

CREDENHILL PARISH COUNCIL



MINUTES OF THE ANNUAL MEETING **HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 20 MAY 2020**

PRESENT:

Councillor Mr. Terry Smissen Chairman (TS)
Councillor Mr. Martin Leaton Vice Chairman (ML)
Councillor Miss. Jenni Hurcomb (JH)
Councillor Miss. Rebecca Norton (RN)
Councillor Miss. Deanna Pennington (DE)
Councillor Mr Paul Beechey (PA)
Ward Councillor Mr. Bob Matthews (BM)

Councillor Mr. Andrew Slater (AS) – Arrived 7.06pm
Councillor Mr. Paul Warrington (PW) – Arrived 7.09pm
Councillor Revd. Rana Davies-James (RD) – Arrived 7.28pm

Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

The Chairman opened the meeting at 7.05pm

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

Councillor Mrs. Dot Pullen (DP)
Councillor Mr. John Beavan (JB)
Councillor Mr. Paul Burrridge (PB)

2. Minutes

Proposed by RN to approve the minutes of the Annual General Meeting of the Parish Council held on 15th May 2019, seconded by ML.

3. Chairman

- 3.1. Receive report from Chairman for 2019/20 – Appendix A
- 3.2. TS proposed by AS and seconded by RN for election as Chairperson for 2020/21, no further proposals and carried unanimously.
- 3.3. TS signed the declaration of acceptance of office of Chairperson

4. Vice Chairperson

- 4.1. ML proposed by AS and seconded by DE for election of Vice Chairperson for 2020/21, no further proposals and carried unanimously.
- 4.2. ML signed the declaration of acceptance of office of Vice Chairperson

5. It was noted that all Councillors should up-date their Notice of Registrable Interest Forms if applicable within 28 days

6. To review and adopt Policies and Procedures:

- 6.1. Standing Orders and Finance Regulations.
- 6.2. Code of Conduct.
- 6.3. Information Policy.
- 6.4. Approve Risk Assessment schedule.

Item 6 deferred to next meeting in June to give councillors time to review.

7. Finances:

- 7.1. Proposed by PW and seconded by DE to adopt the Accounts for the Financial Year ended 31st March 2020 – Appendix B

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- 7.2. Proposed by AS and seconded by ML to Sign Section 1 – The Annual Governance Statement.
- 7.3. Proposed by AS and seconded by ML – To Sign Section 2 – The Accounting Statements.
- 7.4. The clerk confirmed that we are currently banking with Natwest (signatories are DP, ML, JB & AS) and Lloyds (signatories are RN, AS, PW & TS). Lloyds bank online approval system is much better than Natwest allowing the removal of cheques from parish council business whilst maintaining the requirement for 2 signatories to authorise payments online. It was proposed by AS and seconded by PW to use Lloyds going forward and make arrangements to close the Natwest accounts during the year.
- 7.5. It was proposed by RD and seconded by RN to appoint Mr David McKirby as our Internal Auditor.
- 7.6. The clerk presented a number of insurance options. It was proposed by AS and seconded by ML to accept the renewal quote from Zurich Municipal from 1st June 2019. Clerk to ensure that the updated asset register is sent to Zurich to ensure that their records are accurate.
- 7.7. It was proposed by PA and seconded by PW to approve Land and Assets Register.

8. Parish Working Groups were agreed as follows:

- Finance (AS, TS, ML)
- Community Hall (TS)
- Footpaths (PB)
- Shops/Businesses (DP)
- War Memorial (DE)
- Flood Alleviation Scheme (JB)
- Schools (RD)
- Roman Park (JH, RN)
- Social Club (PW)
- Asset Management (ML, PW, TS)
- COVID19 Emergency (All)

9. Agree meeting dates for the coming year.

Proposed by RN and seconded by PA to hold the Ordinary Parish Council meetings on the third Wednesday of the Month at 19:30 except in February where it would be on the second Wednesday and in August when no meeting will be held; the Annual Meeting will take place in May at 19:00 on the same evening as the Ordinary meeting.

