

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 15th DECEMBER 2021

PRESENT:

Councillor Miss. Jenni Hurcomb Chair (JH), Councillor Mr. Martin Leaton Deputy Chair (ML), Councillor Mrs. Dot Pullen (DP), Councillor Mr. Andrew Slater (AS) (Arrived at 19:41), Miss. Deanna Pennington (DE), Councillor Mr. Paul Warrington (PW), Councillor Revd. Rana Davies-James (RD).

Ward Councillor Mr. Bob Matthews (BM) (Arrived at 20:03).
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

1 Member of the Press or Public present.

The Chair opened the meeting at 7.30 pm.

The chair opening the meeting and shared the news that Ex-Councillor Mr. John Beavan had passed away. John had served on the Parish Council for over 40 years and has been valued member of the Parish Council in this time. As a mark of thanks and respect the chair asked those present to observe 1 minutes silence.

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

Councillor Miss. Rebecca Norton (RN), Councillor Mr. Paul Burridge (PB), Councillor Mr. Terry Smissen (TS), Councillor Mr Paul Beechey (PA).

2. Declarations of Interest & Dispensations

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

3. Speakers

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

- 3.1. Update from Ward Councillor Bob Matthews (Arrived at 20:03 following meeting at Breinton).
 - Removal of Commercial Bus Services by Yeomans Travel – Sergeants have taken over on a temporary basis until April when new contracts will be awarded.
 - Hereford North Draft Improvement Program to Highways and Drainage. – Glebe Close surface water issues were discussed as was the planned work to improve drainage on the Tillington Road. BM and Clerk to work with Mike Gill (BBLP Locality Steward) to progress. A480 from Station Road towards Weobly has no planned resurfacing works.
 - BM provided an update following the A480 Bus Stop meeting with Herefordshire Council. AS, BM, Clerk, Bruce Evans (HC Highways Engineer) and Graham Hiley (BBLP – Interim Design Manager) attended the meeting. BBLP to provide a fully expensed list of project costs to deliver the whole project. It will then be up to the Parish Council to pick and choose which items to use BBLP for.
 - River Wye pollution needs government legislation and to work with farmers to address the problems, HC are working with stakeholders to move this forward.

4. Public Question Time

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

Sandra Cheasley thanked the PC for listening to the residents' concerns raised regarding the Tree Planting in the Roman Park and for amending the plans.

CREDENHILL PARISH COUNCIL



RD raised concern over the size of post box as often the letters were overflowing and could be easily removed, clerk to investigate options to request a larger post box.

5. Minutes

Proposed by DP and seconded by DE to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 17th November 2021.

Proposed by ML and seconded by DP to approve and sign the Minutes as a true record of the Extra Ordinary Meeting held on 1st December 2021.

6. Financial Reports – Appendix A & B

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

Proposed by PW and seconded by DP to accept the financial reports as a true record.

NB: AS arrived at the meeting.

7. To approve the Budget & Precept for 2022/23

Draft Version 4 of the Budget was discussed along with the various notes (Appendix C), it was agreed that showing a reduction of 3% on the Council Tax Bills to give back the extra funds taken in error during 2021/22 would be the right thing to do.

It was proposed by AS and seconded by PW to set the precept at £43,500.00 to achieve this. The proposal was agreed unanimously. Clerk to complete precept request form and sent to Herefordshire Council before the deadline of 31/12/2021.

8. Planning

Reference	Details	CPC Status	HC Previous Status	HC New Status
P211291/RM	Land at Orchard House - Reserved matters following Ref P190089/O for residential development comprising 69 no. units, access, landscaping and associated works	Comments Submitted – Mixed	Comments by 20/10/2021	Determination by 12/11/2021

The following updates were received from Herefordshire Council planning officers:

193794/O – Land South of the A480, Credenhill

I have no further update.

211291/RM - land at Orchard House, Credenhill

I am expecting revised plans shortly. In addition, a separate planning application is expected to be submitted for the 'offsite' drainage (surface water drainage infrastructure (to the south of the site and outside of the red line – application site, for the outline planning permission), together with a s96A application (non-material amendment) to vary the relevant drainage conditions of the outline planning permission to reflect the change to the surface water drainage strategy.

