



**MINUTES OF AN ORDINARY MEETING OF CREDENHILL PARISH COUNCIL
HELD IN THE YOUTH AND RESOURCE CENTRE ON 16 JANUARY 2019**

PRESENT:

Councillor Mr. Terry Smissen Parish Council Chairman (TS)
Councillor Mr. Andrew Slater Vice Chairman (AS)
Councillor Mr. John Beavan (JB)
Councillor Revd. Rana Davies-James (RD)
Councillor Mr. Paul Warrington (PW)
Councillor Mrs. Dot Pullen (DP)

Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

Mr. James Spreckley MRICS (JS)
Mr. Steven Sprackling (SS)
Ward Councillor Mr. Bob Matthews (BM)

Also present

17 members of the public

The Chairman opened the meeting at 7.30pm

1. Apologies for Absence

Councillor Mr. Paul Burrridge (PB)
Councillor Mrs. Emma Baxter (EB)

2. Declarations of Interest & Dispensations

- 2.1. None Received
- 2.2. None Received

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

- 3.1. Mr J Spreckley MRICS (JS) gave a briefing on proposed development of land adjoining St Marys Primary School. At this stage only an outline of the development land (Appendix B) and an estimate of 120 houses are known (house size and numbers and affordability would be as recommended in Herefordshire Local Plan - Core Strategy); a formal preplanning application has been made to Herefordshire Council. The plan will include connectivity of footpaths and cycle paths to the main village.

The chairman asked if members of the council or public had anything that they wished to raise.

Discussion took place with various points raised around the following areas of concern: The existing Credenhill Infrastructure would not be able to cope with the increase in housing. Primary Schools (St Marys, Stretton and Burghill) have some capacity however the new

developments (inc. Orchard House and Cross Farm) could mean a surplus of children needing to travel to out of area schools. The catchment and closest Secondary Schools (Weobly & Whitecross) were already full meaning some students would need to travel further afield. Improvements to transport particularly that to secondary schools are required as well as improvements to road safety. Community Amenities are dilapidated and already under funded: Roman Park, Community Hall, Social Club. The Doctors surgery is only open on a part time basis and it's already difficult to get an appointment with 3 week waiting times for non-urgent appointments.

Ward Councillor Matthews pointed out that it was imperative for the Parish Council to work with the developers to ensure that as much of the Section 106 monies find its way back to Credenhill rather than used for other projects in Herefordshire. To do this a list of priorities would need to be put together by the Parish Council in conjunction with other stakeholders; Councillor Matthews would then be in a position to support our requirements.

JS pointed out that the indicative Heads of Terms for the development included section 106 monies for Education, Local Amenities & transport.

A member of the public asked for an estimate of how long it would be before building started. JS - It was estimated that it would be between 12-18 months before building would start; assuming that the plans were approved.

A member of the public asked if the developer would be consulting with Hereford Garrison given its location and security implications. JS confirmed that he hoped that some of the Housing would be for use by serving members of the armed forces and that they had been in touch with the Garrison.

JS highlighted the importance of working with the community, Hereford Garrison and Herefordshire Council and confirmed that he would keep the Parish Council informed as the project moved forward.

3.2. Mr S Sprackling and Mr S Russell provided an update on proposed development of land to the rear of Orchard House. A formal planning application has been submitted to Herefordshire Council for 65 houses. Their draft heads of terms included a provision under section 106 for Education as well as a number of other items.

3.3. Update received from Ward Councillor Bob Matthews on the footpath widening and traffic calming measures for the village. Balfour Beatty had moved forward the footpath widening work on the A480 which would commence on 28th January this has meant that the traffic calming work would be done after this is completed. BM had visited the schools to discuss the new developments to see what improvements can be made as a result of S106 agreements. BM had visited residents near to the proposed development at the school to make them aware.

The chairman asked BM if it was necessary to have the road (A480) completely closed and if it was necessary then could a temporary speed limit be applied from station road to the A438 (via Kenchester) because there had been several accidents in the area and that the road is narrow.

BM said that he would follow the matter up with Balfour Beatty.

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

RD and TS highlighted that there had been a number of accidents in the parish in recent weeks and one lady had suffered serious injuries having been hit by a motorcycle. After much discussion it was agreed that the clerk should write to safer roads partnership.

A member of the public raised the following issues:

- The Traffic Lights to the pedestrian crossing on the A480 are taking too long to go to red after pressing the button; it has been an issue since the road was dug up for the Cross Farm development.
- The fence along station road opposite the shops is starting to lean over the public footpath; the houses in Trenchard Road need to resolve this before it's a major incident.
- The hedge/trees/litter at the parade of shops is a disgrace and needs to be addressed.
- Asked what was happening with the parking outside Waterside given that the Parish Council had previously raised it with Hereford Housing.

