

**MINUTES OF AN ORDINARY MEETING OF CREDENHILL PARISH COUNCIL**  
**HELD IN THE YOUTH AND RESOURCE CENTRE ON 18 JULY 2018**



**PRESENT:**

Councillor Mr. Terry Smissen Parish Council Chairman (TS)  
Councillor Mr. John Beavan (JB)  
Councillor Mr. Paul Burridge (PB)  
Councillor Mrs. Dot. Pullen (DP)  
Councillor Mr. Paul Warrington (PW)  
Councillor Revd. Rana Davies-James (RD)  
Acting Parish Council Clerk/RFO – Mr. Lee Harper-Smith

Nancy Winfield  
Ward Councillor Mr. Robert Matthews

**Also present**

4 members of the public

**The Chairman opened the meeting at 7.30pm**

**Item 4 was brought forward to allow the parents present with children to address the council.**

**1.0 Apologies for Absence**

Councillor Mrs. Emma Baxter (EB)  
Councillor Mr. Andrew Slater Vice-Chairman (AS)

**2.0 Declarations of Interest & Dispensations**

- 2.1 Councillor Paul Warrington declared an interest in items 6.3 and 9.3
- 2.2 No written applications for dispensation received

**3.0 Speakers - Opportunity for visiting speakers to address council and the public in attendance.**

- 3.1 Nancy Winfield – Presentation from Herefordshire Centre for Community-Led Housing.

Councillors received a presentation and video to inform the parish about Herefordshire Centre for Community-Led Housing (HCCLH).

Discussion took place about the project and the need for affordable housing for local people in Credenhill. It was noted that a Community Land Trust for Credenhill had been setup but the trust were unwilling to work with HCCLH or the Parish Council. Nancy agreed to find out what can be done to ensure that all respective groups work together to ensure that the limited grants and resources available for Credenhill are used efficiently.

### 3.2 Update from Ward Councillor Bob Matthews.

Update received about several ongoing projects:

Footpath Widening: the footpath widening work to be completed by Balfour Beatty/Herefordshire Council is behind schedule but progressing. There will be a partial road closure required to complete this work.

Station Road Speed Safety Measures: The 20 mph Limit for station road will take approximately 1 week to complete and a date will be received soon. Partial road closure to be expected during the works.

Church Junction Safety: A review of the safety has been completed and proposals to address the road safety issues will be put forward shortly.

Hereford Garrison is working to get funding resolved to address the footpath between the married quarters and the village. This will extend the cycle path and bring the pavement up to standard. Ongoing work at the old taste for adventure site, more improvements will be made here in the near future.

The next improvement project will look at a bus pull in on A480 by the tree to improve road safety particularly for the large volume of children that are dropped off here at the end of the school day.

**4.0 Public Question Time** - Opportunity for members of the public to raise issues or ask the Parish Council questions.

#### **Item was dealt with at the start and end of the meeting**

##### School Buses

Parents using the Credenhill to Weobley bus service operated by Sergeants Brothers Ltd raised concerns through their representative, Ms Rebecca Norton.

- During the present school term the bus had not once arrived at Weobley school at the scheduled time of 8.40am
- On some occasions the bus had not picked up children in Credenhill until 8:40am meaning that the children are always arriving very late to school.
- It was noted by another parent present, that in the 3 years that her son had used the service that the bus had only arrived to school in the morning on time on a handful occasions.
- It was highlighted that the fees had been increased but the service provided was not acceptable.
- The lateness of the bus is having knock on effects; due to the children waiting around there had been incidents of bad behaviour caused by the boredom of waiting.
- Parents were also concerned about the safety on the bus and sustainability of the service given that there are 74 seats, 72 season tickets/regular users and members of the public can also use the service.

Parents asked for the support of the Parish Council to resolve these ongoing issues.

Councillor Matthews noted that given the cost of the service to parents and that the service was subsidised by Herefordshire Council that parents should be receiving a good service. He would take it up with Sergeants tomorrow (20<sup>th</sup> September 2018).

### Scouts – Fire Pits

Through the clerk, Credenhill Scout Group requested permission to build 2 permanent fire pits either at the back of the Community Hall or if Credenhill Nursery is interested in a shared facility then they would work with them to site it at the bottom end of the field.

Discussion took place and it was agreed that whilst in principle the Parish Council would like to support the request not enough information had been provided by the Scouts Group to grant permission which is required under the lease agreement with the Community Hall and to fulfil our public liability insurance.

