



Belmont Rural Parish Council

226/22

Minutes of the Belmont Rural Parish Council held at Belmont Community Centre, Eastholme Road Belmont on Thursday 14th April 2022 at 7.30 pm.

Councillors Present

Cllr Adrian Bridges
Cllr Aimee Bridges
Cllr Des Parish

In Attendance

Cllr Tracy Bowes (Ward Councillor)
Tony Ford – Parish Clerk

Members of the public – 2

1. Apologies

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

2. Written requests for Dispensation.

As the Parish Council would not be quorate The Parish Council resolved to give dispensation to Cllr Adrian Bridges regarding agenda item 10 and Cllr Aimee Bridges with regards to agenda items 10, 12.1.3, 12.1.5, 12.1.9, and 26, and Cllr Des Parish regarding 12.1.3, 12.1.9, 23 and 26.

3. Declarations of Interest

To receive declarations of interest on agenda items.

Councillor	Yes	No	Agenda Item	Reason	Disclosure
Cllr Adrian Bridges	√		10	Personal interest	Disclosable Pecuniary Interest
Cllr Aimee Bridges	√		10	Related Person	Non – Disclosable Pecuniary Interest
			12.1.3	Member of SWCA	Disclosable Pecuniary Interest
			12.1.5	Member of CPSCG	Disclosable Pecuniary Interest
			12.1.9	Associated Centre	Disclosable Pecuniary Interest
			26	Member of SWCA	Disclosable Pecuniary Interest
Cllr Des Parish	√		12.1.3	Associated Centre	Disclosable Pecuniary Interest
			12.1.9	Director NCCA	Disclosable Pecuniary Interest
			23	Impact on NCCA	Disclosable Pecuniary Interest
			26	Associated Centre	Disclosable Pecuniary Interest

4. Minutes

To receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council held on 10th March 2022

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. Standards Complaint Decision Notice

The Parish Council noted advice given regarding complaint. (Appendix 1 refers)

CB

7. Ward Councillors Report

The Parish Council noted the Ward Councillors Report.

Action – The Ward Councillors report to be put on the Parish Council website.

8. Planning Application - Three Counties Hotel, Belmont Road Hereford HR2 7BP (221090) Hybrid application for demolition of existing hotel and associated structures and erection of Class E foodstore with associated access, parking, servicing, drainage and landscaping (full permission sought) and erection of drive-thru unit with associated internal access and circulation (outline permission sought).

Having noted that comments were to be made to Herefordshire Council by 9th May 2022, the Parish Council agreed to having an Extraordinary Meeting on Thursday 5th May 2022.

Action Clerk to find a suitable location.

9. Planning application – Tesco Supermarket, Abbots Mead Road, Belmont, HR2 7XS (214561) Retrospective application for temporary storage container to be erected each year from November to January.

The Parish Council considered the application and resolved to support it

10. Chairmans Petty Cash

The Parish Council approve and authorised top up of £231.48. (Appendix 2 refers)

11. Previous Actions

The Parish Council noted the update on previous actions.

12. Finance

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

Ref	Payee	Amount £	VAT	Detail
1	Colin Warne	723.97	n/a	03/04/22 (269) Handyperson March 2022 £674.08 plus £49.89 paint & brushes for Kenilworth Close
2	HM Revenue & Customs	197.36	N/a	PAYE Period 12
3	South Wye Community ASSOCIATION	7,000.00	n/a	Annual Grant Payment for Library services 2022/23 (minute 11/06/22 (12)
4	Besthost	126.00	n/a	01/04/22 (23666) Hosting Package 06-05-22 to 05-05-23 £102.00.03-04(23672) -22 SSL certificate £24.00
5	Country Park Supporters Community Group	600.00	N/a	Annual grant Payment (minute no 11-06-20 (10)
6	Autela Payroll Services	50.40	8.40	Emailed 03-03-22 (8659).Payroll services January to March 2022
7	Powells Forest & Garden Equipment	714.90	119.15	18/03/22(051412) Mower Service
8	South Wye Community Association	48.00	n/a	(11875) room hire 08/04/22 & 14/04/22
9	Northolme Community Centre Association	3,500.00	n/a	Grant Donation - Picnic fun day (minute 08/04/22(7)
10	CB Locks Ltd	10.55	1.76	14/02/22 Direct Debit Mower Fuel
11	CB Locks Ltd	55.01	2.52	14/03/22 Direct Debit Mower Fuel
12	Neil Hooper	38.98	n/a	Reimbursement -Annual website design Software Subs

