

CREDENHILL PARISH COUNCIL



MINUTES OF AN ORDINARY MEETING **HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 17 JUNE 2020**

PRESENT:

Councillor Mr. Terry Smissen Chairman (TS)
Councillor Mr. Martin Leaton Vice Chairman (ML)
Councillor Miss. Jenni Hurcomb (JH)
Councillor Miss. Rebecca Norton (RN)
Councillor Miss. Deanna Pennington (DE)
Councillor Mr Paul Beechey (PA)
Councillor Mr. Andrew Slater (AS)
Councillor Mr. Paul Warrington (PW)
Councillor Revd. Rana Davies-James (RD)

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

The Chairman opened the meeting at 7.21 pm

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

Councillor Mrs. Dot Pullen (DP)
Councillor Mr. John Beavan (JB)
Councillor Mr. Paul BurrIDGE (PB)
Ward Councillor Mr. Bob Matthews (BM)

2. Declarations of Interest & Dispensations

- 2.1. PW declared an interest in item 6.
- 2.2. No written applications for dispensation received.

3. Speakers

None present

4. Public Question Time

Opportunity for members of the public to raise issues or ask the Parish Council questions. None raised.

5. Minutes

It was proposed by ML and seconded by JH to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 20th May 2020.

6. Financial Report – Appendix A

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

JH proposed that the financial report, items 6.1 to 6.3, are accepted as a true report, seconded by RN. Bank payments will be approved by TS and AS.

6.4. Review Internal Audit Report

PW proposed that we accept the internal Audit report and action the recommendations, seconded by PA.

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7. Planning Applications

Reference	Details	CPC Status	HC Previous Status	HC New Status
P201299/F	81 Ecroyd Park- Proposed replacement of a double garage with a 2 storey dwelling	Comments Submitted – Objection	Comments by 05/06/2020	Comments by 23/06/2020
P201181/F	Long Friday Farm - Application for variation of a condition 2 following grant of planning permission 190945 (Agricultural workers dwelling) - to allow change of appearance of approved design.	Comments Submitted – Support	Comments by 18/05/2020	Determine by 10/06/2020
P200826/F	Orchard House - Application for variation of condition 6 of planning permission. (130779/F)	Comments Submitted – Objection	Determine by 29/05/2020	Approved with Conditions
P200749/XA2	Application for approval of details reserved by conditions – P132278	No Comments Required	No comments Determine by 29/04/2020	No comments Determine by 29/05/2020
P193794/O	Land South of A480 – Up to 100 Houses – Re-consultation	Comments Submitted - Mixed	Re-consultation Comments by 29/05/2020	Determine by 30/06/2020

PA proposed that the Parish Council write to number 38 Centurion Way to ask for a copy of their deeds to help the Parish Council understand the legal aspects of the proposed access to the land in relation to planning application P193794/O. Proposal seconded by RN

It was agreed that if P193794/O goes to planning committee and TS is unable to attend then AS will attend on his behalf

8. To receive reports from working groups

8.1. Finance (AS, TS, ML) - Clerk has published annual statutory reporting requirements on the notice board and website. Accounts are with external auditor, transparency reporting to be completed by end of month. Finance reporting to be extended to include operating costs, per last year, for next meeting.

8.2. Community Hall (TS) – TS and Clerk met with community hall committee to discuss future plans; the following was discussed:

- Community Hall have had energy surveys completed and received quotes for Solar Panels and a Hybrid heating system (heat pump/boiler), approx. £25k.
- Solar Panels would see a combined saving/income from buy back tariff of £2k per year if Hall raise the funds. If installation is paid for through grants then the buy back tariff is lost.
- The annual income for the Hall is currently £7.5k; therefore an increase in annual turnover from the buy back tariff would be significant if the Hall/Parish Council were to fund the Solar Panels.
- S106 money could be used to help divide the hall, but we would need to know the costs for doing this. The first step will be to engage the services of an architect to provide us with the drawings to enable us to obtain quotes. The quotes would then be used to obtain funding either through S106 or grants.
- Hall to complete grant application form for funding of the plans.

8.3. Footpaths (PB) – No update

8.4. Shops/Businesses (DP) – No update



- 8.5. War Memorial (DE) – TS to send DE contact details for Herefordshire Regiment so that DE can continue to find background information for WW2.
- 8.6. Flood Alleviation Scheme (JB) – Culvert condition report has been received and the condition of the culvert is similar to the condition in 2018, there has been some deterioration but nothing significant. BM has agreed to see if the council will pay for the culvert report. Parish Council agreed to continue to monitor while raising funds.
- 8.7. Schools (RD) – No change to school opening.
- 8.8. Roman Park (JH, RN) – Bark has been delivered and spread out. RN or JH to look at bark level.
- 8.9. Social Club (PW) – Still closed, they are currently going through the survey reports and trying to get as many jobs completed before reopening.
- 8.10. Asset Management (ML, PW, TS) – Craig is tasked with items off the survey report with general maintenance tasks whilst the buildings are closed. Bins have arrived and will be installed asap.
- 8.11. COVID19 Emergency (All) – Funds have nearly been used, the lunches are still being delivered to vulnerable/elderly and they have been informed that the funding will cease in June. Next meeting will be held when significant government changes are made.

