**MINUTES OF AN ORDINARY MEETING OF CREDENHILL PARISH COUNCIL**

**HELD IN THE YOUTH AND RESOURCE CENTRE ON 19 DECEMBER 2018**

**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 Burridge (PB)

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

Mr. Steven Sprackling (SS)

Ward Councillor Mr. Bob Matthews (BM)

**Also present**

3 members of the public

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

1. **Apologies for Absence**

Councillor Mrs. Emma Baxter (EB)

Councillor Mr. Paul Warrington (PW)

Councillor Mrs. Dot Pullen (DP)

Resignation received from Councillor Mrs. Clair Stenhouse (CS)

1. **Declarations of Interest & Dispensations**
   1. No declarations of interest received.
   2. No written applications for dispensation received
2. **Speakers -** Opportunity for visiting speakers to address council and the public in attendance.
   1. Update from Ward Councillor Bob Matthews.

* Bob is working closely with Yeomans and Balfour Beatty to ensure public buses during the scheduled road works that start in January.
* Bob had visited St Marys School and made the Parish Council aware of general state of the toilets and that they needed significant improve.
* School bus pull in paperwork would be delayed until January
* Complaint received from a resident in Heritage drive regarding parking issues. Bob has dealt with complaint and is working with Balfour Beatty and the resident to ensure the matter is resolved.

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

Steven Spreckling provided an update on the Orchard House development. The formal plans will now be submitted in January following some delays putting together the final designs. Steven will provide an update at January’s meeting.

A resident asked if the council could contact the garrison to see if anything can be done to reduce noise during the night. The resident said that the noise sounded like a generator and was not able to sleep due to the persistent noise. Councillor John Bevan raised a concern about helicopter noise and flight paths saying that they were now flying consistently over the village instead of in and out over the quarry. Council asked the clerk to contact Major Heys to establish if anything can be done to minimise noise to the local community.

1. **Minutes** - the Minutes of the Ordinary Parish Council Meeting held on 21st November 2018 were signed as a true record following a proposal to accept them by RD , seconded by AS.

1. **Financial Report – Appendix A**
   1. Confirmation of Bank Balances
   2. Receipts
   3. Invoices for Payment
   4. Defibrillator Appeal Update

The financial report was accepted in full following a proposal by RD, seconded by AS.

Item 10.3 was dealt with here.

Item 9.5 was dealt with here.

1. **Budget Review – Appendix B**

A review of the Projected Year End Surplus 2018/19 & Final Draft Budget 2019/20 took place and the clerk provided an update on the changes that had been made since the last meeting following feedback from councillors (Maintenance Contracts and professional fees increase of 5%, Rent set at £450, adjustment to the projected surplus figure, Increase in Culvert Repairs provision, Repairs and Maintenance budget set.)

It was noted that no feedback had been received from the community following publication of the draft budget online and in the CCN.

A proposal to accept the budget and set the precept at £31,000 for 2019/2020 financial year was made by RD and seconded by PB. A show of hands confirmed that the motion was carried unanimously.

The precept form was completed and signed by the chairman.

1. **Planning Applications Received**

184208 – Land at Tree Cottages - new single storey dwelling and garage– Valid (Undecided) – 30/12/18

LHS and AS visited the site and spoke to the resident at Tree Cottage. AS will complete the visits and then sent a report to councillors for comment before submission to Herefordshire Council.

184194 – 1a Trenchard Avenue – Two storey extension – Valid (Undecided) – 30/12/18 LHS and AS had completed neighbour visits. There were some concerns raised about the openness of the site being compromised. It was noted that the planning application was the same in design as the previous one submitted in November 2013 on application number 13301. Councillors still have the same concerns as raised in 2013 as well as those raised by Herefordshire Council regarding the openness of the site.

183958 – 18 Trenchard Avenue – Single Detached Dwelling – Valid (Undecided) – 12/12/18. BM and TS had been to view the proposed site and neighbours. TS had also visited the applicants to understand if the limited garden space that they would be left with was appropriate. Representations from the council expressing concerns about the space on site and closeness to neighbours had already been submitted to Herefordshire Council to meet the comments date.