Clerk to follow up matters and report back.

5. Minutes – It was proposed by DP that the Minutes are a true record of the Ordinary Parish Council Meeting held on 19th December 2018 and seconded by RD. Minutes duly signed.

6. Financial Report – Appendix A

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Defibrillator Appeal Update

It was resolved that the finance reports 6.1 – 6.4 were a true record of the current financial position, that the cheques would be approved and that £5000 be transferred from the reserve account to the current account. Proposed by PW and seconded by AS.

The Clerk presented 3 options to purchase the defibrillator and cabinet (Appendix C). It was proposed by DP to procure option A and seconded by AS. A cheque was added to the financial information for option A.

Vice Chair Andrew Slater acknowledged and thanked the clerk for his work in fund raising for the defibrillator.

7. Planning Applications Received

It was noted that the planning application for 1A Trenchard Avenue had been refused by Herefordshire Council for the same reasons as the previous application.

Stretton Sugwas NDP Consultation – Councillors discussed and agreed that the Parish Council does not have the technical skills, resources or knowledge to comment on the NDP and that this should be left in the hands of Herefordshire Council planning department.

8. To receive reports from working groups

8.1. Finance (A. Slater, T. Smissen)

It was noted that the precept form had been signed and sent to Herefordshire Council

8.2. Community Hall (T. Smissen)

TS provided an update following attendance of committee meeting. A recent fire assessment had highlighted that the electrics were in urgent need of a survey to establish if they are safe. Initial quotes for the survey were in the region of £5k.

8.3. Footpaths (P. Burrige) No reports received.

8.4. Shops/Businesses (D. Pullen) Ongoing issues with lack of general maintenance on the site.

8.5. Flood Alleviation Scheme (J. Beavan)

It was agreed that a condition report be procured at a cost of £300 following the site visit by Edwards Diving Services. Proposed by DP and seconded by AS.

The clerk confirmed that Mortimers Solicitors had been in touch to confirm that they had now found the Parish Councils files. Clerk to arrange a meeting to discuss arrangements going forward.

We have received an update from Gabbs solicitors about the easement agreement, they need sight of our deeds for the community centre before they can finalise their review.

Clerk to supply deeds after meeting with Mortimers.

8.6. Schools (E. Baxter) No reports received.

8.7. Roman Park – General (TBC) No reports received.

8.8. Social Club (PW) – Paul Warrington will attend committee meetings going forward to provide a means of communication between the Parish Council and Social Club going forward. Clerk to forward dates.

9. Matters arising since last meeting:

9.1. Council discussed Pinders Circus application to hire the Roman Park in 2019 for 3 days. The clerk read out references and recommendations received from other parish councils and listed the comments and concerns that had been raised on social media.

Following discussion it was agreed that the pro's outweighed the con's however it is important to ensure that noise levels at night after the events be kept to a minimum. It was

proposed to go ahead with the circus in principle as long as reassurances can be sought that noise at night (such as generators) would be kept to a minimum and located away from residential properties. Proposed by AS and seconded by RD

- 9.2. Correspondence received from Garrison regarding helicopters and generator noise and noted that helicopter flight paths had been altered and the noise was not as bad as before from the generators. Item closed.
- 9.3. No response received from Mr G Williams regarding the hedge/trees/litter at the parade of shops. It was proposed that a reminder letter be sent to Mr G Williams for the unpaid invoice and that the matter be reported to Balfour Beatty to deal with the obstructions to the public footpath. Proposed DP and Seconded RD.

10. Public Question Time – Further Opportunity for members of the public to raise issues or ask the Parish Council questions.

A member of the public asked if the parish council could ask Balfour Beatty to clear footpaths/cycle paths between Stretton & Credenhill because the number of stones are making it unusable for cycles. BM agreed to highlight the issue to Mike Gill.

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

7.30 pm, 13th February 2019, Youth and Resource Centre.

