

Belmont Rural Parish Council

Minutes of the meeting held on Thursday 10th March 2016
at Northolme Community Centre, Northolme Road, Belmont

| | | |
|-----------------------|---|---|
| Present: | Mr. Andy Myatt Mr. Adrian Bridges Ms. Aimee Bridges Mr. Ron Loft Mr. John Newman Ms. Des Parish Mr. Derek Preedy Mr. Mark Schoffer | Chairman |
| In attendance: | Mrs. Liz Kelso Mrs. Tracy Bowes 5 Members of the public | Clerk Ward Councillor, Herefordshire Council |

026/16

Apologies, declarations of Interest and requests for dispensation

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 Non Disclosable interest as personal property overlooks land under discussion | Agenda item 5.2 Minute Ref. 030/16(b) Agenda item 6 Minute ref. 031/16 |
| Mrs. L. Evans | Non disclosable interest as a trustee of South Wye Community Association | Agenda item 5.2 Minute ref. 030/16(b) |
| Ms. A. Bridges | Non disclosable interest as payment being made to family member | Agenda item 5.2 Minute ref. 030/16(b) |
| Mr. J. Newman | Non disclosable interest as a trustee of South Wye Community Association | Agenda item 5.2 Minute ref. 030/16(b) |

Mr. A. Bridges

Disclosable Pecuniary Interest as payment made to spouse

Agenda item 5.2
Minute ref.
030/16(b)

027/16

Public Participation

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

- Residents expressed concerns about complaints about children playing in the street, noting the lack of suitable play facilities in the winter months when the only play area off Northolme Road is waterlogged
- A complaint was received about vehicles parking on pavements
- A number of hedges and shrubs have become overgrown and are impeding the footpaths
- A dead tree was noted on the edge of the Parish in Newton Coppice.

028/16

Minutes of the meeting held on 11th February 2016

The minutes of the meeting held on 11th February 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.

029/16

Clerk's Report

The Clerk's report was noted.

030/16

Financial Matters

(a) Finance Working Party

A report from the meeting of the Finance Working Party, as attached to these Minutes, was noted.

(b) Payments for March 2016

Having declared a Disclosable Pecuniary Interest in this agenda item, Councillor Adrian Bridges left the room in accordance with Standing Orders.

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

Councillor Bridges then returned to the meeting.

(c) Account balances

Account balances as follows were noted:

| | |
|------------------|-------------|
| Current account: | £500.00 |
| Deposit account: | £105,708.55 |

(d) Audit Changes

It was agreed to accept the recommendations of the Finance Working Party with regard to joining the sector led body for audit arrangements for 2016-7.

031/16 Jubilee Field

The report from the Jubilee Field Working Party, as attached to these Minutes, was noted. In particular, Members noted that the application for a Herefordshire Green Spaces Award had been refused despite the project clearly meeting the criteria for an award. However, **it was agreed** to accept the offer from the Delegated Grants Team to fund the purchase of wild flower seeds as originally set out in the application.

It was further **agreed** that an application be made to the Tesco's bags of help scheme whereby possible funding up to £12,000 might be available to environmental projects in the vicinity of a Tesco store. The fund is specifically aimed at bringing green spaces back into use and the application process involves customers voting for their favourite local project.

Finally a potential approach to the Beryl and John Trust was considered although the current level of cash held in the bank, which includes reserves ear-marked for specific projects, might prevent a successful application.

032/16 Herefordshire Association of Local Councils subscription

Noting a substantial increase in the subscription to Herefordshire Association of Local Councils for the forthcoming year, it was agreed that membership of HALC was still considered an important benefit to the Parish Council and local residents in view of the advice, training and support services provided by HALC. The renewal subscription of £1,331.90 plus VAT was unanimously **agreed**.

033/16 Annual Parish Meeting

In accordance with recommended practice, **it was agreed** to convene the Annual Parish Meeting for the Parish of Belmont Rural on Thursday 28th April 2016, commencing at 7pm, venue to be confirmed. It was further **agreed** that the theme for the meeting is to be environmental matters and the Clerk was instructed to attempt to ask local groups and in particular Balfour Beatty Living Places to attend the meeting to talk to residents about maintaining the local environment. A presentation on the Neighbourhood Development Plan would also be provided by the NDP Working Party. A

request for funding towards the cost of refreshments for the meeting would be presented to the next meeting.

