MINUTES OF AN ORDINARY MEETING HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 18 MARCH 2020

PRESENT:

Councillor Mr. Terry Smissen Chairman (TS)

Councillor Mr. Martin Leaton Vice Chairman (ML)

Councillor Revd. Rana Davies-James (RD)

Councillor Mr. Andrew Slater (AS)

Councillor Miss. Jenni Hurcomb (JH)

Councillor Mr. Paul Burridge (PB)

Councillor Miss. Rebecca Norton (RN)

Councillor Miss. Deanna Pennington (DE)

Councillor Mr Paul Beechey (PA)

Councillor Mr. Paul Warrington (PW)

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

10-18 members of the public (viewing live on facebook)

The Chairman opened the meeting at 7.30pm

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

Councillor Mrs. Dot Pullen (DP)

Ward Councillor Mr. Bob Matthews (BM)

Councillor Mr. John Beavan (JB)

2. <u>Declarations of Interest & Dispensations</u>

- 2.1. Councillor Mr. Paul Burridge declared an interest in item 9.2
- 2.2. No written applications for dispensation received.

3. Speakers

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

3.1. Update received on planning application P193794/O from James Spreckley MRICS (JS). The technical surveys are complete and the proposed solutions to the road surface water drainage are being worked on with the local flood authority.

Chairman Opened the Meeting to Q&A from Councillors

RN - Could you confirm situation with foul water drainage?

JS - Welsh Water have agreed that there is already capacity, but it is acknowledged that capacity has in the past caused issues. Working with Welsh Water and MoD site to review and possibly upgrade capacity of the pipe.

Chairman asked the Clerk to read any questions from members of the Public

2 The Barlands:

- 1) if this development goes foward where will the water that naturally goes into this proposed development site will go?
- 2) How are the highways going to address the amount of excess water that go into that field and into my property?
- 3) Why has the paddock next to 2 the barlands got a drainage test site when this field is not included in the proposal?

JS: The whole site has been tested for drainage and the paddock has poor drainage; whole site tested to assist with highway surface water capacity. The site will take into account current surface water issues, I am aware of the issues as we have created informal arrangements to take water from the road into our field.

JS: Confirmed that all outstanding matters will be resolved and with Herefordshire Council by the end of March to enable them to make a decision on the application. The main factor in timescales will be Herefordshire Councils ability to work remotely during the pandemic.

RN: Has the access issue into Centurion Way been resolved, possible legal issues? JS: Confirmed that foot and cycle access will be coming through Centurion Way.

- 3.2. Estelle Stock We Don't Buy Crime presentation Deferred to a future meeting.
- 3.3. Update from Ward Councillor Bob Matthews. See Appendix B

4. Public Question Time

Opportunity for members of the public to raise issues or ask the Parish Council questions.

5. Minutes

PA proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 12th February 2020. Seconded by AS.

6. <u>Financial Report – Appendix A</u>

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Defibrillator Appeal
- 6.5. Budget/YTD Update
- 6.6. Year End Reserve Projection

It was proposed by ML to accept the finances as a true record, seconded by DE.

7. Planning Applications (TS, AS PA)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P200749/XA2	Application for approval of details reserved by conditions – P132278	New	N/a	No comments Determine by 29/04/2020
	Long Friday Farm – variation of	Comments	Undecided	Undecided
P200228/F	Condition 2 of approved plans –	Submitted -	Comments by	Determine by
	Change of appearance.	Support	30/03/2020	23/03/2020
P193794/O	Land South of A480 – Up to 100	Comments	Undecided	Undecided
	Houses	Submitted -	Determine by	Determine by
		Mixed	29/01/2020	29/01/2020
P194228/FH	81 Ecroyd Park – Side extension to	Comments	Undecided	Re-consultation
	replace existing garages.	Submitted -	Determine by	Comments by
		Mixed	27/02/2020	12/03/2020

8. <u>To receive reports from working groups</u>

- 8.1. Finance (AS, TS, ML) Coming to end of financial year, aim to have draft accounts for next meeting.
- 8.2. Community Hall (TS) Fire doors, leak above kitchen and several windows replaced.
- 8.3. Footpaths (PB) No reports from community about issues with footpaths.
- 8.4. Shops/Businesses (DP) Pot hole is in the process of being repaired.
- 8.5. War Memorial (DE) Has been tidied up and planted a few flowers.
- 8.6. Flood Alleviation Scheme (JB) Still chasing solicitor and Herefordshire Council
- 8.7. Schools (TBC) Schools to close on Friday, home schooling is being planned and setup with daily work planned for pupils. Schools will remain open for key workers children.