9. Matters carried forward from last meeting:

9.1. Bus Stop A480 – Background: Councillor Matthews and the Chairman met with Pricewise Homes Ltd at the planning stage of the 8 dwellings now in Bannut Tree Close, P174431/F prior to the application being approved. At this meeting a sum of £40,000 was agreed to be paid to the Parish Council as a donation for road safety in Credenhill (Appendix B). This payment was made to the Parish Council on 23/08/2019. A meeting with Herefordshire Council and Balfour Beatty had taken place onsite to look at options to improve the Bus Stop on the A480. At this meeting it was agreed that the Community Commissioning model for the project would be used and the next stage would be to produce an option appraisal to look at various options with costings. The options to improve road safety at the bus stop were presented by Balfour Beatty in May 2020 and it was agreed that Councillors would go away and review the options in readiness for this meeting. It was noted that the land would need to be transferred however Councillor Matthews has verbal agreement from the land owners that they are willing to gift the land to the project; a legal agreement would need to be drawn up to formalise the transfer. It is likely that the work would not start until the Autumn at the earliest.

It was proposed by ML to choose option A (Advanced Warning Signs) with a bus shelter to be placed on the gifted land and landscaping of the bus stop area. Any spare funds to be used to resolve ongoing concerns with the narrow path at the junction between station road and the A480 which had been highlighted in the residents survey as a top priority. Seconded by PA.

Proposed by PW to reduce the speed limit on A480 to 20mph from new Advance warning Sign to old 30mph sign at Burghill Road Junction, seconded by ML.

- 9.2. To review and adopt the Standing Orders and Finance Regulations.
- 9.3. To review and adopt the Code of Conduct.
- 9.4. To review and adopt the Information Policy
- 9.5. Approve Risk Assessment schedule.

Proposed by AS and seconded by PW to approve items 9.2, 9.3, 9.4 & 9.5.

10. Matters arising since last meeting:

- 10.1. ML proposed that we apply for the full grant available from the tree Council branching out fund, seconded by AS.
- 10.2. Woodland Trust/Credenhill Park Wood update:
 - Usual 5 cuts on paths will be reduced to 2 this year.
 - Dog Poo bin will go ahead.
 - Church entrance to Woods will have steps installed.

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10.3. Litter issues at Brockworth Quarry were discussed and it was agreed that the clerk would contact the Dutchy Estate to see what can be done.

11. Public Question Time

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

Question Received from Karen Stocker – “Evening could you update residents of Glebe Close any works that have or will be completed to prevent surface flooding in Glebe Close, partly due to the ploughing of land and lack of ditches etc.”

AS proposed that the flood report and a letter, be sent to the landowner to the rear of Glebe Close. Seconded by RN.

It was agreed that an item be added to the CCN about VJ Day, 15th August, to encourage people to do the same as they did for VE Day.

12. Confirmation of the next Ordinary Parish Council Meeting, Time, Date & Place.

7.30 pm, 15th July 2020, will be by LIVE Video Conference Call at <https://www.facebook.com/Credenhill/> or <https://youtu.be/OQvpzYOU3TY> unless lockdown is relaxed then it will be held at Youth and Resource Centre; a summons and notice will be provided nearer the time.

