



**MINUTES OF AN ORDINARY MEETING**  
**OF CREDENHILL PARISH COUNCIL**  
**HELD IN THE YOUTH AND RESOURCE CENTRE ON 18 SEPTEMBER 2019**

**PRESENT:**

Councillor Mr. Terry Smissen Parish Council Chairman (TS)  
Councillor Mr. Martin Leaton Vice Chairman (ML)  
Councillor Mr. John Beavan (JB)  
Councillor Revd. Rana Davies-James (RD)  
Councillor Mr. Paul Warrington (PW)  
Councillor Mr. Andrew Slater (AS)  
Councillor Miss. Rebecca Norton (RN)  
Councillor Mrs. Dot Pullen (DP)  
Ward Councillor Mr. Bob Matthews (BM)  
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

**Also present**

10 members of the public

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

**1. Apologies for Absence** - To receive and accept apologies for absence.

Councillor Miss. Deanna Pennington (DE)  
Councillor Miss. Jenni Hurcomb (JH)  
Councillor Mr. Paul Burrige (PB)  
Councillor Mrs. Emma Baxter (EB)

**2. Declarations of Interest & Dispensations**

- 2.1. PW declared an interest in item 9.3
- 2.2. No written applications for dispensation were received.

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

- 3.1. John Williams & James Spreckley - Proposed Planning application, land west of Cross Farm, Credenhill.

A slide presentation was delivered by Mr Williams to the parish council and those present, an electronic copy will be made available on the Parish Council website; it was noted that the pre application phase is nearly complete and that a public Consultation meeting will be held on 5<sup>th</sup> October at Community Hall – 10am to 5pm; this would then be followed by a formal outline planning application to Herefordshire Council at the end of October.

The chairman opened the meeting for public questions in relation to the proposed development. Several items were raised by those present.

Concerns were raised over the following infrastructure matters: Capacity at local Schools, Lack of suitable transport to local schools, Poor Bus Service in the village, Higher Volumes of Traffic, Local facilities need improvement (Roman Park & Community Hall), Connectivity to the Village and Road safety concerns in relation to the proposed connection to A480.

Drainage concerns were raised by neighbouring properties about ongoing issues with excessive surface water run off from the hill and main road. A number of properties at the end of Centurion Way experience flooding in their gardens at present.

The junction design was highlighted as having no major impact on the A480 and that maybe a roundabout would help address ongoing speed issues.

It was noted that there would be a major impact on the residents at the end of Centurion Way where a new footpath and cycle way were being planned to link the new site to the village, the parish council asked the developers to work sensitively and closely with those personally affected by the proposals.

The chairman thanked the developers for their presentation and for organising the consultation event.

### 3.2. Update from Ward Councillor Bob Matthews.

A meeting had taken place with Herefordshire Council, MOD, Balfour Beatty with the Clerk and Chairman present. The MOD are finalising the transfer of Land with Herefordshire Council, agreement has been reached just the formal paperwork to be completed, legal costs to be met by Herefordshire Council.

BM is working with property owners and Herefordshire Council to resolve some of the pinch points on the cycle path between Credenhill and Stretton Sugwas.

Resurfacing of the A480 is being planned for Spring 2020; firm date to follow.

Speed limit from Kings Acre Halt along A480 to a point west of entrance to Wyevale Business Park is being reviewed to see if can be reduced to 40mph.

Site visit conducted to review bus pull in on A480 now that we have received the road safety improvements payment, clerk to complete community commissioning forms to get design and feasibility study complete with costings.

MOD to be informed when formal application is completed for Land West of Cross Farm.

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

A concern was raised about speed of traffic coming into the village from Kenchester.

Residents from Waterside raised ongoing frustrations with parking and lack of positive action from the housing association – BM to follow up.

#### 5. **Minutes** – It was proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 17<sup>th</sup> July 2019 by RN and seconded by RD.