034/16

Planning Matters

(a) Planning Applications now due for consideration

There are no applications currently due for consideration.

(b) Application responses submitted under delegated powers

| | |
|------------------|---|
| Application ref. | 160158 |
| Site: | 1 Belvoir Court |
| Development: | Single storey side extension to dwelling |
| Comments: | There were no objections to this application. |

(c) Notification of planning decisions

| | |
|------------------|---|
| Application ref. | 152447 |
| Site: | 57 Wyedean Rise, |
| Development: | Retrospective change of use for part of the building to allow use as a childminding business |
| Comments: | Application refused on the grounds that the scale of the use is considered to be out of keeping with the immediate area and adversely affect the amenity of the neighbouring residential dwellings by the increased traffic and parking generated. As a result the proposal is found to be contrary to policy E3 of the Herefordshire Local Plan – Core Strategy. |

(d) Notifications under permitted development rights

None since the last meeting.

(e) Update on Neighbourhood Development Plan

We are currently awaiting final reports by Herefordshire Council before the draft NDP can be formally submitted under Regulation 16.

(f) Other planning matters

- There appears to be no progress with regard to the unauthorised development in Westholme Road where the householder has sited a large container in his garden without planning consent and is to run a dog grooming business from his garage. The planning officer dealing with this matter has now changed and the Clerk is chasing this further in the light of complaints by Members of the public residing in the immediate vicinity.
- A letter has been received from Breinton Parish Council to parishes adjacent to Hereford City Parish regarding the proposed Hereford Area Plan and the potential impact this could have on neighbouring parishes neighbourhood development plans. They are

offering to host an initial meeting of interested parish representatives in April or May to discuss how parishes can proactively engage in the discussions and formulation of the Hereford Area Plan rather than waiting to be consulted on proposals that may (in their opinion) have a considerable impact on local plans. It was agreed that the Vice Chairman and Clerk be authorised to attend on behalf of the Parish Council.

- Breinton Parish Council has been preparing a Neighbourhood Development Plan which is now available for comment/observations under Regulation 16 (pre referendum). Members were requested to review the plans online and provide feedback to the Clerk no later than 12th April so that a consensus response can be drafted for approval at the next meeting.

035/16 Correspondence

The following items of correspondence were noted for information purposes:

- The Chairman has attended a meeting with Councillor Phil Edwards, representatives from the South Wye Regeneration Trust and Balfour Beatty Living Places regarding proposals to construct a footpath linking the pathway at the top of Westholme Road which links to Haywood Lane with the path on the other side of Belmont Pools, removing the necessity of walking along Haywood Lane to access the other side of the pools. A request for funding towards this project may be forthcoming.
- A letter has been received from Peterchurch Parish Council highlighting difficulties within Herefordshire Council Planning Department and other areas which adversely affect parishes and requesting support from other parishes in their motion that Herefordshire Council is not fit for purpose. Whilst members did not wish to support the specific complaints of Peterchurch Parish Council, it was noted that this Parish has experienced similar difficulties when dealing with Herefordshire Council and their public realm contractor, Balfour Beatty Living Places.

036/16 Training

It was noted that the training on village halls which the Clerk was authorised to attend was postponed until late April.

037/16 Date of next meeting

The next meeting will be held on Thursday 14th April at Belmont Community Centre, Eastholme Avenue, Belmont, commencing at 7pm.

There being no further business, the Chairman declared the meeting closed at 8.35pm.

