

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF AN ORDINARY MEETING** **HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 17 JULY 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)  
  
Ward Councillor Mr. Bob Matthews (BM)  
  
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

**The Chairman opened the meeting at 7.36 pm**

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

Councillor Mr. Andrew Slater (AS)  
Councillor Mr. Paul Warrington (PW)  
Councillor Revd. Rana Davies-James (RD)  
Councillor Mrs. Dot Pullen (DP)  
Councillor Mr. John Beavan (JB)  
Councillor Mr. Paul Burrridge (PB)

### **2. Declarations of Interest & Dispensations**

- 2.1. No declarations of interest in agenda items from Councillors received.
- 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 from Ward Councillor Bob Matthews.**

- No parking charge in the city extended to the end of the month and is being reviewed now.
- Number of streets are proposed to be coned off for the protection of pedestrians.
- COVID19 Cases 747 for Herefordshire, 60 Deaths in Hospital, 60 Deaths in Care Homes, total deaths 126.
- More Flood Grants available for those affected by flooding in living areas. Search PSR on the Herefordshire Council Website
- Proposed 100 House development near St Mary's School
  - Welsh Water have confirmed acceptable to connect
  - Land Drainage Team are happy with new solution however need further calculations
  - Centurion Way access, currently investigating legal position
  - It will take 6 weeks plus before it goes to committee
- Bus Stop A480
  - Need Herefordshire Council planning to confirm happy with proposed solution
  - Highways to write to Parish Council to confirm current position

#### **Actions for BM:**

- Arrange site visit on A480 between Stretton Sugwas/Station Road to look at road resurfacing
- Chase email from Bruce Evans (Highways Engineer, Herefordshire Council).
- Request road sweeping of A480 between Stretton Sugwas/Station Road as well as village estate roads.
- Chase funding of Culvert Survey Report, £1320.



## **4. Public Question Time**

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

Any update concerning the landowner sorting out drainage or re digging a large ditch to help keep the rain water flooding the houses – No response received, Clerk to chase.

## **5. Minutes**

Proposed by RN to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 17<sup>th</sup> June 2020, seconded by ML.

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

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Comparison to Budget
- 6.5. Regular Payments List for Pre-authorisation for 2020-2021 Financial Year

It was noted that an invoice received for £1320.00 from Edwards Diving Services for the Culvert Survey should be added to the payments for authorisation, the cost of what had been previously approved.

It was resolved to accept the financial report items 6.1 to 6.5 as a true report. Proposed by ML and seconded by DE.

## **7. Planning Applications**

Reference	Details	CPC Status	HC Previous Status	HC New Status
P202065/J	St Marys CofE School – Works to trees covered by TPO's.	New	New	Comments by 30/07/2020
P201299/F	81 Ecroyd Park- Proposed replacement of a double garage with a 2 storey dwelling	Comments Submitted – Objection	Comments by 23/06/2020	Determine by 22/06/2020
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	Determine by 10/06/2020	Approved with Conditions
P200749/XA2	Long Friday Farm - Application for approval of details reserved by conditions – P132278 – Approval of Access road.	No Comments Required	No comments Determine by 29/05/2020	Determination Made - Refused
P193794/O	Land South of A480 – Up to 100 Houses – Re-consultation	Comments Submitted - Mixed	Re-consultation Comments by 29/05/2020	Determine by 31/07/2020

P202065/J – Application is supported, and it is noted that other trees around the site overhang adjacent properties that need to be taken into consideration. Proposed by RN and seconded by JH to support the application and write to the school.



