to do something different. On 20<sup>th</sup> January 2020 the council will support the national Mental Health Research UK Campaign, which coincides with Blue Monday. This year's theme is 'Blooming Monday'. On this date staff and members will be encouraged to wear something bright to raise awareness of mental health issues. During January, Mind will also be visiting the council to promote staff mental health and wellbeing and recruit staff to train as Mental Health First Aiders. Based on the evaluation of Blooming Monday consideration will be given to supporting this as an annual event. This is just one of many National mental health days supported by the council throughout the year.

## **Infrastructure and transport – Cllr John Harrington**

### **Flooding**

Herefordshire Council appreciates that flooding has affected many people and businesses in the county, so we took an urgent decision to provide hardship schemes to residents and businesses whose homes or businesses have been flooded. This includes a Community Flood Recovery Grant worth £500 to each affected household. In order to qualify for the assistance, flood water must have entered the habitable areas of their property, or the residence has been considered unliveable for any period of time due to flooding. Alongside this is a Business Flood Recovery Grant, which will provide up to £2,500 per eligible small and medium-sized business. To qualify, businesses must be able to demonstrate that they have directly impacted or have directly suffered a loss of trade as a result of the flooding that cannot be recovered from insurance. For more information and to apply online, visit [www.herefordshire.gov.uk/floods](http://www.herefordshire.gov.uk/floods)

### **Parking**

The parking service has carried out a tender exercise to procure a new Recovery Agent Contract for non-payment of penalty charge notices, this is due to commence in February 2020. The service has also commenced the procurement of a new Cashless Parking Contract for introduction in May 2020. A capital project, in respect of car park improvements, is continuing.

### **Planning**

On Thursday December 12 2019 a 'rare' planning enforcement prosecution was heard, ending a long saga about an illegal dog breeding site which had made the papers several times because of the community impact and emotive nature of the subject. The Defendant pleaded guilty to the charge and was given a conditional discharge for 18 months, with a costs order for £300 awarded as a contribution toward the Council's costs. A victim surcharge of £20 was also levied.

### **Phosphates**

The Lugg catchment phosphate moratorium on development was considered at a meeting between council officers with Welsh Water and a Technical Advisory Group (TAG) hosted by the council at Plough lane on 6 December. The next Nutrient Management Board meeting, chaired by Cllr Swinglehurst, is now scheduled for 29 January, when the Board will consider proposals scoped by the TAG to strengthen the Nutrient Management Plan.

### **Traffic congestion**

The level of congestion in Hereford in December seemed to be unusually high. It is a priority of this administration to come up with solutions to this issue, whilst having proper regard to the Climate Emergency. Cllr Harrington is working with officers in this area and will report shortly.

### **Housing, regulatory services and community safety – Cllr Ange Tyler**

#### **CCTV**

CCTV is progressing the renewal and upgrade of the CCTV Equipment in the CCTV Control Room and in Hereford, Ledbury, Leominster and Ross-on-Wye. The works are to renew the recorders, replace cameras in the market towns to IP address cameras and replace the transmission links to WIFI. The tender is also to replace some cameras in Hereford city with new WIFI transmission links, a replacement camera on the Link Road and install 4 new cameras at the multi-storey car park.

#### **Flytipping**

The Community protection team had success in court on 10 December against a van driver who fly tipped four loads of waste at Holmer Trading Estate in Hereford. He was convicted in court, having pleaded guilty to all charges and had fines and costs totalling £500. This team have also been instrumental in the major clearance of land behind Stonewater's housing estate at Barons Cross in Leominster. Here, bulldozers have been moving piles and piles of rubbish at Stonewater's expense, arising from several years of fly tipping by their tenants.

### **Commissioning, procurement and assets – Cllr Gemma Davies**

Among other activities, Cllr Davies has been meeting with Hereford City Council and officers to help scope an 'Applefest' in Hereford's city centre in October 2020, the last meeting also involving Cllr Tyler because of the licensing and regulatory impact.

Executive decisions taken during December are [available online](#)

Forthcoming decisions are available on the [forward plan](#)

Latest press releases are available on the council [news feed](#)

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

<b>Date</b>	<b>Site Location</b>	<b>Work Completed</b>	<b>Hours</b>	<b>Rate/Hr</b>	<b>Total Amount</b>
06-Dec	7 Hartland Close	Working at height course	2	19.9	39.8
11-Dec	All areas cycle around	Litter pick up	1	19.9	19.9
13-Dec	Tesco side roundabout	Clear up bucket of human excrement and old signs	1	19.9	19.9
					0
					0
					0
					0
					<b>79.6</b>

## Belmont Rural Parish Council 09/01/20

## Bank Reconciliation as at 09/01/20

<b>Opening 1st April 2019</b>	Deposit	105,006.88
	Treasurers a/c	500.00
<b>Total</b>		<b>105,506.88</b>
Add		
	Receipts	70,779.82
		<b>176,286.70</b>
	Payments to	
Less	09/01/20	32,969.75
<b>TOTAL</b>		<b>143,316.95</b>