The Chairman declared the meeting closed at 19:49

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....



Appendix A

Chairman's Report 2019/2020

As Chairman I have tried to ensure that the Parish Council supports the needs of the Parishioners, both now and in the future. To achieve this, we have asked for a high increase in the annual precept to cover all the action that we have to be take now to support your needs.

We no longer receive grants from Herefordshire Council for day to day business and we are often doing jobs that were previously done to a better standard by the Council! Services have been reduced and we have a choice.....keep up standards or let them slip? So, we pick litter, maintain verges, footpaths and public rights of way around the village – all of which are still the responsibility of the council however we pay for this. And by we.... I mean the people in the village.

I am pleased that the council has grown and we now have new councillors but we are still looking for volunteers to help shape Credenhill for the future.

The parish Council started off the 2019 term with a pro-active and positive attitude. We have surveyed our land and buildings to provide us with an accurate repairs and maintenance budget for the next 5-10 years. We have made significant savings on the Grounds Maintenance Contract ,on our insurance as well as reviewed all smaller contracts to get value for money. This has resulted in savings totalling £4000. All savings have allowed us to proactively invest in the resource Centre – New Lights, New Boiler, Loft Insulation and we have started to upgrade our dilapidated assets with 5 litter bins upgraded and a further 5 to be completed this year and refresh the swings. We need to do more though!

We have also renewed the charitable grants policy and paid out reserves relating to previous years

The Community Hall were given a £5000 grant to upgrade all electrical installations

The Social Club were given a £3000 grant to help redevelop the patio area, which is ongoing.

St Mary's Church received a grant for New Gates to the churchyard totalling £1600.

We have allocated £4000 again this year and hope to help more organisations.

We have worked closely with Credenhill Nursery, the Community Hall and the Social Club and hope to improve all of our assets for the future.

We have asked you what our priorities for reinvestment in the future should be by online survey and started the Roman Park regeneration project which is in the process of creating a master plan that will enable us to seek funding from the lottery and sports England. We will share further information later this evening, but it is hoped that the Roman Park will have something for everyone.

The CCN has now got a new look which was been equally carried out by Joel Goodson, Lee, and now is in the safe hands of Liza Watkins. The May copy was published online.

We have also hosted the Circus and had an open day, got some free cycle stands and a free tool shed, whatever next??



We have had a very busy time with planning applications with the ongoing application at the rear of Orchard House for 69 house and the 100 houses just of the A480 at the rear of Well Cottage. There have been various other applications which have been commented on there merit.

The Coronavirus has had a big impact on all of us and I am most grateful to Lee who has been working with the County Council and Dixies COVID19 SOS Group who has been providing food to the isolated and shielded. The Parish Council agreed to cover part of the cost to ensure that the service continues. Parish Councillors have had meeting Virtually every 2 weeks to ensure we have an update on how we are managing the virus, Future guidance will be published online. Not to forget Rana and her army of volunteers on the Telephone help service and Sarah Woodhouse our Link Worker from Herefordshire Council who has been co-ordinating the response.

The Parish Clerk has been most active in this last year and has worked above and beyond which I can only thank him for. We were one of the first Parish Councils to go virtual and this was down to Lee who has set up the meetings, ensuring the Councillors have the agenda for each. Parishioners can watch this live on the village Facebook page or YouTube. He was also able to check on those Parishioners who were affected by the recent floods. Lee lives in the village and wants only the best for everyone. When I was seriously ill last year, he ensured that I was OK and also kept the Vice Chairman up to date on the meetings he had to cover Thank You Lee & Martin for covering when I was ill.

I would like to thank all the Parish Councillors for their support this last year and I know they have the best interest of the village in their mind and I hope we can rely on their continuing support.

I would also like to thank County Councillor Bob Mathews who has done his very best to keep us up to date with County Council matters. This has been done during difficult times for him and his family. I would like to express mine and the Parish Councils condolences to him on the passing of his wife after a long illness.