## **8. To receive reports from working groups**

- 8.1. Finance (AS, TS, ML) - No updates
- 8.2. Community Hall (TS) – Currently working to make the premises COVID secure in readiness for reopening.
- 8.3. Footpaths (PB) – No reports received.
- 8.4. Shops/Businesses (DP) – No update.
- 8.5. War Memorial (DE) – Currently reviewing getting the Memorial Cleaned/rennervated working with the clerk to review options.
- 8.6. Flood Alleviation Scheme (JB) – No updates
- 8.7. Schools (RD) – Concerns were raised about the School transport arrangements for September with respect to Credenhill to Weobly public transport that is used by approx. 90 pupils from the village. It was resolved that a letter expressing these concerns be sent to Weobly High, Herefordshire Council and Ward Councillor Matthews.
- 8.8. Roman Park (JH, RN) – Meetings with play equipment suppliers have started so that we can look at options to add to the plan. Play equipment is still closed until further notice due to lack of resources to re-open/clean.
- 8.9. Social Club (PW) – The Social club is now open, it is COVID safe with everything in place for members to enjoy a drink in a safe environment. Team sports to start again soon.
- 8.10. Asset Management (ML, PW, TS) – Drains have been cleared, Craig and Clerk working through survey report list. Hall being redecorated, new down pipes needed. Dave has been working down the list for the social club.
- 8.11. COVID19 Emergency (All) – Lunches have now finished. BM confirmed that Herefordshire Council had noted the parish had done a good job supporting the community during the pandemic.

## **9. Matters carried forward from previous meeting(s):**

- 9.1. Consider Section 137 Grant Applications for 2020-21 Financial Year. It was resolved to support the following groups with their projects as noted below:

Group	Project	Amount Agreed
Hereford Community Clean Up Group	Signs to encourage people to use the bin and equipment (litter pickers, gloves, hoops and hi viz for volunteers and children to use)	£250.00
Credenhill Sports & Social Club	New flooring and removal of asbestos tiles.	£2,500.00
Parish Church Committee of Credenhill	Annual maintenance of the churchyard.	£800.00
Credenhill Community Hall	Hall needs to be fully refurbished. Professional advice is required to cement the long-term refurbishment plans for the Hall. Architect to provide conceptual design options.	£1,500.00
Magna Performing Arts Group	To purchase mobile folding rostra to enhance productions performed at Credenhill Community Hall. It can extend the stage area or be used to provide elevated seating for the audience.	£1,575.00

Proposed by ML and seconded by JH.

## **10. Matters arising since last meeting:**

- 10.1. Consider quotes received for replacement of fencing and to resolve uneven ground between the Social Club and Community Hall. It was resolved to accept the quote received from Border Contracts for £3350 + VAT, proposed by JH and seconded by RN and to allow a budget of up to £3800 + VAT to allow for additional gravel boards if needed.
- 10.2. Agreed to accept quote received from Border Contracts for £475 + VAT to repair Roman Park fence, proposed by JH and seconded by RN.
- 10.3. Issues with Broadband installation were noted and residents need to be aware that the contractor can only operate on public highways.
- 10.4. Issues with use of Nursery play equipment by Social Club users were noted, clerk to monitor with Nursery and Social Club.

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10.5. Arrangements for future meetings were discussed and it was agreed that if possible, a face to face meeting in the Community Hall would be preferable or outside, clerk/chairman to monitor and advise in plenty of time for next meeting.

### **11. Public Question Time**

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

No further question.

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

7.30 pm, 16<sup>th</sup> September 2020, will be by LIVE Video Conference Call at <https://www.facebook.com/Credenhill/> or <https://youtu.be/OQvpzYOU3TY> unless conditions allow 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 21:16

