

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF AN ORDINARY MEETING HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 17<sup>th</sup> MARCH 2021**

### **PRESENT:**

Councillor Mr. Terry Smissen Chairman (TS), Councillor Mr. Martin Leaton Vice Chairman (ML), Councillor, Miss. Deanna Pennington (DE), Councillor Revd. Rana Davies-James (RD), Councillor Mr. Paul Burrige (PB), Councillor Miss. Jenni Hurcomb (JH), Councillor Mr Paul Beechey (PA), Councillor Mr. Paul Warrington (PW), Councillor Miss. Rebecca Norton (RN), Councillor Mr. Andrew Slater (AS), Ward Councillor Mr. Bob Matthews (BM), Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk), Betty Morris (BE) – Community Hall Bookings Secretary/Chairman, Paul Oliver (PO) – Community Hall Secretary, David McKirby (DM) – Community Hall Treasurer.

**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).

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

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

### **3. Speakers**

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

- 3.1. Trustees of Credenhill Community Hall – New Heating Proposal

An overview of the ongoing upgrades to the Community Hall was given. Priorities on projects to improve the Hall have been based on the results of a Hall users survey; the main priorities identified were improvements to:

- i. The Toilets (Now Complete)
- ii. General Interior Decoration (Now Complete)
- iii. Heating not adequate (to be discussed tonight)
- iv. Kitchen (planned for 2021-22 financial year)

An overview of the heating system options was discussed; the preference based on price and references to other similar sites is the ARC Infrared Heating System. This would allow the Hall to install the heating and kitchen within the next 12 months whereas the more expensive “green” solution (Heat pumps) is not affordable at this stage. The Infrared Panels, being run on electricity, could have Solar panels and a battery bank system installed at a later date to ensure we react to the climate emergency when funds allow.

The Hall is requesting that the Parish Council procure the system for the Hall and confirmed that the Hall would be able to donate funds towards the system should the Parish Council approve the proposals.

TS thanked the Hall Trustees for all of the hard work that they have done to get the Hall to this stage and confirmed that the Parish Council would decide later on in the meeting.

- 3.2. Update from Ward Councillor Bob Matthews.

- Proposals and costs for the traffic calming measures along the Burghill/Credenhill road have been received. BM to forward to the Clerk.
- Outline planning for 100 houses South of A480; still dealing with the reserved matters, particularly the access through Centurion Way being the main hold up. BM to chase up revised S106 agreement.
- BM has asked officers to look into the legal issues with the Culvert repairs.
- BM raised concerns about the speed of vehicles coming in over the old railway bridge on Station Road.

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### **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 PW and seconded by PB to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 10<sup>th</sup> February 2021.

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

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

It was requested by the Clerk to add invoice 53786 of £141.00 for the Roman Park Safety Inspection/ROSPA received from Playsafety Ltd to the invoices for payment approval.

It was proposed by PA and seconded by DE to accept the financial reports as a true record and authorise the payments and transfers as listed as well as the additional invoice noted above.

### **7. Planning**

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	Determine by 20/01/2021	Approved with Conditions
P193794/O	Land South of A480 – Up to 100 Houses – <b>Pending S106 Agreement</b>	Comments Submitted - Mixed	Comments by 21/10/2020	Determine by 08/01/2021

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

- 8.1. Finance (AS, TS, ML) - Draft Accounts to be prepared for the next meeting.
- 8.2. Community Hall (TS) – See 9.1
- 8.3. Footpaths (PB) – No new issues
- 8.4. Shops/Businesses (DP) – No matters arising.
- 8.5. War Memorial (DE) – Grass needs cutting, Clerk to make arrangements with Craig Powell.
- 8.6. Flood Alleviation Scheme (JB) – Legal documents are with Herefordshire Council for final approval.
- 8.7. Schools (RD) – No matters arising.
- 8.8. Roman Park (JH, RN) – Annual safety report received, need to review, and discuss at the next meeting.
- 8.9. Social Club (PW) – Plans are to reopen once COVID regulation allow indoor opening as outdoor only will not be financially viable.
- 8.10. Asset Management (ML, PW, TS) – No matters arising.
- 8.11. COVID19 Emergency (All) – No matters arising.
- 8.12. Community Centre Sign (ML,PA,PW,TS) – New sign design was reviewed and revised quote was discussed.

