

# Belmont Rural Parish Council

## Minutes of a Meeting of the Parish Council, held on Thursday 4<sup>th</sup> September 2014 At Northolme Community Centre, Northolme Road, Belmont

**Present:** Mr. A. Bridges  
Mr. K. Baynham  
Mr. D. Cook  
Mr. P. Edwards  
Mr. B. Hubbard  
Mr. R. Loft  
Ms. D. Parish  
M. Schoffer

**In attendance:** Mrs. E. Kelso Clerk  
Mr. S. Hancock Balfour Beatty Living Places - agenda item 20 only  
Mr. A Pearson Agenda item 17 only

### 111/14 **Apologies, Declarations of Interest and requests for dispensation**

The following declaration of interest was received:

Name	Nature of Interest	Agenda item/Minute ref.
Mr. A. Bridges	Non disclosable pecuniary interest	Agenda items 17:
Ms. D. Parish	Non disclosable interest as applicant is known to Member	Agenda item 8.2

There were no further declarations of interest.

Apologies were noted from Councillor Myatt.

### 112/14 **To consider request for financial support for 39A bus route running through the Parish to Hay on Wye**

It was agreed to consider this item early in the agenda so that Mr. Pearson, representing the applicant, could leave on completion of the item. Mr. Pearson explained that funding had been obtained to continue to operate the 39A bus for a further 12 months, linking Hereford with Hay on Wye on a Sunday. The aim was for the service to be self-financing so donations were being sought from Parishes for marketing to promote the service. After a brief discussion, it was agreed to offer £50.00 in support of this service.

Mr. Pearson then left the meeting.

**113/14            To consider the future maintenance and enhancement of Abbey View Park**

It was agreed by Members that this item be taken early in the agenda so that Mr. Hancock, representing Balfour Beatty Living Places should leave on completion of the item.

Mr. Hancock introduced himself as the new Locality Steward for Balfour Beatty Living Places and explained BBLP's proposal for the maintenance of Abbey View Park, namely to cut and collect the grass towards the end of September and to cut the informal pathways in May and October. The importance of the autumn cut taking place before the bad weather was stressed and it was explained to Mr. Hancock that the nature of the site and overall aim of encouraging wild flowers formed the basis of the previously agreed management plan with Herefordshire Council. Further, in previous years a weed spray of the edges of the paths had taken place to reduce the growth of grass over the paths that had been installed at considerable expense by the Parish Council.

Mr. Hancock agreed to discuss the proposals for future maintenance with BBLPs Grounds Maintenance Supervisor and provide a summary of proposals so that the Parish Council can consider the future of the site and possible review of previous proposals for the introduction of wild flowers on the site.

**114/14            Public participation**

With no members of the public attending the meeting, there were no items raised during this agenda item.

**115/14            To approve Minutes of the meeting held on 7<sup>th</sup> August**

The Minutes of the meeting held on 7<sup>th</sup> August 2014 having been previously circulated, were taken as read. It was agreed that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting.

**116/14            Clerk's report**

The Clerk's report as attached was noted.

**117/14            West Mercia Police/Parish Watch Report**

In accordance with the request at the last meeting, the Clerk had invited West Mercia Police to attend the meeting. Unfortunately no one was available this month.

## 118/14 Information Item: Correspondence

In addition to routine matters, the following items of correspondence have been received since the last meeting:

- Consultation on Travellers Sites being conducted by Herefordshire Council. This document is to be circulated and Members were requested to complete the questionnaire and return it to the Clerk so that a consensus response can be drafted.
- Press Statement from Herefordshire Council in connection with the procurement of the new wheeled bins.
- A Press Statement from Herefordshire Council in connection with the new procedures for Individual Electoral Registration.
- A request for funding from Dore Community Transport. This request arrived too late to be included in the agenda for this meeting so will be considered in October.

## 119/14 Financial Matters

### (a) Notes from the Finance Working party meeting held on 21<sup>st</sup> August 2014

A report from the Finance Working party meeting held on 21<sup>st</sup> August was noted.

### (b) To authorise payments for September 2014

Authority was given to make the following payments:

Kirkwells Ltd.		
NDP Stage 1 payment	£1,100.00	
VAT	£220.00	
Total payment:		£1,320.00
Cash		
Petty Cash reimbursement		£135.23
R G Howells		
Repairs to litter bins		£67.50
South Wye Community Association		
Room hire during August		£43.50

### (c) To note account balances as at the date of the meeting

Current account:	£500.00
Deposit account:	£83,679.29
Petty cash:	(£10.23)

### (b) Other Financial Matters

Herefordshire Council has confirmed that the second instalment of the precept, due on 19<sup>th</sup> September, will be paid on Tuesday 9<sup>th</sup> September.

## 120/14      **Planning Matters**

### **(a)      To consider planning applications now due for observations**

- Ref:                    P142350T  
Site:                    Grass verge outside Tesco Supermarket, Abbots Mead road, Belmont  
Development:        Proposed upgrade to base station. Replace existing 15 metre Telefonica only monopole for a 15 metre dual user monopole, the removal of the existing equipment cabinets, installation of 3 equipment cabinets and 1 meter cabinet.  
Comments:           Members discussed this application and it was agreed that a request be made that any works in connection with this development be programmed for outside of the working day so that further traffic delays from vehicle movements be minimised.
- Ref:                    P142478/FH  
Site:                    11 Deerhurst Drive, Belmont  
Development:        Proposed single storey rear extension  
Comments:           Members discussed this application and had no objections to the proposed development

### **(b)      To note applications for permitted development**

None since the last meeting.

### **(c)      To receive update on Neighbourhood Development Plan progress**

Members noted the proposed plan progress sheet and agreed the timescales proposed. Kirkwells have confirmed that they are now drafting a plan for consideration.