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
01/06/2020	b/f Balance	8,091.68	807.13	76,023.18	84,921.99
<b>Receipts</b>					
23/06/2020	Colin Cheasley – CCN Advertising	48.00			48.00
30/09/2020	Natwest – Interest Received			0.67	0.67
01/07/2020	Credenhill Nursery Ltd – Rent July 2020	550.00			550.00
<b>Total Received in Period</b>		<b>598.00</b>	<b>0.00</b>	<b>0.67</b>	<b>598.67</b>
<b>Payments</b>					
17/06/2020	NEST – Pension	-173.88			-173.88
17/06/2020	ABC Printing – CCN June 2020	-254.00			-254.00
17/06/2020	David McKirdy – Internal Audit 2019/20	-100.00			-100.00
17/06/2020	Good n Property Maintenance – Fence Repair	-167.00			-167.00
17/06/2020	Highground Maintenance–1/6 Grass Cutting Contract	-702.66			-702.66
17/06/2020	Mr C Powell – Litter/Maintenance May 2020	-342.00			-342.00
17/06/2020	Mr L Harper-Smith - Expenses May 2020	-35.47			-35.47
17/06/2020	Mr L Harper-Smith – Wages May 2020	-604.80			-604.80
17/06/2020	HMRC – PAYE May 2020	-3.31			-3.31
17/06/2020	St Martin –COVID19 Lunches for Credenhill May 2020	-998.00			-998.00
23/06/2020	British Gas – Electricity Carpark Lights	-21.99			-21.99
23/06/2020	British Gas – Electricity Changing Rooms	-15.71			-15.71
01/07/2020	Herefordshire Council – Trade Waste	-110.44			-110.44
<b>Total Spent in Period</b>		<b>-3,529.26</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,529.26</b>
01/07/2020	Closing Balance	5,160.42	807.13	76,023.85	81,991.40
<b>Payments to Authorise</b>					
15/07/2020	ABC Printing – CCN July 2020	-254.00			BACS
15/07/2020	Highground Maintenance–1/6 Grass Cutting Contract	-702.66			BACS
15/07/2020	Mr C Powell – Litter/Maintenance June 2020	-699.80			BACS
15/07/2020	Mr L Harper-Smith - Expenses June 2020	-73.97			BACS
15/07/2020	Mr L Harper-Smith – Wages June 2020	-633.60			BACS
15/07/2020	HMRC – PAYE June 2020	-8.28			BACS
15/07/2020	St Martin –COVID19 Lunches Credenhill June 2020	-415.00			BACS
15/07/2020	Edwards Diving Services Ltd – Culvert Survey	-1,320.00			BACS
<b>Total Payments to Authorise</b>		<b>-4,107.31</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,107.31</b>

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ASSETS	Cash & Bank				Balance
	Lloyds – Current Account (after payments)				1,053.11
	Natwest – Current Account				807.13
	Natwest – Reserve Account				76,023.85
	Uncleared Cheques				0.00
	Total Cash & Bank				77,884.09
	Debtors	Not Due	< 30 Days	>30 Days	Total
	Lloyd Instant Plumbing		48.00		48.00
	Hair by Caroline		48.00		48.00
	Total Debtors	0.00	96.00	0.00	96.00
Other Debtors					
Total Other Debtors	0.00	0.00	0.00	0.00	
TOTAL ASSETS					77,980.09
LIABILITIES	Creditors	Not Due	< 30 Days	>30 Days	Total
	1 & 1 Internet Ltd – Web Hosting	5.99			5.99
	British Gas – Electricity Changing rooms	15.21			15.21
	Total Trade Creditors	21.20	0.00	0.00	21.20
	Other Liabilities				
	Defibrillator Fund			423.90	423.90
	NEST Pension Payments Owing	182.16			182.16
	Credenhill Nursery Ltd - Resource Centre Deposit			450.00	450.00
	Youth Club Funds			745.26	745.26
	VAT to be reclaimed from HMRC	-894.88			-894.88
Total Other Liabilities	-712.72	0.00	1,619.16	906.44	
TOTAL LIABILITIES					927.64
TOTAL					77,052.45
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	4,772.00
	Culvert Repairs	15,000.00		1,100.00	13,900.00
	Roman Park Changing Rooms Planning Fee	85.00			85.00
	Fence Repairs – Resource Centre & Roman Park	667.00		167.00	500.00
	Embankment Repairs	5,000.00			5000.00
	New Litter Bins	2,000.00		1,748.00	252.00
	Legal Fees – Register Land	1,500.00			1500.00
Charitable Grant Provision	4,000.00	2,500.00	2,500.00	4,000.00	
New Signs For Community Centre	1,000.00			1000.00	
Repairs & Renewals	3,700.00			3700.00	
TOTAL BUDGETED EXPENDITURE (Exc Operating Costs)					73,572.09
Working Capital for Operating Costs					2,600.36
TOTAL RESERVES					77,052.45

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## 2020-2021 Budget/Actual Comparison YTD