The Chairman declared the meeting closed at 9.25pm.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

Appendix A - Financial Information

Opening Balances	Current A/c	Reserve A/c	Total
As at 29/11/2018	2,971.80	32,321.25	35,293.05

Receipts	Current A/c	Reserve A/c	Total
03/12/18 Emma Caldwell Pilates – CCN Advertising	85.00		
03/12/18 Credenhill Nursery Ltd - Rent Dec 2018	450.00		
18/12/18 The Cloc Ltd - Defibrillator Appeal	300.00		
21/12/18 Transfer from Just Giving for Defibrillator Appeal	124.98		
27/12/18 Credenhill Social Club – Carpark Lights	36.95		
Total received	£ 996.93	£ 0.00	£ 996.93

Payments	Current A/c	Reserve A/c	Total
03/12/18 Water Services for Changing Rooms	18.50		
24/12/18 Electricity Carpark Lights	26.36		
27/12/18 Electricity Changing Rooms	18.38		
Total Cheques Cleared in Period (see below for details)	2,527.91		
Total payments	£2,591.15	£ 0.00	£2,591.15

Closing balances	Current A/c	Reserve A/c	Total
As at 28/12/2018	1,377.58	32,321.25	33,698.83

Cheques cleared in Period	Number	Current A/c
21/11/18 H'shire Fire Alarm Services Ltd - Resource Centre 6 mthy check	001420	96.00
21/11/18 Countrywide Grounds Maintenance - October 2018	001421	648.00
19/12/18 Mr L Harper-Smith (Clerk/RFO Salary November 2018)	001425	781.20
19/12/18 Mr L Harper-Smith (Expenses November 2018)	001426	76.46
19/12/18 Mr C Powell - Litter Picking and Cleaning November '18	001427	528.00
19/12/18 PIP Printing - December 2018 CCN Printing	001428	398.25
Total cheques cleared in period		£2,527.91

Cheques not cleared	Number	Total
21/11/18 Wraith Solutions (2017-2018 Web Hosting)	001417	99.60
Total payments		£ 99.60

Cheques to authorise	Number	Total	VAT
16/01/19 Mr L Harper-Smith (Clerk/RFO Salary December 2018)	001429	749.52	
16/01/19 Mr L Harper-Smith (Expenses December 2018)	001430	30.68	0.93
16/01/19 Mr C Powell - Litter Picking and Cleaning December '18	001071	378.00	
16/01/19 Medisave (UK) Ltd – Defibrillator & Cabinet	001072	1775.99	296.00
Total payments		£2,934.19	£ 296.93

NOTE 1: Recommend £5000.00 to be transferred from the reserve account to the current account to ensure enough funds are available to fulfil all outstanding payments.

Appendix A - Financial Information

Debtors

Hair @ Home	CCN Advertising (paid 16/01/2019)	48.00
Mr G Williams	Recharge of Hedge Cutting by Cherry's Gardening Services at Onestop	150.00
HMRC	PAYE due to Tax code adjustment	51.92
HMRC	Clerk PAYE/NI Dec	-6.48

Total outstanding **£ 243.44**

Creditors

Defibrillator Appeal	Balance held	1,608.92
Credenhill Nursery Ltd	Deposit	450.00
Chris Atkinson	Prepayment Roman Park Repairs	465.00
Sale of Equipment	Sale of Equipment	576.50
HMRC	VAT to be reclaimed*	-1109.82
Credenhill Youth Club	Balance of Funds	545.26

Total holding **£2,535.86**

*Figure still to be fully reconciled.

Appendix A - Financial Information

Defibrillator Appeal Update

Just Giving

25/09/2018	Lee Harper-Smith	£ 10.00
25/09/2018	Anonymous	Undisclosed
25/09/2018	Jacqueline Owens	£ 10.00
27/09/2018	Paul Warrington	£ 10.00
27/09/2018	Serena	£ 10.00
01/10/2018	Lyn Burr	£ 10.00
04/10/2018	Brian Harris/Wendy Jancey	£100.00
10/10/2018	Rana Davies-James	Undisclosed
03/11/2018	Anonymous	Undisclosed
09/11/2018	Nan and Keith	£ 20.00
03/12/2018	Diane Jones	£ 20.00
05/12/2018	Yvette Pitchforth	Undisclosed
07/12/2018	Tom Dixon	£ 10.00
09/12/2018	Anonymous	Undisclosed
Undisclosed Total		£ 160.00
Less Fees		£- 18.06
Total		£341.94

Cheques

09/10/2018	Letter from previous resident	£ 25.00 (Banked 16/10/2018)
20/10/2018	Magna	£100.00 (Banked 08/11/2018)
08/11/2018	Letter from Robert	£ 20.00 (Banked 08/11/2018)
08/11/2018	Security Company	£500.00 (Banked 08/11/2018)
08/11/2018	Mr A Round	£ 50.00 (Banked 08/11/2018)
09/11/2018	K A Talbot	£100.00 (Banked 22/11/2018)
09/11/2018	Y Humpherries	£ 50.00 (Banked 22/11/2018)
Total Cheques		£845.00