- 8.8. Roman Park (JH, RN, PA) PA has been researching football options, only 2 clubs do not have their own grounds hence we only have 2 teams that are interested. PA to do further research into options for next season.
- 8.9. Social Club (PW) Club is doing fine, Kitchen improvements coming on and card machine installed. Membership is up when compared to this time last year. Currently closed due to Coronavirus.
- 8.10. Asset Management (ML, PW, TS) Meeting to be organised to make plans.

9. <u>Matters arising since last meeting:</u>

9.1. To agree contingency plans for the Coronavirus outbreak:

Currently the over 70's have been told to self-isolate. The public have been told not to go to pubs, clubs and to avoid social gatherings.

RD has setup the Telephone Support Network which consists of 14 volunteers for all parishes in the Magnis Group; including Credenhill. RD will pair volunteers with people in need of help, the volunteers are all self-isolating (70 years plus) so it will be somebody for people to talk to; currently nobody to do any groundwork. Poster to go into the CCN.

RD proposed that we contact Onestop to see if they will open up at specific hours for the elderly/vulnerable. Seconded by AS.

Bex & Jenni happy to volunteer for walking dogs, grocery shopping or collecting prescriptions.

Proposed by PW to create an emergency fund of £2500 to allow those that need it to be supported from the Parish Council budget during the Coronavirus pandemic. Seconded by PA.

ML proposed that we ask the nursery not to pay any rent while they are closed, the nursery would then look to recover that money from government, any balance not covered by government would be written off. Seconded by PW.

It was agreed to hold a Weekly Meeting during the Coronavirus on Wednesday evenings at 7.30pmuntill further notice to monitor ongoing matters.

- 9.2. AS proposed that the council support the flood report and follow up the recommendations with Herefordshire Council, Balfour Beatty and landowners. Seconded by PW.
- 9.3. A summary of the Tenders received for the 2020/21 Maintenance Contracts was reviewed (Appendix C). It was proposed by AS to award all 3 contracts to Highground Maintenance and to ask for 2 additional cuts to the Roman park. Seconded by ML.
- 9.4. It was noted that 72 responses to the Section 106 Priorities for Credenhill survey, results to be presented for next meeting.
- 9.5. Horse Chestnut Tree survey report has been commissioned and will be ready for next meeting.
- 9.6. Review "Our Community Can" initiative Postponed due to Coronavirus Pandemic
- 9.7. Review "Great Herefordshire Spring Clean 2020" initiative Postponed due to Coronavirus Pandemic
- 9.8. Invitation received for members to attend Parish Council Summit Postponed due to Coronavirus Pandemic
- 9.9. Resolved to purchase 24 cubic metre bags of additional play bark to go under the climbing frame on Roman Park at a cost of £22 per bag from Pontralis (Appendix D). Proposed by RD, seconded by JH.
- 9.10. VE and VJ commemorations 75 years
 - 9.10.1. Victory in Europe (VE) Day Clerk to investigate costs and options for commemorative items.
- 9.10.2. Victory Over Japan (VJ) Day Clerk to investigate costs and options for commemorative items. Both events are subject to ongoing Coronavirus Pandemic, carry forward to next meeting.

10.

Public Question Time

Date.....

