

Belmont Rural Parish Council

Minutes of a Meeting of the Parish Council, held on Thursday 4th December 2014 At Belmont Community Centre, Eastholme Avenue, Belmont

Present: Mr. A. Myatt
Mr. A. Bridges
Mr. D. Cook
Mr. P. Edwards
Mr. R. Loft
Ms. D. Parish
M. Schoffer

In attendance: Mrs. E. Kelso Clerk
Mr. J. Chedzoy Herefordshire Council
3 members of the public

168/14 Apologies, Declarations of Interest and requests for dispensation

Apologies were received from Councillor Baynham and Councillor Hubbard

The following declarations of interest were received:

Name	Nature of Interest	Agenda item/Minute ref.
Mr. A. Myatt	Non Disclosable pecuniary interest as home borders land under discussion	Agenda item 11
	Non disclosable pecuniary interest as trustee of South Wye Community Association/Belmont Centre	Agenda item 12
Mr. A. Bridges	Non Disclosable pecuniary interest as a director/trustee of Northolme Community Centre Association	Agenda Items 7.2
	Disclosable pecuniary interest as payment being made to family member	Agenda item 7.2
Ms. D. Parish	Non Disclosable pecuniary interest as a director/trustee of Northolme Community Centre Association	Agenda item 7.2

There were no further declarations of interest.

There were no requests for dispensation.

Andrew Myatt
8/1/2015

169/12 Amendment to agenda order

It was agreed that the agenda order as published be amended to enable guest speaker to leave at the end of the relevant agenda item.

170/14 To receive update from Herefordshire Council on future of Belmont Library

In accordance with standing orders following a declaration of interest by the Chairman, Councillor Bridges took the Chair for this agenda item.

Mr. Chedgoy provided an update on the effect of the reduction of funding by Herefordshire Council for the purpose of providing a library service at Belmont. Assuming South Wye Community Association is successful in a bid to Hereford City Council for a maximum of £3,000, the estimated shortfall in maintaining the current library service will be in the region of £7,500 for the 2015-2016 year.

Members expressed some concern that at the last meeting, the Parish Council had requested that Herefordshire Council approach Hereford City Council for support, given that a significant number of library users are City residents. The suggestion that the Community Centre applies for a grant from Hereford City Council was not felt to meet that request. Options to maximise the income from the library provision were discussed but noted as restricted as the building is not owned by Herefordshire Council.

Mr. Chedgoy was provided with information on how Herefordshire Council could seek funding from this Parish Council and the procedures to be followed.

On behalf of the South Wye Community Association, Mr. Myatt noted that Herefordshire Council has a licence to occupy the library room on an exclusive basis at a rental which is considerably lower than other Centre users on an hourly basis. The Management of the Belmont Community Centre, noting the contribution from the Parish Council of £2,000 for the current year, did not feel it appropriate to ask other Centre users to subsidise the rental of the library room more than currently in place. Should Herefordshire Council decide not to continue with the library service, the room would need to be vacated and redecorated ready for ongoing use no later than 31st March 2015. A decision therefore on whether to continue with the service would be required by Herefordshire Council prior to that date.

Finally, Mr. Chedgoy was provided with information on how Herefordshire Council could request financial support from the Parish Council for funding for 2015-2016 if it so chose.

171/14 Jubilee Field Working Party

Councillor Bridges in the Chair for this item

(a) To agree terms of reference

Draft terms of reference as attached to these Minutes were agreed. Councillor Cook noted that his abstention be noted.

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(b) To note report on first meeting

A report on the meeting of the working party was noted. It was agreed that a final draft of the Management Plan be presented to Members at the January meeting.

Councillor Myatt returned to the Chair for the remainder of the meeting.

172/14 Public participation

During this period of public participation the following items were raised:

- Additional comments were made on the provision of the library service at Belmont
- A query was raised regarding the possible purchase of a mower by the Parish Council to help volunteers in the Pride in Parish Scheme to maintain public areas. It was noted that a mower might be available for use through the Belmont Haywood Country Park Supporters Group who have recently secured funding for equipment for use within the Ward.

173/14 Minutes of the Meeting held on 6th November

It was agreed that the Minutes of the Meeting held on 6th November, as provided to Members, be accepted and that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting.

