

Belmont Rural Parish Council

Minutes of the meeting held on Thursday 11th February 2016
at Belmont Community Centre, Northolme Road, Belmont

Present: Mr. Andy Myatt Chairman
Mr. Adrian Bridges
Ms. Aimee Bridges
Mr. Ron Loft
Ms. Des Parish
Mr. Derek Preedy (agenda item 8 (min. ref. x onwards))
Mr. Mark Schoffer

In attendance: Mrs. Liz Kelso Clerk
Mrs. Tracy Bowes Ward Councillor, Herefordshire Council
5 Members of the public (agenda item 1 & 2 only)
PCSO J. Owen West Mercia Police

013/16 Apologies, declarations of Interest and requests for dispensation

Apologies were received from Councillor Newman (prior engagement).

The following Declarations of Interest were given:

Name	Nature of Interest	Agenda item/Minute ref.
Mr. A. Myatt	Non Disclosable interest as a trustee of South Wye Community Association	Agenda item 5.1 & 9 Minute Ref. 016/16(b) & 021/16
Mrs. L. Evans	Non disclosable interest as a trustee of South Wye Community Association	Agenda item 5.1 Minute ref. 016/16(b)
Ms. A. Bridges	Non disclosable interest as payment being made to family member	Agenda item 8 Minute ref. 020/16

014/16 **Public Participation**

During the period of public participation, the following item was raised:

- Complaints were made by Members of the Public in attendance about children playing in the street and damaging property. PSCO Owen, in attendance, discussed options with those in attendance and stressed the importance of reporting damage and anti social behaviour to the police.

015/16 **Minutes of the meeting held on 14th January 2016**

Minutes of the meeting held on 14th January had been circulated to members. **It was agreed** that the Chairman be authorised to sign the Minutes, as presented to the meeting, as a true record of proceedings at the meeting.

016/16 **Clerk's Report**

The Clerk's report was noted.

017/16 **Financial Matters**

(a) **Notes from the Finance Working Party**

Members noted that due to other commitments, the Finance Working Party had not met this month but would report to the next meeting.

(b) **To authorise payments for February 2016**

It was agreed that payments as listed on the attached payment schedule be hereby authorised.

(c) **Account balances**

Account balances as follows were noted:

Current account:	£500.00
Deposit account:	£108,733.45

(d) **Quarterly Financial Report to 31.1.2016**

The Clerk/RFO presented the quarterly financial report to 31st January 2016, as appended to these Minutes. Members noted that delays in some projects such as the cutting back of the footpaths on Jubilee Field, the grass cutting on Abbey View Park and work on Jubilee Field had been delayed and therefore actual expenditure is likely to be less this year than originally anticipated.

After a brief discussion, **it was resolved** to accept the quarterly report as presented to the meeting.

(e) To amend the authorised signatories for the Parish Council accounts held with Royal Bank of Scotland

It was resolved that the authorised signatories in the current mandate with Royal Bank of Scotland for all accounts held with that organisation be changed by the removal of the following:

Philip Edwards
Brian Hubbard
David Cook
Mark Schoffer

And the addition of the following signatories as authorised signatories for Belmont Rural Parish Council:

Aimee Bridges
Derek Preedy
John Newman
Lyndsey Evans

All other conditions of the current mandate will remain as previously agreed and specifically that any orders for payment, cheques and/or instructions to the bank will require a minimum of two parish councillor signatures.

(f) Other Financial Matters

Members noted information from HALC on the impact of the decision by Herefordshire Council not to pass on the Council Tax Support Grant to Parishes for the next financial year. This means that the increase in the parish element of the council tax payment by Belmont Rural residents will be greater than that simply indicated by the increase in the precept for 2016/7. HALC figures suggest that the increase per household for the year will be something in the region of £2.30.

018/16 Presentation by HVOSS on youth support services

This agenda item was deferred to a later meeting due to the unavailability of a representative from HVOSS to give the presentation.

019/16 Jubilee Field Community Action Day

Following a report from the Jubilee Field Working Party, **it was agreed**:

- a) To approve proposals to hold a Jubilee Field Community Action Day on the afternoon of Sunday 22nd May, to encourage families and individuals to help prepare Jubilee Field for summer use and to begin work on preparing wild flower beds for the area,

- b) To authorise a budget of not more than £1,000 to fund the event, including room hire at the Northolme Community Centre and a family barbecue to be held after the event, plus the purchase of items of equipment for use on the day, and
- c) To ratify the submission of a bid for funding to the Herefordshire Public Green Spaces Fund to offset some of the identified costs of this event.

020/16 Quarterly Newsletter

A draft newsletter had been provided to Members. Subject to minor amendments, **it was agreed** that the quarterly newsletter as discussed be printed at a cost of £262.00 for 1680 copies, and delivered to all households within the Parish at cost of £120.00.

It was further **agreed** that a draft A5 flyer, as presented to the meeting, be printed and inserted into the newsletter advertising the Jubilee Field Community Action Day, at an additional cost of £181.00.

021/16 Salt Bins

Following a site visit by some Members to consider locations for salt bins, **it was agreed** not to proceed with the purchase of salt bins for Glastonbury Close at this stage. It was further agreed that this be reconsidered in the autumn.