Cash

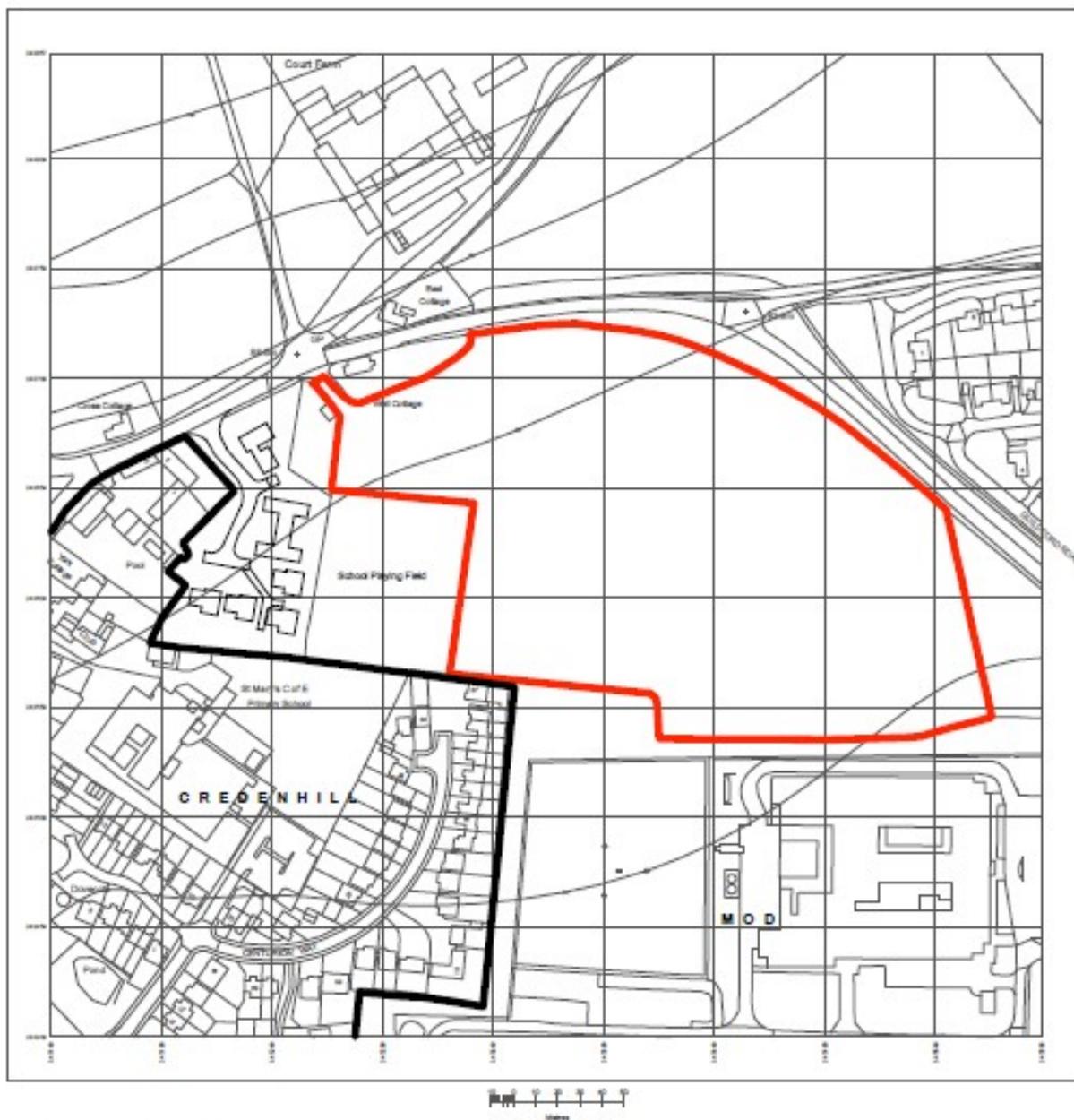
Cash Collected 08/11/2018– Onestop	£ 33.30 (Banked 08/11/2018)
Cash Collected 08/11/2018 – Credenhill Surgery	£ 1.00 (Banked 08/11/2018)
Cash Collected 21/11/2018 – Jasmine House	£ 83.68(Banked 22/11/2018)
Cash Collected 21/11/2018 – Social Club	£ 4.00(Banked 22/11/2018)
Cake Sale 14/12/2018 – School/Nursery	£107.25 (Banked 10/01/2019)
Cash Received 09/01/2019 – Hereford Garrison	£200.00 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Onestop	£ 18.01 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Credenhill Surgery	£ 1.00 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Jasmine House	£ 177.62 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Social Club	£ 4.86 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Credenhill Fishbar	£ 20.37 (Banked 10/01/2019)
Total Cash	£651.09