It was requested that the Scout Group provide a formal request to include: a full specification of the fire pits, Fire & Safety Assessments, Site Location (give several in order of preference), Written Agreement with the Hall Committee and any other stakeholders. Details of any shared usage with Credenhill Nursery. It should include details of repairs and maintenance as well as a provision to return the land to its original condition should it cease to be used.

### Remembrance Day

RD requested that the Parish Council consider purchasing a Silent Silhouette as a mark of remembrance for those lost in WW1 at a cost of £280 from the British Legion. The question had been posed to the community through the Facebook page and a very positive response had been received. Council debated location and type.

It was **resolved** that the Parish Council purchase an RAF Silent Silhouette that it should be installed on the village green near the tree. Proposed PW, seconded by RD.

TS reminded council that the order for the Wreath should be ordered ASAP. It was **resolved** that the clerk would purchase a Wreath on behalf of the Parish Council with a budget of £50. Proposed RD and seconded by PW

**5.0 Minutes** – It was **resolved** that the Minutes of the meeting held on the 18<sup>th</sup> July 2018 are a true record; proposed by PB and seconded by DP. The chairman signed and dated them accordingly.

### **6.0 Financial Report – Appendix A**

- 6.1 Confirmation of Bank Balances
- 6.2 Receipts
- 6.3 Invoices for Payment

It was **resolved** that the financial report (Items 6.1 – 6.3) is a true reflection of the financial affairs, that the Cheques should be approved and the transfer of £5000 from the Reserve account to the current account be made. Proposed by DP and seconded by CS.

### **7.0 Planning Applications Received**

- 7.1 Application No. 182567 - 1 Ecroyd Park – Porch and First floor extension over garage – Undecided.

The parish council has visited neighbours, 1 of them raised concerns which they would raise through the planning process. Parish council asked Herefordshire Council to take neighbours comments into consideration.

- 7.2 Application No. 182598 – 4 Northolt Drive – 2 Storey Rear Extension and porch – Approved with Conditions.

The parish council visited neighbours, no objections raised.

7.3 Application No. 182682 – 16 Centurion Way – Pruning of tree with preservation order – Approved.

The parish council checked that the school had been consulted, no objections raised.

## **8.0 To receive reports from working groups**

8.1 Finance (A. Slater, T. Smissen)

A meeting will be organised to create a budget for 2019/20 and to review current budget performance for 2018/19.

8.2 Community Hall (T. Smissen)

TS read the report from the community hall meeting he had attended. It was **resolved** that the Parish Council would obtain quotes to make repairs to the external parts of the hall to include guttering, downpipes, and metal supports. Proposed by PW and seconded by CS.

8.3 Footpaths (P. Burridge)

Nothing to report.

8.4 Shops/Businesses (D. Pullen)

Discussion took place regarding the ongoing maintenance issues at the parade of shops (Hedge cutting, Tree Pruning, Pot holes and Litter); particular concern was raised about the large dead branches in the top of the tree outside Onestop. It was **decided** that the clerk should write to the shops and the land owner. Proposed by DP and seconded by PB.

8.5 Flood Alleviation Scheme (J. Beavan)

Update received following a meeting with Herefordshire Council. The Draft deed of Easement and Compulsory Purchase Order (TP1) document will be updated by Herefordshire Council and returned to the Parish Council for further review/sign off.

8.6 Schools (E. Baxter)

EB provided a report that was read out by the Clerk, it highlighted the issues with school buses.

A report was received from Credenhill Nursery and read out. It was **resolved** that Credenhill Nursery be granted permission to create a Wild Flower Garden. Proposed PW and seconded RD.

8.7 Roman Park – General

No progress has been made on creating a long term plan to improve the facilities at the Roman Park. It was **decided** that the clerk would work with CS and EB to create a Sub-committee that would work on this project.

It was reported that a tree in the neighbouring land is growing into the fence. It was **resolved** that the clerk should write to the land owner to address the issue before it damages the fence. Proposed by PB and seconded by DP.

## **9.0 Matters arising since last meeting:**

9.1 Email received from Balfour Beatty/Hereford Council in February asked for a status update. The clerk was previously asked to identify if the Parish Council was required to maintain the

culverts. The clerk has circulated a copy of the original conveyance that shows that the responsibility for maintenance of the culverts is the responsibility of Credenhill Parish Council. Clerk to provide update of further progress made.

Estimate received totalling £40-£45k; this includes the full extent of the culverts although approx. 75% of the repairs are in the Parish Councils half of the culverts, a site visit is required to get an accurate quote. Herefordshire Council are looking into funding options available to assist the parish council. Further quotes need to be obtained to inform the finance working group for budgeting purposes.

