

CREDENHILL PARISH COUNCIL



MINUTES OF AN ORDINARY MEETING HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 16th DECEMBER 2020

PRESENT:

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

2. Declarations of Interest & Dispensations

- 2.1. PB declared an interest in planning application P203873/F
- 2.2. To consider any 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 via the chairman
 - Bus shelter on A480 is being moved forward.
 - He is lobbying for an Eastern Bypass with the support of local businesses.

4. Public Question Time

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

5. Minutes

Proposed by RD and seconded by ML approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 16th November 2020.

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 JH and seconded by PB to accept and approve the financial report including the addition of 2 extra payments as indicated in appendix A & B.

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7. Planning

7.1. Planning Applications

Reference	Details	CPC Status	HC Previous Status	HC New Status
P203873/F	81 Ecroyd Park - Replacement of a double garage with a 2-storey dwelling (revised scheme).	TBC	New	Comments by 24/12/2020
P204235/XA2	Town Well - Approval of details reserved by condition – Retention of Historic Plasterwork	No Comments	New	Determine by 19/12/2020
P203753/FH	3 Trenchard Avenue - Proposed single storey garden room extension	TBC	New	Comments by 16/12/2020
P203608/XA2 P203470/XA2	Long Friday Farm – Application for matters reserved in conditions 3 4 8 15 & 17 attached to planning permission 201181.	No Comments	Determine by 22/12/2020	Determine by 22/12/2020
P193794/O	Land South of A480 – Up to 100 Houses – Re-consultation Pending S106 Agreement	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.	Support	Comments by 27/10/2020	Approved with conditions

P203873/F – It was proposed by JH and seconded by PB to delegate powers to the planning working group to make comments on behalf of the Parish Council. Clerk to forward comments submitted to all councillors.

P203753/FH - The Parish Council planning working group met on 2nd December 2020 to discuss the above planning application. After a discussion about the effects it would have on those living near by it was decided that there is no reason not to support this application on the grounds that a precedent had been set by neighbours who have similar extensions. Adjoining neighbours have been made aware of the proposals by the Parish Council and given details of their right to reply to the planning department. The group requested that a condition be made with regards to how the applicant has deliveries made; if through the fence via station road, there should be no blocking of the pavements or vehicles parked on station road. Any obstructions on station road connected with the proposal would make it difficult for Social Distancing and disrupt the bus service. Clerk to submit after the meeting to meet comments deadline.

7.2. Update on the Rural Areas Site Allocation DPD and the Credenhill Neighbourhood Development Plan - options available to the parish council:

- Continue to rely on the Core Strategy for planning policy within the parish and Herefordshire Council will formally withdraw the neighbourhood area for the parish
- Decide to produce a neighbourhood plan in the absence of the RASADPD which will provide additional policy for the parish until the review of the Local Plan.
- Await the outcome of the Local Plan update

It was **resolved** to await the outcome of the local plan update, proposed by ML and seconded PB.

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8. To receive reports from working groups

- 8.1. Finance (AS, TS, ML) – Need to finalise the budget and precept amount by the end of December.
- 8.2. Community Hall (TS) – Clerk to distribute information relating to the ideals for the future of the Hall to councillors for discussion at the next meeting.
- 8.3. Footpaths (PB) – Clerk to find out how long the tree felling works in Credenhill Park Woods is going on for.
- 8.4. Shops/Businesses (DP) – Community litter pick to be arranged when in tier 1 or lower.
- 8.5. War Memorial (DE) – See 9.8
- 8.6. Flood Alleviation Scheme (JB) – See 9.2 & 9.3
- 8.7. Schools (RD) – Currently dealing with a COVID case and 2 year groups have been isolated. PA passed on concerns raised by local residents about noise during the daytime. RD to discuss with school.
- 8.8. Roman Park (JH, RN) – Clerk has identified a number of grants that the parish council are unable to apply for (e.g. Sports England Grants of up to £50k are currently available to charities not public bodies) however if the Roman Park was run as a charity then these funds could be accessed. Clerk
- 8.9. Social Club (PW) – No updates
- 8.10. Asset Management (ML, PW, TS) – No updates
- 8.11. COVID19 Emergency (All) – No updates.