All payments were authorised

Noted Clerks Salary Payment by Standing Order on 28th March 2022 as agreed at Parish Council meeting 14/03/19 – Agenda Item 31

12.2. Receipts £1.35 (Interest)

12.3. The Bank Reconciliation (Appendix 3 refers) as of 14th April 2022 was summarised as follows.

• Treasurers Account	£	500.00
• Deposit Account	£	149,832.24
Total	£	150,332.24

13. Bank Reconciliation Sign off

The Parish Council noted confirmation of the Bank Reconciliation, sign off as of 31st March 2022.

14. Budget Monitoring

The Parish council considered and noted the Budget Monitoring Report as of 31st March 2022. (Appendix 4 refers)

15. Review of Activities

Having conducted a reviews of the activities, none were identified as impacting on the previous year, and those identified for the current year would be covered by a specific reserve.

16. Review of Reserves

The Parish Council conducted a review of reserves as of 31st March 2022. (Appendix 5 refers)

17. Aset Register

The Parish Council noted the Asset Register as at 31st March 2022.

18. Draft Annual Governance & Accountability (AGAR) Return Timetable

The Parish Council considered and noted the draft timetable for the 2022 AGAR. (Appendix 6 refers)

19. Annual Weed Spray

The Parish Council considered and agreed the advertisement (Appendix 7 refers).

Action Clerk to send to Cllr Neil Hooper to put on the Parish Councils Website.

20. Refurbishment of Footpath

Cllr Tracy Bowes informed the Parish Council that Herefordshire Council was looking at improving cycle routes and that they were considering tarmacking the footpath between Sydwall Road and A465. Under the circumstances the Parish Council agreed to defer this item until Herefordshire Council had decided.

21. Abbottsmead Open Space- Cherry Tree

The Parish Council considered the quotation of £130 from Freddy Tilbury for its removal and agreed to accept it.

Action Clerk to inform Mr. Tilbury.

22. Dorchester Way Playground -Repairs

Cllr Adrian Bridges informed the Parish Council that the Locality Steward carried out the repair otherwise the equipment would have been removed.

Cllr Des Parish was of the view that the level of work was not up to standard and highlighted that the Task and Finish group had identified this should be done by the Parish Council if Balfour Beatty could not do it.

Cllr Adrian Bridges had to remind Councillor Parish that there were members of the public present and that she was now questioning the competency of the Locality Steward, and this was also potentially bringing this council in to disrepute.

Cllr Tracy Bowes informed the Parish Council that Balfour Beatty was waiting for the annual inspection report, in view of this the Clerk recommended that the Parish Council wait until the inspection report was

received by Balfour Beatty and then the Parish Council should liaise with Balfour Beatty to see what was required to be done

Action Clerk to liaise with Balfour Beatty.

23. Northolme Infant Play Area – Rubber Mulch

The Parish Council noted that previous quotations were out of date and needed updating, it was agreed that the Clerk would seek quotations based on the quotation from DCM Surfaces, and that DCM Surfaces and PlaySmart UK to be also asked for quotes.

Action Clerk to seek quotations.

24. Play Areas in the Parish

The Parish Council considered the schedule (Appendix 8 refers) submitted by Cllr Des Parish and agreed that the Clerk would forward this to Balfour Beatty to get their authority to carry out the works. The Clerk also reminded the Parish Council that any new equipment then the PC would have to take on this liability.

Action Clerk to submit schedule to Balfour Beatty.

25. Abbey View East/Jubilee Field Footpath

This item was deferred to the next Parish Council meeting.

26. Grant Application

The Parish Council considered the grant application from South Wye Community Association and approved a payment of £20,385.60.