CREDENHILL PARISH COUNCIL



9. To receive reports from working groups

- 9.1. Finance (AS, TS, ML) - No further updates
- 9.2. Community Hall (TS) – Report received Appendix B
- 9.3. Footpaths (PB) – No Issues received.
- 9.4. Shops/Businesses (DP) – Spoke to chippy and Onestop about the bins and general upkeep of the area.
- 9.5. War Memorial (DE) – Clerk to get quotes.
- 9.6. Flood Alleviation Scheme (TBC) – No updates; need to allocate a councillor to the group possibly PB.
- 9.7. Schools (RD) – COVID has affected the nativity.
- 9.8. Roman Park (JH, RN) – Items 10.1 and 10.5
- 9.9. Social Club (PW) - No update.
- 9.10. Asset Management (ML, PW, TS) – Village maintenance tender to be reviewed in January.
- 9.11. COVID19 (All) – Clerk to monitor ongoing matters and adjust meetings if required to suit guidance.
- 9.12. Community Centre Sign (ML,PA,PW,TS) – The planning application was been submitted.
- 9.13. A480 Bus Shelter (PW, PA, DE & TS) - See BM update item 3.1

10. Matters arising since last meeting:

- 10.1. The Tree Planting in Roman Park was successfully completed with a large turn out of youngsters to plant the trees. 3 Pieces of Roman pottery were found during the hole digging on the Friday, 2 of these were given to the 2 most helpful children during the tree planting as the Archaeology Consultant from Herefordshire council had no interest in these items. The Archaeology Consultant also waived his fee for the day due to the nature of the project saving the Parish Council £300. The 15 trees were registered for the Queens Jubilee on the Plant a Tree for the Jubilee website and the family of the late Gordon Bachelor were notified that the Horse Chestnut sapling had been transferred to the park; concerns were raised with them about the size of the root that needed to be cut when transplanting but we will see how it fairs. The Tree Grant Application for funding has been submitted.
- 10.2. The council considered the feedback it had received from residents that feel that they are not consulted. The Council agreed that communication could be improved but noted that the community needed to stay abreast of Parish Council matters that are publicly available and that the Parish Council was already meeting statutory requirements. There are currently 3 vacancies, and the Parish Clerk is already using all contracted hours to fulfil existing duties. Further help is needed to help improve communications. The Council is keen to improve this and will review it on an ongoing basis. Setting up a new Facebook page for the Parish Council was discussed however it would need to be managed and not everyone uses it, the website and Community Newsletter are more accessible to all.
- 10.3. The Avian Influenza Outbreak in Shobdon Area was noted, and the Clerk had shared this information locally. Clerk to monitor this ongoing and to share information as it becomes available.
- 10.4. BBLP have installed bollards following concerns raised at the last meeting about the grass verge being eroded on Station Road opposite the Glebe Close entrance. A longer-term solution to install Kerbs would be expensive and would need prioritising and budgeting for by Herefordshire Council. It was agreed to add it to the Section 106 list so that it can also be considered if 106 money becomes available.
- 10.5. Get Active - Green Spaces Fund Grant Application – Roman Park Fitness Zone (Adult Gym) Update and discuss location options to be agreed before February 2022.

The clerk confirmed that the application had been successful, and the Parish has been awarded the full £10,000 for the project. This along with the additional £18,000 from the Roman Park budget would give a total of £28,000 to deliver the project which had been approved at a previous meeting. It was agreed that the Clerk should arrange meetings with suppliers to look at all options before going ahead

CREDENHILL PARISH COUNCIL



and to seek advice from them regarding the 25-metre rule for placing the Adult equipment in the vicinity of children's play equipment. Once suppliers had been consulted the Roman Park working group would prepare a report with recommendations to the Parish Council on how to proceed.