9.2 Council to consider moving the planned meeting of 20<sup>th</sup> February 2019 to 13<sup>th</sup> February 2019.

It was **resolved** to reschedule the meeting of 20<sup>th</sup> February 2019 to 13<sup>th</sup> February 2019. Proposed DP and seconded PB.

9.3 The kitchen in the resource centre has been renewed, the floor where the old base units were has no flooring and the concrete is exposed. Council to consider if it wishes to do any further works on the kitchen.

It was **resolved** that the clerk should obtain quotes to get the flooring in the kitchen replaced. Proposed RD and seconded by PB.

9.4 The Website Hosting agreement will be up for review at the end of September, currently we use Wraith Solutions £99.60 per year. The website needs an overhaul to make it responsive and GDPR compliant. The clerk is capable of setting up a website as required, the Parish Council can purchase a hosting package directly from 1 and 1 for £12 in year 1 then £84 per year thereafter, this includes an SSL certificate to encrypt the website – the current solution does not include this and would cost an estimated £30 extra per year. The clerk seeks approval to setup a new hosting package with 1 and 1 as detailed above.

It was **resolved** to change our hosting provider to 1 and 1 internet and for the clerk to setup a new website. Proposed by PW and seconded DP

9.5 Parish Laptop – The office software on the parish laptop is not licenced to the Parish Council, it is also the older version. Microsoft run a scheme for charities at a reduced rate meaning the cost is only £2.30 per user per month. This includes all MS office desktop applications as well as a backup solution for the laptop using OneDrive (currently no backup process is in place). The clerk seeks approval from the council to purchase this package on an ongoing basis.

It was **resolved** that the clerk should purchase Microsoft Office 365. Proposed by JB and seconded by CS.

9.6 Photo ID Cards for the chairman, vice chairman and clerk – When visiting residents it would be helpful to be able to formally identify yourself to members of the community. Quotes received for £55.20 (3 Cards), £112.80 (10 Cards), £142.80 (20 Cards), and £240 (50 Cards).

It was **decided** to give the clerk a budget of £150 to spend on ID cards. Proposed by RD and seconded by CS.

9.7 Council to consider a quote received for Tree maintenance to a number of areas that the Parish Council are responsible for. The tree surgeon, Mr D Tyler has conducted a review and provided

a quote of £760.00 to make all areas safe. This includes removal of 2 dead trees, low hanging branches and large dead branches at Roman Park and the Fir Tree near the Social Club.

It was **resolved** that the Parish Council accept the quote received from Mr D Tyler for £760.00 to complete the works detailed. Proposed by JB and seconded by DP.

9.8 Councillors to consider if it wishes to respond to the Herefordshire Councils Draft Children's and young people's plan consultation, documents circulated previously via email.

It was **decided** that the Clerk should prepare a draft response and circulate it to councillors for approval prior to responding.

9.9 Councillors to consider invitation to Parish Council Summit received from Herefordshire Councils Leader, Jonathan Lester, on 6:30 pm Wednesday 17<sup>th</sup> October 2018 at Shire Hall, Hereford.

PB to accept invite and attend on behalf of the Parish Council.

9.10 Councillors to consider if it wishes to respond to the Herefordshire Councils Pothole repairs review, documents circulated previously via email.

Response is slow following the initial marking of the pot hole by the locality steward. Repairs do not last long before they need repairing again. Pot hole repairs are a short term fix to a longer term problem on our roads, it would be good to see proactive maintenance work taking place instead of reactive works.

9.11 Councillors to consider correspondence received from Herefordshire Council relating to maintenance of the War memorial. Our memorial is included in the following databases <https://www.warmemorialsonline.org.uk/> and <https://www.iwm.org.uk/memorials> however it is not a "Listed" memorial with Historic England. It can be listed for free using the online service.

It was resolved that the clerk should take the necessary steps to list the memorial with Historic England to preserve it for future generations. Proposed PB and seconded by PW.

**Note: Councillor John Beavan gave his apologies and left the meeting at 21:40. Chairman apologised for the over running of the meeting.**

9.12 Update received from Hereford Garrison as follows:

- Cycle/Footpath extension has been priced although awaiting fixed price quote then will look at funding.
- Taste for Adventure – They will tidy up the trees and hedges once they have resolved all ongoing issues with Hereford Council and Balfour Beatty will be onsite. No budget to do remedial work in the meantime.
- Aware of planned development and will be working with them to deconflict access issues between the new entrance to Taste for Adventure Site and possible new development.

Noted

9.13 General Maintenance Update - The clerk has logged any issues arising relating to general maintenance with Hereford Council and worked closely with Mike Gill (Locality Steward) to address them. Road sweeping of all residential streets completed on 15/08/2018. All issues should continue to be logged through Hereford Council's website using "Report It". Hedge cutting contractor has completed the autumn cuts and grounds maintenance has been completed as scheduled. Weed killing to be completed this month.

