

# CREDENHILL PARISH COUNCIL



## MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 18<sup>th</sup> May 2022

### **PRESENT:**

Councillor Mr. Martin Leaton Chair (ML), Councillor Miss. Jenni Hurcomb Deputy Chair (JH), Councillor Mr. Andrew Slater (AS), Miss. Deanna Pennington (DE), Councillor Mr. Paul Burrridge (PB), Councillor Mr. Paul Warrington (PW), Councillor Mrs Dot Pullen (DP), Councillor Mrs Sandra Cheasley (SC). Councillor Mr Paul Beechey (PA), Councillor Revd. Rana Davies-James (RD), Councillor Mr. Dan Fellows (DF).

Ward Councillor Mr. Bob Matthews (BM).

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

No Members of the Press /Public present.

**The Chair opened the meeting at 7.34 pm.**

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

Councillor Miss. Rebecca Norton (RN)

**2. Declarations of Interest & Dispensations**

2.1. A declaration of interest in agenda item 9.2 was received by RD as the PCC of St Mary's Church have applied for the S137 grants..

2.2. A written applications for dispensation was received from RD to allow her to remain present during the discussion but not to vote, the application was granted.

**3. Speakers**

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

3.1. Ward Councillor Bob Matthews provided an update as follows:

- Children's Services – Significant changes had already been implemented but more to be done. Panorama program highlighted these issues.
- Shire Hall – BM has supported the investment required to restore the building.
- Orchard House 67 House Development – The planning department and drainage appear to be happy with the new surface water proposals and calculation; looks close to being approved.
- Land South of A480, 100 houses – MoD have purchased the site, plans to be discussed.
- Bus Shelter/VAS – No progress from BBLP still awaiting quotes; BM to escalate if no progress asap.

The Parish Council supports BM in taking the ongoing issues with getting progress on the Bus Shelter higher if needed.

**4. Public Question Time**

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

None

**5. Minutes**

JH proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 20<sup>th</sup> April 2022, seconded by DP.

**6. Financial Reports – Appendix A**

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment

Proposed by PB to accept the finances as presented and approve the payments, 6.1-6.3, seconded by DF.

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## 7. Planning (BM, PA, AS)

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 09/02/2022	Determination by 03/03/2022
P214642/AM	Land at Orchard House - To rationalise the wording of conditions 5 & 27 to be consistent with application P214671/F	No Comment Required	Comments by 19/01/2022	Determination by 03/03/2022
P214671/F	Planning application for off-site surface water connection in relation to application P211291/RM for residential development.	Comments Submitted – Mixed	Comments by 10/02/2022	Determination by 03/03/2022
P212941/FH	37 Centurion Way - Proposed erection of two storey side extension	Comments Submitted – Mixed	Approved with conditions	Review
P220005/F	23 Teddar Avenue - Erection of a 4 bedroom house onto the side of existing house.	Comments Submitted – Object	Determination by 18/03/2022	Refused
P220506/FH	10 Glebe Close - Remove existing garage & replace with 2 storey extension.	Comments Submitted – Support	Comments by 04/05/2022	Determination by 12/05/2022
P221193/XA2	81 Ecroyd Park - approval of details reserved by conditions 6 & 8 of P 203873	New	New	No Comments Required

1 Station Road – New application received since the agenda was produced. Proposed by PB and seconded by DF to delicate power to respond on behalf of the Parish Council to the Planning Working group.

23 Teddar Avenue – Noted that since the original application was refused due to lack of parking that a new drive outside of the ownership of the property owners had been created. Refer to planning enforcement.

37 Centurion Way – Noted that since the original application was approved that the development has been completed with the addition of a storage building forward of the planning line that was not on the original planning application. Refer to planning enforcement.

## 8. To receive reports from working groups

8.1. Finance (AS, JH, ML) - The Internal Audit (Appendix B) had been completed for 2021/22, noted that the Football team should be contacted to arrange for the arrears to be paid prior to starting the new season.

8.2. Community Hall (DE) – Open day has moved to 26<sup>th</sup> June and the Hall are working to create special events packages.

8.3. Footpaths (PB) – No reports.

8.4. Shops/Businesses (DP) – Continues to follow up ongoing issues with litter, weeds and Hedge overgrowth. Has also raised that the fence needs replacing in the alley between Station Road and Meadow Drive.

