

4. Public Question Time

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

RJ via Facebook - Is there an update on the 100 houses proposed south of the A480? BM had spoken to the planning officer however there has been no update; awaiting further clarifications.

5. Minutes

Proposed by PW and seconded by PA to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 20th January 2021.

6. Financial Report – Appendix A & B

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment (Amended during the meeting - Heating Amount Removed see note.)
- 6.4. Comparison to Budget

Proposed by PA and seconded by ML to accept the amended finances as a true record and to approve the payments.

Note – Finances per agenda were adjusted after the decision on item 9.3

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).	Comments Submitted - Object	Comments by 24/12/2020	Determine by 20/01/2021
P210021/XA2 P204235/XA2	Town Well - Approval of details reserved by condition – Listed Building Consent	No Comments	Determine by 19/01/2021	Approved Approved
P193794/O	Land South of A480 – Up to 100 Houses – Pending S106 Agreement	Comments Submitted - Mixed	Comments by 21/10/2020	Determine by 08/01/2021

No actions required on planning.

8. To receive reports from working groups

- 8.1. Finance (AS, TS, ML) - No further updates.
- 8.2. Community Hall (TS) – See appendix C
- 8.3. Footpaths (PB) – PROW 15 has no entrance style/gate and is overgrown in the entrance to the wood. Issue has been logged with BBLP.
- 8.4. Shops/Businesses (DP) – No matters arising.
- 8.5. War Memorial (DE) – No updates.
- 8.6. Flood Alleviation Scheme (JB) – TP1 and Deed of Easement have been signed and sent back to the solicitor, awaiting sign off by Herefordshire Council.
- 8.7. Schools (RD) – 50-60 pupils regularly attending at present, spirits are good.
- 8.8. Roman Park (JH, RN) – Safety Inspection booked for March.
- 8.9. Social Club (PW) – Still closed, no updates.
- 8.10. Asset Management (ML, PW, TS) – No updates.
- 8.11. COVID19 Emergency (All) – No new requirements.

CREDENHILL PARISH COUNCIL



9. Matters arising since last meeting:

- 9.1. Design's for Community Centre Sign were reviewed; various amendments and options were discussed. It was agreed that a working group made up of PW, PA, ML & TS would meet to move the project forward.
- 9.2. Ongoing surface water flooding issues on the A480 were noted and the present issues have been logged with Balfour Beatty for jetting. Clerk to monitor and report back on progress made.
- 9.3. The New Heating Proposal received from the Community Hall Trustees (Appendix D) was discussed, a number of issues were raised which were unable to be answered during the meeting. The Parish Council requested further clarification before signing off on the new heating system; item deferred to March.
- 9.4. The 3 quotes received were discussed. Proposed by RN and seconded by JH to accept the quote received from Mill Farm Fishery Ltd for Soil to back fill Community Hall fence; setting a maximum of 12 tonnes of soil costing £282 + VAT. Passed unanimously, PB did not take part in the discussion or vote.
- 9.5. A New Volunteer group called Credenhill Community Blooming Group has been formed to assist the Parish Council in brightening up the Parish; 7 volunteers have come forward so far, further updates to follow.
- 9.6. Grounds Maintenance Tenders have been issued; the end date is set for 26th February 2021. A working group of ML, TS & PW was agreed to complete the tender process.
- 9.7. The section 137 Grant policy and application form was reviewed. It was agreed that the 2021-22 application form and policy would remain the same however the application date will be put back to the end of May to allow more time for applications. Clerk to update policy and form then publish and distribute to local groups.

10. Public Question Time

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

None received.

