

CREDENHILL PARISH COUNCIL



MINUTES OF AN ORDINARY MEETING HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 18th NOVEMBER 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. Andrew Slater (AS)
Councillor Revd. Rana Davies-James (RD)
Councillor Mr. Paul Burrridge (PB)
Councillor Mr. Paul Warrington (PW)
Councillor Miss. Jenni Hurcomb (JH)
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

The Chairman opened the meeting at 7.30 pm.

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

Councillor Mr. John Beavan (JB)
Councillor Mrs. Dott Pullen (DP)
Councillor Mr Paul Beechey (PA)
Ward Councillor Mr. Bob Matthews (BM)

2. Declarations of Interest & Dispensations

- 2.1. No declarations of interest in agenda items from Councillors.
- 2.2. No written applications for dispensation

3. Speakers

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

- 3.1. An update from Ward Councillor Bob Matthews was received through the chairman.
 - Ongoing discussion about the bypass.
 - BM has requested that the Bridge Sollers road is improved/widened.
 - Ongoing follow up with Highways about the A480 drainage issues.
 - Still working on cycle path improvements
 - Still following up the Bus Pull in options, Highways to confirm way forward – meeting to be arranged.

4. Public Question Time

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

None raised.

5. Minutes

Proposed by RN to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 21st October 2020, seconded by DE.

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

CREDENHILL PARISH COUNCIL



Proposed by PB to accept the finance reports and authorise payments, seconded by ML.

7. Review Draft 2021-2022 Budget – Appendix C

The Draft budget for 2021-2022 was presented as per appendix C for discussion. It was noted that the Parish Council wanted to keep the Precept the same because of the difficult financial times parishioners were having due to the pandemic and any increase in the precept would not be well received. The budget is based on the assumption that a mutual working arrangement can be agreed with Herefordshire Council and Highways England (1/3 each based on £80k) to repair the Culverts; a response from Herefordshire Council is expected before December. The draft budget will be published in the December CCN to give residents time to comment.

Councillors can review the budget and propose any changes at the December meeting when it will need to be finalised and approved.

8. Planning Applications

Reference	Details	CPC Status	HC Previous Status	HC New Status
P203608/XA2 P203470/XA2	Long Friday Farm – Application for matters reserved in conditions 3 4 8 15 & 17 attached to planning permission 201181.	n/a	New	Determine by 22/12/2020
P193794/O	Land South of A480 – Up to 100 Houses – Re-consultation	Comments Submitted - Mixed	Comments by 21/10/2020	Determine by 08/01/2021
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

It was noted that a new planning application P203753 for 3 Trenchard Avenue has been received post publication of the agenda. A response is required by the 9th December; the planning committee will meet to discuss and if an Extra Ordinary meeting is deemed necessary then a summons will be issued.

9. To receive reports from working groups

- 9.1. Finance (AS, TS, ML) – No further updates.
- 9.2. Community Hall (TS) – No meeting this month, expect a virtual meeting before the next parish council meeting.
- 9.3. Footpaths (PB) – No reports of any issues received.
- 9.4. Shops/Businesses (DP) – Community litter pick to be rescheduled due to current lockdown restrictions, we expect it will take place in January.
- 9.5. War Memorial (DE) – Remembrance Service was a success. Restoration project still ongoing.
- 9.6. Flood Alleviation Scheme (JB) – A letter has been received from the new solicitor confirming present situation with the file, clerk to circulate to councillors.
- 9.7. Schools (RD) – No updates
- 9.8. Roman Park (JH, RN) – No update
- 9.9. Social Club (PW) - No updates
- 9.10. Asset Management (ML, PW, TS) – Requests for quotes for year 1 and 2 works as well as other potential works have been requested from local suppliers; hopefully more to report at the next meeting.

CREDENHILL PARISH COUNCIL



9.11. COVID19 Emergency (All) – New link worker has been allocated to the area for the second lockdown period. The helpline and volunteers from the first wave will be contacted and used as required for any help activities. The telephone support network organised by RD is still operational and a reminder will be issued in the next CCN.

10. Matters arising since last meeting:

- 10.1. It was proposed by ML and seconded by AS to accept the quote received from Melcon at £240.00 per property for the Electrical testing of the Changing Rooms and Resource Centre. Clerk to organise.
- 10.2. The request received from the Church Warden to erect an Advent Wreath on the railings around the tree on the village green was approved and supported by the full council.
- 10.3. It was proposed by PB and seconded by PW to accept the quote received from Sutton Surveys at £250.00 for an Asbestos Survey of the Resource Centre.
- 10.4. Consider request to put up a small notice next to the Neolithic Way Marker Stone on the village green. It was agreed that the clerk should speak to Mr J Daw about previous investigations he has made into the stone. The parish council agreed that a small sign reading “Ancient Stone - Do Not Remove” should be installed to ensure that the stone is not deliberately removed. Clerk to obtain quotes and investigate Parish Map as part of roman park project.

