

# BELMONT RURAL PARISH COUNCIL

## Minutes of the Annual Meeting of Belmont Rural Parish Council held on Thursday 17<sup>th</sup> May 2012 at Northolme Community Centre, Northolme Road, Belmont

**Present:**

Mr. M. Schoffer	Chairman, item 1 only
Mr. P. Edwards	Chairman, item 2 onwards
Mr. A. Bridges	
Mr. D. Cook	
Mr. B. Hubbard	
Mr. R. Loft	
Mr. A. Myatt	
Ms. D. Parish	

**In attendance:**

Mrs. E. Kelso	Clerk
1 Member of the public	

### 055/12 Election of Chairman

Councillor Schoffer explained that he did not feel able to stand as Chairman again and called for nominations. After a brief discussion, it was proposed that Councillor Edwards be elected Chairman for the forthcoming year to hold office until the next Annual Parish Meeting. The resolution was carried unanimously.

Councillor Edwards, having signed a Declaration of Acceptance of Office, then took the chair for the remainder of the meeting and thanked Councillor Schoffer for his efforts for the previous year.

### 056/12 Election of Vice Chairman

It was proposed Councillor Myatt be elected Vice Chairman. The resolution was carried unanimously. Councillor Myatt signed a declaration of acceptance of office.

### 057/12 Election of Parish Council representatives

The following Parish Council representatives are elected:

- |                                   |  |
|-----------------------------------|--|
| • Tree Warden                     | -Councillor Brian Hubbard                    |
| • Footpaths Officer               | - Councillor Phil Edwards                    |
| • Emergency Planning Co-ordinator | - Councillors Phil Edwards and Mark Schoffer |
| • HALC representative             | - Councillor Mark Schoffer                   |

- Observer to attend South Wye Partnership Meetings - Councillor Phil Edwards

## 058/12 Declaration of Interests and Apologies

Apologies were noted from Councillor Powell who is unwell.

Declarations of interest were made as follows:

Councillor Adrian Bridges	As a director of Northolme Community Centre Association, in connection with agenda item 13 (Funding application from Kraftimonkies Holiday Club) and agenda item 14 (Jubilee Fun Day at Northolme Community Centre)
Councillor Des Parish	As a director of Northolme Community Centre Association in connection with agenda items 13 and 14 (as above)
Councillor Andy Myatt	As a director of Northolme Community Centre Association in connection with agenda item 13 and 14 (as above) and a personal interest declared in connection with agenda item 10 (proposal to remove a tree from Dorchester Way).
Councillor Ron Loft	Declared a personal interest in agenda item 12 (footpath from Sydwall Road to Belmont Road)
Councillor Brian Hubbard	Declared an interest in agenda item 10 (proposal to remove a tree from Dorchester Way)

## 059/12 Minutes of the meeting held on 12<sup>th</sup> April 2012

Minutes of the meeting held on 12<sup>th</sup> April have been circulated. Subject to one small amendment, it was agreed that the Chairman be authorised to sign the minutes as a true record of proceedings at that meeting.

## 060/12 Clerk's Report

### (a) Home Farm

Pegasus Planning Group has now advised that they propose holding a community consultation event at Hedley Lodge on Tuesday 26<sup>th</sup> June during the daytime and would like to hold a briefing session for Parish Councillors later that evening. They have confirmed that this session is intended purely as an opportunity to present to councilors what they have in mind and to get some feedback. They are not expecting a decision to support or otherwise those proposals so it is not necessary for this session to be an open parish council meeting.

(b) **Proposal to plant trees on Jubilee Field**

A formal proposal with prices is awaited from Amey/Herefordshire Council. The neighbourhood consultation on this item will take place over the next few weeks when Amey's proposals for species of tree are known.

(c) **Footpath extension along CH7**

It was noted that work had started on this footpath this week.

Amey has also been requested to inspect the existing path around Abbey View Park as this sustained substantial damage from water eroding the surface during the recently very wet weather. A report from Amey is awaited with regard to proposals for repair and work required to ensure this doesn't happen again. Concern was expressed that discussions for the design of drainage methods are followed particularly with regard to the new section of footpath where drainage is known to be poor.

(d) **Website**

The clerk has been working on the website with E-Mango and an application has gone to the Government department that controls the .gov.uk domain name. Receipt has been acknowledged and the name provision is to be checked before this is progressed.

Following brief discussions in between meetings, a provisional colour of green has been selected and a proforma for the website is in the design stage. Once completed and agreed the Clerk will travel to Bournemouth for training. E-Mango has confirmed that one Councillor can be trained too free of charge and Councillor Bridges has indicated that he would be willing to do this.