APPENDIX 1

Belmont Rural Parish Council

Meeting held on Thursday 10th March 2016

Agenda item 4

Clerk's Report

1. Repairs and Maintenance

- A quote from BBLP to resurface the footpaths on Abbey View Park is still awaited.
- The clearing of the brook alongside the Three Counties Hotel which has several black bags, a shopping trolley and other debris which could block the brook and lead to flooding is also still awaited.
- Following a complaint by a resident of Westholme Road, the Clerk, Councillor Evans and Ward Councillor Tracy Bowes met with the Locality Steward and identified a small number of minor defects such as shrubs requiring trimming that BBLP will now attend to. Several street names were also noted to be in a poor state of repair but replacements are no longer available through BBLP. Members are requested to review street names signs in their immediate vicinity so that a list can be prepared and quotes for repair/replacement can be obtained for consideration at a later meeting.
- It seems likely that funding for kerb weed spraying will not be available this year so Members may wish to consider obtaining a quotation for a kerb weed spray for later this year.
- On 7th March a large JCB type vehicle has driven onto Abbey View East and hacked at the shrubs alongside the brook in two places, severely damaging the grassed surface leaving deep ruts over 1ft in depth. The shrubs and trees have also been severely damaged in two places alongside the brook/CH7 cycleway. It is not clear as at the time this briefing note is being written who is responsible for this damage or why it was done. The Clerk is attempting to investigate but has expressed concern that the damage to the grassed areas caused by the vehicle may have damaged the membrane on this capped landfill site.

2. Litter bins

There is still an issue with several litter bins being routinely "missed" from the emptying schedule. Most bins do not have their tops properly put back on when they are emptied, leaving them open for vandals to dismantle. Again, this has been brought to the attention of BBLP.

With thanks to Councillor Aimee Bridges and Councillor Parish who have mapped the litter bins throughout the Parish. This has now been passed to BBLP to update their records.

3. Starlings

There have been some concerns about the murmurations now taking place in the early evenings centred mostly on the area between Tesco and the Withy brook. Although the

formations are spectacular to look at, the birds are causing considerable damage to homes and cars and those walking under the "flight path". The Ward councillor has approached Herefordshire Council and the RSPB and been advised that no action is planned or possible and the birds are likely to move on in the next few weeks.

4. **Newsletter**

The latest quarterly newsletter has been printed and passed to the distributor. They will be delivered to households over the next few weeks.

APPENDIX 2

BELMONT RURAL PARISH COUNCIL

Notes from the Finance Working Party
Meeting to be held at 7pm on Monday 29th February 2016

Present: Cllr. Lyndsey Evans
Cllr. Des Parish

In attendance: Liz Kelso Clerk/RFO

Apologies: Cllr. A. Myatt

1. Review of Financial Records

The cash book, petty cash book, PAYE and VAT records were reviewed and found to be in order.

2. Update on changes to banking mandate

Changes to the bank mandate have not yet been completed as all the forms etc. required to register the changes have yet to be returned to the Clerk and submitted to the bank.

3. Herefordshire Public Green Spaces Community Grant Application

It was noted that the application to the Herefordshire Public Green Spaces Community Grant for funding towards the Jubilee Field Community Action Day has not been successful but an offer to purchase wild flower seeds has been made. This will be put to the Parish Council at the next meeting.

5. Changes to audit regulations

The Clerk outlined the changes to the changes to the audit arrangements for the 2016-7 year and the proposal that the parish council become part of the arrangements for the new sector led body for audit purposes rather than make our own arrangements which are likely to be at a higher cost. It was agreed that this working party support the move to the sector led body and will put this proposal to the parish council at the next meeting.

6. Pension provision update

Noting that the Parish Council is now one year from the latest date when a pension scheme must be provided for automatic enrolment for any eligible employees, it was agreed that work on identifying a suitable provider and contribution levels should now begin. HALC have been promoting the government provider, NEST, and this will be investigated further with a further report at the next meeting.

There were no other items for consideration. The meeting was declared closed.