Appendix A - Financial Information

		Lloyds Current	Nat West Current	Nat West Reserve	Total
31/01/2020	b/f Balance	6,174.56	3,840.00	53,998.22	64,012.78
Danainta					
Receipts 31/01/2020	Natwest – Interest Received			9.17	9.17
03/02/2020	Credenhill Nursery Ltd – Rent Jan 2020	550.00		3.17	550.00
13/02/2020	Cheques Banked— CCN Advertising	96.00			96.00
13,02,2020	- Hair at Home/Howells Decorating	30.00			30.00
13/02/2020	S Semken - Little Notes - CCN Advertising	20.00			20.00
28/02/2020	Natwest – Interest Received	_0.00		8.29	8.29
0, 0, _0_0				5.25	5.25
	Total Received in Period	666.00	0.00	17.46	683.46
Payments	-				
03/02/2020	Credenhill Nursery Ltd – Room Setup Fee	-150.00			-150.00
10/02/2020	NEST Pension DD Dec 2019	-190.44			-190.44
25/02/2020	British Gas – Electricity Changing Rooms	-15.71			-15.71
26/02/2020	British Gas – Electricity Carpark Lights		-33.87		-33.87
	Total Cheques Cleared in Period (See below)	-3,622.36			-3,622.36
	Total Spent in Period	-3,978.51	-33.87	0.00	-4,012.38
					_
Cheques Clea	red in period				Ref
12/02/2020	PIP Printing – February 2020 CCN Printing	-329.86			000098
12/02/2020	Mr C Powell – Litter Picking/Maint/Cleaning Jan 2020	-519.00			000099
12/02/2020	Mr L Harper-Smith – Wages Jan 2020	-649.32			000100
12/02/2020	HMRC – PAYE/NI Jan 2020	-28.12			000101
12/02/2020	HMRC – Employers NI Allowance Payment	-253.42			000102
12/02/2020	Mr L Harper-Smith - Expenses Jan 2020	-135.64			000103
12/02/2020	Dave Massey Gas Services – Repair Toilet	-96.00			000105
12/02/2020	Berrys - Land & Buildings Surveys	-1,611.00			000106
	Total Cheques Cleared in Period	-3,622.36	0.00	0.00	-3,622.36
	_				
29/02/2020	Closing Balance	2,862.05	3,806.13	54,015.68	60,683.86
Cheques not					Ref
12/02/2020	Good n Property Maint. – Loft Insulation	-232.38			000104
	Total Cheques not Cleared	-232.38	0.00	0.00	-232.38
_					
Payments to	Authorise				Ref
18/03/2020	PIP Printing – March 2020 CCN Printing	329.86			000107
18/03/2020	Mr C Powell – Litter Picking/Maint/Cleaning Feb 2020	550.35			000108
18/03/2020	Mr L Harper-Smith – Wages Feb 2020	575.88			000109
18/03/2020	HMRC – PAYE/NI Feb 2020	0.26			000110
18/03/2020	Mr L Harper-Smith - Expenses Feb 2020	80.08			000111
-	Total Payments to Authorise	-1,536.43	0.00	0.00	-1,536.43
	-				 -