9. Matters arising since last meeting:

- 9.1. The correspondence received from Gabbs Solicitor in relation to Registration of Parish Council land was reviewed.

AS proposed to go ahead with registration of the land and to transfer the additional registration fees from the repairs and maintenance budget and roman park budgets if required. Seconded by ML . Clerk to follow up with solicitor.

- 9.2. The correspondence received from Herefordshire Council in response to the Culvert repairs was noted. Herefordshire Council are not able to assist with the culvert repairs.

9.3. The correspondence received from Herefordshire Council in response to the Flood Report was read out. Herefordshire Council have a monthly maintenance plan in place to clear the grill on the of take of the FAS. Photos from the FAS are monitored daily to ensure the grill on the FAS is not blocked. There are no further plans to increase maintenance.

- 9.4. The following Herefordshire Council Consultations were noted:

- The future of rubbish and recycling in Herefordshire, and
- Future of Mobility
- Rural Strategy- Call for Evidence consultation.

9.5. Update on Signage for Ancient Stone on Village Green was deferred to the next meeting.

9.6. The council resolved to support the request received for funding from the school for installation of a school sign as part of the main sign on the Village Green estimated at a cost of £90. Proposed by ML and seconded by JH.

9.7. It was noted that the 2021 Census date is on 21/03/2021.

9.8. 2 quotes received for the War Memorial Restoration however they are not comparable; clerk to get comparable quotes to enable us to apply for the War memorial grant. If grants are not successful, then defer to 2022-23 budget.

10. Finalise 2021-2022 Budget – Appendix C

10.1. A number of options were highlighted that councillors may wish to take into account when finalising the draft budget.

10.2. It was agreed that none of the agenda items have a financial impact on the Draft 2021-22 Budget.

10.3. It was proposed by ML and seconded by JH to accept the budget as presented (Appendix C) and set the precept at £44,000.00 for 2021-2022.

11. Public Question Time

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

None Raised

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

7.30 pm, 20th January 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 21:04

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

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Appendix B - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
01/11/2020	b/f Balance	3,974.88	79,856.85	83,831.73
Receipts				
09/10/2020	Lloyds Bank – Interest		0.65	0.68
01/11/2020	Credenhill Nursery – Rent Nov 2020	550.00		550.00
09/11/2020	Lloyds Bank – Interest		0.68	0.68
18/11/2020	G Higgs – CCN Advertising	48.00		48.00
23/11/2020	Watkins Carpentry – CCN Advertising	48.00		48.00
24/11/2020	Herefordshire Council - COVID Grant Roman Park	1,334.00		1,334.00
	Total Received in Period	1,980.00	1.33	1,981.33
Payments				
16/11/2020	NEST – Pension	-182.16		-182.16
18/11/2020	ABC Printing – Nov CCN	-274.00		-274.00
18/11/2020	Mr C Powell – Litter/Maintenance/Cleaning Oct 2020	-611.34		-611.34
18/11/2020	Mr L Harper-Smith - Expenses Oct 2020	-72.45		-72.45
18/11/2020	Mr L Harper-Smith – Wages Oct2020	-633.60		-633.60
18/11/2020	HMRC – PAYE Oct 2020	-8.28		-8.28
18/11/2020	Dave Massey Gas Services Ltd – Boiler Service	-60.00		-60.00
18/11/2020	Kompan – Play Equipment Replacement Parts	-81.60		-81.60
18/11/2020	Herefordshire Fire Alarm Services - 6 Monthly Alarm Service	-102.00		-102.00
20/11/2020	British Gas – Electricity	-15.71		-15.71
25/11/2020	British Gas – Electricity	-32.99		-32.99
	Total Spent in Period	-2,074.13	0.00	-2,074.13
Transfers				
	Total Transfers in Period	0.00	0.00	0.00
30/11/2020	Closing Balance	3,880.75	79,858.18	83,738.93
Payments to Authorise				
16/12/2020	ABC Printing (Now Signature Signs & Print) – Dec CCN	-315.00		BACS
16/12/2020	Mr C Powell – Litter/Maintenance/Cleaning Nov 2020	-1,811.65		BACS
16/12/2020	Mr C Powell – Materials Nov 2020	-47.87		BACS
16/12/2020	Mr L Harper-Smith - Expenses Nov 2020	-71.74		BACS
16/12/2020	Mr L Harper-Smith – Wages Nov2020	-604.80		BACS
16/12/2020	HMRC – PAYE Nov 2020	-3.31		BACS
16/12/2020	Highground Maintenance – Hedges & Weed killing	-1,819.20		BACS
16/12/2020	Mikes Graphics – Signs for Community Clean Up Group	-27.00		BACS
16/12/2020	Highground Maintenance – Roman Park Additional Cut	-103.68		BACS*
16/12/2020	Good n Property Maint. – Changing Rooms Ramp Repair	-140.00		BACS*
	Total Payments to Authorise	-4,944.25	0.00	-4,944.25
Transfers to Authorise				
16/12/2020	Transfer from Savings to Current Account	3,000.00	-3,000.00	0.00
	Total Payments to Authorise	3,000.00	-3,000.00	0.00