Belmont Rural Parish Council
Meeting held on Thursday 10th March 2016
Minute Reference
Schedule of Payments approved at the meeting

| Payee | Detail | Net | VAT | Total Payment |
|---|--|-------------------|-----------------|-------------------|
| South Wye Community Association | Room hire for Meetings in January (FWP) & Parish Council meeting in February | £ 43.00 | £ | 43.00 |
| ABC Print | Printing Newsletter and flyers | £ 443.00 | £ | 443.00 |
| Mrs. K. Bridges | Distribution costs for newsletter and flyers | £ 120.00 | £ | 120.00 |
| Herefordshire Council | Election costs 2015 | £ 59.20 | £ | 59.20 |
| Mrs. E. Kelso | Expenses payment: Use of home as office (Minute ref. 044/15) | £ 200.00 | £ | 200.00 |
| HALC | Subscription 2016-7 | £ 1,331.90 | £ 266.38 | 1,598.28 |
| Cash | Petty cash reimbursement | £ 108.06 | £ | 108.06 |
| Payments by Standing Order this month: | | | | |
| Salaries (net) | | £ 860.31 | | |
| HRMC | | £ 168.97 | £ - | 1,029.28 |
| Total payments this month: | | £ 3,334.44 | £ 266.38 | £ 3,600.82 |

Belmont Rural Parish Council
Jubilee Field Management Plan Working Party
Notes from the meeting held on Tuesday 1st March 2016

Present: Cllr. Aimee Bridges
Cllr. Des Parish
Cllr. Derek Preedy

In attendance: Liz Kelso Clerk

1. Update on Management Plan and Cultivation License

Although a signed copy of the Management Plan and Cultivation License have not yet been received from Balfour Beatty, verbal acceptance has been given after some minor areas of clarification were required by BBLP.

2. Proposal to purchase own equipment, review of costs and preparation of proposal to parish council

- In the absence of Councillor Adrian Bridges, the final quotes for equipment were not available.
- It was agreed to seek advice from the Locality Steward regarding the viability of using a mower on the land initially as the surface is considered very poor. It was suggested that brush cutters might be more appropriate initially and a mower then purchased once the surface has been improved by regular strimming. The Clerk will arrange a meeting with Matt Heeley for advice.
- With regard to the siting of the storage unit, it was agreed that a contractor be asked to prepare the base and to take up and replant the tree currently growing in the preferred location.
- It was agreed that neighbouring properties be contacted personally to inform them about the proposal to site the storage unit, show a picture of the proposed unit and to advise them of the Community Action Day and encourage involvement. Councillor Aimee Bridges will take photographs of the proposed site which will be used on an information leaflet to be left with the householders so that they are all aware of the proposals.

3. Community Action Day: Update on arrangements, planned activities, permissions etc.

After some discussion, the following was agreed:

- We will aim to get the grass cut before the Community Action Day

- The area of Jubilee Field will be mapped and sectioned and numbered. Tasks will be allocated within each numbered section and a foreman/volunteer appointed to oversee work in that particular area. As people register for the event, they will be allocated to a section/area and given a task such as litter picking, strimming back of grass, picking up dead wood etc.
- Tickets for the barbecue will be given out on registration and participants told to return to the Community Centre at 4pm for their barbecue. Each ticket will entitle the holder to a burger or hot dog or veggie alternative (and a drink?). Additional items will be available to purchase on the day. It is anticipated that some ticket holders will lose their tickets but names and addresses will be taken on registration so this can be checked.
- All activities will need to be risk assessed before the day. The Clerk has forms for this purpose. This is a requirement of our insurance agents.

4. **Herefordshire Public Green Spaces Grant application**

The Clerk reported that despite taking advice from the Delegated Grants Team before submitting the application for this grant, and rewriting sections of the application based upon their advice, this application for a grant has been refused. However, an offer has been made to support the purchase of wild flower seeds as detailed in the application up to a value of approximately £150.00. It will be put to the parish council whether to accept this offer.

It was further noted that contrary to the advice given at the BBLP presentation to Parishes, it is unlikely that this fund will be available for further applications in the future.

It was suggested that an application be put to the Beryl and John Trust for funding towards the costs of this event. Applications need to be put in during April.

5. **Any other business**

It was agreed that a photographic record of Jubilee Field be built up over the forthcoming year so that plants that appear during the year are mapped and identified for future reference and planning purposes. It was also agreed to take photographs of the Community Action Day to be included in forthcoming newsletters.