11. Public Question Time

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

Question received from Mr C Lewis on facebook “With the decision being made soon about the bus pull in at the top of the village has anything been done about the improvements needed to the pavements by the tree and school to make it safer for the school children and general public, not a lot of point spending £40000 on a bus pull in if it dangerous walking too and from said pull in !”

Councillors noted that the decision from the Parish Council was to go ahead with a bus shelter and warning sign that would be less than £40k (approx. £30k); and that any funds left would be used to focus on improving this area. We are waiting for a response from Highways as to whether the Parish Councils suggestion goes ahead. If it does not go ahead then funds from Section 106 will hopefully be used to focus on this area.

The chairman thanked Chris Lewis for raising this matter.

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

7.30 pm, 16th December 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 20:49

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix B - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
01/10/2020	b/f Balance	2,322.02	86,856.85	89,178.87
Receipts				
01/10/2020	Credenhill Nursery – Rent Oct 2020	550.00		550.00
08/10/2020	Hereford Centre for Natural Health – CCN Ad	48.00		48.00
08/10/2020	Maid Domestic Services – CCN Ad	48.00		48.00
14/10/2020	HMRC – VAT Reclaim 01/0/2020-30/09/2020	1,636.77		1,636.77
21/10/2020	AARDVARK INSTALLATIONS – CCN Ad	85.00		85.00
27/10/2020	Beau Visage – CCN Advertising	85.00		85.00
Total Received in Period		2,452.77	0.00	2,452.77
Payments				
01/10/2020	Herefordshire Council – Trade Waste	-110.44		-110.44
12/10/2020	NEST – Pension	-182.16		-182.16
14/10/2020	British Gas – Electricity	-38.74		-38.74
16/10/2020	Welsh Water – Water Rates 01/04/2020-30/09/2020	-16.54		-16.54
21/10/2020	The Wasp Guys – Treat Wasp Nest in Embankment	-59.00		-59.00
21/10/2020	H'fdshire Fire Protection Services Ltd – Fire Ext. Services	-59.07		-59.07
21/10/2020	PKF Littlejohn LLP – External Audit	-360.00		-360.00
21/10/2020	ABC Printing – Oct CCN	-254.00		-254.00
21/10/2020	Highground Maintenance–1/6 Grass Cutting Contract	-702.66		-702.66
21/10/2020	Mr C Powell – Litter/Maintenance Sept 2020	-534.00		-534.00
21/10/2020	Mr L Harper-Smith - Expenses Sept 2020	-225.69		-225.69
21/10/2020	Mr L Harper-Smith – Wages Sept2020	-633.60		-633.60
21/10/2020	HMRC – PAYE Sept 2020	-8.28		-8.28
21/10/2020	Border Contracts Fencing Ltd – Embankment Fence	-4,020.00		-4,020.00
21/10/2020	Border Contracts Fencing Ltd – Roman Park Fence Repairs	-570.00		-570.00
21/10/2020	British Gas – Electricity	-10.52		-10.52
22/10/2020	British Gas – Electricity	-15.21		-15.21
Total Spent in Period		-7,799.91	0.00	-7,799.91
Transfers				
13/10/2020	Transfer from Reserve to Current Account	7,000.00	-7,000.00	0.00
Total Transfers in Period		7,000.00	-7,000.00	0.00
31/10/2020	Closing Balance	3,974.88	79,856.85	83,831.73
Payments to Authorise				
18/11/2020	ABC Printing – Nov CCN	-274.00		BACS
18/11/2020	Mr C Powell – Litter/Maintenance/Cleaning Oct 2020	-611.34		BACS
18/11/2020	Mr L Harper-Smith - Expenses Oct 2020	-72.45		BACS
18/11/2020	Mr L Harper-Smith – Wages Oct2020	-633.60		BACS
18/11/2020	HMRC – PAYE Oct 2020	-8.28		BACS
18/11/2020	Dave Massey Gas Services Ltd – Boiler Service	-60.00		BACS
18/11/2020	Kompan – Play Equipment Replacement Parts	-81.60		BACS
18/11/2020	Herefordshire Fire Alarm Services - 6 Monthly Alarm Service	-102.00		BACS
Total Payments to Authorise		-1,843.27	0.00	-1,843.27
Transfers to Authorise				
Total Payments to Authorise		0.00	0.00	0.00

