

Belmont Rural Parish Council

Minutes of the meeting held on Thursday 14th April 2016
at Belmont Community Centre, Eastholme Avenue, Belmont

Present: Mr. Andy Myatt Chairman
Mr. Adrian Bridges
Mrs. Lyndsey Evans
Mr. Ron Loft
Mr. John Newman
Ms. Des Parish
Mr. Derek Preedy
Mr. Mark Schoffer

In attendance: Mrs. Liz Kelso Clerk
Mrs. Tracy Bowes Ward Councillor, Herefordshire

Council

2 Members of the public

026/16 Apologies, declarations of Interest and requests for dispensation

Apologies were noted from Councillor Aimee Bridges.

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 items 9 & 10 Minute Ref. 045/16 & 046/16
	Non Disclosable interest as personal property overlooks land under discussion	Agenda item 6 Minute ref. 042/16
Mrs. L. Evans	Non disclosable interest as a trustee of South Wye Community Association	Agenda item 9 & 10 Minute ref. 045/16 & 046/16

Mr. A. Bridges	Non disclosable interest as a Member of Northolme Community Centre Association	Agenda item 11 Minute ref. 047/16
Mr. J. Newman	Non disclosable interest as a trustee of South Wye Community Association	Agenda items 9 & 10 Minute ref. 045/16 & 046/16
Ms. D. Parish	Non disclosable interest as a Member of Northolme Community Centre Association	Agenda item 11 Minute ref. 047/16

038/16 Public Participation

There were no items raised during this period of public participation.

039/16 Minutes of the meeting held on 10th March 2016

The minutes of the meeting held on 10th March had been circulated to members. Subject to a small amendment correcting the attendees at that meeting, **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.

040/16 Clerk's Report

The Clerk's report was noted.

041/16 Financial Matters

(a) Finance Working Party

A report from the meeting of the Finance Working Party held on 7th April, as attached to these Minutes, was noted.

(b) Payments for April 2016

There were no payments for consideration this month.

(c) Account balances

Account balances as follows were noted:

Current account:	£500.00
Deposit account:	£102,310.84
Petty cash:	£33.81

(d) Amendments to Standing Order Payments

It was agreed that two Members be authorised to sign a change to the standing order instructions to Royal Bank of Scotland to reflect changes to payments in respect of the Clerk's salary and corresponding payment to the Inland Revenue in recognition of changes to tax and national insurance rates and an amendment to the Clerk's salary (Minute 054/16 refers).

(e) Annual Risk Review

The Annual Risk Review as prepared in conjunction with the Finance Working Party was considered. **It was agreed** that this be adopted as presented to the meeting.

(f) Internal Audit Arrangements

It was agreed that the Clerk be granted authority to engage an Independent Internal Auditor in accordance with the requirements of the Accounts and Audit regulations with a view to completing the internal audit prior to the next meeting.

042/16 Jubilee Field

In accordance with Standing Orders, the Chair was taken by the Vice Chairman for this agenda item, the Chairman having declared a non-disclosable interest as his property overlooks the land in question.

(a) Community Action Day

The Clerk reported that so far 8 people have indicated that they will attend the Community Action Day on 22nd May. **It was agreed** that an invitation to the event be given to the Belmont Country Park Supporters Group.

(b) Purchase of equipment in connection with delivery of Jubilee Field Management Plan

It was reported that although the Management Plan has been agreed in principle with Balfour Beatty acting as agents for the landowners Herefordshire Council, there remains

the requirement to provide detail on the exact proposals to be carried out with timescales. **It was agreed** that an urgent meeting of the Steering Group take place with the aim of clarifying detailed proposals with appropriate costs.

This agenda item was therefore deferred pending presentation of a report for the next parish council meeting detailing the work to be carried out, resources required, costs of those resources and confirmation of permission granted by Balfour Beatty.