The next meeting of the Neighbourhood Development Plan Steering Group would take place on Wednesday 10<sup>th</sup> September at 7pm at Belmont Community Centre.

Finally the clerk confirmed that the grant payment of £4,878 has now been received.

## 121/14      **Training**

There have been no requests for training but members were reminded of two forthcoming informal evenings at the Royal National College for the Blind in Venns Lane, Hereford:

Wed. 1<sup>st</sup> October 6pm – 8pm: “Budget Beaters”, an opportunity for parish councils to give their views on Herefordshire council’s budget for 2015/2016 and find out about grants available to Parishes, and

Thursday 16<sup>th</sup> October, 6.30pm – 8.30pm: “Blue Light”, the second in a series of informal meetings with the Police Commissioner Bill Longmore and local Superintendent Sue Thomas.

Both events are free of charge.

#### **122/14 To note Ward Councillors reports**

Members noted Ward Councillors reports received from Councillor Edwards and Councillor Bridges.

There were no additional points raised in connection with these reports.

#### **123/14 Adoption of revised Standing Orders**

The Clerk presented the revised Standing Orders amended to reflect the recent legislation permitting the recording and/or broadcasting of parish council meetings.

After a brief discussion it was agreed that references to committees and sub-committees would remain in the Standing Orders despite there being no current committees or sub committees of the parish council to avoid the need to revise the document should a committee be created in future. It was further agreed that the symbol to indicate where a standing order applies to a committee or sub-committee be changed in the interests of clarity. This item was therefore deferred to the next meeting to enable this change to be made.

#### **124/14 Adoption of protocol on filming or recording of parish council meetings.**

This item was deferred from the last meeting pending clarification of the need for advance notice of the intention to film or record parish council meetings. The Clerk clarified that advance notice was not a legal requirement and the protocol, as presented to the meeting and as attached to these Minutes, was adopted.

#### **125/14 Review of Communications Policy**

The Communications Policy, agreed in 2012, was considered and it was confirmed that this currently represents current Parish Council policy. It was further agreed that in accordance with the Communications Policy, further consideration be given to re-instating regular printed newsletters at least three or four times per year as Members reported that these were well received by residents.

#### **126/14 To consider a funding Request for Santas Grotto 2014**

In considering this request for funding, Members noted that as the event is not being held within the Parish and there was little actual evidence that residents of the parish had been aware of or benefited from the event. It was also noted that the parish council would usually support, subject to an appropriate application being received, a number of events within the parish for local children at Christmas. It was therefore agreed that in this instance, no grant would be offered.

**127/14 To consider the holding of information evening(s) for prospective parish council candidates for the next elections**

It was agreed that in the interests of encourage further participation in local democracy, an information evening be held in February or March 2015 to which local residents will be invited. The evening will provide advice on what parish councils do, how to become a parish councillor and what the election process is. HALC will be asked to assist with the event which will include refreshments. The Clerk was instructed to make the necessary arrangements.

**128/14 Parish Lengthsman Scheme**

This item was deferred from the last meeting pending clarification of points regarding the extent of work required by the lengthsman and whether amenity grass cutting was required by the lengthsman or Balfour Beatty. After some consideration and some concerns that the extent of the funding would not be sufficient to meet the demands of the scheme, it was agreed not to pursue this option.

**129/14 To consider purchase of grounds maintenance equipment with an approximate value of £5,000**

This item was deferred pending further information on the nature of the equipment proposed, a more detailed budget and full consideration of the health and safety implications of the purchase and use of such equipment by Pride in Parish volunteers.

**130/14 To consider possible traffic calming measures**

Members noted that a number of complaints have been received from residents suggesting motorists are exceeding the speed limit on Northolme Road, Abbotsmead Road and Southolme Road. Taking advice from BBLP, it was noted that evidence in the form of recorded excessive speed would be required before Herefordshire Council/BBLP would consider any form of traffic calming measures. The Safer Roads Partnership is believed to offer a scheme whereby residents can be trained to use hand held recording devices which might provide appropriate evidence. Councillor Bridges agreed to look into this further and report back.

**131/14 Date of next meeting**

The next meeting will be held on Thursday 2<sup>nd</sup> October 2014 at Belmont Community Centre, Eastholme Avenue, Belmont commencing at 7pm.

**132/14 Staff Matters**

In accordance with Standing Orders this agenda item was considered without Members of the public in attendance. It was agreed that the revised draft contract of employment as produced to the meeting be signed on behalf of the Parish Council.

There being no further business, the Chairman declared the meeting closed.

APENDIX 1

**Belmont Rural Parish Council**

**Meeting held on Thursday 4<sup>th</sup> September 2014**

**Clerk's Report**

**1. Bus Shelter**

BBLP has advised that the bus shelter project should begin during early September.

**2. Abbey View Park**

Following approval of the original BBLP quotation for the additional footpath linking Jubilee Field with the gate in Dorchester Way, the Clerk has attempted to ascertain what, if any, changes to the original quote are required by BBLP. A further site visit has been requested by BBLP but the officer concerned has been on leave. It is hoped that a date can be set as soon as he returns.

**3. Litter Bins**

The promised quotation from BBLP for a replacement bin on Abbey View Park is still outstanding despite several reminders from the Clerk.

After several repairs to liners in particular this summer, a proposal will be put to the next meeting for the purchase of replacement liners and top sections to be held in store.

**4. Emails**

The new email addresses linked to the website address are now available for use.

## **BELMONT RURAL PARISH COUNCIL**

### **Protocol on the recording and filming of Council and Committee Meetings**

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

Adopted by Belmont Rural Parish Council  
At a meeting held on 4<sup>th</sup> September 2014