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

7.30 pm, 17th March 2021, 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 21:35.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix B - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
01/01/2021	b/f Balance	2,710.93	77,958.84	80,669.77
Receipts				
04/01/2021	Credenhill Nursery – Rent Jan 2021	550.00		550.00
11/01/2021	Lloyds Bank – Interest		0.71	0.71
19/01/2021	D & A Motors – Firewood CCN Advert	85.00		85.00
20/01/2021	Herefordshire Council – COVID19 Grant Roman Park	6,001.00		6,001.00
	Total Received in Period	6,636.00	0.71	6,636.71
Payments				
04/01/2021	Herefordshire Council - Trade Waste Jan-Mar 2021	-110.44		-110.44
18/01/2021	NEST - Pension Dec 2020	-190.44		-190.44
20/01/2021	Mr L Harper-Smith - Expenses Dec 2020	-50.47		-50.47
20/01/2021	Mr L Harper-Smith – Wages Dec 2020	-604.80		-604.80
20/01/2021	HMRC – PAYE Dec 2020	-17.77		-17.77
20/01/2021	Good n Property Maint. – Door Handle Changing Rooms	-38.00		-38.00
20/01/2021	Sutton Asbestos Surveys Ltd – Asbestos Survey/Plan	-300.00		-300.00
21/01/2021	British Gas – Electricity Changing Rooms	-15.71		-15.71
22/01/2021	British Gas – Electricity Car Park Lights	-37.38		-37.38
	Total Spent in Period	-1,365.01	0.00	-1,365.01
Transfers				
	Total Transfers in Period	0.00	0.00	0.00
31/01/2021	Closing Balance	7,981.92	77,959.55	85,941.47
Payments to Authorise				
11/02/2021	Mr C Powell – Litter/Maintenance/Cleaning Dec 20/Jan 21	-498.00		-498.00
11/02/2021	Mr L Harper-Smith – Expenses Jan 2021	-68.42		-68.42
11/02/2021	Mr L Harper-Smith – Wages Jan 2021	-605.00		-605.00
11/02/2021	HMRC – PAYE Jan 2020	-3.11		-3.11
11/02/2021	Signature Signs & Print – Feb 2021 CCN	-274.00		-274.00
11/02/2021	Berrys – Professional Fees – Hall Re-design Costings	-648.00		-648.00
	Total Payments to Authorise	-2,096.53	0.00	-2,096.53
Transfers to Authorise				
04/02/2021	Transfer from Reserve to Current Account	3,000.00	-3,000.00	0.00
	Total Payments to Authorise	3,000.00	-3,000.00	0.00

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ASSETS	Cash & Bank		Balance
	Lloyds – Current Account (after payments)		5,885.39
	Lloyds – Reserve Account (after transfers)		74,959.55
	Uncleared Cheques		0.00
	Total Cash & Bank		83,844.94
	Debtors	Not Due	Overdue
	Hereford City Sports – Hire of Changing Rooms		37.00
	Total Debtors	0.00	37.00
	Other Debtors		
	Total Other Debtors	0.00	0.00
	TOTAL ASSETS		83,881.94
LIABILITIES	Creditors	Not Due	Overdue
	1 & 1 Internet Ltd – Web Hosting	5.99	5.99
	Digital River – Cisco Webex	15.00	15.00
	British Gas – Electricity (Changing Rooms)	15.71	15.71
	British Gas – Electricity (Carpark Lights)	37.38	37.38
	Total Trade Creditors	51.33	0.00
	Other Liabilities		
	Defibrillator Fund	423.90	423.90
	NEST Pension Payments Owing	173.88	173.88
	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	-1,325.95	-1,325.95
	VAT at 5% to be reclaimed from HMRC	-9.77	-9.77
	Total Other Liabilities	457.32	0.00
	TOTAL LIABILITIES		508.65
	TOTAL		83,373.29
RESERVES	Restricted Reserves		
	Road Safety Improvement Fund		38,863.09
	Un-Restricted Reserves – per Budget	Budget	Spent
	Roman Park	5,300.00	774.00
	Culvert Repairs	15,000.00	15,000.00
	Roman Park Changing Rooms Planning Fee	85.00	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	1,500.00
	Charitable Grant Provision	4,000.00	9,024.85
	New Signs For Community Centre	1,000.00	1,000.00
	Repairs & Renewals (inc Fence Repairs)	3,667.00	1,844.87
	TOTAL BUDGETED EXPENDITURE (Exc Operating Costs)		64,303.07
	Working Capital for Operating Costs (Cashflow Indicator)		19,070.22
	TOTAL RESERVES		83,373.29