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- 8.5. War Memorial (DE, ML) – 2 Quotes received, Clerk to forward details to SC relating to granting permission to do the work. Clerk to prepare letter for fund raising purposes.
- 8.6. Flood Alleviation Scheme (PB) – No Update
- 8.7. Schools (RD) – No visit due to RD having COVID.
- 8.8. Roman Park (DF, RN, ML, SC) – No reports
- 8.9. Social Club (PA) - Provided an update of ongoing matters and will report back at the next meeting.
- 8.10. Asset Management (ML, PW, JH) – Letter received from Credenhill Nursery Ltd giving notice to terminate tenancy on 31/08/2022. Proposed by JH and seconded by DP to write letter of acceptance. Clerk to contact agents to look at options for the building going forward.
- 8.11. A480 Bus Shelter (PW, PA, DE, AS, ML) – Per BM Update.

### 9. Matters arising since last meeting:

- 9.1. Agree objectives for Community Hall open day on 25<sup>th</sup> June – Noted that the date had been revised to 26<sup>th</sup> June 11am to 2pm and it would be a good opportunity for the Parish Council to engage with members of the public.
- 9.2. The following Section 137 Grants were approved:

Group	Purpose	Amount Requested	Amount Approved	Proposer Seconded	Vote For, Against, Abstained
Credenhill Bloomers	Wildlife feeding encouragement station	£350.00	£350.00	PB PW	11, 0, 0
Hereford Clean-up Group	Litter Picking.	£100.00	£100.00	PB PW	11, 0, 0
St Mary's PTFA	School trip activities	£175.00	£175.00	PB DF	11, 0, 0
Social & Sports Club	Children's Jubilee Street Party	£700.00	£700.00	PB PW	11, 0, 0
PCC of St Mary's Credenhill	Grass Cutting and Weed Control *	£800.00	£800.00	AS DE	8, 2, 1
Credenhill Community Hall	General Improvements	£1000.00	£1000.00	PB PW	11, 0, 0
Magna Performing Arts	Projector for the Hall	£1000.00	£1000.00	PB PW	11, 0, 0
8 <sup>th</sup> Hereford Scout Group	Trip to Shropshire Discovery Centre	£599.15	£300.00	PB PW	11, 0, 0
		<b>TOTAL</b>	<b>£4,425.00</b>		

\* Discussion took place about whether this falls under running costs of the group as this would not be allowed under the Parish Council's policy for section 137 grant applications. RD confirmed that if the grant was not issued then the grass would not be cut unless volunteers could be found to do it and the group would continue to exist however complaints would be received from church yard users. PB and PE believed grass cutting is a running cost of the group and not in the spirit of the parish council's S137 grants policy. It was agreed that the policy should be updated to clarify the Parish Council's position more clearly for next year and a vote would be used to clarify the position this year.

Section 137 Grants budget is £3,000.00 for the year, the overspend of £1425.00 will come from Rent Income received in addition to the budget, 2 months at £550.00 = £1,100.00 and Repairs/Maintenance £325.00.

- 9.3. Ecroyd Park Green Open Space – A letter from children in Ecroyd Park had been received and the clerk had responded. The land is Herefordshire Council's who have confirmed that they would consider an asset transfer to gift the land to the Parish Council so that improvements could be made. The clerk had obtained quotes for the grass cutting, £25 per cut, and weed control £15 per application. It was noted that a large tree to the right of the area had caused ongoing concern to the adjacent resident and the wall is in disrepair. Other things to consider would be the update of signage, possible addition of a bin and what type of play equipment would be suitable given close proximity to properties (the letter had requested a basketball hoop; however, ball games may be unsuitable – possibly a small climbing frame, swings and slide for younger children would be best suited.) The Parish Council requested that the clerk make enquiries into the adoption of the land and to see if some of the issues raised could be addressed prior to transfer if the PC and HC could agree terms.



- 9.4. Request for Beryl Bikes in Credenhill – it was agreed that there may be a small need for this. There is an option to request a bay on the Beryl Bikes website; clerk to complete on behalf of the Parish Council.
- 9.5. Update on Parish Maintenance – Clerk has updated the contract to remove the street and grounds cleaning aspect and issued it to Mr Powell. The Job description and person specification for Street and Grounds Maintenance has been produced and advertised locally with a closing date of 25<sup>th</sup> May 2021. Interviews will be arranged, and job issued as soon as practicably possible.

