

Belmont Rural Parish Council

Minutes of a meeting held on Thursday 12th April 2012 at Northolme Community Centre, Northolme Road, Belmont

Present: Mr. M. Schoffer Chairman
Mr. A. Bridges
Mr. P. Edwards
Mr. B. Hubbard
Mr. R. Loft
Mr. A. Myatt
Ms. D. Parish

In attendance: Mrs. E. Kelso Clerk
CSO Jason Merrick West Mercia Police
5 members of the public

034/12 Apologies and Declarations of Interest

Apologies were noted from Councillor Cook and Councillor Powell.

Councillor Loft declared a personal interest in agenda item 9(b) – footpath from Sydwall Road to Belmont Road. Councillor Hubbard declared a personal interest in agenda item 8 – proposal to plant trees on Jubilee Field. Councillor Parish declared a personal and prejudicial interest in agenda items 13 – Jubilee Fun Day – and 17 – Funding for Kraftimonkies Holiday Club. Councillor Myatt declared a personal and prejudicial interest in agenda items 13 and 17. Councillor Bridges declared a personal interest in agenda items 13 and 17 as a director of Northolme Community Centre and a personal interest in agenda item 11 as a Member of another authority. Councillor Edwards also declared a personal interest in agenda item 11 as a Member of another authority.

035/12 Minutes of the meeting held on 1st March 2012

Minutes of the meeting held on 1st March had been previously circulated. It was agreed that an amendment be made under Minute reference 031/12 (a) to change the reference to the colour of the old street lights as being “orange” rather than “yellow” as written.

Subject to this amendment, it was agreed that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting.

036/12 Clerk's Report

(a) Playbuilder site, Northolme

It was unclear whether the repair work to the field had been completed.

(b) Trees

It was noted that the application for trees under Project 100 was not successful. Additional trees were discussed further under agenda item 8, Minute reference 041/12.

(c) Herefordshire Play Facilities Strategy Consultation

The Clerk has submitted a response to Herefordshire Council noting disappointment that the review only considered current equipped areas and did not address general play requirements or specifically areas for non equipped active play.

(d) Dog Fouling Notices

These have now been installed with two placed on railing at the entrance to Abbey View Park, as previously agreed. Members thanked Councillor Hubbard and Councillor Edwards for completing this work.

(e) Home Farm Proposals

Following the presentation to the Parish Council in January by Lioncourt Homes and the Pegasus Planning Group, the Clerk has received a request by Pegasus Planning Group to attend the next Parish Council meeting (which is the Annual Meeting) to update Members on progress to date. It was agreed that Pegasus Planning Group be invited to give a brief presentation to the Annual Parish Meeting being held on Thursday 17th May 2012.

037/12 Correspondence

Other than items dealt with elsewhere on the agenda, the following items of correspondence were noted:

- (a) A letter received from Peterchurch Parish Council seeking Belmont Rural's support in Peterchurch's approach to Stagecoach requesting changes to the number 39 bus service from Hay to allow for working people in the Golden Valley to return from working the evening as well as giving additional time for shoppers in Hay. Noting that this service stops outside Tesco on its way to and from Hereford City, it was agreed to write in support of this request.
- (b) Information has been received about Herefordshire's Diamond Day which is to be held on Wednesday 11th July on King George V Playing Field as part of the Queen's Diamond Jubilee celebrations. It was agreed that a copy of the notice would be placed on all notice boards.
- (c) The Clerk has also dealt with a request from a resident in Mulberry Park with regard to the emptying of litter bins and the provision of additional litter bins for dog waste. Noting a

report from Councillor Edwards about difficulties with adoption of this area by Herefordshire Council and the resultant delays in services such as litter bin emptying, it was reported that the matter had been reported to Herefordshire Council.

038/12 **West Mercia Police/Parish Watch Report**

CSO Jason Merrick reported that crime rates within the area are generally dropping with no reports of major incidents within the Parish. A minor incident in Stonleigh Drive had been reported recently and an arrest made as a result of damage arising out of an out of control party. Whilst members of the public were urged to report any incidents of anti social behaviour etc. to the police, it had been noted that some people were reluctant to do so to avoid an entry on the crime website for their postcode which they feared might affect property values. It was suggested that when reporting non emergency concerns at a location other than their immediate home, the postcode of the actual location should be used wherever possible.

The current West Mercia Police Team, consisting of PC Roger Bradley and CSOs Jason Merrick and Sam Knox were targeting the Country Park in response to the risk of off road bikes being used there and had also taken part in Operation Santiago in Belmont Road which is an initiative relating to the use of mobile phones whilst in stationery traffic and which had resulted in 30 fixed penalty notices being issued last month.

Members noted a report of vehicles driving through the red light on pedestrian crossings and junctions and It was suggested that Operation Santiago might be used to track this type of incident too.

Finally, it was noted that reports of non-emergency criminal activity could be made to the team via Twitter. West Mercia Police were commended on the "ringmaster" e-mail briefings which are circulated to Members of the Parish Council.