CREDENHILL PARISH COUNCIL



2020-2021 Budget/Actual Comparison YTD

@ Feb 28, 2021

	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	7,848	7,868	-	20
Pension		281	281	235	235	-	
Staffing Costs	-	9,641	9,641	8,083	8,103	-	20
Software		95	95	79	167	-	88
Travel		144	144	120	32	-	88
Printing		180	180	150	46	-	104
Telephone		60	60	50	50	-	
Postage		37	37	31	-	-	31
Stationary		84	84	70	29	-	41
Homeworking Allowance		180	180	150	150	-	
Meeting Room Hire/Setup Cost		150	150	150	150	-	
Office & Meeting Costs	-	929	929	800	624	-	176
Adverts		250	250	-	-	-	
Website Hosting Fee		60	60	50	50	-	0
Printing CCN		3,960	3,960	3,575	2,194	-	1,381
Advertising & Promotion	-	4,020	4,020	3,625	2,244	-	1,381
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	40	35	-	5
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	1,740	1,814	-	74
Changing Room Costs							
Electric		264	264	220	176	-	44
Water Rates		100	100	50	17	-	33
Community Centre Costs							
Waste Disposal		440	440	330	331	-	1
Electric		288	288	240	225	-	15
Utility & Waste Management Costs	-	1,092	1,092	840	748	-	92
Village Costs							
Litter Picking		5,319	5,319	4,432	3,654	-	778
Cleaning		288	288	240	18	-	222
Maintenance		288	288	240	735	-	495
Materials		240	240	200	186	-	14
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	3,773	-	92
Tree Maintenance		550	550	-	-	-	-
Asset Management Costs	-	12,500	12,500	10,536	9,881	-	655
Total Operating Costs	-	30,137	30,892	25,624	23,414	-	2,209
Exceptional/Planned Costs							
Charitable Grant Provision	-	128	4,000	3,872	4,000	9,025	-
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	774	774	-	-

Cisco Webex Additional Cost

An Edition not printed + Savings

Booked for March

£2500 Spent on COVID 19 Lunches.
Remainder on S137

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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	1,845	1,845	0
Exceptional/Planned Costs	15,324	22,000	37,324	13,619	17,148	- 3,529

Project Complete

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

Total Projected/Actual Costs	15,324	52,137	68,216	39,243	40,562	- 1,319
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Income

Precept	43,591	43,591	-	43,591	-	43,951	360
Rent	6,950	6,950	-	5,750	-	5,517	233
Bank Interest	120	120	-	100	-	28	72
CCN Adverts	600	600	-	600	-	970	370
Grants Income	-	-	-	-	-	17,335	17,335
Electricity Recharges	184	184	-	184	-	-	184
Hire of Changing Rooms	300	300	-	200	-	37	163
Total Income	-	51,745	51,745	- 50,425	- 67,838	17,413	

COVID19 Grants

PC agreed not to recharge

YTD Budget/Actual Variance **16,094**

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
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Cash Flow (inc Projected 2019/20 Surplus)	58,252	1,850	1,095	- 31,416	- 50,572	18,308
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Appendix C – Community Hall Report 25th January 2021

The meeting was held at 7.30pm. There was 6 hall members including myself plus the Parish Clerk.

The meeting had no business to discuss except for the installation of some form of heating to increase the usability of the building as through the winter months it is very cold to use. The present heating which is very old does not give sufficient heat to make it comfortable for users.

Several quotes have been gained by the committee and the Parish Clerk which have been discussed at length over the months and it was decided at this meeting that it would request a re-calculation be made, because it was decided that certain areas did not require extra heating, but it had been included in the quote. It was agreed to go ahead with the installation once the requested was made available. A necessary survey was carried out to allow the decision to be made. This will allow the Hall Committee to act straight away were as the ideal solution will take a lot more time as funds would not allow work to be done.