Bank statement as at 29/11/19	Treasurers a/c	500.00
Bank statement as at 29/11/19	Deposit a/c	144,734.24
		<b>145,234.24</b>

Outstanding cheques

1188	24.00
1189	176.80
1192	411.64
1193	517.40
1194	13.50
1195	73.80
1196	176.80
1197	79.60
1198	266.95
1199	176.80

1,917.29

**BALANCE** **143,316.95**

Belmont Rural Parish Council 09/01/20

Appendix 4

DETAIL	Budget 31.03.18	Actual 31-03-18	Budget 31-03-19	Budget 2020/21		Actual 10/10/19	Draft Budget 2020/21	Comments
				Actual 31-03-19	Budget 31-03-20			
<b>INCOME</b>								
Precept	55,000.00	55,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	
Grants Received	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bank Interest	0.00	30.57	10.00	145.31	50.00	130.28	75.00	
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
VAT	0.00	0.00	5,600.00	0.00	3,000.00	10,600.16	1,000.00	
	<b>55,000.00</b>	<b>55,030.57</b>	<b>65,610.00</b>	<b>60,145.31</b>	<b>63,050.00</b>	<b>70,730.44</b>	<b>61,075.00</b>	
<b>EXPENDITURE</b>								
Staff Costs	13,000.00	9,952.00	10,120.00	10,120.80	10,670.00	5,472.60	10,900.00	
General Office Costs	1,400.00	1,155.33	1,000.00	1,013.37	1,000.00	511.36	1,000.00	
Insurance	850.00	967.70	1,000.00	972.15	1,300.00	1,084.31	1,400.00	
Room Hire	700.00	796.50	700.00	282.00	1,000.00	254.33	500.00	
Repairs and Maintenance	0.00	610.09	1,000.00	1,839.28	1,000.00	593.46	1,000.00	
Handyman	12,000.00	8,090.00	12,750.00	10,944.06	12,750.00	4,785.95	12,750.00	Maximum at current costs =£15,600
Kerb weed Spray	1,200.00	610.00	1,200.00	1,749.00	2,000.00	1,749.00	2,000.00	
News letter/ annual report	3,000.00	634.00	2,000.00	416.00	500.00	0.00	500.00	
Grants and Donations	10,500.00	8,718.00	10,500.00	5,750.00	20,000.00	7,792.00	20,000.00	
Hire of Equipment	0.00	2,107.22	2,000.00	0.00	500.00	0.00	700.00	

<b>DETAIL</b>	<b>Budget 31.03.18</b>	<b>Actual 31-03-18</b>	<b>Budget 31-03-19</b>	<b>Actual 31-03-19</b>	<b>Budget 31-03-20</b>	<b>Actual 10/10/19</b>	<b>Draft Budget 2020/21</b>	<b>Comments</b>
Subscriptions	1,400.00	1,395.08	1,500.00	1,577.95	1,500.00	0.00	1,600.00	
Audit Fees	550.00	450.00	550.00	450.00	500.00	450.00	500.00	
Election Fees	0.00	0.00	0.00	0.00	500.00	0.00	0.00	
Training	1,000.00	181.80	300.00	151.80	200.00	0.00	300.00	
Website Expenditure	750.00	489.25	750.00	0.00	600.00	0.00	600.00	
VAT	0.00	8,792.20	12,060.00	3,207.02	3,000.00	517.90	1,000.00	
Mower expenses	0.00	685.16	0.00	1,177.07	1,500.00	1,096.51	1,530.00	
Cash	0.00	0.00	0.00	0.00	0.00	809.18	0.00	
Parish Council Open day and action days	1,300.00	141.28	700.00	0.00	700.00	0.00	2,000.00	
Data Protection Compliance	0.00	0.00	500.00	0.00	100.00	0.00	100.00	
Wild flowers Jubilee Field	300.00	572.47	100.00	219.63	300.00	160.75	300.00	
Tree Surgery	0.00	0.00	1,700.00	0.00	1,700.00	0.00	0.00	move to reserves
BBQ	1,000.00	525.14	0.00	0.00	0.00	0.00	0.00	
Grit bins and Grit	0.00	0.00	500.00	419.94	600.00	69.99	250.00	
Fuel	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	see mower expenses
Other expenses	250.00	0.00	310.00	0.00	0.00	0.00	0.00	
Spring & Autumn cut and Collect	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	Move from reserves
Increase in Reserves	0.00	0.00	3,170.00	0.00	0.00	0.00	645.00	
	<b>49,200.00</b>	<b>46,873.22</b>	<b>65,610.00</b>	<b>40,290.07</b>	<b>61,920.00</b>	<b>25,347.34</b>	<b>61,075.00</b>	








OHS Non Conformance Report

Safe Work Method Statement

A Safe Work Method Statement (SWMS) or equivalent must be completed by the contractor prior to the commencement of any high-risk work.