In connection with the Minutes, a query was raised regarding declaration of interests which the Clerk responded to.

174/14 Clerk's report

The Clerks report, as attached to these Minutes, was noted.

175/14 West Mercia Police/Parish Watch Report

West Mercia Police were not in attendance at the meeting but a report was provided by Councillor Edwards noting police attendance at a meeting of the South Wye Development Trust, Members noted that a police office is now in residence at the Hereford Academy and the relaunch of the police cadet scheme.

Members also noted an incident at Northolme Community Centre where an attempted break in to a car was reported and found to be an owner who had locked himself out of a vehicle. A similar incident involving the same individual was subsequently reported at another location.

A-M
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176/14 Correspondence

For information only, the following items of correspondence had been received:

- Dore Community Transport have written to thank the Parish Council for their generous donation again this year
- The Diocese of Hereford in conjunction with Herefordshire Council are organising a national conference on Loneliness on 31st January 2015 and are inviting representatives from the Parish Councils to explore ways in which Parish Councils can address this issue and improve individuals quality of life using a community approach. The conference, which costs £35 per delegate, will include a session by Foxley Group parish council. Any member interested in attending was requested to notify the Clerk
- Members were provided with a copy of Balfour Beatty Living Places locality briefing.

177/14 Financial Matters

(a) Report from the Finance Working Party

A report from the Finance Working Party meeting held on 21st November, a copy of which is attached to these Minutes, was noted.

Members also noted some concern with regard to the proposal to consider Unity Bank.

(b) Payments for December 2014

Authority was given to make the payments as detailed on the payment schedule attached to these Minutes.

(c) Account balances as at the date of the meeting

Current account:	£500.00
Deposit account:	£94,790.39
Petty cash:	£64.75

(d) National salary agreement

Members noted the implications of the National Salary Agreement for Clerks, effective 1st October 2014 and approved the application of this agreement in connection with the Clerk's salary payments, including the relevant amendments to standing orders in connection with this agreement.

(e) Feedback to date from questionnaire to residents on project priorities

Members noted an interim report from the clerk on the results of the questionnaire to residents on projects and priorities for 2015-2016. A final report is to be available to Members at the January meeting.

(f) Provisional budget for 2015-6 and forward plan

In accordance with financial standing orders and as identified by the Finance Working party,



the provisional operating budget had been reworked to show effect of current spending plans on the budget for the next 3 years. Although actual projects have not yet been identified, initial indication is that the precept will have to be raised to maintain spending as indicated in future years. It was agreed that a final decision will be made at the January meeting when the precept for 2015-2016 will be set.

178/14 Planning Matters

(a) Applications

There were no planning applications to be considered at this meeting.

(b) Neighbourhood Development Plan

Members noted that it has not proved possible to conduct a formal start to the consultation as previously planned in time for the 6th December consultation event due in part to the time required to finalise the draft plan and in part to the requirement for Herefordshire Council to complete further statutory work on the Environmental Assessment. However, the consultation will go ahead with members of the public being able to comment on the draft to date at the event and on the website. Amendments will be made to the draft based upon the informal consultation with the formal six week consultation with the public and stakeholders as prescribed taking place now starting in January.

179/14 Training

There were no reports from training attended or requests to attend any further training.

180/14 Ward Councillors Reports

Reports from Councillor Bridges and Councillor Edwards were noted.

181/14 Date of next meeting

The next meeting will be held on Thursday 8th January at Northolme Community Centre, Northolme Road, starting at 7pm.

A.M
8/1/2015

Belmont Rural Parish Council

Jubilee Field Management Plan Working Party Terms of Reference

Name

The name of the group shall be the Belmont Rural Jubilee Field Management Plan Working Party.

Purpose

The purpose of the working party shall be to support the parish council to carry out the following tasks:

- Draft a plan of action to maintain the area of land known as Jubilee Field
- Work with landowners Herefordshire Council and their agents, Balfour Beatty Living Places to co-ordinate work on that site in accordance with the agreed plan
- Make recommendations to Belmont Rural Parish Council on proposals for the use of the land

Membership

The Working Party will consist of a minimum of three Parish Councillors but be open to all Parish Councillors unless the Parish Council choses otherwise. Membership of the Working Party must be approved by Belmont Rural Parish Council. The group may co-opt members of the public and/or representatives from Balfour Beatty Living Places and/or Herefordshire Council but such co-opted members will not be entitled to vote on any matter.