1. **To receive reports from working groups**
   1. Finance (A. Slater, T.Smissen) – Dealt with under items 6 and 7.
   2. Community Hall (T. Smissen) – No meeting was held this month, TS will attend the next Hall meeting.
   3. Footpaths (P. Burridge) – No reports of any issues received.
   4. Shops/Businesses (D. Pullen) –A letter has been sent to the landlord of the land at the parade of shops to address the ongoing issues with overgrown foliage, unsafe tree branches and litter.
   5. Flood Alleviation Scheme (J. Beavan)

A quote has been received to repair the main pair of culverts under the community centre carpark. Three options are listed varying from £85k to £52k. Discussion took place about whether the Parish Council was responsible given that it is a watercourse. BM will investigate with Herefordshire Council as the main Flood Authority for the area. Clerk to get legal advice regarding conveyance details.

* 1. Schools (E. Baxter) – A cake sale has been held by the nursery and St Marys School to raise money for the defibrillator which has raised £107.00. The consultation about the federation of St Marys with Much Birch had been finalised and the governors would be merged in the new year.
  2. Roman Park – General (TBC) – No progress
  3. Social Club (TBC) – Cycle stand contractor had changed hence the delay in installation. Hope to have them in place in early 2019.

1. **Matters arising since last meeting:**

* 1. Councillor Burridge provided an update following attendance of the Parish Council Summit. No immediate actions from the first meeting. TS to attend the next meeting in January 2019.
  2. Council to discuss Herefordshire Public Green Spaces Community Grant Scheme deadline 25th January 2019 – Various discussion took place about which sites within the Parish would be suitable for such a scheme. It was agreed that the small grass area in Ecroyd Park which is managed by Herefordshire Council would be the most suitable site for an improvement scheme of this scale with the view to eventually adopt the site. The council delegated duties to the clerk to provide suitable options for discussion at the next meeting.
  3. A meeting between Credenhill Nursery and AS/LHS had taken place to discuss the financial performance to establish a feasible Rent level for the coming period. AS/LHS provided an overview of the present and projected figures for the year and recommended that the Council continue to support the development of the Nursery with view to stepping the rent back up to market value as and when the business would allow for it; they also recommended that the rent be reviewed at the end of each school term going forward. JB proposed that council accept the findings of the meeting and keep the rent level at £450 then review it routinely at the end of each school term. The proposal was seconded by RD and supported by all councillors present.
  4. O2 4G investment program update provided, awaiting feedback from project manager at O2.
  5. The Clerk provided feedback from the SLCC meeting including advice that SLCC recommended that all Parish Councils should be a member of HALC.

1. **Public Question Time**

Report received about a HGV that is parking overnight routinely in the community carpark. Clerk to contact G M Joyce to make them aware of the issues with culverts onsite and to ask them not to park there in future.

It was noted that the financial information had not been attached to the minutes that are on the website for September 2018 – Clerk to amend accordingly.

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

7.30 pm, 16th January 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 31/10/2018 | 6,702.35 | 34,309.35 | 41,011.70 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receipts** | | | **Current A/c** | **Reserve A/c** | **Total** |
| 31/10/18 | Bank Interest Received | | 0.00 | 6.35 |  |
| 30/10/18 | Aardvark Installations – CCN Advertising | | 85.00 | 0.00 |  |
| 01/11/18 | Credenhill Nursery Ltd - Rent Nov 2018 (£300 plus Room Setup fee of £150 offset) | | 300.00 | 0.000.00 |  |
| 08/11/18 | BGC: 100312 - Cash & Cheques paid in for Defibrillator Appeal | | 704.30 | 0.00 |  |
| 08/11/18 | BGC: 100312 – Cherry’s Gardening Services CCN Advertising | | 48.00 | 0.00 |  |
| 20/11/18 | Transfer from Just Giving for Defibrillator Appeal | | 216.96 | 0.00 |  |
| 22/11/18 | BGC:100313 - Cash & Cheques paid in for Defibrillator Appeal | | 237.68 | 0.00 |  |
| 22/11/18 | Transfer from Reserve Account | | 2,000.00 | 0.00 |  |
| 30/11/18 | Bank Interest Received | | 0.00 | 5.55 |  |
| 0.00 | | | | 0.00 | 0.00 |
| **Total received** | |  | **£3,591.94** | **£ 11.90** | **£3,668.84** |