CREDENHILL PARISH COUNCIL



ASSETS	Cash & Bank			Balance
	Lloyds – Current Account (after payments)			2,131.61
	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			81,988.46
	Debtors	Not Due	Overdue	Total
	Gareth Higgs Tree Services – CCN Ad		48.00	48.00
	Watkins Carpentry & Property Services Ltd– CCN Ad	48.00		48.00
	Hair @ Home- CCN Ad	48.00		48.00
	Hereford City Sports – Hire of Changing Rooms	37.00		37.00
	Herefordshire Council – Culvert Report Recharge	1,100.00		1,100.00
	Total Debtors	1,281.00	48.00	1,281.00
	Other Debtors			
	Total Other Debtors	0.00	0.00	0.00
	TOTAL ASSETS			83,269.46
LIABILITIES	Creditors	Not Due	Overdue	Total
	1 & 1 Internet Ltd – Web Hosting	5.99		5.99
	Digital River – Cisco Webex	15.00		15.00
	British Gas – Electricity (Carpark Lights)	32.99		32.99
	Total Trade Creditors	53.98	0.00	53.98
	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	-816.84		-816.84
	VAT at 5% to be reclaimed from HMRC	-2.29		-2.29
	Total Other Liabilities	982.19	0.00	982.19
	TOTAL LIABILITIES			1,036.17
	TOTAL			82,233.29
RESERVES	Restricted Reserves			
	Road Safety Improvement Fund			38,863.09
	Un-Restricted Reserves – per Budget	Budget	Spent	Balance
	Roman Park	5,300.00	596.00	4,704.00
	Culvert Repairs	15000.00		15,000.00
	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	8,997.85	0.00
	New Signs For Community Centre	1,000.00		1,000.00
	Repairs & Renewals (inc Fence Repairs)	3,667.00	1,554.98	2,112.02
	TOTAL BUDGETED EXPENDITURE (Exc Operating Costs)			62,955.11
	Working Capital for Operating Costs (Cashflow Indicator)			19,278.18
	TOTAL RESERVES			82,233.29

CREDENHILL PARISH COUNCIL



2020-2021 Budget/Actual Comparison YTD

@ Nov 30, 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	5,508	5,561	-	53
Pension		281	281	165	165	-	
Staffing Costs	-	9,641	9,641	5,673	5,726	-	53
Software		95	95	55	118	-	63
Travel		144	144	84	13		71
Printing		180	180	105	32		73
Telephone		60	60	35	35	-	
Postage		37	37	21	-		21
Stationary		84	84	49	26		23
Homeworking Allowance		180	180	105	105	-	
Meeting Room Hire/Setup Cost		150	150	-	-		-
Office & Meeting Costs	-	929	929	455	329		125
Adverts		250	250	-	-		-
Website Hosting Fee		60	60	35	35		0
Printing CCN		3,960	3,960	2,750	1,605		1,145
Advertising & Promotion	-	4,020	4,020	2,785	1,640		1,145
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	85	85	-	
Playground Inspection		130	130	-	-		-
Insurance, Legal & Professional Costs	-	1,955	2,710	1,700	1,779	-	79
Changing Room Costs							
Electric		264	264	154	120		34
Water Rates		100	100	50	17		33
Community Centre Costs							
Waste Disposal		440	440	220	221	-	1
Electric		288	288	168	130		38
Utility & Waste Management Costs	-	1,092	1,092	592	488		104
Village Costs							
Litter Picking		5,319	5,319	3,103	2,064		1,039
Cleaning		288	288	168	18		150
Maintenance		288	288	168	687	-	519
Materials		240	240	140	142	-	2
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	7,259	6,598		662
Total Operating Costs	-	29,746	30,501	18,464	16,559		1,905
Exceptional/Planned Costs							
Charitable Grant Provision	- 128	4,000	3,872	4,000	8,998	-	4,998
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	-	-		-

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

CREDENHILL PARISH COUNCIL



Roman Park Maintenance Fund	2,500	2,000	4,500	596	596	-
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	1,555	1,555	0
Exceptional/Planned Costs	15,324	22,000	37,324	13,151	16,653	- 3,502
Total Projected/Actual Costs	15,324	51,746	67,825	31,615	33,212	- 1,597
Income						
Precept		43,591	43,591	- 43,591	- 43,951	360
Rent		6,950	6,950	- 3,950	- 3,867	83
Bank Interest		120	120	- 70	- 26	44
CCN Adverts		600	600	- 600	- 933	333
Grants Income		-	-	- -	10,000	10,000
Electricity Recharges		184	184	- 184	- -	184
Hire of Changing Rooms		300	300	- 100	- 37	63
Total Income	-	51,745	51,745	- 48,495	- 58,813	10,318
YTD Budget/Actual Variance						8,721
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	- 21,858	- 34,198	11,491