It was proposed by PW and seconded by PB to go ahead with the new sign format and design at the agreed cost of £1,100.00 + VAT. ML objected, passed by majority vote.

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

- 9.1. It was proposed by PW and seconded by RD to purchase the ARC Infrared Heating as proposed by the Community Hall Committee. No objections or abstentions.
- 9.2. An update was received on the Bus Shelter on the A480 and it was agreed to form a working group for the project. PW, PA, DE & TS agreed to be part of a Working Group to move the project forward.
- 9.3. The Grounds Maintenance tenders for 2021-22 were reviewed, it was proposed by AS and seconded by JH to award the 3 contracts to Highground Maintenance Ltd, unanimously supported.
- 9.4. It was proposed by ML and seconded by DE to accept the 2 quotes of £321+VAT and £380+VAT for the remedial actions following the Electrical inspections.
- 9.5. The revised quote of £267.53 + VAT for the School sign was discussed; the PC agreed that the additional cost was unacceptable. It was agreed that the previously approved £90 + VAT is as high as the Parish Council are willing to pay for a stick-on school sign for the existing road sign.
- 9.6. The idea of a Talk Community Hub for Credenhill was discussed. Concerns were raised over the sustainability of the hub once setup as the annual rent for the Hall would be £780 (2% of the precept). Clerk requested to ask the project manager to attend the next meeting to discuss it further.
- 9.7. It was proposed by PW and seconded by PB to extend the Public spaces Protection Order for Dog control as is for a further 3 years as proposed by Herefordshire Council. Clerk to request that Ecroyd Park play area is added to the list.

### **10. Public Question Time**

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

A member of the public has highlighted that there have been issues with the Post Office Van being unable to park in its normal location where it has a hook-up point in the lamp post due to construction vehicles working in Trenchard Avenue who are parking there.

Proposed by RN and seconded by PW for a letter to be sent to Connexus to request that contractors do not park in this location at the designated times.

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

7.30 pm, 21<sup>st</sup> April 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 21:38.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

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## Appendix B - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
<b>31/01/2021</b>	<b>b/f Balance</b>	<b>7,981.92</b>	<b>77,959.55</b>	<b>85,941.47</b>
<b>Receipts</b>				
01/02/2021	Credenhill Nursery – Rent Feb 2021	550.00		550.00
09/02/2021	Lloyds Bank – Interest		0.61	0.61
11/02/2021	Hereford City Sports – Hire of Changing Rooms	62.00		62.00
<b>Total Received in Period</b>		<b>612.00</b>	<b>0.61</b>	<b>612.61</b>
<b>Payments</b>				
09/02/2021	NEST - Pension Jan 2021	-173.88		-173.88
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
19/02/2021	British Gas – Electricity Car Park Lights	-29.64		-29.64
22/02/2021	British Gas – Electricity Changing Rooms	-15.71		-15.71
<b>Total Spent in Period</b>		<b>-1,667.76</b>	<b>0.00</b>	<b>-1,667.76</b>
<b>Transfers</b>				
04/02/2021	Transfer from Reserve to Current A/c	3,000.00	-3,000.00	0.00
25/02/2021	Transfer to Reserve from Current A/c	-6,000.00	6,000.00	0.00
<b>Total Transfers in Period</b>		<b>-3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
<b>28/02/2021</b>	<b>Closing Balance</b>	<b>3,926.16</b>	<b>80,960.16</b>	<b>84,886.32</b>
<b>Delayed Previous Month Payments</b>				
02/03/2021	Berrys – Professional Fees – Hall Re-design Costings	-648.00		-648.00
<b>Total Delayed Payments Authorised</b>		<b>-648.00</b>	<b>0.00</b>	<b>-648.00</b>
<b>Payments to Authorise</b>				
17/03/2021	Mr C Powell – Litter/Maintenance/Cleaning Feb 21	-424.50		-424.50
17/03/2021	Mr L Harper-Smith – Expenses Feb 2021	-116.36		-116.36
17/03/2021	Mr L Harper-Smith – Wages Feb 2021	-576.00		-576.00
17/03/2021	Signature Signs & Print – March 2021 CCN	-315.00		-315.00
17/03/2021	Gabbs Solicitors – Land Registration Fees	-2,694.40		-2,694.40
17/03/2021	Melcon Ltd – Fixed Wire Inspections	-576.00		-576.00
17/03/2021	Mill Farm Fisheries Ltd – Supply Top Soil	-338.40		-338.40
17/03/2021	ARC Energy Reduction Solutions Ltd - Hall Heating System	-7,075.43		-7,075.43
<b>Total Payments to Authorise</b>		<b>-12,116.09</b>		<b>-12,116.09</b>
<b>Transfers to Authorise</b>				
17/03/2021	Transfer from Reserve to Current Account	9,000.00	-9,000.00	0.00
<b>Total Transfers to Authorise</b>		<b>9,000.00</b>	<b>-9,000.00</b>	<b>0.00</b>