(e) **Matters referred to Amey**

The Clerk has reported a number of issues to Amey since the last meeting and awaits response on the following:

- Information on the installation date for the additional hard shoulder around the Tesco roundabout to prevent further damage by large vehicles
- Date when various hedges now appearing overgrown are to be cut back
- Confirmation of the minimum width of pavements and footways
- Confirmation of when shrubs that have died will be replaced.
- Confirmation of when the next grass cut is to take place

It was confirmed that the footpath from Yarlington Mill to the medical centre has now been swept.

(f) **Fly tipping**

Fly tipping of garden refuse around Jubilee Field has been reported to enforcement officers and to Amey.

(g) **Trees on Home Farm**

Conservation Officer, Trevor Boulton, has confirmed that Tree Preservation Orders have been placed on the large trees forming part of the land on Home Farm.

(h) **Memorial Trees and Benches**

The Clerk has clarified Herefordshire Council's policy on memorial trees and benches as follows:

- These are generally encouraged by Herefordshire Council which retains the right to agree the type of memorial (species of tree or type of bench) and the location.
- Whilst families are generally able to identify a type of tree and/or bench, Herefordshire Council provides advice and guidance on the nature, species and production materials to ensure the final memorial is in keeping with the local environment.
- Families may purchase benches or trees themselves but help is available from Herefordshire Council if required and Herefordshire Council will purchase the items and can often do so at a favourable price
- Installation is usually provided free of charge
- Memorial plaques (by trees) are discouraged as they can be uprooted and vandalized
- Memorial plaques that are fitted to benches are acceptable and are paid for by families.

It was agreed that this policy be endorsed by the Parish Council.

## **061/12 Correspondence**

Other than items that fall within other agenda items, the Parish Council has received a copy of the latest financial statements for the South Wye Community Association. Members wishing to read this can request a copy from the Clerk.

## **062/12 Planning Matters**

There were no planning applications received since the last meeting.

Members noted that Herefordshire Council are to re-consult on the Local Development Framework following challenges in other authorities regarding consultation procedures.

It was also noted that Ward Councillors had requested that planning enforcement officers had been requested to ensure that conditional works on recent small developments within the parish are complied with.

## 063/12      **Payments/Receipts**

### (a)      **Payments**

Authorisation was given to make the following payments:

Northholme Community Centre Association Contribution towards Diamond Jubilee Fun Day As agreed		£1,500.00
E-Mango 2 year website licence fee	£300.00	
VAT Thereon	£60.00	
Total payment		£360.00
Northholme Community Centre Association Room Hire for March and April meetings		£51.00
Cash Petty cash reimbursement		£72.86

### (b)      **Receipts**

The sum of £2,781.18 was received on 16<sup>th</sup> April from HM Revenue & Customs being reclaimed VAT for the year to 31<sup>st</sup> March 2011.

The first installment of the annual Precept was received on 25<sup>th</sup> April in the amount of £22,500.00

### (c)      **Balances**

Current account:	£500.00
Deposit account:	£69,925.18
Petty Cash:	£2.14

Of the balances held above, current commitments amount to some £31,600.86 excluding operating costs.

### (d)      **Other Financial Matters**

- **PAYE**

Following submission of the PAYE return the Clerk has received a note of an underpayment from HMRC which the Clerk believes is in error and will be disputed.

It also appears that when the revised standing order was submitted to Royal Bank of Scotland, they paid the standing order in favour of the HM Revenue and Customs twice. Clerk is requesting a refund of this from RBS under the banking code.

- **Annual Accounts for year ended 31<sup>st</sup> March 2012**

Accounts for the year ended 31<sup>st</sup> March 2012 will be presented to the next meeting. In the meantime they will be passed to the Internal Auditor for his review and report to the next meeting.

- **Bank Mandate**

RBS has returned the amended bank mandate for minor amendments.

## **064/12 Proposal to remove a tree in Dorchester Way**

A neighbourhood consultation has taken place since the last meeting regarding the proposed removal of the scotch pine tree in Dorchester Way. The consultation clearly stated that no response would be taken as there being no objections to the proposal to remove the tree.

The Clerk confirmed that nine questionnaires were delivered to households and six responses have been received, all in favour of removal of the tree.

It was agreed that the Clerk be authorised to now request that Herefordshire Council/Amey remove the tree. It was further agreed that as far as possible the stone Parklands sign be retained and that Amey be requested to provide two additional trees on Jubilee Field to comply with our policy of planting two trees to replace every tree removed. It was noted that an additional tree in the same location as the one to be removed is not necessary as there is an Acer already immediately adjacent to the tree.

Finally the Clerk was instructed to request that a further dead tree in Dorchester Way close to the Parish Council notice board be replaced at the same time.

