

CREDENHILL PARISH COUNCIL



MINUTES OF AN ORDINARY MEETING HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 21st OCTOBER 2020

PRESENT:

Councillor Mr. Terry Smissen Chairman (TS)
Councillor Mr. Martin Leaton Vice Chairman (ML)
Councillor Miss. Rebecca Norton (RN)
Councillor Miss. Deanna Pennington (DE)
Councillor Mr Paul Beechey (PA)
Councillor Mr. Andrew Slater (AS)
Councillor Revd. Rana Davies-James (RD)
Councillor Mr. Paul Burrige (PB)
Ward Councillor Mr. Bob Matthews (BM)
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

The Chairman opened the meeting at 7.30 pm and reminded councillors that it is important for members to declare interests in agenda items as required.

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

Councillor Mr. John Beavan (JB)
Councillor Mrs. Dott Pullen (DP)
Councillor Mr. Paul Warrington (PW)
Councillor Miss. Jenni Hurcomb (JH)

2. Declarations of Interest & Dispensations

- 2.1. PW declared an interest in agenda item 10.1.
- 2.2. No written applications for dispensation

3. Speakers

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

- 3.1. Update from Ward Councillor Bob Matthews.
 - Update provided on Herefordshire Councils Infrastructure plans.
 - Application P193794/O having discussed all issues with department heads within Herefordshire Council we are unable to establish any planning reasons why the application cannot go ahead other than the issues raised by number 37. It is considered that a reserved matter condition be applied to the application that requests the access through centurion way be fully completed prior to any other development on the site. Welsh Water have confirmed that the site sewerage will not pass the system where issues have occurred in the past. The planning department request delegated powers to approve the application with a reserved matters condition that requires completion of the foot/cycleway prior to the rest of the development being started. Herefordshire Council would be unable to defend an appeal on any grounds should the application be a refused.

Clerk read out the following update from the developer:

- the legal advice (in the form of a QC's Opinion, known as Counsel's Opinion) provided to Herefordshire Council confirms that the applicants do have a legal right of way in the root of title with Persimmon Homes, the developers of Centurion Way. I understand that this is reflected in the deeds of 38 and 39 Centurion Way. It is unfortunate that this may not be reflected in the current deeds of 37 Centurion Way, but this does not affect the legality of the applicants right of way.

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- the original design for the development of Centurion Way was to provide a vehicular access to adoption standards through Centurion Way and into this site.
- the applicants are now proposing only a pedestrian and cycle access into Centurion Way and this has been demonstrated, by the latest set of drawings the subject of this re-consultation, to be deliverable.
- the applicants are advised by their consultant team that all remaining matters have been resolved to the satisfaction of the various statutory consultees, the details of which will be dealt with at the Reserved Matters application in the usual way.

I trust that this sets out the position of the applicants and I very much hope that the Parish Council will now be able to support this deliverable proposal for much needed family homes and affordable houses.

Discussion took place regarding the various aspects of the application.

RN expressed concerns about the access through Centurion Way and questioned why there was no direct access from the proposed site to the school. TS confirmed that access through the school had been looked at and was not feasible.

PB proposed to submit the following to Herefordshire Council:

The Parish Council have reviewed the outline application and have no objections to the outline planning application on the basis that the applicant has met all planning requirements except for those matters that are now reserved, namely the proposed pedestrian and cycle access between the proposed site and Centurion Way. The Parish Council will be closely monitoring the progress of the application going forward to ensure that the concerns raised by the Parish Council, Residents and the MoD are resolved at the reserved matters stage.

Seconded by DE and carried unanimously.

Clerk requested an update on funding of the Culvert Report. BM to follow up.

Clerk requested an update on the Bus pull in on the A480, nothing received from Bruce Evans to date. BM to follow up.

4. Public Question Time

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

No questions received from members of the public.

5. Minutes

Proposed by PA to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 16th September 2020, seconded by RN.

6. Financial Report – Appendix A & B

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Comparison to Budget

Proposed by AS to approve the finance report, seconded by ML.

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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	Determine by 07/08/2020	Approved with conditions
P193794/O	Land South of A480 – Up to 100 Houses – Re-consultation	Comments Submitted - Mixed	Determine by 06/11/2020	Comments by 21/10/2020
P203170/L	Credenhill, Credenhill, Town Well Listed Building Consent - Addition of a second bathroom within a top-floor room.	New	New	Comments by 27/10/2020

See item 3.1 with reference to P193794/0.

