

Mr. A. Myatt (continued)	Non Disclosable pecuniary interest as property overlooks land under discussion	Agenda item 6 Minute ref. 179/15
	Disclosable Pecuniary Interest as resident and property owner	Agenda item 5.5 Minute ref. 178/15
Mr. J. Newman	Non disclosable interest as a trustee of South Wye Community Association	Agenda item 7 Minute ref. 180/15
Ms. D. Parish	Non Disclosable interest as a trustee of Northolme Community Centre Association	Agenda item 5.2 Minute Ref. 178/15
	Disclosable Pecuniary Interest as resident and property owner	Agenda item 5.5 Minute ref. 178/15
Mr. M. Schoffer	Disclosable Pecuniary Interest as resident and property owner	Agenda item 5.5 Minute ref. 178/15
Ms. Aimee Bridges	Disclosable Pecuniary Interest as resident and property owner	Agenda item 5.5 Minute ref. 178/15

(b) **Apologies**

Apologies were noted from Councillor Derek Preedy. The procedure for sending apologies for non attendance at meetings was clarified by the Clerk.

(c) **Dispensation**

It was agreed that a dispensation be granted to each member of Belmont Rural Parish Council residing within the parish to remove the restrictions under section 31 of the Localism Act 2011 in connection with discussions on setting the precept for this Parish. The dispensation to continue for each individual member until that member resigns as a Member of Belmont Rural Parish Council or until the next election of the whole parish council, whichever comes first.

175/15 Public Participation

There were no matters raised during this agenda item.

A.M., 14/11/2015

176/15 Minutes of the meeting held on 12th November 2015

Minutes of the meeting held on 12th November had been circulated. **It was agreed** that the Minutes be signed by the Chairman as a true record of proceedings at that meeting.

177/15 Clerk's Report

The Clerk's report on progress on agreed items was **noted**.

178/15 Financial Matters

(a) Notes from the Finance Working Party

The report from the Finance Working Party meeting held on 1st December 2015 was **noted**.

(b) To authorise payments for November 2015

It was agreed that the payments listed on the payment schedule as attached to these Minutes as Appendix 1 be approved.

(c) To note account balances

The following account balances were **noted**:

Current account:	£500.00
Deposit account:	£110,871.33

(d) To agree the budget for 2016-7

It was agreed that the draft budget for 2016-17 as attached to these Minutes as Appendix 2 be approved. In setting the budget, members noted proposals by Herefordshire Council to devolve more services to Parishes in the forthcoming year and therefore expenditure estimates had been increased in anticipation of both increased costs and an enhancement of services carried out locally as indicated by the results of the parish questionnaire.

(e) To set the precept for 2016-7

It was agreed that the expenditure budget, as approved above, be financed through a precept request for £55,000 with the remaining £16,625 funded from current reserves. The Clerk was authorised to notify Herefordshire Council accordingly.

A.M. *14/1/2016*

179/15 Jubilee Field

(a) Membership of the Jubilee Field Working Party

It was agreed that Councillor Derek Preedy and Councillor Aimee Bridges be additional Members of the Jubilee Field Working Party.

(b) To agree the revised Management Plan

It was agreed that the revised Management Plan for Jubilee Field, amended to reflect discussions with Balfour Beatty Living Places as agents for the landowners, Herefordshire Council, and as attached to these Minutes as Appendix 3, be approved and adopted by the Parish Council.

(c) Cultivation license for Jubilee Field

The draft cultivation license enabling the Parish Council to undertake work on Jubilee Field was agreed as presented to the meeting.

(d) Purchase of Grounds Maintenance Equipment

At the last meeting it was agreed to consider the purchase of own equipment to maintain Jubilee Field in accordance with the Management Plan. Budget figures and operating costs indicating a capital cost in the region of £8,000 (including storage facility and preparation of the base for any storage facility), and ongoing costs in the region of £800p.a.

Noting that no approach has been made to Balfour Beatty/Herefordshire Council with regard to the siting of any storage facility yet, it was agreed in principle to proceed with this project and that authority to undertake further investigation and negotiation be delegated to the Jubilee Field Working Party with a view to making final proposals for agreement by the Parish Council at a later date.