6.3 To authorise purchase of a storage unit plus installation charges at a total cost of £4,018.00 (excl VAT)

It was agreed to defer this item pending receipt of comparative quotes and confirmation of permission to site the storage unit on Jubilee Field.

On conclusion of this item, the Chairman returned to the Chair.

043/16 Annual Parish Meeting

It was agreed that the Annual Parish Meeting be held at 7pm on Thursday 28th April 2016. On a vote, **it was further agreed** that the meeting be held at Northolme Community Centre and that refreshments would be provided at a cost not to exceed £100.00 in total.

Local organisations will be invited to attend and provide a brief report on their activities this year.

044/16 General Power of Competence

After a brief discussion, **it was resolved** that from 14th April 2016, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

In accordance with Standing Orders, the Chair was taken by the Vice Chairman for the next two agenda items, the Chairman having declared a non-disclosable interest as a trustee of the South Wye Community Association.

045/16 Request for funding from South Wye Community Association for £3,435 in connection with cost of replacement LED lighting at Belmont Community Centre

The application for funding was presented by Tracy Bowes as a trustee of the South Wye Community Association, who explained that the funding was requested to complete a project to

replace lighting at the Community Centre with LED lighting to improve energy efficiency and reduce costs. After some debate the application was put to a vote with Councillors Myatt, Evans and Newman abstaining in accordance with the requirements of the Code of Conduct. On a show of hands the result was tied with two votes for and two against. In accordance with Standing Orders the Chair for this agenda item exercised the Chair's casting vote and the application was **not granted**.

**046/16 Request for funding from South Wye Community Association
for £1,578 towards cost of a replacement commercial
dishwasher at the Centre**

The application for funding was presented by Tracy Bowes as a trustee of the South Wye Community Association, who explained that the funding was requested to replace an existing domestic dishwasher with an energy efficient commercial dishwasher to support the lunch clubs offered by the Community Centre for local elderly residents. After some debate the application was put to a vote with Councillors Myatt, Evans and Newman abstaining in accordance with the requirements of the Code of Conduct. On a show of hands the result was three votes for and two votes against. The Vice Chairman declared the resolution to award the grant carried.

The Chairman returned to the Chair for the remainder of the meeting.

**047/16 Request for funding from Herefordshire Wildlife Trust for £500
towards cost of running Wildplay sessions at Northolme
Community Centre during the summer of 2016**

The application for funding having been provided to Members in their agenda pack, **it was agreed** to defer a decision pending receipt of further information on those attending the Wildplay sessions last summer, which were funded in part by the Parish Council, and those that had taken place over this Easter.

048/16 Planning Matters

(a) Applications now due for consideration

Ref: 153327
Site: 1 Chancel View, Belmont
Development: Fence along garden boundary – part retrospective
Comments: As response due prior to meeting, application had been considered under delegated powers. Objections were raised with planning authority on the grounds of safety of vehicles and property, the visual amenity of the area and the development being contrary to our draft Neighbourhood Development Plan.

Ref: 151314
Site: Various parishes
Development: Southern Link Road
Comments: This application was represented for comments following amendments to the plans and other documents. It was agreed that the comments/observations passed to Herefordshire Council were still applicable and no further comment was necessary.

(b) Applications under permitted development

There have been none since the last meeting. However, it was noted that there appears to have been no further progress with regard to the unauthorised development in Westholme Road where planners are recommending that the applicant reduces the height of the container in order to bring this development within permitted development regulations.

(c) Notification of planning decisions

Ref: 160158
Site: 1 Belvoir Court, Belmont
Development: Single storey side extension
Comments: Approved with conditions.

(d) Update on progress of Neighbourhood Development Plan

The draft plan is in the process of being submitted to Herefordshire Council after some small amendments were required by Kirkwells. Once submitted, the plan will wait for the statutory independent examination which is arranged by Herefordshire Council.

(e) Other Planning Matters

(i) Community Infrastructure Levy Consultation

Draft proposals for charging levels for the Community Infrastructure Levy were considered. **It was agreed** that Herefordshire Council be requested to reconsider the proposal for a zero charge for hotels as this could impact on the Parish.