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| **Payments** | | | **Current A/c** | **Reserve A/c** | **Total** |
| 01/11/18 | Water Services for Changing Rooms | | 18.50 |  |  |
| 01/11/18 | Electricity Changing Rooms | | 57.92 |  |  |
| 23/11/18 | Electricity Changing Rooms | | 24.04 | 0.00 |  |
| 23/11/18 | Electricity Carpark Lights | | 24.12 | 0.00 |  |
| 22/11/18 | Transfer to current Account | | 0.00 | 2,000.00 |  |
| Total Cheques Cleared in Period (see below for details) | | | 7,197.91 | 0.00 | 0.00 |
| 0.00 | | | | 0.00 | 0.00 |
| **Total payments** | |  | **£7,322.49** | **£2,000.00** | **£9,322.49** |

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| **Closing balances** | **Current A/c** | **Reserve A/c** | **Total** |
| As at 30/11/2018 | 2,971.80 | 32,321.25 | 35,293.05 |

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| **Cheques cleared in Period** | | | | **Number** | **Current A/c** | |
| 24/10/18 | PKF Littlejohn LLP - External Audit 2017/18 | | | 001405 | 240.00 |
| 24/10/18 | PIP Printing - Printing October 2018 Edition of CCN | | | 001406 | 398.25 |
| 24/10/18 | Countrywide GM - Grass Cutting August/Sept 2018 inc Weedkilling | | | 001407 | 1,651.20 |
| 24/10/18 | D Tyler Tree Surgery - Tree Maintenance Roman Park/Social Club/Village Green | | | 001408 | 960.00 |
| 24/10/18 | Mr C Powell - Litter Picking, Maintenance & Cleaning | | | 001409 | 537.00 |
| 24/10/18 | Mr L Harper-Smith (Clerk/RFO Salary September 2018inc Tax rebate for July/Aug) | | | 001411 | 897.84 |
| 24/10/18 | Herefordshire Council - Wasp Nest Treatment Resource Centre | | | 001412 | 84.00 |
| 24/10/18 | Mr C Powell - Materials - Bin Bags & Pop-up Tidy Bin | | | 001413 | 28.53 |
| 24/10/18 | Rev Rana James- Davies - Refund for purchasing the Silent Silhouette on behalf of the Parish Council | | | 001414 | 150.00 |
| 24/10/18 | M Ridge – Replace PIR Sensor at Resource Centre | | | 001415 | 130.00 |
| 24/10/18 | Rees & Co - Additional Insurance for Parade | | | 001416 | 71.00 |
| 21/11/18 | PIP Printing - November 2018 CCN Printing | | | 001418 | 398.25 |
| 21/11/18 | Mr C Powell - Litter Picking and Cleaning October 2018 | | | 001419 | 399.00 |
| 21/11/18 | Mr L Harper-Smith (Clerk/RFO Salary October 2018) | | | 001422 | 812.88 |
| 21/11/18 | Mr L Harper-Smith (Expenses October 2018) | | | 001423 | 25.96 |
| 21/11/18 | Focus Flooring Ltd (Resource Centre Kitchen Floor) | | | 001424 | 414.00 |
|  | | 0.00 | | | | |
| **Total cheques cleared in period** | | |  |  | **£7,197.91** |

**Appendix A - Financial Information**

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| **Cheques not cleared** | | | **Number** | **Total** |
| 21/11/18 | Wraith Solutions (2017-2018 Web Hosting) | | 001417 | 99.60 |
| 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 |
|  |  | |  | 0.00 |
| **Total payments** | |  |  | **£ 843.60** |

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| **Cheques to authorise** | | | **Number** | **Total** | **VAT** |
| 19/12/18 | Mr L Harper-Smith (Clerk/RFO Salary November 2018) | | 001425 | 781.20 | 0.00 |
| 19/12/18 | Mr L Harper-Smith (Expenses November 2018) | | 001426 | 76.46 | 0.20 |
| 19/12/18 | Mr C Powell - Litter Picking and Cleaning November ‘18 | | 001427 | 528.00 | 0.00 |
| 19/12/18 | PIP Printing - December 2018 CCN Printing | | 001428 | 398.25 | 0.00 |
|  |  | |  | 0.00 | 0.00 |
| **Total payments** | |  |  | **£1,783.91** | **£0.20** |

NOTE 1: Recommend £2000.00 to be transferred from the reserve account to the current account to ensure enough funds are available to fulfil all outstanding payments.