It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Roles

At the first meeting, the Steering Group will elect a Chairperson, and a secretary

Once the Management Plan has been agreed by all parties, it is envisaged that volunteers may work on delivery of the plan in accordance with any Parish Council policy on working with volunteers, as may be in place from time to time.

G.M.
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Meetings

- The Working Party will meet as and when required.
- At least three clear days' notice of meetings shall be sent to members via the communications method agreed with and appropriate to each individual member
- Whenever possible, notices of meetings should detail the matters to be discussed
- The secretary shall keep a record of meetings, and circulate notes to Working Party members and the Parish Council in a timely fashion.
- The quorum shall be 3 or one third of the total number of members of the working party, whichever is the greater

Finance

Notification of all planned expenditure will be given to the parish council and agreed by the full parish council before actual costs are incurred

Dissolving the Working Party

Belmont Rural Parish Council reserves the right to dissolve the Working Party whenever it may choose, which may be with or without notice to members of the group.

Q.M

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**Belmont Rural Parish Council
Meeting held on Thursday 4th December 2014
Clerk's Report**

1. Bus Shelter

Work on the bus stop has now been completed. The Clerk is investigating whether a small plaque with "sponsored by Belmont Rural Parish Council" might be possible somewhere on the shelter. An update on the additional sides to the shelter on the opposite side of the road would also be sought in time for the next meeting.

2. Litter Bins

The promised quotation from BBLP for a replacement bin on Abbey View Park is still outstanding despite several reminders from the Clerk. Replacement tops and liners have now been received.

An issue arose when the contractor changed to the black bin collection system at the beginning of November when litter bins were not emptied. This appears to have been resolved but there does seem to be an indication that a charge for emptying BRPC provided litter bins might be made at some stage in the future.

3. Footpath linking Jubilee Field with Dorchester Way Gate

This work has also now been completed.

4. Drainage work on Abbey View Park

A revised quotation from BBLP for the proposed drainage work on Abbey View Park is still awaited. BBLP has advised that the new materials proposed are not likely to be recommended or used for this project but may be considered if their current proposals are unsuccessful. Confirmation of the cost has now been outstanding for several months.

5. Abbey View Park Footpaths

At the last meeting it was agreed to request that the edges of the footpaths be cut back on Abbey View Park East and West and then to request a weedspray in the spring. The Clerk has received a quotation from BBLP but has not yet been able to get any alternative quotations from other grounds maintenance providers.

6. **Newsletter and Questionnaire**

The new newsletter has now been printed and delivered. A small number of questionnaires are now being returned and there have been a few online versions of the questionnaire completed too. A full report on the results of the survey will be made at the next meeting.

O.M
8/1/2015

BELMONT RURAL PARISH COUNCIL

Notes from the Finance Working Party Meeting
held on Friday 21st November 2014

Present: Councillor A. Myatt
Councillor D. Cook
Councillor D. Parish

In attendance: Liz Kelso Clerk/RFO

1. Working Party Membership

In the absence of Councillor Baynham, Councillor Parish joined the Working Party to ensure a quorum is present at Working Party Meetings.

2. Review of Financial Records

The Cash Book, Petty Cash Records, VAT and PAYE records were checked and found to be in order.

3. Changes to Local Government Payscale with effect from 1st October 2014

Members noted that changes to the Local Government Pay Scales had been agreed with effect from 1st October 2014, providing an average 2% increase for those paid in accordance with the scale rates with effect from 1st October. In addition, the national agreement provided for a one off non-consolidated payment for those on SCP 5-49 only (to be calculated pro-rata for those working less than the standard 37 hour week) to be paid in December 2014 and a second non-consolidated one off payment for those on SCP 26-49 only in April 2015.

As the Clerk is current paid in accordance with national paycales at SCP 23, the standing orders in favour of the Clerk and HRMC in respect of salary payments will need to be changed for December and with effect from January 2015.

