

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** **HELD AT CREDENHILL RESOURCE CENTRE ON 15<sup>th</sup> JUNE 2022**

### **PRESENT:**

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater (AS), Miss. Deanna Pennington (DE), Councillor Mr. Paul Burrige (PB), Councillor Mrs Dot Pullen (DP), Councillor Mrs Sandra Cheasley (SC). Councillor Mr Paul Beechey (PA), Councillor Revd. Rana Davies-James (RD), Councillor Miss. Rebecca Norton (RN), Councillor Mr. Dan Fellows (DF).

Ward Councillor Mr. Bob Matthews (BM).

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

2 Members of the Press /Public present.

**The Chair opened the meeting at 7.32 pm.**

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

Councillor Miss. Jenni Hurcomb Deputy Chair (JH), Councillor Mr. Paul Warrington (PW).

### **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. Update from Ward Councillor Bob Matthews.
  - Bus Shelter – VAS – New figure of £41k

**Resolved** to allocate a budget of up to £41k for the Bus Shelter and VAS. Proposed by AS and seconded by RD, supported unanimously.

- Orchard House 67 House Development – Expect an outcome in the next 4 weeks.
- Land next to School 100 House Development – Land purchased by MoD awaiting formal confirmation of plans for the site.

### **4. Public Question Time**

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

Former Parish Council Chair introduced himself, Mr Andrew Round (AR) and raised the following items:

- Thanked the Parish Council for the overall look of the village and thanked the Credenhill Bloomers for planting the bulbs and planters which help make the village welcoming.
- Complimented the Parish Council on the new equipment in the Roman Park, said that reports from all people he had spoken to about this was positive.
- Rats are a major problem in Waterside and mainly due to a pile of Garden Waste in front of one of the properties (BM – Agreed to follow up with environmental Health and Clerk to report to Housing Officer).
- The hedge at numbers 3 and 4 Waterside is badly overhanging the footpath and in need of cutting back (Clerk to raise with Balfour Beatty).
- Still ongoing parking issues at Waterside – is the parking area in Waterside still being installed by Connexus? (Clerk to follow up).

RD confirmed that she will write to Environmental Health about the Rat problem as well due to several vulnerable and elderly residents being present in this area of the community.

RD requested an item to go into the CCN about the Table Tennis bats and balls. (Clerk to Action).

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### **5. Minutes**

**Resolved** to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 18<sup>th</sup> May 2022. Proposed DF and seconded by DP.

### **6. Financial Reports – Appendix A & B**

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

**Resolved** to accept the finances as a true record and to approve all payments. Proposed by DE and seconded by PA.

PA left the meeting due to feeling unwell (later confirmed it was COVID which was reported to all present).

### **7. Planning (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
P220506/FH	10 Glebe Close - Remove existing garage & replace with 2 storey extension.	Comments Submitted – Support	Determination by 12/05/2022	Approved with Conditions
P221193/XA2	81 Ecroyd Park - approval of details reserved by conditions 6 & 8 of P 203873	No Comments Required	New	Approved
P221542/FH	1 Station Road - Proposed two storey rear extension.	Comments Submitted – Mixed	New	Comments by 18/06/2022

No further actions required on live planning applications.



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

- 8.1. Finance (AS, JH, ML) - New format of the Actual to Budget report (Appendix B) includes a column to reallocate a budget from one cost to another making tracking of variances simpler.
- 8.2. Community Hall (DE) – Hall are obtaining quotes to resurface flooring. Community Hall Open Day see item 9.5
- 8.3. Footpaths (PB) – No reports
- 8.4. Shops/Businesses (DP) – The Chip shop have agreed to cut the hedge. Clerk reported that he had been in contact with the surgery area manager and asked for it to be added to their maintenance schedule; also reported the leaning fence.
- 8.5. War Memorial (DE/ML) – PB raised a concern that the land where the proposed paved area will be installed will not be in the possession of the Parish Council. RD to write to the diocese to ask for land transfer and/or public access to be granted to the area post transfer.
- 8.6. Flood Alleviation Scheme (PB) – Community Centre site has now been formally registered; this will speed up the easement and land transfer to finalise the FAS project.
- 8.7. Schools (RD) – Nothing to report
- 8.8. Roman Park (DF, RN, ML, SC) – Ongoing issues with damaged bats and balls. Working group meeting needed.
- 8.9. Social Club (PA) – See item 9.4
- 8.10. Asset Management (ML, PW, JH) – Meeting required to prioritise maintenance list.
- 8.11. COVID19 (All) – Remove from agenda going forward and items will be added as required.
- 8.12. A480 Bus Shelter (PW, PA, DE, AS, ML) – As per item 3.1