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| **Debtors** | |  |
| Social Club | Recharge Carpark Lights (Period 01/04/2018 - 30/09/2018) | 36.95 |
| Emma Lewis Pilates | CCN Advertising | 85.00 |
| Hair @ Home | CCN Advertising | 48.00 |
| HMRC | PAYE due to Tax code adjustment | 62.72 |
| HMRC | Clerk PAYE/NI Nov | -10.80 |
|  |  |  |
| **Total outstanding** |  | **£ 221.87** |

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| **Creditors** | |  |
| Defibrillator Appeal | Balance held | 1,183.94 |
| 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\* | -1107.70 |
| Credenhill Youth Club | Balance of Funds | 545.26 |
|  | | |
| **Total holding** |  | **£2,113.00** |

\*Figure still to be fully reconciled.

**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 £- 13.94

**Total £346.06 (£129.10 to withdraw)**

**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 Humpheries £ 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 £107.00 **(In hand)**

**Total Cash £228.98**

**GRAND TOTAL RAISED @ 13/12/2018 £1420.04**

**TARGET £2000.00**

**Balance to raise £ 579.96**

**Appendix B - Projected Year End 2018/19 Surplus**

|  |  |
| --- | --- |
| Bank Balances at 30/11/2018 | £35,293.05 |
| Outstanding Cheques | -£843.60 |
| December Expenditure (Cheques authorised this meeting) | -£1,783.91 |
| Plus Debtors | £221.87 |
| Less Creditors | -£2,061.76 |
| Plus Projected Income (January 2019 – March 2019) | £2,113.00 |
| Less Projected Expenditure (January 2019 – March 2019) | -£5,342.00 |
| **Projected Carried forward surplus at 31/03/2019** | **£27,596.65** |

**Proposed year end adjustments:**

Move £465 for Roman park repairs from Creditors to Roman Park Budget

Move £576.50 from Sale of Equipment to Repairs and Renewals Budget

Therefore an additional £1041.50 will be available

**Revised Year End Surplus £28,638.15**

**Carried forward Creditors:**

Credenhill Nursery Ltd – Rent Deposit - £450.00

Credenhill Youth Club – Balance of Funds - £545.26

Therefore an additional £995.26 will need to be included on the budget spreadsheet