*Items added during the meeting.

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ASSETS	Cash & Bank		Balance
	Lloyds – Current Account (after payments)		2,180.18
	Lloyds – Reserve Account (after transfers)		76,858.18
	Natwest – Current Account		0.00
	Natwest – Reserve Account		0.00
	Uncleared Cheques		0.00
	Total Cash & Bank		79,038.36
	Debtors	Not Due	Overdue
	Credenhill Community Hall – Decoration recharge	627.00	
	Hair @ Home- CCN Ad		48.00
	Hereford City Sports – Hire of Changing Rooms		37.00
	Herefordshire Council – Culvert Report Recharge	1,100.00	
	Total Debtors	1,727.00	85.00
	Other Debtors		
	Total Other Debtors	0.00	0.00
	TOTAL ASSETS		80,850.36
LIABILITIES	Creditors	Not Due	Overdue
	1 & 1 Internet Ltd – Web Hosting	5.99	
	British Gas – Electricity (Changing Rooms)	15.21	
	British Gas – Electricity (Carpark Lights)	28.48	
	Total Trade Creditors	49.68	0.00
	Other Liabilities		
	Defibrillator Fund	423.90	
	NEST Pension Payments Owing	173.88	
	Credenhill Nursery Ltd - Resource Centre Deposit	450.00	
	Youth Club Funds	745.26	
	VAT at 20% to be reclaimed from HMRC	-1,133.35	
	VAT at 5% to be reclaimed from HMRC	-5.10	
	Total Other Liabilities	654.59	0.00
	TOTAL LIABILITIES		704.27
	TOTAL		80,146.09
RESERVES	Restricted Reserves		
	Road Safety Improvement Fund		38,863.09
	Un-Restricted Reserves – per Budget	Budget	Spent
	Roman Park	5,300.00	596.00
	Culvert Repairs	15,000.00	
	Roman Park Changing Rooms Planning Fee	85.00	
	Embankment Repairs	5,000.00	3,409.00
	New Litter Bins	2,000.00	2,094.90
	Legal Fees – Register Land	1,500.00	
	Charitable Grant Provision	4,000.00	8,997.85
	New Signs For Community Centre	1,000.00	
	Repairs & Renewals (inc Fence Repairs)	3,667.00	1,594.87
	TOTAL BUDGETED EXPENDITURE (Exc Operating Costs)		64,815.22
	Working Capital for Operating Costs (Cashflow Indicator)		15,330.87
	TOTAL RESERVES		80,146.09