@ 31st July 2020

		A	B	C	D	E	
	c/fwd Reserve	Year Budget	Total Budget (inc Reserve)	YTD Comparable Budget Total	YTD Actual Spent/ Receipt	Year Variance	Notes
Clerk Wages		9,360	9,360	2,340	2,360	-	20
Pension		281	281	70	70	-	
<b>Staffing Costs</b>	-	<b>9,641</b>	<b>9,641</b>	<b>2,410</b>	<b>2,430</b>	-	<b>20</b>
Microsoft Office 365		95	95	24	24	-	
Travel		144	144	36	-		36
Printing		180	180	45	32		13
Telephone		60	60	15	15	-	
Postage		37	37	9	-		9
Stationary		84	84	21	22	-	1
Homeworking Allowance		180	180	45	45	-	
Meeting Room Hire/Setup Cost		150	150	-	-		
<b>Office &amp; Meeting Costs</b>	-	<b>929</b>	<b>929</b>	<b>195</b>	<b>138</b>		<b>57</b>
Adverts		250	250	-	-		
Website Hosting Fee		60	60	15	15		0
Printing CCN		3,960	3,960	1,155	823		332
<b>Advertising &amp; Promotion</b>	-	<b>4,020</b>	<b>4,020</b>	<b>1,170</b>	<b>838</b>		<b>332</b>
Insurance		1,200	1,200	1,200	1,244	-	44
Internal Audit		105	105	105	100		5
External Audit		210	210	-	-		
ICO Membership Fee		40	40	-	-		
Fire Extinguisher Inspections		100	100	-	-		
Fire Alarm Inspections		170	170	-	85		85
Playground Inspection		130	130	-	-		
<b>Insurance, Legal &amp; Professional Costs</b>	-	<b>1,955</b>	<b>2,710</b>	<b>1,305</b>	<b>1,259</b>		<b>46</b>
<b>Changing Room Costs</b>							
Electric		264	264	66	44		22
Water Rates		100	100	-	-		
<b>Community Centre Costs</b>							
Waste Disposal		440	440	110	110	-	0
Electric		288	288	72	44		28
<b>Utility &amp; Waste Management Costs</b>	-	<b>1,092</b>	<b>1,092</b>	<b>248</b>	<b>199</b>		<b>49</b>
<b>Village Costs</b>							
Litter Picking		5,319	5,319	1,330	501		829
Cleaning		288	288	72	-		72
Maintenance		288	288	72	165	-	93
Materials		240	240	60	10		50
Hedge Cutting		1,351	1,351	-	-		
Weed Control		392	392	-	-		
Grass Cutting		3,681	3,681	1,840	1,929	-	89
Tree Maintenance		550	550	-	-		
<b>Asset Management Costs</b>	-	<b>12,108</b>	<b>12,108</b>	<b>3,374</b>	<b>2,605</b>		<b>769</b>
<b>Total Operating Costs</b>	-	<b>29,745</b>	<b>30,500</b>	<b>8,702</b>	<b>7,469</b>		<b>1,233</b>

### Exceptional/Planned Costs

Charitable Grant Provision	-	128	4,000	3,872	-	2,372	-	2,372
New Signs for Community Centre			1,000	1,000				
Plant Flowers/Bulbs			500	500				
Deal with Rabbit Holes			200	200	-	-		-
Legal Fees (to register Land)	85		1,500	1,585	-	-		-
Repair Culverts	12,200		2,800	15,000	1,100	1,100		-
Roman Park Maintenance Fund	2,500		2,000	4,500	528	528		-