- 10.6. Consider request from Magna who would like permission to put up a banner from early 2022 on the tree railings, the approach to the Hall and on the entrance to the playing fields. The Parish Council agreed that the temporary banners could be placed on the village green tree railings and the approach to the hall as long as they did not block visibility and conformed to the .gov guidance. It was agreed that the Roman Park gate would not be suitable for a banner as it could block visibility for children accessing and leaving the park. Clerk to inform Magna.

<https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

- 10.7. Annual review of Glebe Close/Roman Park boundary maintenance strip and fence – options. Various options were discussed:

- a) Keep sending letters as is and look to address individual issues.
- b) Sell land to residents (Usage Covenants on the land may prevent this)
- c) Lease/Licence/Rent land to residents to occupy Parish land legally for an annual fee.
- d) Allow access to the Roman Park from properties in addition to (c).

It was noted that whilst the Parish Council wanted to maintain good relations with its neighbours it does have a duty to protect the land owned by the whole village from illegal use and occupancy by them. However, as the strip of land has little use for the Parish and some residents appear to want to use the land then legalising the occupancy through options b or c above would be mutually beneficial. It was noted that individual residents will have different views and may wish to have no interest in the land, this may also be the case when properties are exchanged, although the option to have access to the park would be commercially beneficial it may also give residents concerns about security, opinions of the adjacent residents need to be obtained.

The Parish Council will also need to discuss further before using public funds to obtain the legal advice required to do this. Clerk and Chair to discuss costs with solicitor.

11. Public Question Time

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

Sandra Cheasley – ref 10.7 - being a resident adjacent to the park I have asked for access to the park from the Parish Council in the past however this was refused. I would be open to the ideas discussed during the meeting.

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

7.30 pm, 19th January 2022, at Credenhill Community Hall; a summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:02.

Councillor Mr Martin Leaton Vice Chair

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
01/11/2021	Opening Balance	3,795.29	106,666.34	110,461.63
Receipts				
09/11/2021	Lloyds Bank – Interest		0.85	0.85
09/11/2021	Hereford Centre for Health – CCN Ad	48.00		48.00
23/11/2021	AARDVARK INSTALLATIONS – CCN Ad	85.00		85.00
Total Received in Period		133.00	0.85	133.85
Payments				
08/11/2021	Wyevale Nurseries – 15 Trees	-939.60		-939.60
08/11/2021	Planning Portal – Community Hall Sign Planning Fee	-160.00		-160.00
09/11/2021	Ultimate One Ltd – Tree Guards	-480.09		-480.09
12/11/2021	NEST – Pension Oct 2021	-173.88		-173.88
17/11/2021	Credenhill Community Hall – Room Hire	-28.00		-28.00
17/11/2021	Mr C Powell – Litter/Maintenance/Cleaning Oct 2021	-576.00		-576.00
17/11/2021	Mr L Harper-Smith – Expenses Oct 2021	-352.22		-352.22
17/11/2021	Mr L Harper-Smith – Wages Oct 2021	-608.80		-608.80
17/11/2021	Signworx – Nov CCN Printing	-355.00		-355.00
17/11/2021	Timberplay Ltd – Cableway Repair	-2,614.80		-2,614.80
22/11/2021	British Gas – Electricity Carpark Lights	-28.16		-28.16
25/11/2021	British Gas – Electricity Changing Rooms	-21.39		-21.39
Total Spent in Period		-6,337.94	0.00	-6,337.94
Transfers				
17/11/2021	Transfer from Reserve to Current Account	6,000.00	-6,000.00	0.00
Total Transfers in Period		6,000.00	-6,000.00	0.00
30/11/2021	Closing Balance	3,590.35	100,667.19	104,257.54
Payments to Authorise				
15/12/2021	Mr C Powell – Litter/Maintenance/Cleaning Nov 2021	-501.00		-501.00
15/12/2021	Mr L Harper-Smith – Expenses Nov 2021	-159.62		-159.62
15/12/2021	Mr L Harper-Smith – Wages Nov 2021 + 20 hours overtime	-751.40		-751.40
15/12/2021	HMRC – PAYE Oct/Nov 2021	-113.53		-113.53
15/12/2021	Credenhill Community Hall – Room Hire x2	-56.00		-56.00
15/12/2021	Signature Sign & Print – Dec CCN Printing	-370.00		-370.00
15/12/2021	Highground Maintenance – Hedge Trimming	-1,370.40		-1,370.40
15/12/2021	HFAS Ltd – Alarm/Emergency Lights Service & Maintenance	-192.00		-192.00
Total Payments to Authorise		-3,513.95		-3,513.95
Transfers to Authorise				
Total Transfers to Authorise		0.00	0.00	0.00