(ii) To consider response on Breinton Neighbourhood Development Plan

After some consideration, **it was agreed** that no further comments were required on the draft Neighbourhood development Plan for Breinton Parish.

(iii) To note temporary road closure notice at The Oval

A temporary road closure at The Oval was noted.

049/16 Correspondence

The following items of correspondence were noted:

- Notification of a meeting on unrecorded rights of way which will take place at the Herefordshire Archive and Records Centre, Fir Tree Lane on 18th April. Members wishing to attend should notify the Clerk. An evening training session has been requested and is being considered.
- Notice of persons nominated and notice of poll in connection with the Election of a Police and Crime Commissioner for West Mercia Police Area. This will be placed in notice boards
- Notice of a national conference being held in Herefordshire entitled Good Grief – the Loneliness of Bereavement, to be held on Saturday 7th May in Leominster Priory.
- Funding update from Herefordshire Council
- Notice regarding the Custom and Self Build Register which requires local authorities to maintain a register of individuals and associations of individuals who are seeking to acquire serviced plots of land for self and custom build. Herefordshire Council will maintain this register in accordance with the regulations.
- Notice that part of the footpath funded by Belmont Rural which runs from Westholme Road alongside Belmont Pools to Haywood Lane has had some damage. This has been reported to Balfour Beatty.

050/16 Training

It was agreed that Councillor Lyndsey Evans attends the “Leading Lights” course offered by HALC on Wednesday 20th April at a cost of £30.00.

051/16 Signs on Abbey View Park

It was agreed that a hand held battery sander be purchased at a cost not to exceed £100.00 to be used initially in connection with the refurbishment of signs on Abbey View Park.

052/16

Work carried out on Abbey View Park by Balfour Beatty Living Places

The Clerk reported that she and Ward Councillor Tracy Bowes had met with Balfour Beatty Living Places in connection with the damage to the surface and trees/shrubs on Abbey View East last month by Balfour Beatty contractors. BBLP explained that the work was undertaken as part of a programme of maintenance and access to the gas vents on the former landfill area. As soon as the damage was reported, work was stopped immediately and an internal investigation held by BBLP. Measures have now been put in place to ensure any future work is properly communicated to both the locality steward and the Parish Council and the surface will be repaired once conditions permit.

053/16

Next meeting

The Annual Parish Council Meeting will take place on Thursday 12th May 2016 at Northolme Community Centre, Northolme Road, Belmont, commencing at 7pm.

The Annual Parish Meeting will take place at 7pm on Thursday 28th April at Northolme Community Centre, starting at 7pm.

054/16

Closed session

In accordance with Standing Orders and the Clerk's Contract of Employment, this item was considered without members of the public in attendance.

The Clerk introduced the item with a request for consideration of an increase in salary following successful achievement of the Certificate in Local Council Administration, as per her contract of employment and a payment for additional hours worked in achieving the CiLCA, as previously agreed. In accordance with her contract, notification was also given that the Clerk has recently been appointed clerk to Dinedor Parish Council. The Clerk was then asked to leave the meeting whilst these matters were discussed.

After some discussion, **it was agreed** unanimously that the contractual obligation to increase the Clerk's salary by a single salary point, from NJC salary point SPC 23 to SPC 24, should be implemented immediately in acknowledgement of the Clerk's success in obtaining CiLCA, with distinction.

After much debate **it was agreed**, ^{without a vote} ~~by the majority of members~~, that the request for retrospective overtime payments should not be allowed. *ell. Schaffer*

However in recognition of the high value the Council places upon the Clerk's ability and service it was further **decided**, by the majority of members, to award another single salary point increase, from NJC salary point SPC 24 to SPC 25, and to ask the Clerk to enrol in a suitable pension scheme as soon as possible rather than delaying enrolment until April 2017.