The Parish Council are in full support of application P203170/L.

8. To receive reports from working groups

8.1. Finance (AS, TS, ML)

A meeting has been organised with the finance committee to prepare a Draft Budget for 2021/22.

8.2. Community Hall (TS)

No meeting this month, improvement works ongoing.

8.3. Footpaths (PB)

No matters arising.

8.4. Shops/Businesses (DP)

Carpark is untidy, pothole needs to be filled and the hedge outside the doctors needs to be cut.

8.5. War Memorial (DE)

Puddle outside school could be an issue for remembrance Sunday – request to Balfour Beatty to clear gully. TS requested DE to lay the Wreath for the Parish Council on remembrance Sunday.

8.6. Flood Alleviation Scheme (JB)

No matters arising.

8.7. Schools (RD)

No matters arising.

8.8. Roman Park (JH, RN)

Broken play item is being repaired. Future plans ongoing.

8.9. Social Club (PW)

Flooring has been replaced.

8.10. Asset Management (ML, PW, TS)

Meeting planned for 10th November.

8.11. COVID19 Emergency (All)

See item 11.3

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

9.1. Tree Council Branching Out Fund – Progress Update

Clerk requested help with the project; we now have a number of Tree Wardens who have got in touch and we need to review the ideas: AS, RN & RD agreed to be part of the working group. Clerk to plan a meeting.

10. Matters arising since last meeting:

10.1. AS proposed that the Parish Council accept the quotes received from Paul Warrington for repairs to the Changing Rooms for £190 & £285. Seconded by ML. Approved unanimously.

10.2. Remembrance Sunday

An act of remembrance will go ahead as part of the normal Sunday service at the War Memorial. Clerk to complete track and trace information. Clerk to live stream the service. Numbers will be kept to a minimum, social distancing observed and face masks to be worn. Service to be kept short and Parish Council to ensure that the service is COVID secure.

10.3. Community Crisis Response update

RD attended a Herefordshire Council emergency response meeting and provided the Parish Council with an update. RD explained that the group recommended having an emergency plan for the Parish Council. It was agreed that a Community Resilience Plan would be created for the village, clerk to produce a draft based on the Goostry Parish Council's document.

10.4. Review Website Accessibility Policy

Website accessibility statement was approved for publishing on the Parish Council's website.

11. Public Question Time

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

No questions received from members of the public.

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

7.30 pm, 18th November 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 or another suitable location; a summons and notice will be provided nearer the time.

The Chairman declared the meeting closed at 21:10

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

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Appendix B - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
01/09/2020	b/f Balance	2,006.79	67,880.79	69,887.58
Receipts				
09/09/2020	Lloyds Bank – Interest Received		0.56	0.56
09/09/2020	James Lawford - CCN Advertising (The IT Guy)	48.00		48.00
18/09/2020	MDR Electrical - CCN Advertising	85.00		85.00
21/09/2020	Herefordshire Council – Precept		21,975.50	21,975.50
24/09/2020	Brian Jenkinson - CCN Advertising (Foot Health)	48.00		48.00
Total Received in Period		181.00	21,976.06	22,157.06
Payments				
14/09/2020	NEST – Pension	-173.88		-173.88
21/09/2020	The Helping Hand Company – S137 Grant (Clean Up Group)	-279.04		-279.04
21/09/2020	ABC Printing – Sept CCN	-254.00		-254.00
21/09/2020	Highground Maintenance–1/6 Grass Cutting Contract	-702.66		-702.66
21/09/2020	Mr C Powell – Litter/Maintenance Aug 2020	-781.90		-781.90
21/09/2020	Mr L Harper-Smith - Expenses Aug 2020	-50.47		-50.47
21/09/2020	Mr L Harper-Smith – Wages Aug 2020	-604.80		-604.80
21/09/2020	HMRC – PAYE Aug 2020	-3.31		-3.31
22/09/2020	British Gas – Electricity Changing Rooms	-15.71		-15.71
Total Spent in Period		-2,865.77	0.00	-2,865.77
Transfers				
16/09/2020	Transfer from Reserve to Current Account	3,000.00	-3,000.00	0.00
Total Transfers in Period		3,000.00	-3,000.00	0.00
30/09/2020	Closing Balance	2,322.02	86,856.85	89,178.87
Payments to Authorise				
				Chq Ref
21/10/2020	The Wasp Guys – Treat Wasp Nest in Embankment	-59.00		BACS
21/10/2020	H'fdshire Fire Protection Services Ltd – Fire Ext. Services	-59.07		BACS
21/10/2020	PKF Littlejohn LLP – External Audit	-360.00		BACS
21/10/2020	ABC Printing – Oct CCN	-254.00		BACS
21/10/2020	Highground Maintenance–1/6 Grass Cutting Contract	-702.66		BACS
21/10/2020	Mr C Powell – Litter/Maintenance Sept 2020	-534.00		BACS
21/10/2020	Mr L Harper-Smith - Expenses Sept 2020	-225.69		BACS
21/10/2020	Mr L Harper-Smith – Wages Sept2020	-633.60		BACS
21/10/2020	HMRC – PAYE Sept 2020	-8.28		BACS
21/10/2020	Border Contracts Fencing Ltd – Embankment Fence	-4,020.00		BACS
21/10/2020	Border Contracts Fencing Ltd – Roman Park Fence Repairs	-570.00		BACS
Total Payments to Authorise		-7,426.30	0.00	-7,426.30
Transfers to Authorise				
21/10/2020	Transfer from Reserve to Current	7,000.00	-7,000.00	0.00
Total Payments to Authorise		7,000.00	-7,000.00	0.00
ASSETS				
	Cash & Bank			Balance
	Lloyds – Current Account (after payments)			1,895.72
	Lloyds – Reserve Account (after transfers)			79,856.85
	Natwest – Current Account			0.00
	Natwest – Reserve Account			0.00
	Uncleared Cheques			0.00
Total Cash & Bank				81,752.57