039/12 **Payments/Receipts**

(a) **Payments**

Authority was given to make the following payments:

Herefordshire Association of Local Councils		
Subscription for 2012/2013	£623.27	
Training course fee – the Code	£25.00	
Total payment:		£648.27
 Mrs. E. Kelso		
Payment for home/office use 2011-2012 per Contract		£100.00
 Aon Limited		
Insurance Renewal		£867.79
 Cash		
Petty Cash Reimbursement		£141.32

(b) Receipts

Bank interest of £5.07 was received on 31st March.

(c) Balances

Current account:	£500.00
Deposit account:	£47,397.35
Petty Cash:	-(£66.32)

Current commitments included in the balance above amount to £14,858.38 (including cheques drawn at the meeting).

(d) Other Financial Matters

- **VAT**

A VAT reclaim for £2,781.18 has been submitted to HM Revenue and Customs by the Clerk.

- **PAYE**

The annual PAYE Return is now due and will be submitted by the Clerk online within the next few days

- **Precept payment**

£22,500 is due from Herefordshire Council on 20th April as the first instalment of the 2012-2013 precept payment.

- **Annual Return**

External auditors Mazars has indicated that the date for return of the Annual Return for 2011-2012 is 4th July. The period when members of the public can examine the accounts starts on 25th June and ends on 20th July and the deadline when members of the public can submit representations to the auditors is 24th July. Notices to this effect will be placed on notice boards on or before 11th June.

Belmont Rural has not been selected as part of the 5% additional audit sample for this year.

040/12 Planning Matters

There were no planning applications for consideration at the meeting or received since the last meeting.

It was noted that the revised National Planning Framework is now in place, which reduces the number of guidance notes substantially, leaving matters to be interpreted on a local basis by planning officers.

041/12 Proposal to plant trees on Jubilee Field

The Clerk and Councillor Hubbard met with James Bissett from Herefordshire Council, Neil Davies and Mikolaj Klaskala of Amey with regard to the proposal to plant additional trees on Jubilee Field as part of the Jubilee celebrations. During the constructive meeting on site, it was proposed that one tree showing signs of damage would be replaced, an additional six trees could be planted and a further 3 trees replaced with more suitable species in the planting season at the end of the year. A cost for this work, which includes assistance from Amey but will require volunteer effort from local residents to maintain and in particular water the new trees, is to be provided for consideration at the next meeting. It was noted that the quotation from Amey is to include a recommendation for the species of tree suitable for this location.

Before any project could proceed, it will also be necessary for local residents likely to be affected by these proposals to be consulted in accordance with Herefordshire Council procedures.

During the site visit Herefordshire Council/Amey's attention was also brought to the large fir in Dorchester Way outside number 54 which has become overgrown and the roots are now damaging the pavement. Herefordshire Council has agreed that the tree should be removed as it is unsuitable for the location and is damaging a line of maples planted along the grass verge at that location, subject to formal request from the Parish Council following a consultation with local residents.

It was agreed that this item be discussed at a later date when the results of the consultations were known.

042/12 Footpaths

Detailed quotations for two additional footpaths were presented to the meeting. It was agreed that the quotation of £11,416.68 for the path from Dorchester Way in a Westerly direction to the stile at the end of the Home Farm land, and linking to the existing pedestrian footbridge, be accepted.

With regard to the second quotation for a footpath linking Sydwall Road heading towards Belmont Road and linking with the path to Flaxley Drive, it was agreed to consult with residents whose property backs onto this land before making a final decision. The clerk was instructed to make the necessary arrangements.

043/12 Children's Play area, Coppin Rise

Members considered alternative questionnaires for the purpose of consulting nearby residents on the proposal to site a few items of children's play equipment suitable for toddlers on the area of open space in Coppin Rise. It was agreed that a short questionnaire asking whether residents supported the proposal or not should be used and it was further agreed that the questionnaire clearly state that a no response would be considered to mean there were no objections to the proposal. The forms would be distributed in Yarlington Mill, Coppin Rise and Field Farm Mews. Councillors Hubbard, Parish and Myatt volunteered to deliver the questionnaires when available.

Finally it was noted that once the demand for this project has been confirmed, a detailed quote can

be obtained for consideration by Members.

044/12 Community Resilience Plan

Noting that details of the mop up exercise following the Tesco bomb scare incident had only just been made available to Councillor Edwards, it was agreed to defer this item to a later meeting.

045/12 Change to Bank Mandate

It was agreed that former Councillor Taylor be removed from the list of those authorised to sign cheques and instructions to the Royal Bank of Scotland on behalf of the Parish Council, and that Councillor Parish be added in place of Councillor Taylor. No other change to the mandate, which requires two Parish Councillor signatures on cheques and other instructions to the bank are to be made.

046/12 Update on Jubilee Fun Day

Councillor Bridges and Councillor Taylor provided an update on progress for the Jubilee Fun Day taking place at the Northolme Centre on 5th June.

