



Belmont Rural Parish Council

Minutes of the Annual Meeting of Belmont Rural Parish Council held at Belmont Community Centre, Eastholme Avenue Belmont HR2 7UQ on 8th May 2025 at 7.30 pm.

Councillors Present

- Cllr Adrian Bridges
- Cllr Neil Hooper
- Cllr John Millward (3-28)
- Cllr Des Parish
- Cllr Phil Smart (3-28)

In attendance

Tony Ford -Parish Clerk

Members of the public – Two

1. Election of Chairman

Cllr Adrian Bridges was appointed Chairman.

2. Co-option

The Parish Council co-opted John Millward and Phil Smart as councillors to the Parish Council.

3. Election of Vice Chairman

Cllr Neil Hooper was appointed Vice Chairman.

4. Apologies

There were no apologies for absence.

5. Written requests for Dispensation

There were no requests for dispensation.

6. Declarations of Interest

To receive declarations of interest on agenda items.

Name	Yes	No	Agenda Item	Reason	Disclosure
Cllr Adrian Bridges	√		17.1	Associated- Personal Interest	Non-Disclosable Pecuniary Interest
Cllr Neil Hooper	√		17.1	Personal Interest	Disclosable Pecuniary Interest
Cllr John Millward		√			
Cllr Des Parish		√			
Cllr Phil Smart		√			

7. Declaration of interest Forms

It was agreed that the Clerk would send forms to Cllr John Millward, Cllr Des Parish, and Cllr Phil Smart for completion.

Action Clerk to send forms.

8. Herefordshire Councils – Parish Footpath Officers Guide.

The Parish Council considered and commented how helpful and informative the document was. The Parish Council noted the guide.

9. Appointment of Parish Council Officers

9.1 Cllr John Millward was appointed -The Tree Warden

9.2 Cllr Phil Smart was appointed The Parish Footpaths Officer

10. Future Parish Council Meetings

The Parish Council approved the date, place, and time of meetings of the full Council.(Appendix 1 refers)

11. Minutes

To receive, approve and sign the Minutes of the ordinary Meeting of the Parish Council held on Thursday 10th April 2025.

The minutes were approved as a true record of the meeting and signed by Cllr Adrian Bridges.

12. Public Participation

- The Parish Council noted the comments received from a Parishioner as follows.

'Good afternoon

I would just like to commend the absolutely fabulous work that has been undertaken along the walkway between my house and the brook behind Westholme Rd . The two gentlemen concerned have done an amazing job at cutting back the undergrowth and opening the area up. I have lived here for over 30 yrs and this is the best it has looked for a long long time. I hope that now this has been done there will be a plan in place to keep it maintained.

Thank you from one very happy and impressed resident'

Action – Clerk to acknowledge comment.

- The Parish Council noted the report from Cllr Mark Dykes (Ward Councillor)

13. Asset Register as at 31-03-25.

On the advice of Cllr Neil Hooper The Parish Council made the follow changes

- Delete item 17 £26.64- Scrapped.
- Delete item 34 £187.25 - Scrapped.
- Delete item 49 £402.50 - Stolen.

The Asset Register was updated (Appendix 2 refers)

The Parish Council noted that Ex-Cllr Yvonne Patterson had not returned the Parish Councils laptop when she resigned, Cllr Adrian Bridges confirmed that he had previously followed up on the matter, the Clerk was asked to chase the matter as a matter of urgency.

Action The Clerk to chase the matter.

14. Review of insurance

The Parish Council considered the matter, completed its review(Appendix 3 refers), and agreed to a three-year agreement with Gallagher ; it was also agreed that the Clerk would send to all Councillors the declaration for completion due to the personal nature of the questions asked.

The Parish Council approved the premium of £956.85 (£944.29 last year)

Action Clerk to send declaration to all Councillors.

Action Clerk to inform Gallagher of the Parish Councils decision.