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		Not Due	Overdue		Total
Debtors					
Gareth Higgs Tree Services – CCN Ad			48.00		48.00
Hereford Centre for Natural Health – CCN Ad		48.00			48.00
Maid Domestic Services – CCN Ad		70.00			70.00
Pilates - Emma Caldwell – CCN Ad		48.00			48.00
Watkins Carpentry & Property Services Ltd– CCN Ad		48.00			48.00
AARDVARK INSTALLATIONS – CCN Ad		85.00			85.00
	Total Debtors	336.00	48.00		384.00
Other Debtors					
HMRC – VAT Return (01/04-30/09)		1,636.77			1,636.77
	Total Other Debtors	1,636.77	0.00		1,636.77
	TOTAL ASSETS				83,773.34
LIABILITIES					
Creditors		Not Due	Overdue		Total
1 & 1 Internet Ltd – Web Hosting		5.99			5.99
Digital River – Cisco Webex		15.00			15.00
Herefordshire Council – Trade Waste		110.44			110.44
Welsh Water – 6 monthly bill		16.54			16.54
British Gas – Electricity Carpark Lights		10.52	38.74		49.26
British Gas – Electricity Changing rooms		15.21			15.21
	Total Trade Creditors	173.70	38.74		212.44
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 at 20% to be reclaimed from HMRC		-672.50			-672.50
VAT at 5% to be reclaimed from HMRC		-0.72			-0.72
	Total Other Liabilities	1,128.10			1,128.10
	TOTAL LIABILITIES				1,340.54
	TOTAL				82,432.80
RESERVES					
Restricted Reserves					
Road Safety Improvement Fund					38,863.09
Un-Restricted Reserves – per Budget		Budget	Spent		Balance
Roman Park		5,300.00	528.00		4,772.00
Culvert Repairs		15000.00	1,100.00		13,900.00
Roman Park Changing Rooms Planning Fee		85.00			85.00
Embankment Repairs		5,000.00	3,409.00		1591.00
New Litter Bins		2,000.00	2,094.90		0.00
Legal Fees – Register Land		1,500.00			1,500.00
Charitable Grant Provision		4,000.00	8,979.53		0.00
New Signs For Community Centre		1,000.00			1,000.00
Repairs & Renewals (inc Fence Repairs)		3,667.00	1,504.98		2,162.02
	TOTAL BUDGETED EXPENDITURE (Exc Operating Costs)				63,873.11
	Working Capital for Operating Costs (Cashflow Indicator)				18,559.69
	TOTAL RESERVES				82,432.80

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2020-2021 Budget/Actual Comparison YTD