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Appendix C

2020-2021 Budget/Actual Comparison YTD

@ Dec 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	6,264	6,320	-	56	
Pension		281	281	188	188	-		
Staffing Costs	-	9,641	9,641	6,452	6,508	-	56	
Software		95	95	63	126	-	63	
Travel		144	144	96	27	-	69	
Printing		180	180	120	46	-	74	
Telephone		60	60	40	40	-		
Postage		37	37	24	-	-	24	
Stationary		84	84	56	26	-	30	
Homeworking Allowance		180	180	120	120	-		
Meeting Room Hire/Setup Cost		150	150	-	-	-		
Office & Meeting Costs	-	929	929	520	385	-	135	
Adverts		250	250	-	-	-		
Website Hosting Fee		60	60	40	40	-	0	
Printing CCN		3,960	3,960	3,190	1,920	-	1,270	
Advertising & Promotion	-	4,020	4,020	3,230	1,960	-	1,270	
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	176	176	-	0	
Water Rates		100	100	50	17	-	33	
Community Centre Costs								
Waste Disposal		440	440	220	221	-	1	
Electric		288	288	192	130	-	62	
Utility & Waste Management Costs	-	1,092	1,092	638	544	-	94	
Village Costs								
Litter Picking		5,319	5,319	3,546	3,204	-	342	
Cleaning		288	288	192	18	-	174	
Maintenance		288	288	192	687	-	495	
Materials		240	240	160	178	-	18	
Hedge Cutting		1,351	1,351	1,351	1,142	-	209	
Weed Control		784	784	392	374	-	18	
Grass Cutting		3,681	3,681	3,681	3,686	-	5	
Tree Maintenance		550	550	-	-	-		
Asset Management Costs	-	12,500	12,500	9,513	9,289	-	224	
Total Operating Costs	-	30,137	30,892	22,053	20,465	-	1,588	
Exceptional/Planned Costs								
Charitable Grant Provision	-	128	4,000	3,872	4,000	9,025	-	5,025
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	-	-	-		
Roman Park Maintenance Fund	2,500	2,000	4,500	596	596	-		

Cisco Webex Additional Cost

An Edition not printed + Savings

£2500 Spent on COVID 19 Lunches.
Remainder on \$137

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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	1,595	1,595	0
Exceptional/Planned Costs	15,324	22,000	37,324	13,191	16,720 -	3,529
Total Projected/Actual Costs	15,324	52,137	68,216	35,244	37,185 -	1,941

Project Complete

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

Income						
Precept		43,591	43,591 -	43,591 -	43,951	360
Rent		6,950	6,950 -	4,550 -	4,417 -	133
Bank Interest		120	120 -	80 -	27 -	53
CCN Adverts		600	600 -	600 -	933	333
Grants Income		-	-	-	11,334	11,334
Electricity Recharges		184	184 -	184	-	184
Hire of Changing Rooms		300	300 -	100 -	37 -	63
Total Income	-	51,745	51,745 -	49,105 -	60,699	11,593

COVID19 Grants

PC agreed not to recharge

YTD Budget/Actual Variance						
						9,653
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	1,850	1,095 -	26,097 -	40,056	13,110

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Appendix D

2021-2022 Budget - Final Approved Version

	Year Total Budget	Notes
	Clerk Wages	9,360.00 Based on 15 hour @£12 per hour per week
	Pension	374.40 Statutory Minimum 4% from 04/2021
Staffing Costs	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/Community Hall
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	

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Exceptional/Planned Costs

Charitable Grant Provision	4,500	Section 137(4)(a) of the L' G'ment Act 1972 for local councils in England for 2020-21 is £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. 2/3 funded by Parish Council.
Roman Park Improvement Fund (addition to reserve)	1,500	
Asset Repairs & Renewals	3,846	
Exceptional/Planned Costs	20,846	
Total Projected/Actual Costs	51,852	

Income

Precept	44,000	Currently £43,951.00. RPlis 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	51,852	

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	66,686	