15. Parish Council Credit Card

The Parish Council considered the matter and agreed to apply for a Parish Council Credit Card, to be managed by the Clerk, with a credit limit of £5,000.00, Any two authorised signatories were authorised to sign the application form.

Action Clerk to progress the matter,

16. Herefordshire Councils 'Lengthsman' Contract 2025/6

The Chairman and the Clerk was authorised to sign the 2025/26 contract, on behalf of the Parish Council. In addition, it was delegated to the Clerk to complete the Annual Maintenance Plan for 2025/26.

Action – Clerk to complete Annual Maintenance Plan and submit to Herefordshire Council.

Action – Clerk to submit 'Lengthsman' contract to Herefordshire Council.

17. Finance

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

Ref	Payee	Amount £	VAT	Detail
1	H&K	1371.60	228.60	29-04-25 (102331) 'Lengthsman' Work Coppin Rise Fence
2	TrackUnit Ltd	133.34	22.22	07-04-25 (1031152246)
3	Colin Warne	649.74	N/a	26-04-25 (451) Install Bench and complete concrete work on bridge.
4	Colin Warne	1,078.00	N/a	26-04-25 (452) Half of Spraying Quote

Having declared a Disclosable Pecuniary interest in Agenda Item 17.1.1 Cllr Neil Hooper left the room and did not take part in discussions or voted on the matter.

Having declared a Non-disclosable Pecuniary interest in Agenda Item 17.1.1 Cllr Adrian Bridges did not vote on the matter.

Regarding Agenda Item 17.1.3 Cllr Neil Hooper expressed the view that linked with Agenda Item 17.2.1(which was not authorised for payment by signatories) the hours looked higher than one would expect and queried the amount of gravel used and asked for more information, Cllr Adrain Bridges informed the Parish Council that as public monies was involved more information should be asked for. Cllr Phil Smart commented that in view of the comments made more information should be asked for. Cllr John Millward asked if quotes had been asked for, the Clerk explained that the two jobs were allocated to the Handyperson prior to the change and rolled over after the change of Handyperson. Having considered the matter, the Parish Council agreed that the Clerk would ask for a breakdown of the hours, and were the gravel was sited, which would be circulated to Councillors, and it was delegated to the Clerk to progress the payment subject to comments from Councillors. All other payments were authorised.

Action Clerk to request a breakdown of hours and where the gravel was sited.

17.2. To note payments made under delegated authority.

Ref	Payee	Amount £	VAT	Detail
1	Colin Warne	765.00	N/a	09-04-25 (449) Construct New Concrete Pathway at Bridge including New rails/

Ref	Payee	Amount £	VAT	Detail
2	Office Needs Direct(Uk) Ltd	666.54	111.09	10-05-25 (65930) Memorial Bench
3	Tudors Building Supplies (Hereford) Ltd	111.91	18.66	Invoices S7076725, S7076953, S7077280 - materials

Subject to comments under 17.1 payments were noted.

17.3. To Note Direct Debit Payment

Ref	Payee	Amount £	VAT	Detail
1	Allstar	38.25	6.37	28-04-25 -Mower Fuel
2	Unity Trust Bank	6.00	N/a	Bank Service Charge 30-04-25

Noted by the Parish Council.

17.4. Receipts .£30,000.00 (First Instalment of Precept)-Noted

17.5. To receive an update on account balances as at the 30th of April 2025.£158.296.63 (Appendix 4 refers)

18. Review of Activities

The Parish Council completed its review of its activities (Appendix 5 refers) to ensure no significant or long-term projects/liabilities/Commitments.

19. Review Reserves

The Parish Council completed its review of reserves (Appendix 6 refers). The Clerk was asked to transfer funds from the current account to the deposit account.

Action – Clerk to make the inter account transfer.

20. Bank Mandate

Having considered the matter, the Parish Council agreed that Cllr Michael Francis should be added as a signatory to the Parish Councils Unity Trust Bank Account.

Action Clerk to progress the matter.

21. Previous Actions

The Parish Council noted the update from the Clerk.