180/15 Update on future of Belmont Library

Following a series of meetings between the South Wye Community Association and Herefordshire Council, and Herefordshire Council's spending review which listed support for the library service as the preferred option for residents, Herefordshire Council has confirmed that the library service at Belmont will be funded to continue for a further 12 months from April. The South Wye Community Association has confirmed that additional opening hours for the library from January to end March will be offered without additional charge as a gesture of goodwill.

Last year, this parish council supported the library at Belmont with a £2,000.00 grant to South Wye Community Centre to support a reduction in rental received from Herefordshire Council for the library service and it is anticipated that a request for similar support will be forthcoming from the South Wye Community Association for the year from April 2016 with a view to extending opening hours to 38 per week.

A grant of £3,000.00 was paid to Herefordshire Council for 2015-6 to support the running costs of the library service. Herefordshire Council has confirmed that it will not be approaching the Parish Council for funding to continue the library service in 2016 but, subject to discussions with the South

Wye Community Association, may consider a request to support increasing the opening hours of the Belmont Library from 20 hours to 38 hours per week.

Given that Belmont Rural residents indicated that their preferred project for 2016-17 is support for Belmont Library, this is a good result and enables the Parish Council, Herefordshire Council and the Community Centre to discuss the way forward for the Belmont Library from 2017 onwards.

181/15 Proposal to install dog waste bins

Members noted complaints from the litter bin emptying service that their equipment was unsuitable for bins containing large quantities of dog waste. However as the Parish Council wishes to encourage dog owners to pick up after their dogs, it was proposed that dog waste bins be installed as a trial in five locations. Such bins would be emptied by Balfour Beatty using equipment more suited to the bin contents. A quote from Balfour Beatty indicated a purchase and installation cost for the bins of £1,080.00 plus a monthly emptying charge for all five bins of £220.00.

Members felt the emptying charge was too high at £220.00 per month and **it was agreed** to defer a final decision pending further negotiations with Balfour Beatty on the emptying charge and emptying frequency of these bins.

182/15 Request for funding for Sunday bus

Following a request for a donation towards the running costs of the 39A bus from Hay on Wye to Hereford which provides the only Sunday bus service running through the Parish to Hereford, **it was agreed** to offer a donation of £100.00.

183/15 Request for salt bins

This item was requested by a member of the public at the last meeting when several bins for Glastonbury Close were requested. The Clerk has received a quotation from Balfour Beatty Living Places indicating a purchase/installation cost of £330.00 (excl. VAT) per bin, but has been unable to establish a filling or refilling cost/charge.

It was agreed to defer a decision on this item to the next meeting pending a site visit to consider the location of any salt bins and to investigate an alternative supplier as initial research suggests the bins can be purchased considerably cheaper elsewhere. Members were requested to submit locations for salt bins to the Clerk by the end of December.

184/15 Planning Matters

(a) Applications

There were no planning applications for consideration and no decisions notified since the last meeting.

A.M. 14/1/2016

(b) **Other Planning Matters**

Planning enforcement officers have been made aware of a possible unauthorised development in Westholme Road where a householder appears to be installing a large portacabin/container as a workshop for a small business. The enforcement officer is investigating. Separately the Clerk has received a complaint about the same householder running a vehicle repair business from the premises.

(d) **Update on Neighbourhood Development Plan**

The Clerk attended a briefing by Herefordshire Council last month on submission of draft plans to Herefordshire Council in accordance with regulations for independent examination, which is then followed by the referendum. The Clerk has also been working with consultants Kirkwells to make the necessary amendments and statements necessary for submission which is now aiming for January.

185/15 Information item: Correspondence

Other than routine items of correspondence forwarded to Members or mentioned elsewhere on this agenda, there were no other items of correspondence to note this month.

186/15 Training

Councillor Evans and the Clerk attended the HALC Conference and AGM earlier this month. A report from that session was provided to Members. Of note from the AGM was the setting of the HALC subscription for 2016-7 which for Belmont Rural represents a 20% increase on the previous year.