**10. Public Question Time**

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

None

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

7.30 pm, 15<sup>th</sup> June 2022, at the Resource Centre; a summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:19

Name.....

Signed.....

Date.....

DRAFT

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## Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
<b>31/03/2022</b>	<b>Opening Balance</b>	<b>9,907.48</b>	<b>100,670.51</b>	<b>110,577.99</b>
<b>Receipts</b>				
01/04/2022	Credenhill Nursery Ltd – Rent April 2022	550.00		550.00
01/04/2022	Planning Portal - Refund of 50% Sign Planning Fee	66.00		66.00
04/04/2022	C L Appelt - CCN Advertising	30.00		30.00
11/04/2022	Lloyds - Interest Received		0.91	0.91
11/04/2022	Tolley Holdings - CCN Advertising	48.00		48.00
12/04/2022	HMRC - VAT Return	1,227.47		1,227.47
19/04/2022	Herefordshire CC – Precept		21,750.00	21,750.00
20/04/2022	Credenhill FC - Football Arrears	60.00		60.00
	<b>Total Received in Period</b>	<b>1,981.47</b>	<b>21,750.91</b>	<b>23,732.38</b>
<b>Payments</b>				
01/04/2022	Herefordshire Council - Trade Waste	-119.08		-119.08
06/04/2022	Welsh Water - Water Rates	-21.27		-21.27
08/04/2022	NEST – Pension Mar 2022	-190.44		-190.44
20/04/2022	Mr C Powell – Litter/Maintenance/Cleaning March 2022	-489.00		-489.00
20/04/2022	Mr L Harper-Smith – Expenses March 2022	-154.86		-154.86
20/04/2022	Mr L Harper-Smith – Wages March 2022	-659.64		-659.64
20/04/2022	Signworx – CCN Printing April 2022	-399.00		-399.00
20/04/2022	Credenhill Community Hall – April 2022	-32.00		-32.00
20/04/2022	Credenhill Social & Sports Club – Pest Control Recharge	-141.60		-141.60
20/04/2022	Playsafety Ltd – Roman Park Rospa Report	-142.80		-142.80
20/04/2022	Emma Jones – Expenses – Credenhill Bloomers	-78.91		-78.91
20/04/2022	Broxap Ltd – Outdoor Gym – Grassmats	-1,104.00		-1,104.00
20/04/2022	Broxap Ltd – Outdoor Gym – Grassmats	-1,776.00		-1,776.00
20/04/2022	Broxap Ltd – Outdoor Gym – Gym Equipment	-21,960.00		-21,960.00
20/04/2022	Highground Maintenance Ltd – Roman Park Extra Cut	-110.26		-110.26
20/04/2022	Dave Massey Gas Services Ltd – Boiler Service	-70.00		-70.00
20/04/2022	Guy Sloan Painting – Painting Hall Beams	-1,150.00		-1,150.00
20/04/2022	British Gas – Electricity Carpark Lights	-26.87		-26.87
26/04/2022	British Gas – Electricity Changing Rooms	-18.10		-18.10
	<b>Total Spent in Period</b>	<b>-28,643.83</b>	<b>0.00</b>	<b>-28,643.83</b>
<b>Transfers</b>				
21/04/2022	Transfer from Reserve Account to Current	20,000.00	-20,000.00	0.00
	<b>Total Transfers in Period</b>	<b>20,000.00</b>	<b>-20,000.00</b>	<b>0.00</b>
<b>31/03/2022</b>	<b>Closing Balance</b>	<b>3,245.12</b>	<b>102,421.42</b>	<b>105,666.54</b>
<b>Payments to Authorise</b>				
18/05/2022	Mr C Powell – Litter/Maintenance/Cleaning April 2022	-550.50		-550.50
18/05/2022	Mr L Harper-Smith – Expenses April 2022	-117.94		-117.94
18/05/2022	Mr L Harper-Smith – Wages April 2022	-654.70		-654.70
18/05/2022	HMRC – PAYE April 2022 less balance	-4.99		-4.99
18/05/2022	Signworx – CCN Printing May 2022	-432.00		-432.00
18/05/2022	Signworx – Community Centre Sign	-1,650.00		-1,650.00
18/05/2022	Zurich Municipal - Insurance	-1,377.39		-1,377.39
18/05/2022	Broxap Ltd – Outdoor Gym – Gym Installation	-8,739.60		-8,739.60
18/05/2022	K R Electrical – Electrical Repairs Changing Rooms	-393.62		-393.62
18/05/2022	David McKirdy – Internal Audit 2021-22	-160.00		-160.00
<b>Payments to Authorise (continued)</b>				