#### 6. **Financial Report – Appendix A**

6.1. Confirmation of Bank Balances

6.2. Receipts

6.3. Invoices for Payment

6.4. Defibrillator Appeal – A donation of £1500 has been received from 22 Regiment, it was proposed by DP and seconded by AS that a Defibrillator of the same make and model be purchased at a cost of £1634.63 (inc. VAT) and be installed on the wall between the Community Hall and Social Club.

6.5. Budget/YTD Update

It was proposed to accept the financial report as a true record and to approve payments and transfer by DP and seconded by AS.

#### 7. **Planning Applications**

Reference	Details	CPC Status	HC Previous Status	HC New Status
P190089/O	Land at Orchard House - Outline application for up to 69 residential units with all matters reserved except for access	Comments Submitted - Mixed	Undecided	Undecided
P184208/F	Land at Tree Cottages Station Road - Proposed erection of a new single storey dwelling and garage	Comments Submitted – Neutral	Undecided	Undecided
P190945/F	Long Friday Farm - Proposed agricultural workers dwelling.	Comments Submitted – For	Undecided	Undecided
P191693/FH	12 Trenchard Avenue – Two storey extension to rear and porch to front.	Comments Submitted – Neutral	Undecided	Approved with Conditions
P192209/AM	Cross Farm Dev. Variation - Insertion of rooflight to north elevation of Barn 1	Comments Submitted –	Undecided	Approved with

		Neutral		Conditions
P192210/FH	Cross Farm Dev. Variation - Erection of a porch to front elevation	Comments Submitted – Neutral	Undecided	Approved with Conditions
Pre Application	Land adjacent to St Mary's Primary School - 120 Houses	N/a	N/a	N/a

## 8. To receive reports from working groups

- 8.1. Finance (AS, TS, ML) - No further updates, meeting to be held to plan draft budget for 2020-21.
- 8.2. Community Hall (TS) - See appendix B
- 8.3. Footpaths (PB) – No reports received
- 8.4. Shops/Businesses (DP) – Hedges and trees have been cut following letter from the clerk, clerk to follow up to establish who is responsible for the general maintenance. Hedge outside chip shop and doctors is now in need of cutting.
- 8.5. War Memorial (DE) Clerk confirmed that a write up had been received from Mrs S Edwards about the mark stone on the village green, this has been included on the Website and in the CCN. Clerk to investigate how to protect the stone for future generations. The War memorial is now grade II listed.
- 8.6. Flood Alleviation Scheme (JB) – Clerk had chased the solicitor who has said that he is waiting for Herefordshire Council, clerk to follow up.
- 8.7. Schools (EB) – Several improvements have been made to the resource centre during the summer by the Nursery Group mainly to the eternal areas.
- 8.8. Roman Park (JH, RN) - No update
- 8.9. Social Club (PW)- Lots of events organised, they have not spent the grant monies yet as they are waiting for the outcome of the condition surveys before proceeding with the work. Clerk confirmed that it would be some time before the condition surveys would be done, 2 months at the earliest and that any required works would need to be prioritised and budgeted for accordingly. Therefore, addressing the subsiding bank would be done in 2020 at the earliest however if other issues are identified from the surveys that are of a higher priority then it may be later. Clerk advised that the Social Club need to write a letter to roll over the grant into the next financial year if they are not going to spend it as there is a condition for it to be spent by 31<sup>st</sup> March 2020; it would be up to the parish council to approve this.

It was noted by RN that the organisation of the Credenhill Canter Event was excellent.

- 8.10. Asset Management (ML, PW, TS) – Clerk to follow up condition survey quotes; 5 companies approach only 2 have shown an interest so far and only 1 quote received from Berrys.