4. 2015-2016 Draft Operating Budget and precept request for 2015-2016

The Clerk/RFO reported that in accordance with the new Financial Regulations, the forward planning data for the purposes of setting the budget for next year needed to take into account the next three years. As a result, a new spreadsheet had been produced covering this period. In the absence of an agreed forward plan, it was agreed that spending plans

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would reflect the budget pattern of previous years although it was acknowledged that for this year in particular, spending had been much lower than originally budgeted.

With regard to the operating budget, it was agreed that allowance be made for an increase in training costs to enable possible new parish councillors to undertake training but that this be reduced in subsequent years to current levels. It was further agreed that it would be prudent to take into account one (joint) contested election cost in 2015 and to allow for one possible election cost in subsequent years in accordance with advice from the Elections Office at Herefordshire Council. Finally an increase in staff costs was noted in 2017 as the last date at which the parish council would be required to offer a pension to the Clerk. The calculation of increased cost is currently based upon the current employer contribution levels for the local government pension scheme in the absence of more detailed data.

Accordingly, it was noted that assuming expenditure on projects and grants stays at relatively modest levels of £25,000 and £15,000 respectively, an increase in precept to maintain spending levels would be required. **It was agreed that with expenditure during this year being less than previously budgeted, this working party would not recommend an increase in precept for 2015-2016 but would recommend that consideration be given to this next year.**

Finally it was agreed that it would be prudent to wait until some evidence of local wishes is received through the questionnaire sent out with the newsletter before making a final recommendation as to spending levels and budget headings. The Clerk has requested an extension to the time when the final precept request is sent to Herefordshire Council to allow for some feedback from the questionnaire before a final decision is made.

5. **Banking arrangements – Unity Bank**

Following legislation allowing parish councils to operate electronic banking arrangements, the clerk has been investigating options for BRPC and has established that the current bankers, Royal Bank of Scotland are unable to offer electronic banking to the parish council in a format that meets the stringent requirements of the Financial Standing Orders or the Local Government Act requirements for authorisation of payments. However, two banks are currently offering facilities that do meet those requirements: Lloyds Bank and Unity Bank. Unity Bank in particular offer an account designed solely with the purpose of providing facilities to Parish Councils. A large number of parish councils nationally have endorsed the bank and procedures and facilities on offer.

It was agreed that the Working Party review the documentation sent by Unity Bank with a view to discussing this further at the next working party meeting before a final recommendation is made to the Parish Council.

6. **Update on projects**

- It was noted that the bus shelter replacement project is at or near completion and the final work appears to be of a high standard. It was agreed that consideration be given to a plaque or sign indicating funding from Belmont Rural Parish Council for this project. An invoice for the work has not yet been received.

- It was further noted that work on the footpath extension on Jubilee Field is also near completion as at the date of the meeting and again work appears to be of a good standard. The slope leading down to the new bridge has been reduced in gradient as requested.

7. **Any other business**

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

O.M.
8/1/2015.

Belmont Rural Parish Council
Meeting to be held on Thursday 4th December 2014

Schedule of Payments approved at the meeting

Payee	Detail	Net	VAT	Total Payment
HSBC Invoice Finance (UK) Ltd.	Purchase of litter bin liners and tops	£ 465.20	£ 93.04	£ 558.24
Northholme Community Centre Assoc.	Room hire for NDP consultation event	£ 34.00	£	£ 34.00
Kirkwells Ltd.	Final payment for stage 2 of NDP	£ 800.00	£ 160.00	£ 960.00
Cash	Petty cash reimbursement	£ 60.25	£	£ 60.25
ABC Print (Hereford)	Printing of quarterly newsletter and questionnaire	£ 445.00	£ 37.60	£ 482.60
Mrs. K. Bridges	Delivery fee for newsletter	£ 120.00	£	£ 120.00
Society of Local Council Clerks	Subscription for 2015	£ 149.00	£	£ 149.00
Payments by Standing Order this month:				
Salaries		£ 818.32		
HRMC		£ 326.42	£ -	£ 1,144.74
Totals:		£ 3,218.19	£ 290.64	£ 3,508.83