Debtors		Not Due	< 30 Days	>30 Days	Total
	Cherrys Garden Services – CCN Advertising	48.00			48.00
	Total Debtors _	48.00	0.00	0.00	48.00
Other Debtor	rs				
	Total Other Debtors	0.00	0.00	0.00	0.00
Creditors	-				
	1 & 1 Internet Ltd – Web Hosting		5.99		5.99
	Herefordshire Council – Trade Waste	110.44			110.44
	British Gas – Electricity Carpark Lights		24.61		24.61
	British Gas – Electricity Changing rooms		14.71		14.71
	Total Trade Creditors	110.44	45.31	0.00	155.75
Other Liabilit	-				
	Defibrillator Fund			423.90	423.90
	NEST Pension Payments Owing	165.60			165.60
	Credenhill Nursery Ltd - Resource Centre Deposit			450.00	450.00
	Youth Club Funds			745.26	745.26
	Road Safety Improvement Fund			38,863.09	38,863.09
	VAT to be reclaimed from HMRC	-1,680.78			-1,680.78
	-				
	Total Liabilities	-1,515.18	0.00	40,482.25	38,967.07
Defibrillator I		-		•	38,967.07
Defibrillator I	- - Fund	DR	0.00 CR	Balance	38,967.07
Defibrillator l	Fund Just Giving	DR 341.94		Balance 341.94	38,967.07
Defibrillator I	Fund Just Giving Cheques & BACS	DR 341.94 1,145.00		Balance 341.94 1,486.94	38,967.07
Defibrillator I	Fund Just Giving Cheques & BACS Groundwork UK – Grant	DR 341.94 1,145.00 375.00		Balance 341.94 1,486.94 1,861.94	38,967.07
Defibrillator I	Fund Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections	DR 341.94 1,145.00	CR	Balance 341.94 1,486.94 1,861.94 2,526.03	38,967.07
Defibrillator I	Fund Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet	DR 341.94 1,145.00 375.00 664.09		Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04	38,967.07
Defibrillator I	Fund Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required	DR 341.94 1,145.00 375.00	CR 1,479.99	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54	38,967.07
Defibrillator I	Fund Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire	DR 341.94 1,145.00 375.00 664.09	CR 1,479.99 90.00	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54	38,967.07
Defibrillator I	Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire Training Refreshments	DR 341.94 1,145.00 375.00 664.09	CR 1,479.99	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54 803.54	38,967.07
Defibrillator I	Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire Training Refreshments Defib AED Prep Kit	DR 341.94 1,145.00 375.00 664.09	CR 1,479.99 90.00 180.00 14.05	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54 803.54 789.49	38,967.07
Defibrillator I	Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire Training Refreshments	DR 341.94 1,145.00 375.00 664.09	CR 1,479.99 90.00 180.00	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54 803.54 789.49 489.49	38,967.07
Defibrillator I	Fund Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire Training Refreshments Defib AED Prep Kit Herefordshire Heartstart Donation for Training	DR 341.94 1,145.00 375.00 664.09 27.50	CR 1,479.99 90.00 180.00 14.05	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54 803.54 789.49	38,967.07
Defibrillator I	Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire Training Refreshments Defib AED Prep Kit Herefordshire Heartstart Donation for Training Donation Received July 2019	DR 341.94 1,145.00 375.00 664.09 27.50	CR 1,479.99 90.00 180.00 14.05 300.00	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54 803.54 789.49 489.49 1,989.49	38,967.07
Defibrillator I	Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire Training Refreshments Defib AED Prep Kit Herefordshire Heartstart Donation for Training Donation Received July 2019 Defibrillator & Cabinet	DR 341.94 1,145.00 375.00 664.09 27.50	CR 1,479.99 90.00 180.00 14.05 300.00 1,362.19	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54 803.54 789.49 489.49 1,989.49 627.30	38,967.07
Defibrillator I	Just Giving Cheques & BACS Groundwork UK – Grant Cash Collections Defibrillator & Cabinet Returned Defib Bag not required Training Room Hire Training Refreshments Defib AED Prep Kit Herefordshire Heartstart Donation for Training Donation Received July 2019 Defibrillator & Cabinet Defib Pads & AED Prep Kit	DR 341.94 1,145.00 375.00 664.09 27.50	CR 1,479.99 90.00 180.00 14.05 300.00 1,362.19 103.40	Balance 341.94 1,486.94 1,861.94 2,526.03 1,046.04 1,073.54 983.54 803.54 789.49 489.49 1,989.49 627.30 523.90	38,967.07