@ Oct 31, 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	4,716	4,761	-	45
Pension		281	281	141	141	-	
Staffing Costs	-	9,641	9,641	4,857	4,902	-	45
Software		95	95	47	97	-	50
Travel		144	144	72	13	-	59
Printing		180	180	90	32	-	58
Telephone		60	60	30	30	-	
Postage		37	37	18	-	-	18
Stationary		84	84	42	26	-	16
Homeworking Allowance		180	180	90	90	-	
Meeting Room Hire/Setup Cost		150	150	-	-	-	
Office & Meeting Costs	-	929	929	390	289	-	101
Adverts		250	250	-	-	-	
Website Hosting Fee		60	60	30	30	-	0
Printing CCN		3,960	3,960	1,980	1,331	-	649
Advertising & Promotion	-	4,020	4,020	2,010	1,361	-	649
Insurance		1,200	1,200	1,200	1,244	-	44
Internal Audit		105	105	105	100	-	5
External Audit		210	210	210	300	-	90
ICO Membership Fee		40	40	-	-	-	
Fire Extinguisher Inspections		100	100	100	49	-	51
Fire Alarm Inspections		170	170	-	-	-	
Playground Inspection		130	130	-	-	-	
Insurance, Legal & Professional Costs	-	1,955	2,710	1,615	1,694	-	79
Changing Room Costs							
Electric		264	264	132	88	-	44
Water Rates		100	100	50	17	-	33
Community Centre Costs							
Waste Disposal		440	440	220	221	-	1
Electric		288	288	144	130	-	14
Utility & Waste Management Costs	-	1,092	1,092	546	456	-	90
Village Costs							
Litter Picking		5,319	5,319	2,659	1,665	-	994
Cleaning		288	288	144	-	-	144
Maintenance		288	288	144	495	-	351
Materials		240	240	120	140	-	20
Hedge Cutting		1,351	1,351	-	-	-	
Weed Control		392	392	-	-	-	
Grass Cutting		3,681	3,681	3,681	3,686	-	5
Tree Maintenance		550	550	-	-	-	
Asset Management Costs	-	12,108	12,108	6,748	5,986	-	762
Total Operating Costs	-	29,745	30,500	16,166	14,688	-	1,478
Exceptional/Planned Costs							
Charitable Grant Provision	128	4,000	3,872	4,000	8,980	-	4,980
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	-	-	-	

Cisco Webex Additional Cost

An Edition not printed + Savings

Due to COVID 19 no litter picking, budget to be offset to Maintenance/Repairs, Materials, Maintenance.

£2500 Spent on COVID 19 Lunches. Remainder on S137

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Repair Culverts	12,200	2,800	15,000	1,100	1,100	-	
Roman Park Maintenance Fund	2,500	2,000	4,500	528	528	-	
Replace Village Bins		2,000	2,000	2,000	2,095	-	95
Embankment Repairs		5,000	5,000	5,000	3,409		1,591
Asset Repairs & Renewals	667	3,000	3,667	1,505	1,505		0
Exceptional/Planned Costs	15,324	22,000	37,324	14,133	17,616	-	3,483
Total Projected/Actual Costs	15,324	51,745	67,824	30,299	32,305	-	2,006
Income							
Precept		43,591	43,591	-	43,591	-	43,951
Rent		6,950	6,950	-	3,350	-	3,317
Bank Interest		120	120	-	60	-	26
CCN Adverts		600	600	-	600	-	907
Grants Income		-	-	-	-	-	10,000
Electricity Recharges		184	184	-	184	-	-
Hire of Changing Rooms		300	300	-	100	-	-
Total Income	-	51,745	51,745	-	47,885	-	58,200
							10,315
							YTD Budget/Actual Variance
							8,310
Road Safety Fund	38,863	-	38,863	-	-	-	-
Defibrillator Fund	627	-	627	-	-	-	-
Credenhill Nursery Ltd - Rent Deposit	450	-	450	-	-	-	-
Credenhill Youth Club	745	-	745	-	-	-	-
Ring Fenced Funds	40,686	-	40,686	-	-	-	-
C/fwd Balance	2,242	2,242	58,252	58,252	57,827	-	424
Cash Flow (inc Projected 2019/20 Surplus)	58,252	2,242	1,487	-	19,932	-	32,677
							11,897

Project Complete

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

COVID19 Grant

PC agreed not to recharge

No football yet