187/15 Date of Next Meeting

The next meeting will be held on Thursday 14th January 2016 at Northolme Community Centre, Northolme Road, Belmont commencing at 7pm.

A.M.
14 / 1 / 2016

Belmont Rural Parish Council
Meeting held on Thursday 10th December 2015
Minute ref. 178/15 (b)
Schedule of Payments approved at the meeting

Payee	Detail	Net	VAT	Total Payment
Dore Community Transport	Donation as approved on 12th November, ref. 167/15	£ 250.00	£	250.00
Society of Local Council Clerks	Subscription for 2016	£ 149.00	£	149.00
Northolme Community Centre Association	Room hire for November	£ 18.00	£	18.00
			£	-
Payments by Standing Order this month:				
Salaries (net)		£ 860.31		
HRMC		£ 168.97	£ -	1,029.28
Total payments this month:		£ 1,446.28	£ -	1,446.28

H.P.M.
 10/12/2015

Belmont Rural Parish Council

2015-2016 Budget
Agreed 1.12.2015

2014-5 Expenditure	Expenditure	2015-2016 Agreed Budget	2015-2016 Expenditure to date	Forecast Expenditure 2015-2016	Notes/comments	Agreed Budget 2016-2017	Draft Budget 2017-2018	Draft Budget 2018-2019
	General expenditure							
£ 12,290	Staff costs	£ 12,600.00	£ 8,514.88	£ 12,632.00	2017 includes pension payments	£ 13,400.00	£ 15,500.00	£ 16,000.00
£ 1,353	General office costs	£ 1,200.00	£ 1,101.50	£ 1,500.00		£ 1,300.00	£ 1,400.00	£ 1,500.00
£ 593	Insurance	£ 650.00	£ 578.50	£ 579.00		£ 800.00	£ 850.00	£ 900.00
£ 478	Room Hire	£ 650.00	£ 376.50	£ 650.00		£ 675.00	£ 700.00	£ 750.00
£ 773	Repairs & Maintenance	£ 4,500.00	£ 3,343.16	£ 4,500.00		£ 7,500.00	£ 8,000.00	£ 8,200.00
£ 1,137	Subscriptions	£ 900.00	£ 900.00	£ 900.00		£ 1,400.00	£ 1,600.00	£ 1,900.00
£ 450	Audit Fees	£ 450.00	£ 450.00	£ 450.00		£ 550.00	£ 550.00	£ 550.00
£ -	Election costs	£ 3,100.00	£ -	£ 150.00		£ 4,800.00	£ 4,800.00	£ 4,800.00
£ 300	Advertising/publicity	£ 750.00	£ 772.70	£ -		£ -	£ -	£ -
£ 554	Training	£ 600.00	£ 429.25	£ 800.00		£ 350.00	£ 350.00	£ 400.00
£ 295	Website expenditure	£ 600.00	£ 429.25	£ 600.00	£ 600.00	£ 650.00	£ 650.00	
-£	Miscellaneous expenses	£ 250.00	£ -	£ 250.00	£ 250.00	£ 250.00	£ 250.00	
£ 17,633	Sub-Total	£ 25,650.00	£ 16,466.49	£ 23,011.00		£ 31,625.00	£ 34,650.00	£ 35,900.00
£ 6,533	Other expenditure							
	Capital and other projects*	£ 20,000.00	£ 6,067.12	£ 15,600.00		£ 2,000.00	£ 2,000.00	£ 1,500.00
£ 1,330	Newsletter/Annual Report	£ 3,000.00	£ 2,290.00	£ 3,000.00		£ 3,000.00	£ 3,000.00	£ 3,000.00
£ 4,583	Grants and donations**	£ 15,000.00	£ 6,550.00	£ 6,650.00		£ 28,800.00	£ 34,450.00	£ 19,500.00
£ 6,848	Neighbourhood Plan	£ 5,000.00	£ 1,580.00	£ 5,000.00		£ 1,000.00	£ -	£ 2,500.00
	Parish Plan	£ 5,000.00	£ -	£ -		£ 5,000.00	£ 2,000.00	£ 2,000.00
£ 19,294	Sub-total	£ 48,000.00	£ 16,487.12	£ 30,250.00		£ 39,800.00	£ 41,450.00	£ 28,500.00
£ 36,927	Totals	£ 73,650.00	£ 32,953.61	£ 53,261.00		£ 71,425.00	£ 76,100.00	£ 64,400.00

14/1/2016
G.M.