2019-2020 Budget/Actual Comparison YTD A B C D 18th March 2020 D

Asset Managen	Litter Picking Cleaning Maintenance Materials Hedge Cutting Weed Control Grass Cutting Tree Maintenance	5,319 288 288 240 1,806 473 4,557 500 13,470	4,875.36 264.00 264.00 220.00 1,806.00 472.50 4,557.00 500.00 12,958.86	4,431.00 168.00 926.00 40.01 1,228.00 360.00 3,348.00	444.36 96.00 - 662.00 179.99 578.00 112.50 1,209.00 500.00 2,457.85	Real saving - no more costs expecte
	Litter Picking Cleaning Maintenance Materials Hedge Cutting Weed Control Grass Cutting Tree Maintenance	288 288 240 1,806 473 4,557 500	264.00 264.00 220.00 1,806.00 472.50 4,557.00 500.00	168.00 926.00 40.01 1,228.00 360.00 3,348.00	96.00 - 662.00 179.99 578.00 112.50 1,209.00 500.00	Real saving - no more costs expecte
	Litter Picking Cleaning Maintenance Materials Hedge Cutting Weed Control Grass Cutting	288 288 240 1,806 473 4,557	264.00 264.00 220.00 1,806.00 472.50 4,557.00	168.00 926.00 40.01 1,228.00 360.00 3,348.00	96.00 - 662.00 179.99 578.00 112.50 1,209.00	Real saving - no more costs expecte
	Litter Picking Cleaning Maintenance Materials Hedge Cutting Weed Control	288 288 240 1,806 473	264.00 264.00 220.00 1,806.00 472.50	168.00 926.00 40.01 1,228.00 360.00	96.00 - 662.00 179.99 578.00 112.50	Real saving - no more costs expecte
	Litter Picking Cleaning Maintenance Materials Hedge Cutting	288 288 240 1,806	264.00 264.00 220.00 1,806.00	168.00 926.00 40.01 1,228.00	96.00 - 662.00 179.99 578.00	
	Litter Picking Cleaning Maintenance Materials	288 288 240	264.00 264.00 220.00	168.00 926.00 40.01	96.00 - 662.00 179.99	
	Litter Picking Cleaning Maintenance	288 288	264.00 264.00	168.00 926.00	96.00 - 662.00	
	Litter Picking Cleaning	288	264.00	168.00	96.00	
	Litter Picking					
		122200		00,000,000	200000	
Village Co						
ormry or avaste	management costs	1,216	033.01	930.06	/4.0/	
Itility & Wasta	Management Costs	1,218	253.00 855.81	146.05 930.68	106.95 - 74.87	
	Waste Disposal	480	360.00	422.44	3000000	
Communi	ty Centre Costs	490	360.00	422.44	62.44	
Communi	Water Rates	222	22.81	22.81		
	Electric Water Pates	240	220.00	339.38	- 119.38	
Changing	Room Costs	340	222.00	220.20	110.30	
et	D C					
Insurance, Lega	al & Professional Costs	2,755	2,540.00	1,536.12	1,003.88	
	Fire Alarm Inspections Playground Inspection	130	65.00	03.00		
	Fire Extinguisher Inspections	100 170	100.00 85.00	53.35 85.00	46.65	
	ICO Membership Fee	40	40.00	53.35	40.00	
	External Audit	210	210.00	200.00	10.00	
	Internal Audit	105	105.00	100.00	5.00	
	Insurance	2,000	2,000.00	1,097.77	902.23	Real saving - no more costs expecte
Advertising & P		3,685	3,675.00	3,349.92	325.08	
	Printing CCN	3,600	3,600.00	3,104.03	495.97	
	Website Hosting Fee	85	75.00	34.89	40.11	Open bay signs
	Adverts			211.00		Open Day Signs
Me Office & Meetin	eeting Room Hire/Setup Cost	150 975	150.00 907.10	150.00 823.58	83.52	
33	Homeworking Allowance	180	165.00	165.00	18	
	Stationary	120	110.00	123.33	- 13.33	
	Postage		-	22.95		
	Telephone	60	55.00	55.00	15	
	Printing	180	165.00	134.58	30.42	
	Travel	180	165.00	122.48	42.52	
	Microsoft Office 365	105	97.10	50.24	46.86	
Staffing Costs		9,713.28	8,935.28	9,176.39	- 241.11	
	SLCC Membership	46.00	46.00		46.00	Not renewing membership
	Pension	281.57	258.57	262.08		
	Clerk Wages	9.385.71	8,630.71	8,914.31	- 283.60	wages instead of Gross.
						Error on year end journal, accrued
		o and got	Budget Total	Receipt		
		Budget	Comparable	Spent/	Variance	Notes
		Year Total	YTD	YTD Actual		

Exce	ptio	nal	Pla	nne	ed (Cost	18

Cash Flow (inc Projected 2017/18 Surplus)	0	- 54,128	- 54,689	773	
C/fwd Balance (Projected)	29,633	29,633.41	28,543.82	- 1,089.59	Difference between projected actual year end balance and actual balance
Ring Fenced Funds	995	995	- 1,195	- 200	
Credenhill Youth Club	545	545.26			Sale of Games £200
Credenhill Nursery Ltd	450	450.00		200.00	Salarat Carray (200
Total Income	37,423	- 36,949	- 38,494	1,545	
VAT Reclaimed Prior Year		0.00		-	
Other Income			326.76	326.76	recharged items.
Hire of Changing Rooms	300	- 300.00	- 675.00	375.00	Pinders Circus Reversal of bad debt provision plus 2
Electricity Recharges	184				Agreed not to recharge
Grants Received					
CCN Adverts	500	- 500.00	- 910.00	410.00	
Bank Interest	15			71.33	
Rent	5,424		- 5,400.00	450.00	
Precept		- 31,000.00		-	
Income					
Total Projected/Actual Costs	66,061	45,817	45,934	- 117	
Exceptional/Planned Costs	34,245	15,945	19,616	- 3,671	
Asset Repairs & Renewals	3,000	3,000	5,135		Fence repair.
					Sewage Pump, LED Lights, Boiler Renewal. Further costs - Loft Insulation
Planning & Surveys	85	85	1,343	- 1,258	Survey of Land & Buildings
Replace Village Bins	2,400	2,400	2,211	189	5 of 10 Bins purchased. Cost of fitting 5 bins to come from this years budget.
Roman Park Improvement Fund	5,000	950	950		Play Bark & Swing Repair. £1.5k committed to plans.
Repair Culverts	12,500	300	300		Need to carry forward.
2018 Election Recharge Costs	2,050		2		Clerk emailed HC for cost
Charitable Grant Provision	8,000	8,000	9,677	- 1,677	2019/20 Financial Year
Training	1,210	1,210		1,210	training. S137 Grant Scheme complete for
					Clerk has decided not to do the Cilca