22. Abbey View East and West Grass cutting

Having considered the request from Cllr Adrian Bridges the Parish Council agreed that the Handyperson be asked to remove the Hawthorns, Bramble hedge & Ash tree growth, The Clerk was also asked to enquire from Balfour Beatty when the Annual Cut of Abbey View East and West would be taking place.

Action Clerk to inform the Handyperson.

Action Clerk to make enquires of Balfour Beatty.

23. West Mercia Police PCSO – Proposed Changes to Contracted Hour

The Parish Council considered and noted correspondence received.

24. Information Corner

The Parish Council considered and noted HALC Information Corner 17th April 2025.

25. For Information Items

The Parish Council noted the Clerks, Report on For Information Items.(No discussion)

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

- Handyperson Report
- Step Design for Abbey View East.- Contract
- Abbey View East/Jubilee Field Footpath – Update

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

Thursday 12th June 2025 at 7.00 pm to be held at Belmont Community Centre

The Parish Council resolved to go into closed session.

28. Clerk Salary

The Parish Council approved the Clerks Salary and PAYE payment for April and May 2025 and authorised the Chairman to sign the payroll records.

Belmont Rural Parish Council 08-05-25

Parish Council Meeting Dates

Date		Location	Time
Thursday 12 th June 2025	Parish Council Meeting	Belmont Community Centre	7.00 pm
Thursday 10 th July 2025	Parish Council Meeting	Belmont Community Centre	7.00 pm
August 2024	No Parish Council meeting		
Thursday 11 th September 2025	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 9 th October 2025	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 13 th November 2025	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 11 th December 2025	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 8 th January 2026	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 12 th February 2026	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 12 th March 2026	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 9 th April 2026	Parish Council Meeting	Belmont Community Centre	7.30 pm
Thursday 14 th May 2026	Annual Parish Meeting	Belmont Community Centre	7.00 pm
Thursday 14 th May 2026	Annual Meeting of the Parish Meeting	Belmont Community Centre	7.30 pm

Asset Register at 31-03-25

NO	ITEM	Amount	Street Furniture	Office Contents	Mower & Machinery	Outside Structures	Outside Equipment	Motor Policy	Sports Equip	General Contents	Gates & Fences
1	n/a	Balance transferred From Clehonger Parish Council as at 2000	2,370.00			2,370.00					
2		Benches Plus Fittings	704.00	704.00							
3		Litter Bins Plus fittings	3,633.21	3,633.21							
6		Road and Other Signs	1,981.62	1,981.62							
7		Computer Equipment	1,667.00	1,667.00							
8		Filing Cabinet	74.00	74.00							
9		Litter Pick Equipment	6.00		6.00						
10	n/a	Footpath Structures	70,387.54			70,387.54					
11		Camden Classic Puncture Free W/Barrow	33.32		33.32						
12	10	10 profile safety Glasses	20.42		20.42						
14	4	4 Smith & Ash digging Forks	80.33		80.33						
15	4	4 Spear and Jackson Ergo Twist Bypass Secateur	42.30		42.30						
16	10	10 Canadian Rigger Gloves	10.08		10.08						
17	2	2 Litter Picker with trigger Gard	26.64		26.64						
18	2	2 Spear and Jackson Telescopic Ratchet Lopper Bypass	48.50		48.50						
19	4	4 Smith and Ash Stainless Steel Birder Spade 1000m(39in)	79.33		79.33						
20	2	Concrete Base	2,100.00				2,100.00				
23	1	Asgard Gladiator+2	1,737.92				1,737.92				
26	1	Lexmark CX410de A4 Colour MFP	165.00	165.00							