## 9. Matters arising since last meeting:

- 9.1. Pinders Circus Update received from the clerk, no further actions required. Clerk to monitor event.
- 9.2. Conclusion of External Audit, no matters arising.
- 9.3. Replacement of the sewage pump had been completed during the summer on an emergency basis. Clerk raised a safety concern about the manhole cover which can be easily removed to the septic tank of approx. 4m deep. It was agreed to accept the quote presented for £205 from GNP Maintenance to replace the manhole covers with lockable equivalents.
- 9.4. The parking in Dovecote Lane was discussed and it was agreed that the clerk would get a quote using the Community commissioning model for double yellow lines at the entrance and single yellow lines with parking allowed after 7pm to before 8am for the remaining section, proposed RD seconded ML.
- 9.5. Annual Letter to Glebe Close Residents was agreed, clerk to distribute to residents affected.
- 9.6. Play Bark feedback – JH/RN – Carried over to next meeting.
- 9.7. 3 Quotes presented for replacement of lights in Resource Centre. It was agreed to accept the lowest quote received from P A Electrical to replace Resource centre internal Lights with LED Equivalent Lights at a cost of £954. Proposed by AS and seconded by RN. Clerk to arrange for half term period and for Craig Powell to paint the ceiling once complete.
- 9.8. Credenhill 20mph TRO Implementation, 30 mph signs have all now been removed, no response received in relation to speed hump signs or kerb raising. Clerk to follow up.
- 9.9. DE confirmed that the Parish Website was in line with everything that had been discussed at the seminar that she attended. Clerk to review leaflets received in relation to community IT training.
- 9.10. Following feedback from Herefordshire Council all previous bin options were not acceptable due to their policy to rationalise all bins throughout the county, there were 2 options: Boxap Metal Bins (same is currently used) or Glasdon Jubilee Plastic bins priced at £368 + VAT per bin; it may be possible to get a discount when purchasing more than 1 –

Clerk to follow up. It was agreed that due to budget constraints that the Parish Council would replace 5 this year and 5 next year. It was proposed by PW and seconded by AS that the clerk purchase 5 bins.

- 9.11. BT Telephone Boxes Removal Consultation 2019. It was noted that the pay phone in Credenhill is unaffected by the consultation.
- 9.12. The clerk read out a report from local resident Jeremy Daw about the restoration of the Milepost. It was noted that the report would be in the CCN and included on the website. Clerk to write letter of thanks to Mr Daw.
- 9.13. Reports received about children on bikes harassing residents – Noted
- 9.14. Discuss community centre stock fence condition and agree actions, clerk to request a quote from GNP Maintenance.

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

No further matters were raised

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

7.30 pm, 16<sup>th</sup> October 2019, Youth and Resource Centre.

The Chairman declared the meeting closed at 21:30.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