022/16 Planning Matters

(a) Planning applications now due for observations

Ref: 152447
Site: 57 Wyedean Rise, Belmont
Development: (Retrospective) change of use to part of dwelling to allow use as a childminding business
Comments: There have been some minor changes to this application since it was first commented upon so a further consultation period is now underway. Members agreed that the issues raised when this application was first submitted have not been sufficiently address, particularly with regard to parking in this small cul-de-sac. The suggested parking locations for visitors would effectively block access to all properties as the road is particularly narrow at this point. The Clerk was instructed to notify Herefordshire Council accordingly.

Members noted that an application for planning permission for a single story extension to 1 Belvoir Court had been received but too late to be considered at the meeting. **It was agreed** that authority to respond on behalf of the Parish Council be delegated to the Clerk for this application in accordance with agreed procedure.

(b) **Applications notified under permitted development rights**

None since the last meeting.

(c) **Neighbourhood Development Plan**

The Clerk reported that Herefordshire Council has raised some minor issues with regard to the wording of two sections of the plan, prior to completing the Environmental Assessment. These are being addressed by Kirkwells.

023/16 Information item: Correspondence

The following items of correspondence have been received since the last meeting:

- Gateway Education are looking for host families for Chinese students coming to Hereford to study for GCSEs and A Levels at local independent schools such as Hereford Cathedral School. Payment of £120 - £130 per week is made to host families.
- HALC's Information Corner dated 8th February had been received.
- Herefordshire Council's Neighbourhood Planning Newsletter
- Information about Community Champions Award.
- Information about the Herefordshire Affordable Warmth Strategy stakeholder meeting which will take place on Thursday 18th February at the Town Hall.
- Information on the launch of the Beryl and John Trust.

024/16 Training

There were no reports of any training sessions attended since the last meeting.

Members were reminded that HALC are offering a "procedures and finance" training session on Saturday 13th February from 09.30am – 3.00pm at a cost of £75.00 per delegate including lunch.

It was agreed that the Clerk attend the HALC session "Hall of Fame" about parish councils working with village halls and community centres on Wednesday 24th February, at a cost of £25.00.

025/16 Next meeting

The next meeting will take place on Thursday 10th March at Northolme Community Centre, Northolme Road, Belmont, commencing at 7pm.

Belmont Rural Parish Council
Meeting held on Thursday 11th February 2016
Minute ref. 016/16(b)
Schedule of Payments approved at the meeting

Payee	Detail	Net	VAT	Total Payment
South Wye Community Association	Grant towards extended hours for Belmont Library	£ 2,000.00	£	2,000.00
			£	-
			£	-
Payments by Standing Order this month:				
Salaries (net)		£ 860.31		
HRMC		£ 168.97	£ -	1,029.28
Total payments this month:		£ 3,029.28	£ -	3,029.28

2014-5 Expenditure	Expenditure	2015-2016 Agreed Budget	2015-2016 Expenditure to date	Forecast Expenditure 2015-2016	Notes/comments
	General expenditure				
£ 12,290	Staff costs	£ 12,600.00	£ 10,573.44	£ 12,632.00	
£ 1,353	General office costs	£ 1,200.00	£ 962.92	£ 1,200.00	
£ 593	Insurance	£ 650.00	£ 578.50	£ 579.00	
£ 478	Room Hire	£ 650.00	£ 436.50	£ 650.00	
£ 773	Repairs & Maintenance	£ 4,500.00	£ 103.16	£ 4,500.00	
£ 1,137	Subscriptions	£ 900.00	£ 1,261.62	£ 900.00	
£ 450	Audit Fees	£ 450.00	£ 450.00	£ 450.00	
£ -	Election costs	£ 3,100.00	£ -	£ 100.00	Uncontested election
	Advertising/publicity		£ -		
£ 300	Training	£ 750.00	£ 772.70	£ 800.00	
£ 554	Website expenditure	£ 600.00	£ 429.25	£ 600.00	
-£ 295	Miscellaneous expenses	£ 250.00	£ -	£ 250.00	
£ 17,633	Sub-Total	£ 25,650.00	£ 15,568.09	£ 22,661.00	
	Other expenditure				
£ 6,533	Capital and other projects*	£ 20,000.00	£ 4,567.12	£ 20,000.00	
£ 1,330	Newsletter/Annual Report	£ 3,000.00	£ 954.00	£ 3,000.00	
£ 4,583	Grants and donations**	£ 15,000.00	£ 8,900.00	£ 15,000.00	
£ 6,848	Neighbourhood Plan	£ 5,000.00	£ 1,580.00	£ 5,000.00	
	Parish Plan	£ 5,000.00	£ -	£ 5,000.00	
£ 19,294	Sub-total	£ 48,000.00	£ 16,001.12	£ 48,000.00	
£ 36,927	Totals	£ 73,650.00	£ 31,569.21	£ 70,661.00	

2014-2015	Income	2016-7 Budget	2015-16 To date	Forecast	
£ 46,649	Precept	£ 46,904.00	£ 46,904.00	£ 46,904.00	
£ 8,229	Grants Received	£ 3,096.00	£ 3,627.50	£ 3,096.00	
£ 314	Sundry Income	£ -	0	£ 750.00	
£ 43	Bank Interest	£ 20.29	£ 39.29	£ 40.00	
£ 55,235	Total Income	£ 50,020.29	£ 50,570.79	£ 50,790.00	

Reserves

Balance brought forward		£ 84,139.00
Forecast deficit/surplus		-£ 19,871.00
Forecast carry forward	£ -	£ 64,268.00