27		Satrak Plant View	474.00		474.00							
28	1	20ftx 8ftx8ft.6" Container	1,755.00			1,755.00	0.00	0.00	0.00			
Total As at 31st March 2017			87,396.21	6,318.83	1,906.00	820.92	72,757.54	5,592.92				
29	1	Kubota F3090 Mower and Wessex Flailmower	17,658.00				17,658.00					
30	1	ASUS Laptop	888.31	888.31								
31	1	Lockable Heavyweight steel socketed Goals	504.00					504.00				
33		HI VIS Vests	207.50								207.50	
34	15	15 litter Pickers	187.25								187.25	
35	1	Long Handled Bulb Planter	27.50								27.50	
36	1	Medium Gumati broom 24inch	22.49								22.49	
37	1	New gate -Dorchester Way	323.60									323.60
38	1	Wessex Flailmower	3,350.00		3,350.00							
39	3	3 JSP 7cu Ft Grit Bins	209.97	209.97								
40		Open Space Signs	1.00	1.00								
41	1	Gazebo	174.10								174.10	
42		Display Frames	119.96								119.96	
43		Small Trowells/Forks	92.00								92.00	
TOTAL AS AT 31st March 2018			111,161.89	6,529.80	2,794.31	4,170.92	72,757.54	5,592.92	17,658.00	504.00	830.80	323.60
44		New Notice Boards	20,950.00	20,950.00								
45		Handi Hoops	120.00								120.00	
46		Dog Fouling Signs	441.60	441.60								
47	1	Belmont Community Road Sign	302.27	302.27								
48		Grit Bins	419.94	419.94								
49	1	Brush Cutter	402.50			402.50						
Total as at31-03-19			133,798.20	28,643.61	2,794.31	4,573.42	72,757.54	5,592.92	17,658.00	504.00	950.80	323.60 133,798.20
50	1	Grit Bin (11/04/19)	69.99	69.99								
51	4	Bike stands (10/10/19)	216.68	216.68								

52		Mower Tools (Chairmans PC)	31.30		31.30								
53	1	Torque Wrench (Chairmans PC)	22.54		22.54								
54	2	Merlin Litter Bins (13/02/20)	399.90	399.90									
55	8	Benches (12/03/20)	3,364.00	3,364.00									
56	7	Bird boxes (12/03/20)	56.00	56.00									
57		Grit Bin Clips (Chairmans PC)	84.40	84.40									
		Total as at 31/03/20	138,043.01	32,834.58	2,794.31	4,627.26	72,757.54	5,592.92	17,658.00	504.00	950.80	323.60	138,043.01
58		Battery Blower (11/11/20)	529.99		529.99								
59		Bench- Benjamin Close Play Area	495.30	495.30									
60	5	Laptops -councillors	1,825.08		1,825.08								
61	2	Laptops - councillors	702.46		702.46								
62	2	2 litter bins	479.98	479.98									
		Total as at 31/03/21	142,075.82	33,809.86	5,321.85	5,157.25	72,757.54	5,592.92	17,658.00	504.00	950.80	323.60	142,075.82
58	1	Battery Blower (11/11/20)	-529.99		-529.99								
63	1	Petrol Blower	280.00		280.00								
64	1	Bench -(Benjamin Park	495.30	495.30									
65	1	PA system	1,514.83		1,514.83								
66	1	Mixing Desk	289.00		289.00								
67	1	LCD 16 Slot Battery Charger	19.12		19.12								
		Total as at 31-03-22	144,144.08	34,305.16	7,125.68	4,926.38	72,757.54	5,592.92	17,658.00	504.00	950.80	323.60	144,144.08
68		Shetland and Dog Way Stiles	655.50									655.50	
69		Portable Power Pack	64.00		64.00								
7		Computer Equipment 11/05/23 (21)	-1,667.00		-1,667.00								
8		Filing Cabinet 11/05/23 (21)	-74.00		-74.00								
		Total as at 31-03-23	143,122.58	34,305.16	5,384.68	4,990.38	72,757.54	5,592.92	17,658.00	504.00	950.80	979.10	143,122.58