Noted

9.14 New Licence has been completed and signed by Credenhill Nursery Ltd with the revised rent for review in December. Deposit and first month's rent have been settled and a standing order has been put in place.

Noted

9.15 Changing Rooms planning application, letter received asking for more information.

Awaiting Herefordshire council to provide certificate of ownership.

9.16 Councillors to consider the comments made by Credenhill CLT on its Facebook page.

Comments noted and no further response required.

9.17 Issue identified - Glebe Close Residents have not been written to in 2018, council to agree course of action.

It was **decided** that the Parish Council would send the template letter as in previous years then to seek legal advice on the present situation. Proposed PB and seconded DP.

9.18 Issue Identified – Parish files contain sensitive information that needs to be removed prior to making the files public by archiving them at the Records Office, Rotherwas.

It was **decided** that the clerk will go through the files to remove and shred any sensitive data prior to archiving.

9.19 Temporary closure of Credenhill Woods from 17<sup>th</sup> September for approximately 3 months.

Noted

9.20 Councillors to consider invitation received for the NMiTE Inauguration on Friday 19/10/2018.

It was **decided** that the Clerk should accept invitation and CS to attend on behalf of the Parish Council

9.21 Defibrillator Update - a request for funding has been submitted to the Rotary Club. An appeal to Onestop Head Office for help with funding under their "Adopt a Community Group" scheme has been submitted. A request to site the AED on the wall between Onestop and the Chip shop where an electricity supply to their external lights already exists as well as permission to use their electricity to heat and illuminate the cabinet has also been submitted. The requests have been based on an external HeartSafe® Digital Electronic Lockable Cabinet and a HeartSine 500P Defibrillator retailing at £1999 + vat – annual costs of maintaining the defibrillator are approximately £25 (pads & batteries every 4 years @ £99). Council to consider options.

It was **decided** that the Clerk should continue to investigate funding routes and setup crowd funding if possible.

9.22 Issues in Waterside to be considered by councillors.

Parish council have no powers to deal with these issues need to be reported to the housing association, police and environmental health.

## **10.0 Parish Clerk Update.**

10.1 As agreed in the offer, the parish clerk has joined the SLCC as a member; the annual cost to the parish is currently £41.00 with a joining fee of £5 in the first year. The parish will benefit significantly from the resources available through the SLCC. We can use the online library and get professional advice through their email and telephone advice system.

10.2 Training – There are 2 training courses run through the SLCC;

- i. The level 2 Introduction to Local Council Administration (ILCA) course which is an eLearning course that can be completed intensely in a few days or slowly over a period of up to 12 months this costs £99 and;

It was **decided** that the Clerk should complete the Level 2 course. Proposed by PB and seconded by PW.

- ii. The level 3 Certificate in Local Council Administration (CiLCA) course which is £250 to register (going up to £350 from 01/10/2018) then £340 for the course. The course is ran over 4 days and at present the nearest course is being ran in Stafford, the cost of the clerk attending each day will be approx. £130 (included travel time and fuel).

It was **decided** that due to the cost of the course it would need to be budgeted for in advance therefore at present the clerk would not start this course.

10.3 Mobile Phone – The clerk now has a mobile phone for Parish Business, the number is 07956 447 056. The cost will be £5 per month which includes 100 minutes of calls, 250 text messages and 150MB of data.

10.4 Clerk Availability – It is proposed that the clerk will work the following fixed hours:

Tuesday	–	9:00 to 12:00 then 12:30 to 15:00
Wednesday	–	12:30 to 15:00 then 19:00 to 22:00
Thursday	–	9:00 to 13:00

This will give a broad range of hours when the clerk is available for members of the public to make contact and will be published along with the phone number and email address.

Any urgent response requirements will be dealt with and logged as TOIL if outside of these hours.

10.5 Clerk Holidays – The following holidays have been approved for the year ending 31/03/2019

27 <sup>th</sup> October 2018	–	4 <sup>th</sup> November 2018
22 <sup>nd</sup> December 2018	–	6 <sup>th</sup> January 2019
16 <sup>th</sup> February 2019	–	24 <sup>th</sup> February 2019

Items 10.4 and 10.5 were agreed. Proposed by RD and seconded by PB



**11.0 Confirmation of the next Ordinary Meeting, Time, Date & Venue.**

**The next meeting is at a revised time and day**

7.00 pm, 24th October 2018, Youth and Resource Centre.

The Chairman declared the meeting closed at 10.30pm.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....