I do hope that the Councillors feel that I have done my duty with integrity and ask that I am able to carry on in the position of Chairman of the Credenhill Parish Council.

Terry Smissen
Chairman to the Parish Council

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Appendix B

Income & Expenditure
Credenhill Parish Council
UNAUDITED ACCOUNTS

15 May 2020

	2019	2018
Income		
Precept	£ 31,000.00	£ 23,000.00
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 48,091.67	£ 9,698.96
Total Income	£ 79,091.67	£ 32,698.96
Total Staff Costs	£ 10,269.03	£ 7,599.36
Gross Surplus	£ 68,822.64	£ 25,099.60
Operating Expenses		
Advertising & Promotion - CCN/Website	£ 3,354.91	£ 3,656.49
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 10,978.01	£ 12,118.17
Donations	£ 9,805.40	£ 369.15
Election Costs	£ 137.52	£ -
Litter Bins	£ 2,210.85	£ -
Office Costs	£ 854.99	£ 603.78
Professional Fees (Audit, Fire, Playground, Planning)	£ 3,446.76	£ 797.19
Insurance	£ 1,097.77	£ 1,947.26
Repairs and Renewals	£ 5,148.58	£ 5,124.67
Roman Park	£ 1,712.75	£ 450.00
Memberships & Subscriptions	£ -	£ 46.00
Utilities - Light & Heat	£ 569.01	£ 654.03
Trade Waste	£ 422.44	£ 475.75
Total Operating Expenses	£ 39,738.99	£ 26,242.49
Net Surplus	£ 29,083.65	-£ 1,142.89
Bought forward Reserves	£ 27,548.56	
Closing Balance Reserves 31/03/2020	£ 56,632.21	

CREDENHILL PARISH COUNCIL



Balance Sheet
Credenhill Parish Council

15 May 2020

UNAUDITED ACCOUNTS	31st March 2020		31st March 2019	
Assets				
Cash and Bank				
Lloyds Bank - Current Account	£	2,073.93	£	-
Natwest - Current Account	£	3,807.13	£	3,821.80
Current Account - Uncleared Cheques	-£	550.61	-£	280.00
Natwest - Reserve Account	£	54,025.15	£	25,339.46
Total Cash and Bank	£	59,355.60	£	28,881.26
Other Current Assets				
Accounts Receivable	£	-	£	740.00
Provision for Bad Debtors	£	-	-£	150.00
Other Debtors - HMRC PAYE	£	-	£	28.16
Other Debtors - HMRC VAT	£	1,835.84	£	1,474.53
Total Other Current Assets	£	1,835.84	£	2,092.69
Total Assets	£	61,191.44	£	30,973.95
Liabilities				
Current Liabilities				
Accounts Payable	£	1,543.98	£	646.43
Accruals	£	1,396.09	£	1,221.27
Defibrillator Fund	£	423.90	£	581.04
Resource Centre - Rent Deposit	£	450.00	£	450.00
VAT 20%	£	-	-£	17.84
VAT 5%	£	-	-£	0.77
Youth Club Funds	£	745.26	£	545.26
Total Current Liabilities	£	4,559.23	£	3,425.39
Long-term Liabilities				
Total Current Liabilities	£	-	£	-
Total Liabilities	£	4,559.23	£	3,425.39
Reserves				
Reserves	£	27,548.56	£	28,691.45
Current Year Change in Reserve	£	29,083.65	-£	1,142.89
Total Reserves	£	56,632.21	£	27,548.56
Breakdown of Total Reserve Carried Forward				
Roman Park	£	3,300.00		
Culvert Repairs	£	12,200.00		
Roman Park Changing Rooms Plans	£	85.00		
Fence Repair - Resource Centre	£	167.00		
Roman Park Fence Repairs	£	500.00		
Road Safety Fund	£	38,863.09		
Working Capital/Unexpected Costs Reserve	£	1,517.12		
	£	56,632.21		