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18/05/2022	Emma Jones - Credenhill Bloomers – Bird feeders/etc	-187.80	-187.80
18/05/2022	Emma Jones – Hereford Clean-up Group – Laminator	-25.49	-25.49
18/05/2022	Highground Maintenance – 1/6 Grass Cutting Contract	-742.43	-742.43
*18/05/2022	St Mary’s PTFA – Section 137 Grant	-175.00	-175.00
*18/05/2022	Credenhill Social & Sports Club – Section 137 Grant	-700.00	-700.00
*18/05/2022	Parish Church Committee of Credenhill – Section 137 Grant	-800.00	-800.00
*18/05/2022	Credenhill Community Hall – Section 137 Grant	-1,000.00	-1000.00
*18/05/2022	Magna Performing Arts Group – Section 137 Grant	-1,000.00	-1,000.00
*18/05/2022	8th Hereford Scout Group – Section 137 Grant	-300.00	-300.00
<b>Total Payments to Authorise</b>		<b>-19,011.46</b>	<b>0.00 -19,011.46</b>

## Transfers to Authorise

*18/05/2022	Transfer from Reserve Account to Current	19,000.00	-19,000.00	0.00
<b>Total Transfers to Authorise</b>		<b>19,000.00</b>	<b>-19,000.00</b>	<b>0.00</b>

**\*Added/Updated during the meeting by resolution.**

<b>ASSETS</b>	<b>Cash &amp; Bank</b>			<b>Balance</b>
	Lloyds – Current Account (after payments)			3,208.66
	Lloyds – Reserve Account (after transfers)			87,421.42
	Uncleared Cheques			0.00
	<b>Total Cash &amp; Bank</b>			<b>90,630.08</b>
	<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>	<b>Total</b>
	Credenhill FC – Pitch Hire		120.00	120.00
	Popcats Hereford – CCN Advertising	48.00		48.00
	Hair at Home – CCN Advertising		48.00	48.00
	<b>Total Debtors</b>	<b>48.00</b>	<b>168.00</b>	<b>216.00</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>90,846.08</b>
<b>LIABILITIES</b>	<b>Creditors</b>	<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>
	1 & 1 Internet Ltd – Web Hosting/Domain	8.40		8.40
	British Gas – Electricity Carpark Lights	21.17		21.17
	<b>Total Trade Creditors</b>	<b>29.57</b>	<b>0.00</b>	<b>29.57</b>
	<b>Other Liabilities</b>			
	Defibrillator Fund	423.90		423.90
	NEST Pension Payments Owing	188.37		188.37
	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	-6,074.69		-6,074.69
	VAT at 5% to be reclaimed from HMRC	-3.18		-3.18
	<b>Total Other Liabilities</b>	<b>-4,270.34</b>	<b>0.00</b>	<b>-4,270.34</b>
	<b>TOTAL LIABILITIES</b>			<b>-4,240.77</b>
	<b>TOTAL</b>			<b>95,086.85</b>



**CREDENHILL PARISH COUNCIL**

**INTERNAL AUDIT REPORT FOR YEAR ENDED 31 MARCH 2022**

1. This Internal Audit Report has been prepared at the request of the Clerk to Credenhill Parish Council.
2. The accounts are well maintained and presented in an easily understandable manner. Having access to Wave Accounting simplified the Internal Check.
3. The recommendations made in the previous report have been actioned.

**METHODOLOGY OF CHECK**

4. A sample was selected for detailed checking. The sample covered the months of April 21, November 21 and March 22.
5. The other areas checked based on value and variance from the previous year were Staff Costs, Other Income and Donations.

**GENERAL COMMENTS**

6. It is noted that there is an overdue debt of £180 from Credenhill FC, steps should be taken to recover this.
7. The Clerk to the Council should be commended for the way that the accounts have been maintained during the year and presented for audit.

David McKirdy ACMA IIACert

5 May 2022