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

- 9.1. Update on potential Youth Club – Church Warden had met with a small group of people who expressed a desire to form a youth group. The Clerk had met with the church warden to look at the resource centre and to discuss work required and ongoing running costs. Clerk to keep PC informed of any further developments.
- 9.2. Update on Resource Centre – Resource Centre will be available from September. Meeting arranged with Sunderland's to look at market value rent and another being arranged with Jacksons. Agreed to put a notice in the CCN for any Community Groups wishing to setup and to establish if there is a feasible way to run the Resource Centre as a Community building.
- 9.3. Update on newsletter distribution – noted that the Chair will assist the clerk in getting CCN's to distributors as soon as received. A letter will be given to distributors this month expressing thanks and re-iterating that the objective is to get the CCN to households on or before the first of the month. Clerk to action letter.
- 9.4. Feedback from Kids Jubilee Street Party organised by the Sports & Social Club – approximately 70 children attended a very successful party, a letter of thanks from a family that attended was passed on to the PC from the Social Club who thanked the PC for the financial support received.
- 9.5. Agree objectives for Community Hall open day on 26<sup>th</sup> June – A suggestion box and a survey will be made available to the public to assess PC performance over the last 12 months and to gauge opinion on current matters. Clerk to draft and circulate survey for agreement prior to the day; councillors to send any suggested questions for the survey.
- 9.6. Herefordshire Local Plan 2021-2041 – Place Shaping Consultation (Monday 13th June to 29th July 2022) and Parish Council Information evening (Monday 20th at 6.30pm via Zoom) – noted, councillors to attend independently or ask the clerk to book them a place.
- 9.7. Ecroyd Park – Green Open Space Land Transfer was discussed in detail. The main concern is the condition of the wall and the condition of the trees. Clerk to request recent surveys from Herefordshire Council.

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

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

AR raised a concern that the £41k that Balfour Beatty/Herefordshire Council are quoting will not be stuck to and that the PC need to get a fixed price. ML agreed.

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

7.30 pm, 20<sup>th</sup> July 2022, at the Resource Centre; a summons and notice will be provided nearer the time.

*The was dealt with under closed session; members of the press and public were asked to leave.*

### **12. Street & Grounds Cleaner.**

Following much discussion and a review of the job description, person specification and responses from interviewees the decision was made to appoint Emma Jones as the Street & Grounds Cleaner Employee.

Terms and conditions were agreed during the meeting and a written job offer will be sent as well as a letter to unsuccessful applicants.

The Chair declared the meeting closed at 21:23

Name.....

Signed.....

Date.....

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## Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
<b>30/04/2022</b>	<b>Opening Balance</b>	<b>3,245.12</b>	<b>102,421.42</b>	<b>105,666.54</b>
<b>Receipts</b>				
01/05/2022	Credenhill Nursery Ltd – Rent May 2022	550.00		550.00
09/05/2022	Lloyds – Interest Received		0.79	0.79
	<b>Total Received in Period</b>	<b>550.00</b>	<b>0.79</b>	<b>550.79</b>
<b>Payments</b>				
16/05/2022	NEST – Pension April 2022	-188.37		-188.37
18/05/2022	British Gas – Electricity Carpark Lights	-21.17		-21.17
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
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		-1,000.00
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
25/05/2022	British Gas – Electricity Changing Rooms	-20.44		-20.44
	<b>Total Spent in Period</b>	<b>-19,241.44</b>	<b>0.00</b>	<b>-19,241.44</b>
<b>Transfers</b>				
19/05/2022	Transfer from Reserve Account to Current	19,000.00	-19,000.00	0.00
	<b>Total Transfers in Period</b>	<b>19,000.00</b>	<b>-19,000.00</b>	<b>0.00</b>
<b>31/05/2022</b>	<b>Closing Balance</b>	<b>3,553.68</b>	<b>83,422.21</b>	<b>86,975.89</b>
<b>Payments to Authorise</b>				
15/06/2022	Mr C Powell – Litter/Maintenance/Cleaning May 2022	-673.13		-673.13
15/06/2022	Mr L Harper-Smith – Expenses May 2022	-72.28		-72.28
15/06/2022	Mr L Harper-Smith – Wages April 2022	-673.36		-673.36
15/06/2022	HMRC – PAYE May 2022	-28.09		-28.09
15/06/2022	Signworx – CCN Printing June 2022	-432.00		-432.00
15/06/2022	Highground Maintenance – 1/6 Grass Cutting Contract	-742.67		-742.67
15/06/2022	WBC Ltd – Hall Kitchen (Final Payment)	-1,326.40		-1,326.40
	<b>Total Payments to Authorise</b>	<b>-3,947.93</b>	<b>0.00</b>	<b>-3,947.93</b>
<b>Transfers to Authorise</b>				
15/06/2022	Transfer from Reserve Account to Current	4,000.00	-4,000.00	0.00
	<b>Total Transfers to Authorise</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.00</b>