## **065/12 Proposal to install play equipment in Coppin Rise**

As before, a neighbourhood consultation has been carried out in the streets immediately surrounding Coppin Rise. Of 100 copies delivered, 21 have been returned as follows:

12	In favour of the installation of play equipment
9	Opposed to the installation of play equipment

It was clearly indicated on the consultation form that a no response would be treated as having no objections to the installation of the play equipment and it can therefore be concluded that a clear majority of those consulted support the installation of equipment. Several letters have been received indicating support, which were read by the Clerk. There was also one letter opposed to the installation of equipment and this too was read at the meeting.

Noting that a provisional reserve of £5,000 has been created for this project, it was formally agreed to progress this and to ask Herefordshire Council's Parks and Countryside Department for help to draw up a specification for items for children up to the age of 8 to be purchased so that the project cost can be established for further consideration at the next meeting.

**066/12 Proposal to extend the footpath from Sydwall Road to Belmont Road**

A neighbourhood consultation has been carried out regarding this proposal and of the 15 questionnaires delivered, two have been returned both indicating support. Again, the questionnaire clearly stated that a no response would be treated as having no objections to the proposal.

It was formally agreed to go ahead with this project and to authorise the Clerk to place an order with Amey at a cost of £6,788 to create an informal path linking Sydwall Road with Belmont Road, via the existing pathway to Flaxley Drive.

**067/12 Funding Application – Kraftimonkies Holiday Club**

Members noted that the funding application deferred from the last meeting has been resubmitted and by Mrs. Watts after discussions with the Clerk. The Clerk confirmed that she was satisfied that the concerns raised at the last meeting had been resolved. After a brief discussion, it was resolved to support the request from Kraftimonkies Holiday Club for funding to meet the cost of room hire for the summer holiday club and the cost of purchasing t-shirts and/or wrist bands with the maximum total funding agreed at £1,000. It was further agreed that in all cases, the funding would be paid directly to the supplier rather than to Kraftimonkies.

**068/12 Jubilee Fun Day Update**

An update on arrangements for the Jubilee Fun Day was given by Councillor Bridges who noted that voluntary help on the day and the evening before would be much appreciated.

**070/12 Consultation Policy**

The Clerk presented a draft consultation policy to guide future public consultations to ensure consistency wherever possible. After a brief discussion, it was agreed that the draft, as attached to these Minutes, be formally adopted as the policy of Belmont Rural Parish Council.

**071/12 Future meeting dates**

Members considered two options for parish council meetings for the future, noting that in recent months there had been a large number of agenda items which had resulted in quite long meetings. After a brief discussion, it was agreed to retain the current format of holding meetings approximately every six weeks.

Consideration was then given to the venue for meetings and whilst there was generally support for holding some meetings at the Belmont Community Centre as well as the Northolme Community Centre, it was noted that current room availability in both centres was for different days. It was felt that changing the venue and the day when meetings are held would be too complicated and might deter members of the public from attending. It was therefore agreed that the dates as attached to

these minutes be confirmed as meeting dates for 2012-2013 and that meetings would continue to be held at the Northolme Community Centre on a Thursday evening, starting at 7.00pm until further notice. It was also agreed that this should be reviewed later in the year when room availability at the Belmont Centre may have changed.

#### **072/12 Parish Matters**

- (a) Members agreed to consider ways of improving engagement with members of the public to encourage attendance at meetings and events as a separate training event or agenda item at a later meeting.
- (b) It was noted that there is evidence of fly tipping of garden rubbish close to the planter in Westholme Road. The Clerk is to report this to Enforcement Officers of Herefordshire Council with a copy to Parks and Countryside Department.
- (c) The damaged area to the grass adjacent to the Northolme Community Centre Car Park has not yet been repaired. Councillors Edwards and Bridges agreed to pursue this with Amey.
- (d) Drains are becoming blocked in Yarlinton Mill. Councillor Bridges volunteered to report this to Amey.
- (e) A pothole has appeared in Abbotsmead Road and will be reported for repair.
- (f) Concern was expressed at the standard of repairs when potholes are reported. Temporary repairs are being carried out and generally must be re-done weeks later at inevitable additional cost.
- (g) It was noted that kerb and pavement weeds are growing vigorously. The Clerk was instructed to ask when the next kerb and pavement weedspray is to take place.

#### **073/12 Public Participation**

In the final period of public participation, there were no further items raised.

There being no further business, the Chairman declared the meeting closed and reminded members that the next meeting would be held on Thursday 28<sup>th</sup> June 2012 at the Northolme Community Centre, Northolme Road, commencing at 7pm.