27. Cherrytrees on Open space

Cllr Des Parish informed the Parish Council that she had been approached by the resident in 2019 and that Balfour Beatty had looked at other trees and hedges but not this tree, the resident in Wydean Rise is upset because of the roots are growing towards their drive and garage.

Cllr Tracy Bowes reminded the Parish Council that Balfour Beatty would require the resident to send them an insurance report identifying their liability before they would act. Having considered the matter it was agreed that the Clerk would send the information to Balfour Beatty.

Action Clerk to send information to Balfour Beatty.

28. Benjamin Play Park -Bark

Having considered the request from Cllr Adrian Bridges the Parish Council agreed to the purchase of two bags of Play Bark and a budget of £300 was set.

Action – Two bags of play bark to be purchased.

29. For Information Items

The Parish Council noted the Clerks, report on For Information Items.

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

There were no items.

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

Thursday 12th May 2022 @7.30 pm to be held at Belmont Community Centre

The meeting closed at 8.39pm

Adrian Bridges
Chairman Belmont Parish P.C.
12/5/2022
AB

STANDARDS COMPLAINT DECISION

NOTICE Complaint ref	023580
Subject Member	Councillor Desiree Parish
Council	Belmont Rural Parish Council
Date of decision	18 February 2022
Breach of the code (Y/N)	Yes

DECISION

On 18 February 2022, the monitoring officer considered a complaint alleging that Councillor Parish may have acted in breach of the code of conduct for members. The appointed independent person were consulted in considering the matter.

The monitoring officer concluded that Councillor Parish did breach the code of conduct.
Summary of complaint

An allegation was received that Councillor Parish's language and tone in an email exchange during October 2021 was in breach of the code.

Reasons for decision

Councillor Parish was acting as a councillor during the email exchange which was in connection with proposed footpath within the parish council area. The emails dated 17 and 19 October were less than temperate and verged on being abusive and personal towards the complainant. This is a breach of the Belmont Rural Parish Council adopted code of conduct at VI 11, Do treat others with respect and courtesy.

I would advise Councillor Parish not to make personal comments about members of the public or councillors in correspondence.