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ASSETS		Cash & Bank		Balance	
		Lloyds – Current Account (after payments)		3,605.75	
		Lloyds – Reserve Account (after transfers)		79,422.21	
		Uncleared Cheques		0.00	
		Total Cash & Bank		83,027.96	
	Debtors	No Due	Overdue	Total	
	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	
	Gabbs Solicitors – CCN Advertising	48.00		48.00	
	County Jet Clean – CCN Advertising	48.00		48.00	
	Hair by Caroline – CCN Advertising	48.00		48.00	
	Total Debtors	144.00	216.00	360.00	
	Other Debtors				
	Total Other Debtors	0.00	0.00	0.00	
	TOTAL ASSETS			83,387.96	
LIABILITIES	Creditors	Not Due	Overdue	Total	
	1 & 1 Internet Ltd – Web Hosting/Domain	8.40		8.40	
	British Gas – Electricity Carpark Lights	26.59		26.59	
	Total Trade Creditors	34.99	0.00	34.99	
	Other Liabilities				
	Defibrillator Fund	423.90		423.90	
	NEST Pension Payments Owing	197.34		197.34	
	Credenhill Nursery Ltd - Resource Centre Deposit	450.00		450.00	
	Hereford Clean Up Group – S137 Grant Balance	74.51		74.51	
	Youth Club Funds	745.26		745.26	
	VAT at 20% to be reclaimed from HMRC	-6,426.68		-6,426.68	
	VAT at 5% to be reclaimed from HMRC	-5.42		-5.42	
	Total Other Liabilities	-4,541.09	0.00	-4,541.09	
	TOTAL LIABILITIES			-4,506.10	
	TOTAL			87,894.06	
		Current Budget	Income/ Reallocation of Funds	Expense's	Budget Remaining
Restricted Reserves	Road Safety Improvement Fund	37,936.14			37,936.14
Un-Restricted Reserves– per Budget/Agreed Movement					
	Credenhill Bloomers Group	173.02	350.00	-253.57	269.45
	Culvert Repairs	32,250.00			32,250.00
	Local Grants	3,000.00	1,425.00	-4,425.00	0.00
	New Signs for Community Centre	1,309.00		-1,309.00	0.00
	Roman Park	38,014.47		-28,394.09	9,620.38
	Roman Park Changing Rooms Planning Fee	445.00			445.00
	War Memorial Improvement Fund	1,000.00			1,000.00
	Repairs & Renewals	8,726.75	1,105.33	-2,313.66	7,518.42
	Total Projects Budget Requirement				89,039.39
	Operating Fund (Cashflow)				-1,145.33
	TOTAL				87,894.06

# **CREDENHILL PARISH COUNCIL**



## Appendix B – Budget to Actual Comparison

### 2022-2023 Budget/Actual Comparison YTD

@ Jun 30, 2022

2025 Budget/Actual Comparison YTD										
		A	B	C	D	E	F	G	H	
	b/fwd Reserve	Year Budget	Total Budget (inc Reserve)	YTD Comparable Budget Total	YTD Actual Spent/ Receipt	Year Variance	Agreed Budget Movements	YTD Comparable Budget Change	Revised Year Variance	Notes