CREDENHILL PARISH COUNCIL



ASSETS	Cash & Bank	Balance			
	Lloyds – Current Account (after payments)			76.40	
	Lloyds – Reserve Account (after transfers)			100,667.19	
	Uncleared Cheques			0.00	
	Total Cash & Bank			100,743.59	
	Debtors	No Due	Overdue	Total	
	Credenhill Nursery Ltd – Rent Nov 2021		550.00	550.00	
	Credenhill FC – Pitch Hire	90.00	180.00	270.00	
	Hereford Centre for Natural Health – CCN Advertising		48.00	48.00	
	Maid Domestic Services – CCN Advertising		48.00	48.00	
	Watkins Carpentry – CCN Advertising		48.00	48.00	
	Total Debtors	90.00	874.00	964.00	
	Other Debtors				
	HMRC – VAT Reclaim 01/04/2021-30/11/2021	2,936.03		2,936.03	
	Total Other Debtors	2,936.03	0.00	2,936.03	
	TOTAL ASSETS			104,643.62	
LIABILITIES	Creditors	Not Due	Overdue	Total	
	1 & 1 Internet Ltd – Web Hosting	8.40		8.40	
	ICO – Annual Data Protection Registration Fee	35.00		35.00	
	British Gas – Electricity Carpark Lights	27.49		27.49	
	Total Trade Creditors	70.89	0.00	70.89	
	Other Liabilities				
	Defibrillator Fund	423.90		423.90	
	NEST Pension Payments Owing	237.36		237.36	
	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	-8.49		-8.49	
	VAT at 5% to be reclaimed from HMRC	-1.31		-1.31	
	Total Other Liabilities	1,846.72	0.00	1,846.72	
	TOTAL LIABILITIES			1,917.61	
	TOTAL			102,726.01	
		Current Budget	Income/ Reallocation of Funds	Expense's	Budget Remaining
Restricted Reserves/Budget	Road Safety Improvement Fund	38,863.09		-926.95	37,936.14
Un-Restricted Reserves/Budget – per Budget/Agreed Movement	Roman Park	21,817.00	+9,000.00	-5,711.07	25,105.93
	Blooming Credenhill Project (formerly Plant Bulbs/Flowers)	700.00		-482.11	217.89
	Culvert Repairs	26,000.00			26,000.00
	Charitable Grants	4,500.00		-5,300.00	0.00
	Roman Park Changing Rooms Planning Fee	85.00			85.00
	New Signs for Community Centre	1,250.00		-155.33	1,094.67
	School Sign	90.00	+128.00	-218.00	0.00
	Repairs & Renewals	7,516.73	+1,475.00	-2,636.94	6,354.79
	Total Projects Budget Requirement				96,794.42
	Operating Fund (Cashflow)				5,931.59
	TOTAL				102,726.01