Belmont Rural Parish Council

Ref No.	Invoice Date	Supplier	Invoice Number	Description	Vat Number	Net	Vat	Total	Check	Balance Brought forward	Petty Cash Funds Added	Petty Cash Outstanding Balance	Petty Cash Difference
										£38.62	£461.38	£500.00	£500.00
G01	11/05/2021	Homebase PLC	0478 004 9023 0881	To provide fixing for the Wayward signs in the Parish	233 1127 55			£20.70				£479.30	-£20.70
G02	16/05/2021	Amazon Uk	AEU-INV-GB-2021-227010364	Floor Marking Tape	GB 727255821	£4.17	£0.83	£5.00				£474.30	-£25.70
G03	02/06/2021	Metrol	#500000505	Gas Struts for Amplifier Cupboard		£139.94	£27.99	£167.93				£306.37	-£193.63
G04	04/06/2021	Toolstation	QND00961568	Anchor Glue for the Wall bolts	408 5567 37	£7.43	£1.49	£8.92			£24.00	£297.45	-£202.55
G05	05/06/2021	BESTHOST	#22809	Standard hosting package - belmontrural-pc.gov.uk	N/A	£94.00		£94.00				£203.45	-£296.55
G06	05/06/2021	BESTHOST	#22849	Addon (belmontrural-pc.gov.uk) - SSL certificate - standard (08/05/2021 - 07/05/2022)	N/A	£24.00		£24.00				£179.45	-£320.55
G07	10/06/2021	HONGKONG FIRST POWER INTERNATIONAL	DS-ASE-INV-GB-2021-41458301	EBL Updated LCD 16 Slots Battery Charger	LU19647148	£19.12	£3.82	£22.94				£156.51	-£343.49
G08	10/06/2021	Amazon EU S.à r.l., SP. Z.U.O. ODDZIAŁ W	204-1616854-1088355	7 of: VARTA Recharge Accu Endless Energy AA	GB 727255821	£51.38	£10.29	£61.67				£94.84	-£405.16
G09	12/06/2021	Amazon EU S.à r.l., UK Branch	AEU-INV-GB-2021-266927783	Buckles for Sound system securing to strap	GB 727255821	£1.70	£0.34	£2.04				£92.80	-£407.20
G10	12/06/2021	The Bead Shop Ltd	INV-GB-138838131-2021-74881	Luggage/Cargo Strapping, Belts		£7.49	£1.50	£8.99				£83.81	-£416.19
G11	13/06/2021	Amazon EU S.à r.l., UK Branch	AEU-INV-GB-2021-268544494	Buckles for Sound system securing to strap	GB 727255821	£1.70	£0.34	£2.04				£81.77	-£418.23
G12	15/07/2021	Screwfix	A8123447673	Kenilworth close action day	232 5555 75	£63.69	£12.70	£76.39				£5.38	-£494.62
	12/08/2021			Petty Cash Cheque							£494.62	£500.00	£500.00
G13	25/09/2021	TESCO	2667 076 9076 4111	Community Day Approved food	2667 076 9076 4111	£48.28		£48.28				£451.72	-£48.28
G14	02/10/2021	SHEN ZHEN SHI JING HU YUAN YI YOU XIAN	DS-ASE-INV-GB-2021-195193753	TREE Ties (2 pieces)	LU19647148	£7.49	£1.50	£8.99				£442.73	-£57.27
G15	02/10/2021	SHEN ZHEN SHI JING HU YUAN	DS-ASE-INV-GB-2021-195193690	TREE Ties (4 pieces)	LU19647148	£7.49	£1.50	£8.99				£433.74	-£66.26
G16	06/10/2021	GONG SI	DS-ASE-INV-GB-2021-201289659	WORKPRO Auger Drill Bit Set with Hex Drive 2-Piece	GB190023639	£10.62	£2.12	£12.74				£421.00	-£79.00
G17	04/11/2021	Amazon UK	203-7995464-4884334	Hammerite paint for benches	GB 727255821	£11.32	£2.27	£13.59				£407.41	-£92.59
G18	04/11/2021	Amazon UK	203-79955464-4884334	Hammerite paint for benches	GB 727255821	£11.30	£2.26	£13.56				£393.85	-£106.15
G19	13/02/2022	Amazon UK	AMEU-INV-GB-2022-12021547	Kasperkey Security Licence for 10	GB362757964	£41.66	£8.33	£49.99				£343.86	-£156.14
G20	23/02/2022	Amazon UK	203-9718228-9573907	White spirit for Kenilworth Close	GB362757964	£4.34	£0.87	£5.21				£338.65	-£161.35
G21	23/02/2022	Amazon UK	203-4766176-4815528	Paint and brushes	GB362757964	£34.91	£6.98	£41.89				£296.76	-£203.24
G22	12/02/2022	Fhegdays Dukaan Limite	203-6980411-4885125	Emery Cloth for bench sanding	-	£4.27		£4.27				£292.49	-£207.51
G23	30/03/2022	Screwfix	A9298872355	Grue fixing, and tools for fixing of plaque in Benjamin Park	232 5555 75	£19.98	£3.99	£23.97				£268.52	-£231.48



Belmont Rural Parish Council

Bank Reconciliation as at 31st March 2022

Opening 1st April 2021	Deposit	144,838.73
	Treasurers a/c	500.00
Total		145,338.73
Add		
	Receipts	65,271.36
		210,610.09
Less	Payments to	
	31/03/22	60,277.85
TOTAL		150,332.24

Bank statement as at 31/03/22	Treasurers a/c	500.00
Bank statement as at 31/03/22	Deposit a/c	149,909.04
		150,409.04
Outstanding cheques		