**C/fwd Balance (Projected) £29,633.41**

**2019-2020 Final Budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Year Total** | **Notes** |
| **Operating Costs** | |  |  |
|  |  |  |  |
|  | Clerk Wages | **9,386** | Based on 15 hour @£12 per hour per week |
|  | Pension | **282** | Statutory Minimum 3% from 04/2019 |
|  | SLCC Membership | **46** |  |
| **Staffing Costs** | | **9,713** | Parish Clerk & Responsible Finance Officer |
|  |  |  |  |
|  | Microsoft Office 365 | **105** |  |
|  | Travel | **180** | Estimated Travel per month |
|  | Printing | **180** | Paper & Cartridges |
|  | Telephone | **60** | EE Mobile Contract |
|  | Stationary | **120** | Stamps, Envelopes, Stationary. |
|  | Office & Broadband | **180** |  |
|  | Meeting Room Hire/Setup Cost | **150** | Room setup fee per licence |
| **Office & Meeting Costs** | | **975** | Postage, Printing, Stationary, Telephone, Broadband & Travel. |
|  |  |  |  |
|  | Website Hosting Fee | **85** | Based on actual |
|  | Printing CCN | **3,600** |  |
| **Advertising & Promotion** | | **3,685** | Website & CCN |
|  |  |  |  |
|  | Insurance | **2,000** | Based on current cost plus 5% |
|  | Internal Audit | **105** | Based on current cost plus 5% |
|  | External Audit | **210** | Based on current cost plus 5% |
|  | ICO Membership Fee | **40** | Actual |
|  | Fire Extinguisher Inspections | **100** | Based on current cost plus 5% |
|  | Fire Alarm Inspections | **170** | Based on current cost plus 5% |
|  | Playground Inspection | **130** | Based on current cost plus 5% |
| **Insurance, Legal & Professional Costs** | | **2,755** | Insurance, Audits & Inspections. |
|  |  |  |  |
|  | Changing Room Costs |  |  |
|  | Electric | **240** | Based on current cost |
|  | Water Rates | **222** | Based on current cost |
|  | Community Centre Costs |  |  |
|  | Waste Disposal | **480** | Based on current cost |
|  | Electric | **276** | Based on current cost |
| **Utility & Waste Management Costs** | | **1,218** | Sulo Bin, Carpark Lights, Changing Room Electric & Water. |
|  |  |  |  |
|  | **Village Costs** |  |  |
|  | Litter Picking | **5,319** | 8.5 Hours per week @ £12 per hour. |
|  | Cleaning | **288** | 2 Hours per month @ £12 per hour. |
|  | Maintenance | **288** | 2 Hours per month @ £12 per hour. |
|  | Materials | **240** | A general previsions for materials. |
|  | Hedge Cutting | **1,806** | Twice per year at existing price plus 5% |
|  | Weed Control | **473** | Twice per year at existing price plus 5% |
|  | Grass Cutting | **4,557** | Assumes £140 per cut per week plus 5% Apr-Oct (possibly 3 areas to add to contract) |
|  | Tree Maintenance | **500** | Estimate |
| **Asset Management Costs** | | **13,470** | Grass, Hedge, Tree, Litter & General Maintenance |
|  |  |  |  |
| **Total Operating Costs** | | **31,816** |  |

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| **Exceptional/Planned Costs** | |  |  |
|  |  |  |  |
|  | Training | **1,210** | Level 3 SiLCA Qualification including training expenses. |
|  | Charitable Grant Provision | **8,000** | Section 137(4)(a) of the L'l G'ment Act 1972 for local councils in England for 2018/19 is £7.86. |
|  | 2018 Election Recharge Costs | **2,050** | Based on information provided by HCC |
|  | Repair Culverts | **12,500** | Repairs to the yazor brook culverts are required totaling approx. £30k. To be funded over 3 years |
|  | Roman Park Improvement Fund | **5,000** | Previously unspent budget |
|  | Replace Village Bins | **2,400** | 16 Bins in the village, 2 are Herefordshire Council, 4 were replaced recently. Inc £400 installation cost. |
|  | Changing Rooms Planning | **85** |  |
|  | Asset Repairs & Renewals | **3,000** | Possible improvements/issues: Boiler, Loft Insulation, Vandalism. |
| **Exceptional/Planned Costs** | | **34,245** |  |
|  |  |  |  |
| **Total Projected Costs** | | **66,061** |  |
|  |  |  |  |
|  | Credenhill Nursery Ltd | **450** | Deposit |
|  | Credenhill Youth Club | **545** | Balance of funds |
| **Prepayments** | | **995** |  |
|  |  |  |  |
| **Income** | |  |  |
|  | Precept | **31,000** |  |
|  | Rent | **5,424** |  |
|  | Bank Interest | **15** |  |
|  | CCN Adverts | **500** |  |
|  | Grants Received | **-** | P3 & Lengthsmen scheme not available - received £990 in previous years. |
|  | Electricity Recharges | **184** | Social Club and Community Hall part fund the electricity for the Carpark |
|  | Hire of Changing Rooms | **300** | Credenhill Rangers FC hire of the changing rooms. |
|  |  |  |  |
| **Total Income** | | **37,423** |  |
|  |  |  |  |
|  | C/fwd Balance (Projected) | **29,633** |  |
|  |  |  |  |
| **Cash Flow (inc Projected 2017/18 Surplus)** | | **0** |  |

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| per Household figures | | |  |
| 2018/19 Precept Band D Equivalent | 2019/20 Precept Band D Equivalent | Change Since Last Year |  |
| **£ 36.05** | **£ 48.59** | **£ 12.54** | Based on eligible council tax house numbers remaining unchanged. |