The Committee is requesting that the Parish Council order the new heating so as the VAT can be reclaimed.

Full quote: £16402.74 including VAT. VAT £2733.79

Revised quote £7075.43 including VAT. VAT £1179.24

The heating will be upgraded as funds become available. Priority is now being given to the kitchen area.

Craig has nearly finished the painting of the interior which has made a big difference and it is more inviting.

CREDENHILL PARISH COUNCIL



Appendix D- Proposal to Credenhill Parish Council - reference purchase of a new heating system

As you are aware Credenhill Community Hall Charity are in process of upgrading and replacing various aspects of the Hall. After sending questionnaires out to our users we ascertained that a better heating system was the next imperative as the Hall is cold and at times unusable in Winter . The current gas heating system , besides not being sustainable, does not warm the hall sufficiently and there is no form of heating in the back and side rooms at all . Users often wear coats when there

So we researched a variety of forms of heating . Our aim was to find an affordable ,sustainable effective new heating system

We looked at replacing the current gas system with Hereford Heating ,the cost of £8008.32 + vat does not include safety covers for each radiator at a cost of £492.00 +vat each ,and since we have several children groups this is a safety factor we would need . Plus the boiler would need an annual service . We also felt that if the current system was not efficient enough due to the size and height of the Hall a new one would not be much more efficient . Plus we would have to alter it again in a few years to a more sustainable heat source to meet with government guidelines

We looked at various forms of alternative heating including solar ,which would be our choice for sustainability ,at over £16000 for the panels alone ,without radiators or water heating ,this was beyond our current improvement fund and would remain so for some time .

We then looked at electric heating in the form of Infra red heaters from a company called ARC,this is also expensive at more than £16000 for roof fitted infrared panels for the Hall plus all side room and back rooms . This is for supply only without installation

We then asked Melcon if they would install the ARC Thermal Products infrared heaters or suggest an alternative system .They gave us 4 Quotes

- a. Supply and install new Dimplex heaters in side and back rooms and 2 infra red heaters on the side kitchen wall ,certified on completion = £3070+vat
- b. Supply and install Dimplex heaters in the back and side rooms ,certificate on completion = £1685.00=vat
- c. Install ARC heaters in the main Hall ,plus new fuseboard in the kitchen, certified on completion =£3260.00+vat
- d. Install ARC heaters in the main Hall,Install new fuse board .install ARC heaters in side and back rooms ,certified on completion =£4205 +vat

ARC products only = £9463.95

Installed by Melcon =£4205.00

Total =£13668.95

VAT would be in addition take the total cost to £16402.74

Since this would be almost all of our current capital and no income coming in we looked again and finally decided to go for :

ARC heaters in the main Hall ,split into 3 zones each with its own thermostat

Dimplex heaters in the toilets and one in the dividing corridor all installed by Melcon

Proposal 2

The revised quote from ARC Thermal Heaters is £5896.19 +vat Total £7075.43

We are waiting for further quotes for the revised order from Melcon who want our asbestos report findings first incase it alters their time frame .

We decided on this option because

- a. It is more sustainable than Gas and will link with Solar panels when we can add them
- b. The heat will be more efficient if it is directional from the ceiling down and can be zonal
- c. This will leave enough money in our grant improvements fund to remove the old system and put towards of the next stage of improvements

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What the CCHC Trustees would like to ask of the Credenhill Parish Council is would they please place orders with ARC and Melcon for us ,thereby eventually saving us VAT at 20 per cent on this very expensive outlay . On the ARC products alone that is £1179.24 saved .Any savings made would then be put towards the cost of upgrading the kitchen area

We would like to thank Lee ,in his role as Parish Clerk and Terry in his role as Chairman of Credenhill Parish Council for all the assistance they have given us and the financial assistance we have received so far . They have worked closely together With the Trustees to bring the Hall back to a good state again and we look forward to further progress in the future

Best Regards
Betty Morris .Chair

On Behalf of Credenhill Community Hall Trustees