CREDENHILL PARISH COUNCIL



2021-2022 Budget/Actual Comparison YTD

@ Dec 31, 2021

	A	B	C	D	E		
	b/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	6,600	-	336
Pension		374	374	251	195	-	55
Staffing Costs	-	9,734	9,734	6,515	6,796	-	281
Software		245	245	163	163	-	
Travel		60	60	40	67	-	27
Printing		144	144	96	133	-	37
Telephone		60	60	40	40	-	
Postage		24	24	16	-	-	16
Stationary		60	60	40	34	-	6
Homeworking Allowance		180	180	120	120	-	
Meeting Room Hire/Setup Cost		510	510	210	224	-	14
Office & Meeting Costs	-	1,283	1,283	725	781	-	56
Website Hosting Fee		60	60	40	44	-	4
Printing CCN		3,074	3,074	2,442	2,446	-	4
Advertising & Promotion	-	3,134	3,134	2,482	2,490	-	8
Insurance		1,900	1,900	1,900	1,270	-	630
Internal Audit		160	160	160	160	-	
External Audit		315	315	315	300	-	15
ICO Membership Fee		40	40	40	35	-	5
Professional Fees	85	65	150	65	32	-	33
Fire Extinguisher Inspections		100	100	100	75	-	25
Fire Alarm Inspections		180	180	180	170	-	10
Playground Inspection		150	150	-	-	-	
Insurance, Legal & Professional Costs	85	2,910	3,830	2,760	2,042	-	718
Changing Room Costs							
Electric		360	360	240	233	-	7
Water Rates		90	90	45	17	-	28
Community Centre Costs							
Waste Disposal		460	460	345	348	-	3
Electric		200	200	133	84	-	49
Utility & Waste Management Costs	-	1,110	1,110	763	683	-	80
Village Costs							
Litter Picking		5,319	5,319	3,546	3,387	-	159
Cleaning		288	288	192	72	-	120
Maintenance		648	648	408	837	-	429
Training		-	-	-	20	-	20
Materials		240	240	160	77	-	83
Hedge Cutting		1,199	1,199	1,199	1,142	-	57
Weed Control		392	392	196	262	-	66
Grass Cutting		4,249	4,249	4,249	3,584	-	665
Tree Maintenance		500	500	-	-	-	
Asset Management Costs	-	12,835	12,835	9,950	9,381	-	569
Total Operating Costs	85	31,005	31,925	23,195	22,171	-	1,023

Overtime required for extra meeting

Budgeted for extra cover but decided not to take it. Used for Grants.

Asbestos Awareness Training

Budget includes additional cuts if required.

CREDENHILL PARISH COUNCIL



Exceptional/Planned Costs

Charitable Grant Provision		4,500	4,500	4,500	5,300	-	800	
A480 Bus Stop Improvements	38,863	-	38,863	927	927	-	0	Design & Scope Costs
Repair Culverts	15,000	10,000	25,000	-	-	-	-	
								Includes Tree Cost which will be refunded later £1.5k
Roman Park	20,317	2,000	22,317	5,711	5,711	-	0	
Asset Repairs & Renewals	3,671	4,346	8,017	1,162	2,637	-	1,475	Contra Income - Donations £1.475k
New Signs for Community Centre	1,250	-	1,250	155	155	-	0	
Blooming Credenhill Project	700	-	700	482	482	-	0	
School Sign	90	-	90	-	218	-	218	Contra Income - Donations
Exceptional/Planned Costs		79,891	20,846	100,737	12,937	15,430	- 2,493	
Total Projected/Actual Costs	79,976	51,851	132,662	36,132	37,602	-	1,470	

Income

Precept	-	44,000	-	44,000	-	44,000	-	44,000	0
Rent	-	6,600	-	6,600	-	4,400	-	4,417	17
Bank Interest	-	12	-	12	-	8	-	6	2
CCN Adverts	-	1,000	-	1,000	-	900	-	906	6
Hire of Changing Rooms	-	240	-	240	-	240	-	420	180
Donations	-	-	-	-	-	-	-	2,603	2,603
Grants Income	-	-	-	-	-	-	-	8,000	8,000
									£128 St Marys for Sign £1k Roman Park Donation £1.475k Hall Kitchen Restart Grant for Changing Rooms
Total Income	-	- 51,852	- 51,852	- 49,548	- 60,352	- 60,352	- 10,804	10,804	