Project Complete

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

COVID19 Grant
PC agreed not to recharge

CREDENHILL PARISH COUNCIL



Appendix C – Draft 2021-2022 Budget

2021-2022 Budget - 2nd Draft

	Year Total Budget	Notes
Staffing Costs		
Clerk Wages	9,360.00	Based on 15 hour @£12 per hour per week
Pension	374.40	Statutory Minimum 4% from 04/2021
	9,734	Parish Clerk & Responsible Finance Officer
Microsoft Office 365	95	
Webex meeting Software	150	
Travel	60	Estimated Travel per month
Printing	144	Paper & Cartridges
Telephone	60	EE Mobile Contract
Postage	24	Stamps
Stationary	60	Envelopes, Paper, Folders, Dividers, stationary.
Homeworking Allowance	180	Statutory amount of £15 per month
Meeting Room Hire/Setup Cost	510	Room setup fee per licence & Hire of Headway
Office & Meeting Costs	1,283	Postage, Printing, Stationary, Telephone, Broadband & Travel.
Website Hosting Fee	60	Based on actual
Printing CCN	3,074	
Advertising & Promotion	3,134	Website & CCN
Insurance	1,900	Based on higher quote in 2020.
Internal Audit	160	Increased to reflect 50% of external audit fee
External Audit	315	Based on current cost plus 5%
ICO Membership Fee	40	Actual
Annual Boiler Service	65	Actual
Fire Extinguisher Inspections	100	Based on worst case
Fire Alarm Inspections	180	Based on current cost plus 5%
Playground Inspection	150	Based on current cost plus 5%
Insurance, Legal & Professional Costs	2,910	Insurance, Audits & Inspections.
Changing Room Costs		
Electric	360	Based on current unit cost
Water Rates	90	Based on current cost and increased useage.
Community Centre Costs		
Waste Disposal	460	Based on current cost
Electric	200	Based on current cost plus 5% increase
Utility & Waste Management Costs	1,110	Sulo Bin, Carpark Lights, Changing Room Electric & Water.
Village Costs		
Litter Picking	5,319	8.5 Hours per week @ £12 per hour.
Cleaning	288	2 Hours per month @ £12 per hour.
Maintenance	648	51 hours from Maint Plan plus 9 contingency @ £12 per hour.
Materials	240	A general prevision for materials.
Hedge Cutting	1,199	Once per year and as required at existing price plus 5%
Weed Control	393	Twice per year at existing price plus 5%
Grass Cutting	4,249	Current cost plus 5% Apr-Oct plus provision for 2 extra cuts at the start
Tree Maintenance	500	Estimate
Asset Management Costs	12,835	Grass, Hedge, Tree, Litter & General Maintenance
Total Operating Costs	31,006	

CREDENHILL PARISH COUNCIL



Exceptional/Planned Costs

Charitable Grant Provision	4,500	Section 137(4)(a) of the L'I G'ment Act 1972 for local councils in England for <u>2019/20</u> was £8.32 per elector. 1512 electors @ sept 2020 = £12,850 limit plus RPI increase.
Repair Culverts (addition to reserve)	11,000	Repairs to the yazor brook culverts are required totalling approx. £80k. Assume 1/3 funded by Parish Council.
Roman Park Improvement Fund (addition to reserve)	1,500	
Asset Repairs & Renewals	3,846	
Exceptional/Planned Costs	<u>20,846</u>	
Total Projected/Actual Costs	<u>51,852</u>	

Income

Precept	44,000	Currently £43,951.00. RPI is currently 0.7%
Rent	6,600	Assuming no increase.
Bank Interest	12	
CCN Adverts	1,000	
Hire of Changing Rooms	240	Hereford City Sports hire the changing rooms.
Total Income	<u>51,852</u>	

Projected Reserves Bought Forward from 2020/21

Roman Park	11,000	
Road Safety Improvement Fund	38,863	
Culvert Repairs	15,000	
Defibullator Fund	627	
Credenhill Nursery Ltd - Rent Deposit	450	Deposit
Credenhill Youth Club	745	Balance of funds
Projected Reserves B/F from 2020/21	<u>66,686</u>	