Name of Contractor responsible for compliance with SWMS:	Colin Warne contracted to Belmont Rural Parish Council	Date:	01 <sup>st</sup> January 2020
Company name:	Belmont Rural Parish Council	Workplace location:	Northolme Play Area, Westholme Road, Coppin Rise Play Areas, Jubilee Field, Abbey View East & West (Former Landfill Areas)
High risk job description	No - ground will be cut down to maximum of 150mm, no ground will be broken on the former landfill areas, shuttering will be laid direct on to the ground for these areas.	Completion of Confined Space Entry Permit?	N/A(should only be selected when not working in a confined space)

Personal Protective Equipment (PPE) required to complete the job

 Gloves <input type="checkbox"/>	 Face mask <input type="checkbox"/>	 Eye protection <input type="checkbox"/>		 Appropriate footwear <input type="checkbox"/>		 Protective clothing <input type="checkbox"/>
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Central Office Use Only	Issue Date: December 2019	Last Reviewed: January 2020	Next Review Date: December 2020
No: BRPC-Bench Installation-Variou in Belmont Rural		Authorised By: BRPC	

<p>What are the tasks involved? Describe the steps required to perform the task in the sequence they are carried out.</p>	<p>What are the hazards and risks? Against each step list the potential hazards that could cause injury/damage when the task step is performed.</p>	<p>How will hazards and risks be controlled? List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard, see <a href="#">Contractor Hazard Identification and Control Table</a>.</p>
<p>1 - Digging and Preparing the Ground to a depth of 150mm to Spade depth, remove to top soil and make good to accept the concrete. (does not</p>	<p>hitting foot or hitting stones etc. Wear safety apply to the former landfill areas) see below.</p>	<p>footwear and also gloves dig a level</p>
<p>2 - Creating a shuttering system to pour the concrete to create a side wall to contain the Concrete, being proud of the ground, using 4 cut lengths of wood ,pegged in to the ground and leveled. (does not apply to the former landfill areas) see below</p>	<p>Potential cut from a saw when cutting the wood or hitting hand with the hammer</p>	<p>Wear gloves and safety footwear</p>
<p>3 - Former landfill Areas - Create a shuttering system to pour the concrete to create a side wall to contain the Concrete, being proud of the ground, using 4 cut lengths of wood ,and laid on the surface of the ground, no digging of the area will be undertaken (Only applies to the former landfill areas).</p>	<p>Potential cut from a saw when cutting the wood or hitting hand with the hammer.</p>	<p>Wear gloves and safety footwear</p>
<p>4 - Mixing concrete this will be a 4/1 mix using aggregate and best cement, mixed onsite via a mixer then poured and floated level.</p>	<p>Dust from the concrete mix being inhaled</p>	<p>Wear face mast and eye protection</p>
<p>5 - Leveling the concrete area this will be leveled by a wooden tamper then floated level.</p>	<p>Fingers could be trapped from the tamping of the concrete.</p>	<p>Wear safety gloves</p>



<p>What are the tasks involved? Describe the steps required to perform the task in the sequence they are carried out.</p>	<p>What are the hazards and risks? Against each step list the potential hazards that could cause injury/damage when the task step is performed.</p>	<p>How will hazards and risks be controlled? List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard, see <u>Contractor Hazard Identification and Control Table</u>.</p>	
<p>6 - Installing 4 x pre-created drill holes to create a master board Injury the bolts to be positioned and pushed into the damp concrete so this has a</p>	<p>from the drill or flying debris Wear safety gloves hole for the benches to fit directly over when dry</p>	<p>and eye protection with per cut holes for for ease of installation.</p>	
<p>7 - Benches will be make up if in flat-pack form or ready assembled then positioned over the pre-set bolts and screwed down using tamper proof nuts.</p>	<p>Fingers could be trapped between the parts</p>	<p>Wear safety gloves and eye protection</p>	
<p>8 – Moving the concrete / materials to site.</p>	<p>Potential injury to members of the public</p>	<p>Ensure an exclusion zone is created, plus some form of barrier is installed as a temporary measure to prevent public access.</p>	
Sign off	Name	Signature	Date
<p>I have provided site specific risk controls to manage the hazards identified above and will comply with the controls listed above.</p>			
Contractor:	Colin Warne (Handyperson)		01/01/2020
<p>I understand the risk controls listed above to be implemented to manage the identified hazards associated with the works to be undertaken.</p>			
Workplace Manager and/or Management OHS Nominee:	Adrian Bridges (On behalf of Belmont Rural Parish Council)		01/01/2020

## Steps for filling out SWMS

1. Contractor to determine the tasks, and associated hazards, risks and controls.
2. In the ‘What are the tasks involved?’ column, list the work tasks in sequence to how they will be carried out.
3. In the ‘What are the hazards and risks?’ column, list the hazards and risks for each work task.
4. In the ‘How will the hazards and risks be controlled?’ column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom, as seen below. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable.

## Control levels

1. Eliminate any risk to health or safety.
2. Reduce the risk to health or safety by any one or any combination of the following:  Substituting a new activity, procedure, plant, process or substance  
 Engineering controls, such as mechanical or electrical devices.
3. Use administrative controls, such as changing the way the work is done.
4. Provide appropriate personal protective equipment.
5. All contractors should be briefed on the SWMS before commencing work. Ensure all contractors know that work is to immediately stop if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
7. Retain this SWMS for the duration of the high-risk work.