YTD Budget/Actual Variance 9,334

Defibrillator Fund	627	-	627	-	-	-	-	-
Credenhill Nursery Ltd - Rent Deposit	450	-	450	-	-	-	-	-
Credenhill Youth Club	745	-	745	-	-	-	-	-
Ring Fenced Funds	1,823	-	1,823	-	-	-	-	-
C/fwd Balance	-	-	81,798	81,798	81,171	-	627	
Cash Flow	81,798	- 103,703	- 104,538	- 3,881	- 16,783	- 16,783	11,647	

CREDENHILL PARISH COUNCIL



Appendix B – Year End Reserve & 2022/23 Budget

Calculation of 2021/22 Year End Reserve

@ Dec 31, 2021

Total Current Assets (Banks plus Debtors less uncleared cheques)	104,644
<i>Creditors</i>	
Accounts Payable	- 71
NEST Pension Payments Owing	- 237
VAT to be Reclaimed 20%	8
VAT to be Reclaimed 5%	1
Income - Rent for rest of year	2,200
income - Tree Grant	1,400
Income - Other	104
Operating Costs for rest of year per Budget	- 8,189
Operating Costs estimated saving on budget	350
Accrued Costs (Clerk Wages March paid April 2022)	- 800
Accrued Costs (Handyman March paid April 2022)	- 700
Expected Year End Balance	98,710
<i>Unrestricted Reserves</i>	
Roman Park	25,106
Culvert Repair Fund	26,000
Roman Park Planning	85
New Signs for Community Centre	1,095
Repairs & Renewals	6,355
<i>Restricted Reserves</i>	
Credenhill Bloomers Group	218
A480 Bus Stop Improvements	37,936
Defibrillator Fund	424
Resource Centre - Rent Deposit	450
Youth Club Funds	745
	98,414

CREDENHILL PARISH COUNCIL



Appendix C – Budget & Precept

2022-2023 Budget - DRAFT Version 4

	Year Total Budget	Notes
Clerk Wages/PAYE	10,296.00	Based on 15 hour @£13 per hour per week
Employers Pension Contribution	308.88	3% on Gross
Staffing Costs	10,605	Parish Clerk & Responsible Finance Officer
Microsoft Office 365	95	
Webex meeting Software	-	
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	372	Assumed Hall Usage for whole year.
Office & Meeting Costs	995	Postage, Printing, Stationary, Telephone, Broadband & Travel.
Website Hosting Fee	82	Based on actual
Printing CCN	3,620	Estimated Increased Rate - retender in Feb 2022
Advertising & Promotion	3,702	Website & CCN
Insurance	1,430	Based on 2020 plus increase 10%
Internal Audit	160	Increased to reflect 50% of external audit fee
External Audit	315	Based on current cost plus 5%
ICO Membership Fee	35	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	123	Based on current cost plus 5%
Insurance, Legal & Professional Costs	2,408	Insurance, Audits & Inspections.
Changing Room Costs		
Electric	360	Based on current unit cost
Water Rates	90	Based on current cost and increased usage.
Community Centre Costs		
Waste Disposal	500	Based on current cost plus 5% increase
Electric	200	Based on current cost plus 5% increase
Utility & Waste Management Costs	1,150	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 provision for materials.
Hedge Cutting	1,199	Once per year plus safety cut at existing price plus 5%
Weed Control	550	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 and end of the season.
Tree Maintenance	442	Contingency
Asset Management Costs	12,934	Grass, Hedge, Tree, Litter & General Maintenance
Total Operating Costs	31,794	
Exceptional/Planned Costs		
Charitable Grant Provision	3,000	Section 137(4)(a) of the L'I G'ment Act 1972 for local councils in England for 2021-22 is £8.41 per elector. 1512 electors @ sept 2020 = £12,716 limit plus RPI increase.
Repair Culverts (addition to reserve)	6,250	Repairs to the Yazor brook culverts are required totalling approx. £80k.