Bank Transfer

The Cloc Ltd	£ 300.00 (Banked 18/12/2018)
Total Bank	£300.00

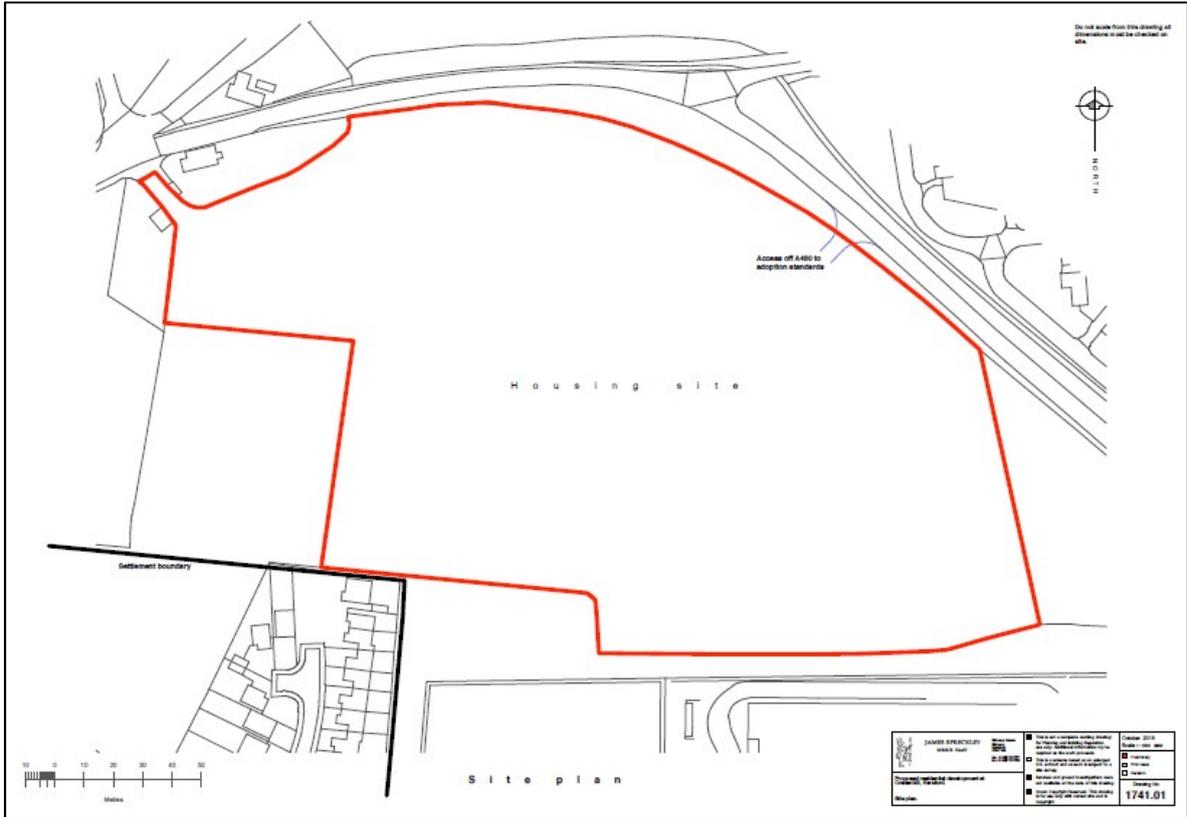
GRAND TOTAL RAISED @ 10/01/2018 £2,138.03 !

Appendix B



Produced on 08 November 2018 from the Ordnance Survey National Geographic Database and incorporating surveyed revision available at this date.
This map shows the area bounded by 563140, 243400, 563140, 243400, 563140, 243400, 243400, 563140, 243400.
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Data licensed for 1 year, ending 08 November 2019. Unique plan reference: 2019/080804126

Appendix B (continued)



Appendix C

Defibrillator/Cabinet Options



From Medisave

Option 1

Cabinet £ 472.50 + VAT

Defib £1007.50 + VAT

Total £1480.00 + VAT

Option 3

Cabinet

Defib £1007.50 + VAT

Total £2002.50 + VAT

From HeartSafe

Option 2

£ 995 + VAT

£1104 + VAT

£2099 + VAT

£ 995 + VAT

The defib prices are for a HeartSine Samaritan PAD SAM 500P AED (Semi-Automatic) with Case and spare battery/pads. Pads/Battery are replaced every 4 years at a cost of £105. Therefore a budget of £26 annually will need to be set aside.

The cabinet and defib both have a warranty for 10 years so assuming that they will need to be replaced then we will need to set aside 10% of the cost price annually.