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<b>ASSETS</b>	<b>Cash &amp; Bank</b>			<b>Balance</b>
	Lloyds – Current Account (after payments)			162.07
	Lloyds – Reserve Account (after transfers)			71,960.16
	Uncleared Cheques			0.00
	<b>Total Cash &amp; Bank</b>			<b>72,122.23</b>
	<b>Debtors</b>	<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>
	Credenhill Community Hall – Heating System	5,896.19		5,896.19
	<b>Total Debtors</b>	<b>5,896.19</b>	<b>37.00</b>	<b>5,896.19</b>
	<b>Other Debtors</b>			
	<b>Total Other Debtors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL ASSETS</b>			<b>78,018.42</b>
<b>LIABILITIES</b>	<b>Creditors</b>	<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>
	1 & 1 Internet Ltd – Web Hosting	5.99		5.99
	Digital River – Cisco Webex	15.00		15.00
	British Gas – Electricity (Changing Rooms)	14.19		15.71
	<b>Total Trade Creditors</b>	<b>35.18</b>	<b>0.00</b>	<b>35.18</b>
	<b>Other Liabilities</b>			
	Defibrillator Fund	423.90		423.90
	NEST Pension Payments Owing	165.60		165.60
	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	-2,967.98		-2,967.98
	VAT at 5% to be reclaimed from HMRC	-10.44		-10.44
	<b>Total Other Liabilities</b>	<b>-1,193.67</b>	<b>0.00</b>	<b>-1,193.67</b>
	<b>TOTAL LIABILITIES</b>			<b>-1,158.49</b>
	<b>TOTAL</b>			<b>79,176.91</b>
<b>RESERVES</b>	<b>Restricted Reserves</b>			
	Road Safety Improvement Fund			38,863.09
	<b>Un-Restricted Reserves – per Budget</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
	Roman Park	5,300.00	1,214.00	4,086.00
	Culvert Repairs	15,000.00		15,000.00
	Roman Park Changing Rooms Planning Fee	85.00		85.00
	Embankment Repairs	5,000.00	3,723.95	1,276.05
	New Litter Bins	2,000.00	2,094.90	0.00
	Legal Fees – Register Land	1,500.00	1,500.00	0.00
	Charitable Grant Provision	4,000.00	9,024.85	0.00
	New Signs For Community Centre	1,000.00		1,000.00
	Repairs & Renewals (inc Fence Repairs)	3,667.00	1,844.87	1,822.13
	<b>TOTAL BUDGETED EXPENDITURE (Exc Operating Costs)</b>			<b>62,132.27</b>
	<b>Working Capital for Operating Costs (Cashflow Indicator)</b>			<b>17,044.64</b>
	<b>TOTAL RESERVES</b>			<b>79,176.91</b>

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## 2020-2021 Budget/Actual Comparison YTD