CREDENHILL PARISH COUNCIL



Roman Park		
Maintenance/Improvement Fund (addition to reserve)	1,500	
War memorial Improvement Fund	1,000	Hard Surfacing and cabinet refurbish.
Asset Repairs & Renewals	2,500	To continue with repairs and maint. Schedule.
Exceptional/Planned Costs	14,250	
Total Projected/Actual Costs	46,044	

Income

		Currently £44,000, increased by 3% per property in 2021/22 - should have been 0%. A pay back of £1263.45 this year to redress this and a change in tax base from 633.55 to 645.24 calculates to £43,525 to keep a zero 0% change in the last 2 years.
Precept	42,262	
Rent	2,200	Assuming only 4 months rent
Bank Interest	12	
CCN Adverts	1,000	
Hire of Changing Rooms	570	Credenhill FC hire the changing rooms.
Total Income	46,044	

Projected Reserves Bought Forward from 2021/22

Roman Park	25,106	
Road Safety Improvement Fund	37,936	
Culvert Repairs	26,000	
Roman Park Planning Fee	85	
New Signs for Community Centre	1,095	
Repairs & Renewals	6,652	Includes new Parish Laptop
Credenhill Bloomers Group	218	
Defibrillator Fund	424	
Credenhill Nursery Ltd - Rent Deposit	450	Deposit
Credenhill Youth Club	745	Balance of funds
Projected Reserves B/F from 2020/21	98,710	

Notes:

1. The rent income is assumed to end in May and start again in February 2023
2. Additional running costs of the Resource Centre if empty need to be considered. (e.g. Gas/Elec/Water)
3. Only exceptional/planned project costs/reserves have been reduced due to loss of rent; the only operational cost reductions feasible are:
 - I. Reduce clerk hours – currently 15 hours x 52 wks x £12
 - II. Reduce the litter Picking Hours (not essential nor legally our responsibility) – currently 8.5hours x 52 wks x £12
 - III. Stop the weed control (not legally our responsibility and current treatment routine appears ineffective due to chemicals that can be used) £550
 - IV. Stop cutting grass verges (not essential nor legally our responsibility)
 - V. Reduce the number of CCN prints – currently 10 months.
4. If a new tenant is found and rent is received then this can be added back to the reserves that have been reduced (Grants, Culverts, Roman Park, Repairs & Renewals).
5. Additional costs may be incurred preparing Resource Centre for new tenant and/or getting new tenant (Decorating/Advertising/Change of Use Legal Costs).
6. The precept has been made to equal 0% increase but redress the 3% raised in error last year (due to tax base fall not known about).
7. War memorial improvement costs unknown at present - a fund raiser for this could be done to raise the balance.



Appendix D – Hall Report (Councillor Smissen)

CREDENHILL VILLAGE HALL MEETING 13 TH DECEMBER 2021 REPORT

The meeting was held on a ZOOM platform. 6 members attending

The chair (Betty) opened the meeting and said the bookings are good and increasing but there is still capacity for more.

A new leader (Karen Whiting) acting for the Group Scout Leader explained that the Group was not happy with the increase to charges for the hire of the hall. She explained that their numbers are down since covid forced them to close. They still have had to pay the census which includes their insurance and membership fees. The Scout movement did not give them any discounts and insisted on the full amount. I told her that I was surprised that they are struggling as when the Parish Council sent them an application form for grants, they did not reply. This also happened the year before. She was concerned that this had happened and said she would ensure they would reply in the future. I advised her to write to the clerk to see if any funds could be made available to assist them over this difficult period. I also said I would mention it in my report.

The concerns over the CCTV have been addressed with the help from Lee.

The Fire Service have been consulted about the fire exits but have not had a reply yet.

The water ingress into the lights from the roof has now been solved but they were not sure if they should have had a bill for it.

The Craft Fair brought in enough funds to purchase 10 new chairs as 20 have gone missing, not sure how this as happened or when.

David gave a brief on the accounts which are only just holding out. He did say that when you look at the accounts, they look good, but all the funds have been allocated to the improvement drive.

Paul had researched the Wi-Fi and said the cheapest was Vodaphone at approx. £22,00 pounds per month for a domestic type of router. I did ask if there was still a land line in place and Betty seems to think there is from an old payphone but not sure if it would be suitable.

Fund Raising will start again in the summer with many events including a open day to show of the new kitchen and all the other things that have been complete.