## Appendix A - Financial Information

		Lloyds Current	Nat West Current	Nat West Reserve	Total
<b>29/06/2019</b>	<b>b/f Balance</b>	<b>0.00</b>	<b>3,403.60</b>	<b>26,444.18</b>	<b>29,847.78</b>
<b>Receipts</b>					
01/07/2019	Credenhill Nursery Ltd – Rent July 2019		500.00		500.00
03/07/2019	Mr G Williams – Recharge of Hedge Cutting		150.00		150.00
18/07/2019	Sale of Youth Club Games		200.00		200.00
24/07/2019	Credenhill Social Club – Electricity Recharge		49.49		49.49
31/07/2019	Defibrillator Donation Received	1,500.00			1,500.00
31/07/2019	Bank Interest Received			4.57	4.57
01/08/2019	CCN Advertising – MDR Electrical 09/2019-08/2020	85.00			85.00
01/08/2019	Credenhill Nursery Ltd – Rent August 2019		500.00		500.00
02/08/2019	Credenhill Rangers FC – Hire of changing Rooms x 4		100.00		100.00
19/08/2019	Credenhill Community Hall – Recharge of Paint		96.06		96.06
23/08/2019	Pricewise Ltd – Cross Farm Road Safety Payment			40,000.00	40,000.00
30/08/2019	Bank Interest Received			5.39	5.39
	<b>Total Received in Period</b>	<b>1,585.00</b>	<b>1,595.55</b>	<b>40,009.96</b>	<b>43,190.51</b>
<b>Transfers</b>					
18/07/2019	Transfer from Business Reserve to Current A/c		<b>3,000.00</b>	<b>-3,000.00</b>	
<b>Payments</b>					
01/07/2019	Herefordshire Council – Hire of Sulo Bin 07/19-09/19		-104.00		
15/07/2019	NEST Pension DD June 2019		-165.60		
19/07/2019	British Gas – Car Park Lights		-1.46		
25/07/2019	British Gas – Electricity Changing Rooms		-18.71		
23/08/2019	British Gas – Car Park Lights		-32.46		
23/08/2019	British Gas – Electricity Changing Rooms		-19.36		
	Total Cheques Cleared in Period (See below)		-4,195.03		
	<b>Total Spent in Period</b>	<b>0.00</b>	<b>-4,536.62</b>	<b>0.00</b>	<b>-4,536.62</b>
<b>Cheques Cleared in period</b>					
					<b>Ref</b>
19/06/2019	S Jeenes – Sue Hathaway – Internal Audit 2018/19 Accounts		-100.00		001109
19/06/2019	Dave Massey Gas Services – Water Leak Resource Centre		-36.00		001104
17/07/2019	Mr L Harper-Smith – Expenses June 2019		-37.19		001117
17/07/2019	Mr L Harper-Smith – Clerk/RFO Salary June 2019		-588.28		001122
17/07/2019	PIP Printing – CCN July 2019		-353.16		001113
17/07/2019	Mr C Powell – Litter Picking & Maintenance June 2019		-507.00		001114
19/06/2019	Highground Maintenance Ltd – 1/6 Grass Cutting Contract		-669.60		001108
17/07/2019	Edwards Diving Services Ltd – Culvert Condition Report		-360.00		001111
17/07/2019	Fenland Leisure Products Ltd – Swing Seat & Chains		-199.20		001115
17/07/2019	Highground Maintenance Ltd – 1/6 Grass Cutting Contract + ½ Weed Control Contract		-885.60		001112
21/08/2019	Mr C Powell – Estimated July (8.5 hours p/w @ 4.5 wks)		-459.00		001120
	<b>Total Cheques Cleared in Period</b>	<b>0.00</b>	<b>-4,195.03</b>	<b>0.00</b>	<b>-4,195.03</b>
<b>30/08/2019</b>	<b>Closing Balance</b>	<b>1,585.00</b>	<b>3,462.53</b>	<b>63,454.14</b>	<b>68,501.67</b>
<b>Cheques not Cleared</b>					
					<b>Ref</b>
21/08/2019	Mr L Harper-Smith – Clerk/RFO Salary July 2019		-640.32		001118
21/08/2019	Mr L Harper-Smith – Expenses July 2019		-47.05		001119
21/08/2019	Highground Maintenance Ltd – 1/6 Grass Cutting Contract		-669.60		001121
21/08/2019	HMRC – July PAYE/NI (less June Credit Balance)		-9.80		001123
	<b>Total Cheques not Cleared</b>	<b>0.00</b>	<b>-1,366.77</b>	<b>0.00</b>	<b>-1,366.77</b>