Belmont Rural Parish Council

2015-2016 Budget
Agreed 1.12.2015

2014-2015	Income	2014-2015 To date	2014-2015 Budget	Forecast	Agreed Budget 2016-2017	Draft Budget 2017-2018	Draft Budget 2018-2019
£ 46,649	Precept	£ 46,904.00	£ 46,904.00	£ 46,904.00	£ 55,000.00	£ 55,000.00	£ 60,000.00
£ 8,229	Grants Received	£ 3,096.00	£ 3,096.00	£ 3,628.00			
£ 314	Sundry Income	-					
£ 43	Bank Interest	£ 34.49	£ 40.00	£ 35.00	£ 40.00	£ 40.00	£ 40.00
£ 55,235	Total Income	£ 50,034.49	£ 50,040.00	£ 50,567.00	£ 55,040.00	£ 55,040.00	£ 60,040.00

Reserves

Balance brought forward	£ 84,139.00	£ 81,445.00	£ 65,060.00	£ 44,000.00
Forecast deficit/surplus	-£ 2,694.00	-£ 16,385.00	-£ 21,060.00	-£ 4,360.00
Forecast carry forward	£ 81,445.00	£ 65,060.00	£ 44,000.00	£ 39,640.00

Q.A.
14/1/2016

Belmont Rural Parish Council



Jubilee Field Management Plan

Q.M
14/1/2016

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Q.N
14/1/2016

1. Introduction

Jubilee Field was named to commemorate HM The Queen's Diamond Jubilee in 2012. The land is owned by Herefordshire Council, having been acquired as public open space in 2005. Appendix 1 is a plan of the site which does not fall within the former landfill area currently known as Abbey View Park and is separated from Abbey View Park by the Withy Brook.

Budget constraints have resulted in the management of this important area of public open space being limited in scope. The land forms a natural "bowl" shape with raised sides nearest to housing in Dorchester Way. The centre of the area has been left to grass but limited grass cutting over the past few years has enabled brambles to become established within the central bowl restricting access for residents. To the Eastern end of this area is a small arboretum planted in memory of local resident Mavis Edwards in 2010 whilst to the Western end of the area is a cinder footpath linking Abbey View East and the CH7 public footpath with a gated entrance to Dorchester Way. A cycle rack and litter bin have been installed by the gate. Informal paths are routinely cut around the bowl area during the summer season.

Belmont Rural Parish Council lacks the resources to undertake the regular maintenance of this land but is willing to contribute through voluntary support and funding to maintain and enhance the area known as Jubilee Field behind Dorchester Way.

This management plan is aimed at ensuring the area is managed for biodiversity, but also enhanced so that local residents can enjoy the wildlife, wild flowers and amenity of this site.

Some of the issues that exist on Jubilee Field are:

- (a) Overgrown brambles have become established around the perimeter of the field
- (b) Lack of grass cutting for nearly 3 years has left a large amount of thatch which will need to be removed to encourage wild flower growth
- (c) Regular maintenance of the area is required
- (d) Local residents, through a parish questionnaire, have indicated a wish for areas of wild flowers to enhance biodiversity

RM
14/1/2016

2. Management of Jubilee Field

The following addresses some of the issues raised in section 1:

2.1 Clearance of Brambles

This is the most urgent task to provide access for residents but also to provide areas where wildflowers can be established. Some limited work has commenced following an annual grass cut which cut back the vegetation in the centre of the "bowl". The bowl needs to be kept clear to prevent the brambles in future from encroaching further on to Jubilee Field and will be helped if the bramble roots are removed from the site.

It is suggested that an area in the bowl is kept mown with a maximum of 3 weeks between cuts. During the periods of when it is not mown a review is undertaken to remove any brambles that may start to re-grow.