It was noted that the Clerk's hours of employment remain at 21 hours per week, as per the contract of employment, and that overtime payments will be considered in the future, by prior agreement with the council, and in the event will be paid monthly in arrears.

The Council is pleased to consent to the Clerk's employment by Dinedor Parish Council.

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

BELMONT RURAL PARISH COUNCIL

Notes from the Finance Working Party
Meeting held on 7th April 2016 at Belmont Community Centre

- Present:** Councillor Andy Myatt
Councillor Derek Preedy
Councillor Lyndsey Evans
- Apologies:** Councillor Des Parish
- In attendance:** Liz Kelso - Clerk/Responsible Financial Officer

1. Review of Financial Records

The financial records for the period to 31st March 2016 were reviewed and found to be in order.

2. Update on changes to banking mandate

The Clerk reported that the forms have now been received by Royal Bank of Scotland and new signatories should not take ID in the prescribed form to the Bank so that the new mandate can be activated.

3. General Power of Competence

The Clerk explained the background to the General Power of Competence and situations when it might be of value to the work of the Parish Council. It was agreed that a resolution be put to the next parish council meeting with a view to adopting General Power of Competence.

4. To review the following applications for grant funding:

In accordance with the Parish Council's Code of Conduct, Councillor Myatt and Councillor Evans declared a non-disclosable interest in the two funding applications from South Wye Community Association.

Noting that the role of this working party is to check the completeness of the applications prior to submission to the full parish council meeting, it was agreed that the following



applications for funding be submitted to the next parish council meeting for consideration:

- SWCA – Funding towards purchase of commercial dishwasher
- SWCA – Funding towards installation of improved LED lighting
- Herefordshire Wildlife Trust – Wildplay Sessions Summer 2016

5. Annual Risk Review – 2016

The draft Risk Review for 2016 was completed and will be presented to the Parish Council for adoption at the next meeting.

In completing the risk review, it was noted that some of the identified risks with regard to identifying appropriate legal powers to act would reduce to “Low” following adoption of General Power of Competence. It was also agreed that some of the assessment of risk could be reduced from “Medium” to “Low” as a result of the Clerk becoming qualified. Finally it was noted that some of the recommendations from the last risk review had not been adopted. In particular, the requirement for risk assessments before any project is commenced did not appear to be taking place. A recommendation for more training for parish councillors was agreed.

6. Annual PAYE return

It was noted that the Annual PAYE Return has been completed within the required timeframe.

The Clerk explained how the PAYE system operates for the parish council and the how real time reporting is effected using HMRCs software, Basic Tools. Timing difficulties in adjusting the standing order to make electronic payments to HMRC (necessitated by changes in amount paid and/or changes in tax codes/rates) mean that at least on an annual basis, the standing order instructions must be changed and this will be an agenda item for the parish council at the next meeting.

7. Annual VAT reclaim

The Annual VAT reclaim in the amount of £1,309.00 has been completed and submitted by the Clerk.

8. Annual Accounts and Annual Report

The Clerk reported that the external auditors, Grant Thornton, have set a date of 10th June as the date for commencement of the period for the exercise of public rights, meaning that the Annual Accounts must be completed, agreed by the Parish Council and subject to Internal Audit by this date. In addition, the Annual Return must be completed and agreed by this date. This means that all matters associated with the financial affairs

of the Parish Council for the year ended 31st March 2016 must be presented for agreement at the Annual Parish Council meeting on 12th May. Given that the final bank statements are unlikely to be available to the Clerk until the second or third week in April, this gives a narrow window during which all the formalities must be completed.

It was further agreed that due to changes in the requirements for the internal audit review, consideration be given by the parish council to asking HALC to undertake this work for this year. The Clerk will obtain a quote for consideration at the parish council meeting to be held on 14th April.

9. **Any Other business**

It was noted that under the terms of the Clerk's contract of employment, successful completion of the CiLCA qualification entitles the clerk to advance one scale point on the national pay scales.

[illegible]

Ed. Schaffer