ulation of 2019/20 Year End Reserve	@	Mar 3	1, 2020	No	v 30, 2019
Total Current Assets (Banks plus Debtors less unclear	ed cheques)		58,963		69,833
Accounts Payable			156		54
NEST Pension Payments Owing		_	166		190
VAT to be Reclaimed 20%			1,667		822
VAT to be Reclaimed 5%			14		4
Income - Rent for rest of year			550		2,500
Income - Other			*		600
Operating Costs for rest of year per Budget		2	2,294		12,047
Operating Costs expected saving on budget			600		1,205
Accrued Costs (Clerk Wages March paid April 2020)			800		800
Accrued Costs (Handyman March paid April 2020)		-	600	-00	600
2019 Election Costs (Budget) expected £150		2	2,050	20	2,050
Roman Park Designs		-	1,500	- 1	1,500
Roman Park Changing Rooms Plans		-	85	53	85
Loft Insulation					675
ence Repair - Resource Centre		-	167	-33	167
Roman Park Fence Repairs		-	500	53	500
Surveys			-		1,350
Expected Year End Reserve			53,476		54,946
Reserve Breakdown					
Roman Park			2,550		2,550
Culvert Repair Fund			12,200		12,200
Road Safety Improvement Fund			38,863		40,000
Defibrillator Fund			424		524
Resource Centre - Rent Deposit			450		450
Youth Club Funds			745		745
			55,232		56,469
	serve shortfall/surplus		1,756		1,523

Appendix B - Councillor Matthews' Report

Dear Chairman/Lee,

I have discussed with the Director Richard Ball the issue of the debris at the flood scheme intake a few weeks ago. I have forwarded his response to Lee for members' information.

A couple of weeks ago I had a meeting with Bruce Evans, engineer and Mark Hadleigh, Balfour Beatty to discuss the bus pull in and shelter alongside the A480. They produced three options, none of which impressed me. I made it quite clear that the PC and I were expecting a number of proposals after our meeting on site some months ago, along the lines of those discussed at our site visit. They have promised to come back to us ASAP with new proposals and costs for each scheme, for our consideration.

I expressed to them our extreme disappointment regarding the delay in getting this matter resolved.

CC meetings are to be drastically reduced for the foreseeable future, which will no doubt greatly delay many issues including planning applications.

Should anything requiring my attention crop up, then please do get in touch with me.

Regards Bob Matthews

Appendix C - Tender Evaluation

Tender Evaluation 2020/21

Contract	Budget	OTM Groundscare LTD	Countrywide Grounds Maintenance	Highground Maintenance	DC Gardening Services	Complete Weed Control
Hedge Maintenance	1,351	305	1,020	1,142	440	
Grass Cutting	3,681	3,810	4,340	3,513	6,545	
Weedkilling	392	1,250	350	374	N/a	2,000
	5,424	5,365	5,710	5,029		

Criteria	Possible Score	OTM Groundscare LTD	Countrywide Grounds Maintenance	Highground Maintenance
Price The full and final cost over the full term of the contract. To take into account affordability and the commercial stability of a reasonable return for the supplier.	Max 50 points out of 100	45	40	50
Quality The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience. Feedback received from References.	Max 25 points out of 100	25	25	25
Compliance The supplier's compliance with all Health & Safety and employment laws and regulations	Max 25 points out of 100	25	25	25
		95	90	100

Appendix D - Bark Price's

Bark Options for under the Climbing Frame on Roman Park.

Recommended Depth is 30cm and its 10m by 10m = 30cubic metres

Pontralis Bark Prices:

The bags are priced as follows:

1-5 Bags £35

6-9 Bags £30

10-11 Bags £28

12 – 23 Bags £25

24+ Bags £22

each plus VAT (inc Delivery)



Radbournes price (£51 per bag delivered):