@ Mar 31, 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	8,568	8,588	- 20
Pension		281	281	257	257	-
<b>Staffing Costs</b>	-	9,641	9,641	8,825	8,845	- 20
Software		95	95	87	199	- 113
Travel		144	144	132	37	95
Printing		180	180	165	46	119
Telephone		60	60	55	55	-
Postage		37	37	34	-	34
Stationary		84	84	77	57	20
Homeworking Allowance		180	180	165	165	-
Meeting Room Hire/Setup Cost		150	150	150	150	-
<b>Office &amp; Meeting Costs</b>	-	929	929	864	709	156
Adverts		250	250	-	-	-
Website Hosting Fee		60	60	55	55	0
Printing CCN		3,960	3,960	3,960	2,509	1,451
<b>Advertising &amp; Promotion</b>	-	4,020	4,020	4,015	2,564	1,451
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
Professional Fees		-	-	-	1,472	- 1,472
Fire Extinguisher Inspections		100	100	100	49	51
Fire Alarm Inspections		170	170	85	85	-
Playground Inspection		130	130	-	-	-
<b>Insurance, Legal &amp; Professional Costs</b>	-	1,955	2,710	1,740	3,286	- 1,546
<b>Changing Room Costs</b>						
Electric		264	264	242	190	52
Water Rates		100	100	50	17	33
<b>Community Centre Costs</b>						
Waste Disposal		440	440	330	331	- 1
Electric		288	288	264	225	39
<b>Utility &amp; Waste Management Costs</b>	-	1,092	1,092	886	762	124
<b>Village Costs</b>						
Litter Picking		5,319	5,319	4,875	3,654	1,221
Cleaning		288	288	264	18	246
Maintenance		288	288	264	1,155	- 891
Materials		240	240	220	186	34
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	-	-	-
<b>Asset Management Costs</b>	-	12,500	12,500	11,047	10,301	746
<b>Total Operating Costs</b>	-	30,137	30,892	27,377	26,466	911



# **CREDENHILL PARISH COUNCIL**



## **Exceptional/Planned Costs**

Charitable Grant Provision -	128	4,000	3,872	4,000	9,025	-	5,025	£2500 Spent on COVID 19 Lunches. Remainder on \$137
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	1,500	1,500	-		
Repair Culverts	12,200	2,800	15,000	-	-	-		
Roman Park Maintenance Fund	2,500	2,000	4,500	1,214	1,214	-		

Replace Village Bins		2,000	2,000	2,000	2,095	-	95	Project Complete
Embankment Repairs		5,000	5,000	5,000	3,724		1,276	Project Complete
								Reserve from prior year is for Roman Park Fence and Resource Centre Fence Repairs
Asset Repairs & Renewals	667	3,000	3,667	1,845	1,845		0	

<b>Exceptional/Planned Costs</b>		<b>15,324</b>	<b>22,000</b>	<b>37,324</b>	<b>15,559</b>	<b>19,403</b>	<b>-</b>	<b>3,844</b>
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<b>Total Projected/Actual Costs</b>		<b>15,324</b>	<b>52,137</b>	<b>68,216</b>	<b>42,936</b>	<b>45,869</b>	<b>-</b>	<b>2,932</b>
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## **Income**

Precept		43,591	43,591	-	43,591	-	43,951	360	
Rent		6,950	6,950	-	6,350	-	6,067	-	283
Bank Interest		120	120	-	110	-	29	-	81
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	-	250	-	62	-	188

COVID19 Grants  
PC agreed not to recharge

<b>Total Income</b>		<b>-</b>	<b>51,745</b>	<b>51,745</b>	<b>-</b>	<b>51,085</b>	<b>-</b>	<b>68,414</b>	<b>17,328</b>
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<b>YTD Budget/Actual Variance</b>									<b>14,396</b>
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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>	<b>-</b>	

C/fwd Balance	2,242	2,242	58,252	58,252	57,827	-	424		
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<b>Cash Flow (inc Projected 2019/20 Surplus)</b>		<b>58,252</b>	<b>1,850</b>	<b>1,095</b>	<b>-</b>	<b>35,770</b>	<b>-</b>	<b>56,455</b>	<b>19,837</b>
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