The Chairman declared the meeting closed at 21:30

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure	Lloyds Current	Nat West Current	Nat West Reserve	Total
01/05/2020 b/f Balance	15,219.49	807.13	76,011.10	92,037.72
Receipts				
29/05/2020 Natwest – Interest Received			12.08	12.08
01/06/2020 Credenhill Nursery Ltd – Rent June 2020	550.00			550.00
Total Received in Period	550.00	0.00	12.08	562.08
Payments				
15/05/2020 PCC of Credenhill – Donation COVID19 Fund	-185.00			-185.00
18/05/2020 NEST – Pension	-182.16			-182.16
22/05/2020 British Gas – Electricity Carpark Lights	-23.77			-23.77
22/05/2020 ABC Printing – CCN April 2020	-315.00			-315.00
22/05/2020 Mr L Harper-Smith - Expenses April 2020	-66.76			-66.76
22/05/2020 Mr L Harper-Smith – Wages April 2020	-633.60			-633.60
22/05/2020 HMRC – PAYE April 2020	-8.28			-8.28
22/05/2020 Highground Maintenance– 2 Cuts Roman Park	-207.36			-207.36
22/05/2020 St Martin –COVID19 Lunches for Credenhill Apr 2020	-774.00			-774.00
22/05/2020 Pontrilas – Bark for Roman Park	-633.60			-633.60
26/05/2020 British Gas – Electricity Changing Rooms	-15.21			-15.21
26/05/2020 Highground Maintenance–1/6 Grass Cutting Contract	-702.66			-702.66
27/05/2020 Glasdon UK Ltd – 5 Litter Bins	-2,097.60			-2097.60
27/05/2020 Zurich Municipal – Insurance	-1,244.49			-1,244.49
01/06/2020 Herefordshire Council – 2019 Election Costs	-137.52			-137.52
To tal Spent in Period	-7,227.01	0.00	0.00	-7,227.01
Cheques Cleared in period				
				Ref
15/04/2020 Playsafe Ltd – Roman Park Annual Inspection RoSPA	-172.80			000112
15/04/2020 David Gardner – Tree Inspection/Survey Report	-150.00			000114
15/04/2020 St Martin –COVID19 Lunches for Credenhill Mar 2020	-128.00			000119
Total Cheques Cleared in Period	-450.80	0.00	0.00	-450.80
01/06/2020 Closing Balance	8,091.68	807.13	76,023.18	84,921.99
Cheques not Cleared				
				Ref
Total Cheques not Cleared	0.00	0.00	0.00	0.00
Payments to Authorise				
				Ref
17/06/2020 ABC Printing – CCN June 2020	-254.00			BACS
17/06/2020 David McKirdy – Internal Audit 2019/20	-100.00			BACS
17/06/2020 Good n Property Maintenance – Fence Repair	-167.00			BACS
17/06/2020 Highground Maintenance–1/6 Grass Cutting Contract	-702.66			BACS
17/06/2020 Mr C Powell – Litter/Maintenance May 2020	-342.00			BACS
17/06/2020 Mr L Harper-Smith - Expenses May 2020	-35.47			BACS
17/06/2020 Mr L Harper-Smith – Wages May 2020	-604.80			BACS
17/06/2020 HMRC – PAYE May 2020	-3.31			BACS
17/06/2020 St Martin –COVID19 Lunches for Credenhill May 2020	-998.00			BACS
Total Payments to Authorise	-3,207.24	0.00	0.00	-3,207.24

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ASSETS	Cash & Bank			Balance
		Lloyds – Current Account (after payments)		4,884.44
		Natwest – Current Account		807.13
		Natwest – Reserve Account		76,023.18
		Uncleared Cheques		0.00
		Total Cash & Bank		81,714.75
	Debtors	Not Due	< 30 Days	>30 Days
				Total
		Total Debtors	0.00	0.00
			0.00	0.00
	Other Debtors			
		Total Other Debtors	0.00	0.00
			0.00	0.00
		TOTAL ASSETS		81,714.75
LIABILITIES	Creditors	Not Due	< 30 Days	>30 Days
				Total
		1 & 1 Internet Ltd – Web Hosting	5.99	5.99
		Herefordshire Council	110.44	110.44
		British Gas – Electricity Carpark Lights	21.99	21.99
		British Gas – Electricity Changing rooms	15.71	15.71
		Total Trade Creditors	154.13	0.00
			0.00	0.00
	Other Liabilities			
		Defibrillator Fund		423.90
		NEST Pension Payments Owing	173.88	173.88
		Credenhill Nursery Ltd - Resource Centre Deposit		450.00
		Youth Club Funds		745.26
		VAT to be reclaimed from HMRC	-768.05	-768.05
		Total Other Liabilities	-594.17	0.00
			1,619.16	1,024.99
		TOTAL LIABILITIES		1,179.12
		TOTAL		80,535.63
RESERVES	Restricted Reserves			
		Road Safety Improvement Fund		38,863.09
	Breakdown of Un-Restricted Reserves – per Budget	Budget	Income	Costs
		Roman Park	5,300.00	528.00
		Culvert Repairs	15,000.00	15,000.00
		Roman Park Changing Rooms Planning Fee	85.00	85.00
		Fence Repairs – Resource Centre & Roman Park	667.00	167.00
		Embankment Repairs	5,000.00	5,000.00
		New Litter Bins	2,000.00	1,748.00
		Legal Fees – Register Land	1,500.00	1,500.00
		Charitable Grant Provision	4,000.00	2,500.00
		New Signs For Community Centre	1,000.00	1,957.00
		Repairs & Renewals	3,700.00	3,700.00
		TOTAL BUDGETED EXPENDITURE (Exc Operating Costs)		75,215.09
		Working Capital for Operating Costs		5,320.54
		TOTAL RESERVES		80,535.63

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Appendix B – Agreement Letter – Road Safety

Pricewise Homes Ltd

Unit 1b, Westwood Industrial Estate, Dontrillas, Herefordshire, HR2 0U

Tel : (01981) 240681 / (07970) 240681

Registered in England and Wales, Registered No. 11547111

4th June 2018

Dear Councillor Matthews,

Pricewise Homes Ltd hereby agree to pay the sum of £40,000 Forty Thousand Pounds to Credenhill Parish Council as a donation to road safety in Credenhill.

This will be subject to;

1/ Receiving planning permission under delegated powers for the proposed development (planning number 174431/F); and

2/ Payment to be made before the occupation of the first house; and

3/ This letter will cancel out any previous offer that has been made to construct a bus lane.

Signed On behalf of Pricewise Homes Ltd

John Collins (Director)