1317	76.80

76.80

BALANCE 31/03/22 **150,332.24**

Belmont Rural Parish Council BELMONT RURAL PARISH COUNCIL									
DETAIL	Actual 31-03-18	Actual 31-03-19	Budget 31-03-20	Actual 31- 03-20	Budget 31-03-21	Actual 31-03-21	Budget 2021/22	Actual 31/03/22	
INCOME									
Precept	55,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00
Bank Interest	30.57	145.31	50.00	274.37	75.00	61.12	50.00	15.88	-34.12
Other Income	0.00	0.00	0.00	0.00	0.00	538.50	0.00	83.80	83.80
VAT	0.00	0.00	3,000.00	10,600.16	1,000.00	0.00	2,000.00	5,171.68	3,171.68
	55,030.57	60,145.31	63,050.00	70,874.53	61,075.00	60,599.62	62,050.00	65,271.36	3,221.36
EXPENDITURE									
Staff Costs	9,952.00	10,120.80	10,670.00	10,599.80	10,900.00	10,431.20	10,900.00	10,751.47	148.53
General Office Costs	1,155.33	1,013.37	1,000.00	850.33	1,000.00	1,461.23	1,000.00	1,685.61	-685.61
Insurance	967.70	972.15	1,300.00	681.11	1,400.00	675.45	1,000.00	685.76	314.24
Room Hire	796.50	282.00	1,000.00	387.83	500.00	24.00	100.00	265.00	-165.00
Repairs and Maintenance	610.09	1,839.28	1,000.00	1,194.22	1,000.00	3,047.92	3,000.00	3,851.10	-851.10
Handyman	8,090.00	10,944.06	12,750.00	8,054.53	12,750.00	9,322.84	12,750.00	12,179.09	570.91
Kerb weed Spray	610.00	1,749.00	2,000.00	1,749.00	2,000.00	1,837.00	2,000.00	1,837.00	163.00
News letter/ annual report	634.00	416.00	500.00	0.00	500.00	0.00	0.00	0.00	0.00
Grants and Donations	8,718.00	5,750.00	20,000.00	7,792.00	20,000.00	7,800.00	20,000.00	16,204.19	3,795.81
Hire of Equipment	2,107.22	0.00	500.00	0.00	700.00	0.00	0.00	0.00	0.00
Subscriptions	1,395.08	1,577.95	1,500.00	1,727.26	1,600.00	1,632.63	1,700.00	1,786.14	-86.14
Audit Fees	450.00	450.00	500.00	450.00	500.00	420.00	500.00	425.00	75.00
Election Fees	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00

	Actual 31-03-18	Actual 31-03-19	Budget 31-03-20	Actual 31- 03-20	Budget 31-03-21	Actual 31-03-21	Budget 2021/22	Actual 31/03/22	
Training	181.80	151.80	200.00	0.00	300.00	176.80	300.00	200.00	100.00
Website Expenditure	489.25	0.00	600.00	958.50	600.00	429.25	500.00	612.73	-112.73
VAT	8,792.20	3,207.02	3,000.00	2,100.71	1,000.00	2,326.73	2,000.00	1,691.50	308.50
Mower expenses	685.16	1,177.07	1,500.00	2,396.48	1,530.00	3,643.30	3,000.00	1,377.64	1,622.36
Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.96	-48.96
Parish Council Open day and action days	141.28	0.00	700.00	0.00	2,000.00	0.00	0.00	0.00	0.00
Data Protection Compliance	0.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00
Wild flowers Jubilee Field	572.47	219.63	300.00	160.75	300.00	104.16	400.00	383.41	16.59
Tree Surgery	0.00	0.00	1,700.00	0.00	0.00	0.00	0.00	3,695.00	-3,695.00
BBQ	525.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grit bins and Grit	0.00	419.94	600.00	69.99	250.00	0.00	300.00	0.00	300.00
Other expenses	0.00	0.00	0.00	527.50	0.00	11.00	100.00	0.00	100.00
Other assets	0.00	0.00	0.00	4,175.12	1,500.00	4,032.81	1,500.00	2,598.25	-1,098.25
Increase in Reserves	0.00	0.00	0.00	0.00	645.00		900.00	0.00	900.00
John & Beryl trust	0.00	0.00	0.00	0.00	0.00	83.80	0.00	0.00	0.00
	46,873.22	40,290.07	61,920.00	43,875.13	61,075.00	47,460.12	62,050.00	60,277.85	1,772.15
Opening 01-04-21			145,338.73						
Add receipts			65,271.36						
			210,610.09						
Less Payments			-60,277.85						