	Lloyds Current	Nat West Current	Nat West Reserve	Ref
<b>Payments to Authorise</b>				
18/09/2019		-863.00		001124
18/09/2019		-344.87		001125
18/09/2019		-38.40		001126
18/09/2019				
18/09/2019		-218.04		001127
18/09/2019		-639.04		001128
18/09/2019		-1,634.63		001129
18/09/2019		-1,457.10		001130
18/09/2019	-669.60			000061
18/09/2019	-240.00			000062
	<b>Total Payments to Authorise</b>	<b>-909.60</b>	<b>-5,195.08</b>	<b>0.00</b>
<b>Transfers to Authorise</b>				
18/09/2019	Transfer from Reserve to Current Account		<b>5,000.00</b>	<b>-5,000.00</b>
<b>Debtors</b>				
		<b>Not Due</b>	<b>&lt; 30 Days</b>	<b>&gt;30 Days</b>
				<b>Total</b>
	Brian Jenkinson – CCN Advertising		48.00	48.00
	Gareth Higgs – CCN Advertising		48.00	48.00
	Harriers FC	25.00		25.00
	Pinders Circus	450.00		450.00
	<b>Total Debtors</b>	<b>475.00</b>	<b>96.00</b>	<b>0.00</b>
<b>Other Debtors</b>				
	HMRC- PAYE	5.44		5.44
	<b>Total Other Debtors</b>	<b>5.44</b>	<b>0.00</b>	<b>0.00</b>
<b>Creditors</b>				
	1 & 1 Internet Ltd – Web Hosting	1.19		1.19
	British Gas – Electricity Car Park Lights	24.99		24.99
	British Gas – Electricity Changing Rooms	19.79		19.79
	Herefordshire Council – Sulo Bins	104.00		104.00
	<b>Total Trade Creditors</b>	<b>149.97</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Liabilities</b>				
	Defibrillator Fund		1,500.00	489.49
	NEST Pension Payments Owing	182.16	190.44	372.60
	Credenhill Nursery Ltd - Resource Centre Deposit			450.00
	Youth Club Funds		200.00	545.26
	Road Safety Improvement Fund	40,000.00		40,000.00
	VAT to be reclaimed from HMRC		-356.32	-696.83
	<b>Total Liabilities</b>	<b>40,182.16</b>	<b>1,534.12</b>	<b>787.92</b>
<b>Defibrillator Fund</b>				
		<b>DR</b>	<b>CR</b>	<b>Balance</b>
	Just Giving	341.94		341.94
	Cheques & BACS	1,145.00		1,486.94
	Groundwork UK – Grant	375.00		1,861.94
	Cash Collections	664.09		2,526.03
	Defibrillator & Cabinet		1479.99	1,046.04
	Returned Defib Bag not required	27.50		1,073.54
	Training Room Hire		90.00	983.54
	Training Refreshments		180.00	803.54
	Defib AED Prep Kit		14.05	789.49
	Herefordshire Heartstart Donation for Training		300.00	489.49
	Donation Received July 2019	1,500.00		1,989.49
	<b>Defibrillator Fund Balance</b>	<b>4,053.53</b>	<b>2,064.04</b>	<b>1,989.49</b>

## **Appendix B - Credenhill Hall Committee Meeting 9th September 2019.**

The meeting was held in the social club at 7.30 pm. There was four members present, with apologies from the Treasurer and one other. There were no representatives from any of the regular user groups except for Magna.

The bookings are good, but more would be welcome. There is one new booking from a local developer. There will be a hall Christmas fair at the end of November. SSAFA will hold a Craft Fair on the 4th December 2019.

The treasures report was presented, and the chairperson gave a brief outline of the report. Funds are now very low as most of the big bills have now been paid. Applications have been sent out to various charities including the lottery community fund. This will enable the work to be carried out on the kitchen.

There was a slight altercation with a Scout Leader who wanted to know where his banner was that was taken down to paint the walls. I explained that the banner was with my daughter who found it on the side in the hall and put it in her car for safe keeping. She had text the Group Scout leader and the Scout leader that she had the banner but got no reply. It has become a common reply that they do not receive messages, but the sender's telephones are proof that they did. It is also usual for the Scouts to not send a representative to the meetings. Betty has said that if she continues to get this sort of aggravation, she will give up the hall committee and just be a user.

There has been a lot of work done in the hall including the Toilets and emergency lighting. There is some work still to be done in the toilets, but they are near completion.

Terry Smissen  
Representative to the Credenhill Parish Council