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Replace Village Bins	2,000	2,000	1,748	1,748	-	
Embankment Repairs	5,000	5,000	-	-	-	
Asset Repairs & Renewals	667	3,000	3,667	533	533	-
Exceptional/Planned Costs	15,324	22,000	37,324	3,909	6,281	- 2,372
<b>Total Projected/Actual Costs</b>	<b>15,324</b>	<b>51,745</b>	<b>67,824</b>	<b>12,611</b>	<b>13,750</b>	<b>- 1,139</b>
<b>Income</b>						
Precept	43,591	43,591	-	21,796	- 21,976	180
Rent	6,950	6,950	-	2,200	- 2,200	-
Bank Interest	120	120	-	30	- 23	7
CCN Adverts	600	600	-	200	- 192	8
Grants Income	-	-	-	-	10,000	10,000
Electricity Recharges	184	184	-	92	- -	92
Hire of Changing Rooms	300	300	-	100	- -	100
<b>Total Income</b>	<b>-</b>	<b>51,745</b>	<b>51,745</b>	<b>- 24,418</b>	<b>- 34,391</b>	<b>9,973</b>
Road Safety Fund	38,863	-	38,863	-	-	-
Defibrillator Fund	627	-	627	-	-	-
Credenhill Nursery Ltd - Rent Deposit	450	-	450	-	-	-
Credenhill Youth Club	745	-	745	-	-	-
<b>Ring Fenced Funds</b>	<b>40,686</b>	<b>-</b>	<b>40,686</b>	<b>-</b>	<b>-</b>	<b>-</b>
C/fwd Balance	2,242	2,242	58,252	58,252	57,827	- 424
<b>Cash Flow (inc Projected 2019/20 Surplus)</b>	<b>58,252</b>	<b>2,242</b>	<b>1,487</b>	<b>21,223</b>	<b>9,686</b>	<b>10,688</b>

Reserve from prior year is for Roman  
Park Fence and Resource Centre  
Fence Repairs



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## Regular Payments

The following payments are regular, per budget (or within acceptable variances) and have been previously agreed by the Parish Council

Details	Payee	Payment Month	Amount	Notes	Method
Parish Clerk Wages	Lee Harper-Smith	Aug 2020	£ 658.08	As per contract	Online Payment 2 Signatures
		Sep 2020	£ 604.80		
		Oct 2020	£ 633.60		
		Nov 2020	£ 633.60		
		Dec 2020	£ 604.80		
		Jan 2021	£ 658.08		
		Feb 2021	£ 604.80		
		Mar 2021	£ 575.88		
PAYE (Employee NI + Employer NI + Tax)	HMRC	Aug 2020	£ 17.57	As per law	Online Payment 2 Signatures
		Sep 2020	£ 3.31		
		Oct 2020	£ 8.28		
		Nov 2020	£ 8.28		
		Dec 2020	£ 3.31		
		Jan 2021	£ 17.57		
		Feb 2021	£ 3.31		
		Mar 2021	£ 0.12		
Pension (Employer + Employee Contribution)	NEST	Aug 2020	£ 190.44	As per agreement	Direct Debit 2 Signatures
		Sep 2020	£ 173.88		
		Oct 2020	£ 182.16		
		Nov 2020	£ 182.16		
		Dec 2020	£ 173.88		
		Jan 2021	£ 190.44		
		Feb 2021	£ 173.88		
		Mar 2021	£ 165.60		
Credenhill Community News - Printing	ABC Printing	28 pages	£ 254.00	Cost is dependent on number of pages as agreed Clerk will check number of pages matches with invoice	Online Payment 2 Signatures
		32 pages	£ 274.00		
		36 pages	£ 315.00		
		40 pages	£ 378.00		
Water Rates	Welsh Water	Sep 2020	£ 50.00	Likely to be less than £50 depending on usage.	Direct Debit 2 Signatures
		Mar 2021	£ 50.00		
Electricity - Carpark Lights	British Gas	Monthly	£20 - £30	Depending on hours of darkness	Direct Debit 2 Signatures
Electricity - Changing Rooms	British Gas	Monthly	£15 - £30	Depending on usage	Direct Debit 2 Signatures
Trade Waste	Herefordshire Council	Quarterly Jan-Apr- Jul-Oct	£ 110.44	Agreed Contract	Direct Debit 2 Signatures
Grass Cutting	Highground Maintenance	Monthly Apr-Sept	£ 702.66	Agreed Contract	Online Payment 2 Signatures
Hedge Cutting	Highground Maintenance	Annually October	£ 1,370.40	Agreed Contract	Online Payment 2 Signatures
Weed Control	Highground Maintenance	Annually October	£ 448.80	Agreed Contract	Online Payment 2 Signatures
Litter, Cleaning & Maintenance	Craig Powell	Monthly	£475 - £725	Agreed Contract, Depends on Hours Worked Lead by Clerk/Chairman	Online Payment 2 Signatures