Reserve

CB

Balance	150,332.24
31/03/22	

Less Specific Reserves

	31/03/2021	31/03/2022
Abbey View East & Jubilee Field Footpath	110,000.00	80,000.00
Play Park	0.00	20,000.00
Improvements		
Fitness & Wellbeing	0.00	20,000.00
Trail		
Grants & Donations	8,562.00	0.00
Footpath on Stoneleigh Drive-Fence	2,000.00	2,000.00
Election Fees	4,000.00	4,000.00
Tools and Other Equipment	1,000.00	0.00
Tree Surgey	5,000.00	1,350.00
£5,000 less £3,695		
Yout Activities	0.00	5,000.00
Total Specific reserves	130,562.00	132,350.00

General Reserves	17,982.24
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General Reserves as per Reserves Policy	-14,775.00
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Level of Reserves above Reserves Policy amount	3,207.24
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Belmont Rural Parish Council

Review of Reserves 31-03-22

Reserves Policy**1. Introduction**

It is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans. It is important, however, given that funds are generated from taxation, that such reserves are not excessive.

The need for adequate reserves is reinforced by the Local Government Finance Act 1992, which requires local authorities to have regards to the level of reserves needed for meeting estimated future expenditure when considering its budget requirement.

2. General Reserves

- The use of this reserve is not restricted, and will be used to meet unexpected expenditure, otherwise there is a chance that the Council could run out of money before the year end.
- A Council should typically hold between 3- and 12-months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.
- The Council has no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

3. Specific Reserves

- If deemed necessary the council will have 'specific reserves' for specific projects, where money is allocated for a specific purpose/project that due to the level of commitment needed will need a gradual allocation of funds over more than one year.
- Where grants/donations have been received for specific projects/ schemes.
- Where there is a legal requirement.

4. Level of General Reserves

The council's level of general reserves will be **three** months of net revenue expenditure calculated as follows

		£	£
Annual Precept			60,000.00
Less	Total Loan Repayments	00.00	
Less	Amount included in annual Precept for capital projects	00.00	
Less	Amount included in annual Precept for transfer to a specific reserve	900.00	
	Total Deduction		900.00
	Total Net Revenue Expenditure for the Year		59,100.00
	General Reserves = 3/12 of £59,100		

5. Process

- The council will carry out a review of its reserves
 - as part of the annual budget process.
 - at the year end particularly if general reserves is more than twice the precept.
 - at mid-year to get assurance that things are going to plan.
- Only the Council can set up a reserve.
- Movement on reserves will be monitored as part of the budget monitoring process.

Reserves Schedule at 31st March 2022

Opening 01-04-21	145,338.73
	65,271.36
Add receipts	210,610.09
Less Payments	-60,277.85
Balance 31/03/22	150,332.24

Less Specific Reserves

	31/03/2021	31/03/2022
Abbey View East & Jubilee Field	110,000.00	80,000.00
Footpath		
Play Park Improvements	0.00	20,000.00
Fitness & Wellbeing Trail	0.00	20,000.00
Grants & Donations	8,562.00	0.00
Footpath on Stoneleigh Drive-Fence	2,000.00	2,000.00
Election Fees	4,000.00	4,000.00
Tools and Other Equipment	1,000.00	0.00
Tree Surgery £5,000 less £3,695	5,000.00	1,350.00
Youth Activities	0.00	5,000.00
Total Specific reserves	130,562.00	132,350.00
 General Reserves		17,982.24
 General Reserves as per Reserves Policy		-14,775.00
 Level of Reserves above Reserves Policy amount		3,207.24

Belmont Rural Parish Council
Annual Return Draft Timetable

The Table below sets out the key tasks to plan a timetable to ensure that the submission of the Annual Return meet the statutory requirements.