When the base of the bowl has been cleared of bramble growth the brambles on the bank can be addressed although some should remain to provide shelter and food for wildlife.

In the spring, when new bramble shoots appear an attempt should be made to dig out the roots.

2.2 Existing Vegetation

Several varieties of bushes / trees have naturalised within the area and it is recommended that these are kept to mature, but maintained as required.

These include sapling trees, (willow, viburnum, spindlewood etc.) together with wild rose

2.3 Long Term Maintenance

Ideally, the area will required to be completely cut twice a year; once during the Spring and then once at the end of the growing period and when nesting birds have left but before the winter when the land becomes too wet.

The material should then ideally be left after the Autumn cut for a few days to allow all the seeds to drop.

All the material will then be required to be raked to a site where the ground is bare for composting.

2.4 Herefordshire Council Maintenance Plan

Herefordshire Council/Balfour Beatty Living Places currently undertake a complete cut of the Jubilee Field area once a year during the Autumn, and this should be continued, in consultation with the Parish Council. Where possible the Parish Council will fund and/or undertake the spring cut, to take place before wildlife becomes re-established on site after the winter.

The informal footpaths should continue to be cut by Balfour Beatty Living Places in accordance with current practice, at regular intervals throughout the season in accordance with the BBLP annual maintenance plan.

3. Grassland

As outlined above, with the exception of the informal grass paths as previously detailed, the remaining Jubilee Field to be cut every March/April, weather permitting. This cut to be undertaken and funded by Belmont Rural Parish Council.

Consideration must be given to any ground nesting birds and before any significant growth of wild flowers has commenced to help weaken the grasses.

The main cut should ideally take place in late September (Autumn) to allow time for the late emerging and breeding of insects and others to complete their life cycle. Grass cuttings should be collected for composting and to prepare the soil to aid the establishment of wildflowers. The Parish Council recognises that budget constraints may impact on this requirement.

4. Informal Footpaths

The grass path encircling the bowl will be required to be checked regularly and cut about once every three to four weeks from April to October, depending on the weather and grass growth and in accordance with Balfour Beatty's routine grounds maintenance schedule. Additional cuts to the informal pathways may be undertaken by Belmont Rural if appropriate.

5. Wild Flower Planting

Local residents have expressed a wish to introduce native wild flowers to this site. This provides benefits in attracting local wildlife and insects as well as improving the visual amenity of the land. Wildflower areas need to be managed and maintained. It is proposed that three wildflower areas be established initially:

- An area of embankment along the stream adjacent to the footbridge which links the cinder path to Abbey View East
- An area between the bowl and bramble perimeter
- The embankment area to the West of the site which leads to Dorchester Way.

The areas will be cleared and a combination of seeds and plug plants – planted in blocks to provide impact – will be sown at an appropriate time.

6. Stream

Hereford Nature Trust advised several years ago that the willows lining Withy Brook will require some attention and be pruned / coppiced to reduce the intake of water from the brook. This is outside the scope of the Parish Council to deliver.

However, planting the edges of the stream with suitable plants such as marsh marigold would enhance the areas and encourage insects and wildlife and can be undertaken by the Parish Council in accordance with this plan.

Q.M.
14/1/2016

Regular maintenance of the brook to remove any rubbish or debris from the stream will also be undertaken.

7. Volunteers

Belmont Rural Parish Council undertakes to encourage and manage a group of volunteers to:

- carry out the objectives of this plan,
- to undertake the practical elements of the work,
- monitor the site and report any issues or requirements for work to be carried out.

Appropriate training will be provided, such as Health and Safety training, safe systems of work and risk assessments. Volunteers will be insured through the Parish Council insurance programme.

The work that volunteers carry out will include, but not be limited to:

- Cutting and collecting the grassland areas
- Cutting and clearing scrub areas
- Fly tipping, rubbish clearance and litter picks
- Path maintenance
- Clearance of the Brook
- Preparing ground for planting
- Wildflower planting
-

8. Tools & Safety Equipment

8.1 Tools

Belmont Rural Parish Council will fund, borrow or provide some tools or equipment (subject to parish council agreement in accordance with procedures) as required which may include:

- mower
- brush cutter / strimmer
- grass rakes
- Small hand equipment

Any contractors will be expected to provide their own equipment, to be used at their own risk. Volunteers using their own equipment will do so at their own risk.