047/12 Risk Management Review

A report from the risk management working party had been previously circulated to Members. It was agreed to accept the recommendations of the working party as attached to these Minutes.

048/12 Update on Website

As instructed, the Clerk has approached E-Mango for a revised quotation for the proposed website and had been successful in negotiating a slight reduction in costs associated with the work that E-Mango would undertake although the cost of the domain name could not be discounted.

After some discussion which centred on whether to proceed with the .gov.uk domain name, it was agreed, with 4 votes for, 2 against and one abstention that the formal .gov.uk would be pursued and the revised quotation from E-Mango be accepted. The Clerk was authorised to progress this with E-mango.

049/12 Wildflower Meadow

Councillor Hubbard reported on discussions with Amey with regard to the creation of a wild flower meadow on part of Jubilee Field. Amey/Herefordshire Council had indicated that they would consider scraping the surface on part of that land to enable wild flower seeds to be scattered although some of the flower types identified would fare better if the brook were running.

It had been noted at a previous meeting that where soil is excavated to create the new path towards

Belmont Abbey, wild flower seeds to be scatted. It was agreed to pursue this and to allocate a budget of £100.00 towards this.

050/12 Application for funding – Kraftimonkies Summer Holiday club

It was noted that Mrs. Watts who had submitted the application for funding for a summer holiday club for local children was not able to attend the meeting. The application, which had been circulated to Members, was felt to require some further clarification. Accordingly, it was agreed to defer discussion on this item until the next meeting to enable the Clerk to request further information on the proposals.

051/12 Annual Parish Meeting and Annual Parish Council meeting

It was agreed that the Annual Parish Meeting for Belmont Rural be called on Thursday 17th May 2012 at Northolme Community Centre, Northolme Road, Belmont to commence at 6.30pm and that as part of that meeting, Pegasus Planning Group be invited to update residents on their proposals for developing part of the land at Home Farm. The Clerk was instructed to make the necessary arrangements.

The Annual Parish Meeting will be followed by the Annual Parish Council meeting at 7.15pm on 17th May, 2012 at Northolme Community Centre.

052/12 Training

Members received a brief report from the Clerk on a training session she had attended on changes to the Code of Conduct and Governance Regime. It was noted that formal proposals for the new Code were not yet available and a training session for Members would be arranged once details and procedures were available.

053/12 Parish Matters

- (a) It was noted that financial statements for the South Wye Community Association will be available shortly.
- (b) Councillor Myatt reported that he had undertaken a litter pick in Jubilee Field
- (c) Councillor Bridges presented a report on his activities as a Ward Councillor, as attached to these Minutes
- (d) Councillor Edwards presented a report on his activities as a Ward Councillor, as attached to these Minutes.
- (e) It was noted that work required on the drops from Bridges at Belmont Pools would be completed when the footpath access was completed.
- (f) The Clerk reported that although Herefordshire Council had noted the previous comments

regarding the quality of black bags provided to households, no comment as regard any improvement (or otherwise) had been made.

- (g) The Clerk was again instructed to ascertain a indication as to when the shrubs damaged by pruning would be replaced, although noting that Amey did not accept that the damage was due to inappropriate pruning.
- (h) It was noted that no installation date was yet available from Amey for the hard shoulder around the Tesco roundabout.
- (i) Herefordshire Council planning services will be asked to confirm whether a fence which has been moved outside 5 Chichester Close is on Council owned land or private owned land.
- (j) Members noted that Conservation Officers from Herefordshire Council are currently investigating whether the mature trees on Home Farm land should be protected by Preservation Orders in view of the developer interest in that land.
- (k) The Clerk was instructed to advise enforcement officers of possible fly tipping on Jubilee Field and Abbey View Park.
- (l) The Clerk will prepare identity cards for parish councillors as soon as possible.
- (m) It was noted that trees in Holmfirth Close may need cutting back. Similarly a hedge in Sydwall Road is overgrown. In both cases, ownership will need to be established as the homeowner is required to cut back bushes and trees where they are on private land.
- (n) Referring to overgrown bushes, the Clerk was requested to ascertain whether there are any regulations with regard to minimum pavement width.

54/12 **Public Participation**

During the final period for public participation the following items were raised:

- A request was made for public participation to be brought forward and not left to the end of the meeting. The Clerk explained that members of the public had the opportunity to comment on agenda items as they were discussed and noted that items raised by members of the public not included on the agenda could not be discussed by the Parish Council but only referred for discussion at the next meeting in order to comply with Local Government Act regulations. However, if a particular topic is notified to the Clerk in advance of a meeting, it could be included on the agenda and discussed by the Parish Council.
- It was agreed that the policy on Memorial Trees and Benches would be discussed at the next meeting.
- A request was received for brambles on the banks on Jubilee Field and Abbey View Park be cut back as it was felt they may present a fire hazard where they are close to fencing in particular.

There being no further business, the Chairman declared the meeting closed at 21.50.