	Key Tasks Timetable and checklist	Dates Planned	Comments
1	Ensure you have arranged for an independent internal Audit and for the person carrying out it out to complete the Annual Internal Audit Report on the Annual Return	Signed Audit Report by Friday 24 th June 2022	This must be done before anything else.
2	Arrange a meeting of the full Council after 31 st March 2022 but before the first 10 working days in July 2022 (see 5 below)	See 5 below	
3	Compile accounts as at 31 st March 2022 and supporting working papers, complete Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) of the Annual Returns.	To The Internal Auditors by 25 th April 2022	
4	Certify the Accounting Statements	See 5 below	
5	Hold a meeting of the full Council to consider, approve and sign the Annual Governance Statement and the Accounting Statements, the Annual Governance Statement must be approved before the Accounting Statements but they can be done at the same meeting as long as the order is clear in the minutes	Latest Thursday 30 th June 2022	
6	Set the period for the exercise of public rights and complete the necessary documentation, inform the external auditor of the date of commencement	Latest between Friday 1 st July and Thursday 11 th August 2022	
7	Publish on Website the approved and signed Annual Governance Statement and Accounting Statements along with the notice for the exercise of public rights and the Declaration of the status of the accounts.	Latest Thursday 30 th June 2022	
8	Submit to the external auditor the approved and signed Annual Return and other supporting information	Latest Friday 1 st July 2022	
9	Respond to any queries or request for information from the external auditors	As required	
10	On completion of the Limited Assurance review, publish the certified Annual Return and notice of conclusion documents for the exercise of public rights	By 30 th September 2022	



Belmont Rural Parish Council

WEED SPRAYING IN THE PARISH

Belmont Rural Parish Council is seeking quotations from a suitable qualified contractor to carry out kerb spraying of **all** roads, (excluding Belmont/Abergavenny Road (A465), Southholme Road in Belmont Rural Parish.

Requirements are as follows: -

- Two sprays and clearance after where applicable
- Quotations **must** be sent to the **The Parish Clerk, Belmont Rural Parish Council, 20 Willow Rise, Sutton St. Nicholas Hereford HR1 3DH** by **recorded delivery only**.
- **Proof** of £5,000,000 public liability insurance to be sent.
- **Proof** of relevant use of chemical certificate to be sent.
- The envelope **must** be marked **Kerb Spraying**.
- Quotations to be received **by 5 pm Wednesday 11th May 2022**.

If you have any queries please contact the Clerk

clerk@belmontrural-pc.gov.uk

April 2022

Scoring Matrix		
	Score	Comments
Quotation		
Lowest		
Next Highest		
Next Highest		
Weed Spraying Certificate		
Yes		
No		
Public Liability Insurance at £5,000,000		
Yes		
No		

Play Areas In the Parish

Dear Clerk,

Is there room for an agenda item at April's meeting please: **Minor repairs in play areas?**

Some time has now passed since submitting a list of repairs to be carried out by BBLP.

However, very few items on the list have been achieved therefore we need an update from the Locality Steward as to what we may expect to be done in the future, if at all and when.

These are the Play Parks and items in question:-

Canterbury Close Play Park

1 x Flat Swing Seat

1 x Cradle Swing

BBLP to replace.

If BB are not going to replace these then I would like the PC to consider doing it. I will get costings.

Dorchester Way Play Park

2 x Flat Swing Seats - BBLP to replace

If BB are not going to replace these then I would like the PC to consider doing it. I will get costings.

Climbing Frame: BBLP logged they had carried out repairs to this piece of equipment. Tape was applied to cover exposed wire in some places.

Can we establish if this is a temporary fix or is this the best we can hope for?

I'm trying to ascertain who the supplier was and if the rope parts are replaceable and if so I would like the PC to consider doing it. I will get costings.

Kenilworth Close Play Park

2 x Cradle Swings - BBLP to replace

Metal Rocker - BBLP to replace seat

If BB are not going to replace these I would like the PC to consider doing it. I will get costings.

Rubber matting - BBLP to fill gaps (although I'm told this will not work)

Can we please establish if this project is likely to happen and when?

Coppin Rise Play Park

Infill gap around wetpour

This will be in conjunction with Kenilworth PP rubber matting infill.

If you require any further information please let me know.

Regards

Cllr Des Parish