8.2 Safety Equipment

Volunteers will be provided with essential safety items such as:

- Gloves
- Safety goggles
- Litter pickers
- Such other essential items as identified in the risk assessment for the tasks undertaken, for example high-viz jackets, helmets etc.

The list above is not exhaustive

9. Insurance and Risk Management

Belmont Rural Parish Council will undertake risk assessments for all tasks to be undertaken as envisaged by this Management Plan, take appropriate steps to ensure the safety of its volunteers and members of the public and agrees to indemnify Herefordshire Council and its agent, Balfour Beatty Living Places against any claims for damage or personal injury as a direct result of negligence on the part of any Councillor, Staff Member or Volunteer in connection with the delivery of this Management plan.

10. Monitoring and Review:

This plan will be reviewed by the Parish Council no less than annually or when required in conjunction with the landowners, Herefordshire Council, and/or their appointed contractors Balfour Beatty Living Places.

11. Amendments

Amendments to this plan must be approved by Belmont Rural Parish Council and Herefordshire Council and/or their approved agents, Balfour Beatty Living Places, in writing and signed by both parties.

12. Agreement

This Management Plan consists of this document and any agreed cultivation license as attached as appendix 2 to this plan.

Approved by Belmont Rural Parish Council at
A meeting held on 10.12.2015
Minute ref. 179/15(b)

Agreed by Balfour Beatty Living Places
As agents/contractors for Herefordshire Council

Date:

CULTIVATION CONSENT – LICENCE NO

The Herefordshire Council, as owner for the open space maintained, do hereby give Consent to the [insert name of parish council] Parish Council to plant and maintain [trees, shrubs, bulbs] in the open space at the following locations: [insert location]

The planting of the [trees, shrubs, bulbs] should cause no inconvenience, but the following notes and conditions should be observed by the Parish Council.

1. The trees, shrubs, plants or grass shall be planted and maintained on land forming part of the open space in positions, which will not cause obstruction or interference to any existing access, or to visibility on the open space.
2. The Parish Council shall stop cultivation and remove the [trees, shrubs, bulbs] and reinstate the turf in a level manner at any time at its own expense if it should become necessary to do so, on receiving 21 days notice from the Herefordshire Council to remove the trees.
3. The Herefordshire Council may remove any obstruction or hazard caused by, or on the verge, or adjacent to it, by reason of the planting, at the expense of the Parish Council.
4. The Parish Council may be required to obtain the permission of the adjoining landowner in order that he will be able to maintain his boundary fences.
5. The Parish Council will indemnify the Herefordshire Council against any claims in respect of injury, damage or loss, arising out of, or as a result of its use of the open space and the presence of employees carrying out works, including operating machinery and tools within the highway.
6. The Parish Council will ensure that the area of open space etc is left clean and tidy and nothing shall be deposited in the adjacent land.
7. The Parish Council shall ensure that all necessary steps are taken to prevent damage to any Statutory Undertakers', British Telecom and/or Sewerage Authorities' apparatus, which may be affected by the proposed planting. In this respect the Parish Council's attention is drawn to the comments contained in the attached copy letter(s).

Herefordshire Council
Unit 3, Thorn Business Park
Rotherwas Industrial Estate
Hereford
HR2 6JT

Main Switchboard: 01432 260000

14/11/2016
G.M.

8. When the Parish Council is prepared to proceed with the planting, it shall send a notice to the Network Regulation Manager, 7 days before the proposed starting date to enable him to give his requirements or supervise work as necessary.

Dated: [Insert date]

Signed on behalf of the Council

by _____

Herefordshire Council
Unit3, Thom Business Park
Rotherwas Industrial Estate
Hereford
HR2 6JT

Main Switchboard: 01432 260000

A.M
14/11/2016