No additions or disposals during the year

		Total as at 31-03-24	143,122.58	34,305.16	5,384.68	4,990.38	72,757.54	5,592.92	17,658.00	504.00	950.80	979.10	143,122.58
17	2	2 Litter Picker with trigger Gard	-26.54			-26.54							
34	15	15 litter Pickers	-187.25								-187.25		
49	1	Brush Cutter	-402.50			-402.50							
		Total as at 31-03-25	142,506.29	34,305.16	5,384.68	4,561.34	72,757.54	5,592.92	17,658.00	504.00	763.55	979.10	143,122.58

Insurance Review

TYPE	Asset Value	Cover to 31-05-25	Cover from 01-06-25	
	£			
Street Furniture	34,305.16	47,647.00	49,076.00	
Office/general Contents	6,148.23	8,798.00	9,062.00	
Mower & Machinery	4,561.34	7,255.00	7,473.00	
Outside Structure	72,757.54			Public Liability
Outside Equipment	5,592.92	7,989.00	8,229.00	
Motor Policy	17,658.00			separate insurance
				£20,000.00
Sports Equipment	504.00	773.00	796.00	
Gates and Fences	979.10	1,000.00	1,030.00	
Total	142,506.29			
Key Cover				
Public Liability		10,000,000.00	10,000,000.00	
Employers Liability		10,000,000.00	10,000,000.00	
Fidelity Insurance (fraud and dishonesty)		150,000.00	150,000.00	

Belmont Rural Parish Council

Bank Reconciliation as at 30-04-25.

CURRENT ACCOUNT		
Opening 1st April 2025		4,171.60
Add		
	Receipts	30,000.00
		34,171.60
Less		
	Payments to 30-04-25	4,507.81
Current Account Balance 31-03-25		29,663.79
Bank Statement - Current Account	30/04/2025	29,663.79
Less		
Outstanding cheques		0.00
BALANCE 30-04-25		29,663.79
DEPOSIT ACCOUNT		
opening 1st April 2024		128,632.84
Interest 30/06/25		
Interest 30-09-25		
interest 31-12-25		
Interest 31-03-26		
Total Balance 30-04-25		128,632.84
Balance Bank Statement 30-04-25		128,632.84
TOTAL		
Current		29,663.79
Deposit		128,632.84
TOTAL at 30-04-25		158,296.63

Review of Activities

The Parish Councils completed its review of activities as follows.

- **Abbey View East and Jubilee Field Footpath**
- **Playpark improvements**
- **Support service for older people** (The Parish Council was mindful of the cut in the winter fuel payment and that there was likely to be residents in Belmont unable to complete the Pension Credit Application Form and therefore would work with trustees of local Community Centres to develop support in this area.)
- **Possible Election fees**
- **Tree Surgery work**

Review of Reserves 08-05-25

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	00.00	
	Total Deduction		
	Total Net Revenue Expenditure for the Year		60,000
	General Reserves = 3/12 of £60,000		15,000

5. Process

- The council will carry out a review of its reserves.
 - as part of the annual budget process.
 - at the yearend 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 08-05-25

Opening 01-04-25	132,804.00
Add receipts	65,000.00
Less Payments	65,000.00
Estimated Balance 31/03/26	132,804.00

Less Specific Reserves	Agreed	Agreed	To Consider
	14/09/23	10-10-24	08-05-25
Abbey View East & Jubilee Field Footpath	70,000.00	70,000.00	70,000.00
Play Park Improvements	20,000.00	10,000.00	2,000.00
Election Fees	5,000.00	5,000.00	5,000.00
Tree Surgery £5,000 less £3,695	10,000.00	3,000.00	5,000.00
Abbey View East Steps & Bridge	00.00		20,000.00
Grants & Donations £31,270 (Maximum) £18,700 (budget)	10,000.00		10,570.00
Activities for the Elderly		20,000.00	4,430.00
Total Specific reserves	115,000.00	108,000.00	117,000.00
Less Specific Reserves			-117,000.00
Estimated General Reserves			15,804.00
General Reserves as per Reserves Policy			15,000.00
Level of Reserves above Reserves Policy amount			804.00