

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** **HELD AT CREDENHILL RESOURCE CENTRE ON 20<sup>th</sup> JULY 2022**

### **PRESENT:**

Councillor Miss. Jenni Hurcomb Acting Chair (JH), Councillor Mr. Andrew Slater (AS), Miss. Deanna Pennington (DE), Councillor Mr. Paul Burrridge (PB), Councillor Mrs Dot Pullen (DP), Councillor Mrs Sandra Cheasley (SC). Councillor Mr Paul Beechey (PA), Councillor Miss. Rebecca Norton (RN), Councillor Mr. Paul Warrington (PW).

Ward Councillor Mr. Bob Matthews (BM).

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

1 Members of the Press /Public present.

**The Chair opened the meeting at 7.31 pm.**

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

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Dan Fellows (DF), Councillor Revd. Rana Davies-James (RD).

Due to ML being absent the meeting was chaired by JH.

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

- 2.1. No declarations of interest in agenda items 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.**

- Rats in Waterside, BM followed up after the meeting. Environmental Health has visited, no evidence found.
- Herefordshire Bin changes in 12 months, 4 bins (Food Waste, Plastic & Metal, Paper and Card, General Waste).
- Pleased to confirm that the Bus Stop is ready to approve and asked for the Parish Council to support item 9.1 to ensure that payment could be made before the September meeting should it be a requirement before the work commenced.
- BM has managed to get 2 labourers for 2 days from Balfour Beatty to do jobs around the Parish by way of an apology for the time taken to sort out the bus shelter.

#### **3.2. Update from Emma Jones (EJ) – Street & Grounds Cleaner.**

EJ introduced herself to councillors.

- Review Street & Grounds Cleaning ideas to reduce the problems
  - Litterlotto – idea for the park, people can get cash rewards for binning litter. Could we put stickers on the bins and raise awareness – Clerk to price stickers
  - Maybe a Novelty Bin would help encourage younger children to bin their waste– perhaps near the bridge and one in the park – Clerk to get prices.
  - Bus shelter near to the camp is a common area, maybe a small bin could be installed at the bus stop. Clerk to follow up with MoD.
  - 80% of litter in the bins at the Roman Park is recyclable– Clerk to get pricing to switch trade waste to include recycling options.

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

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

RN mentioned the weeds next to old barns were blocking the pavement. Clerk to report to Mike Gill.

TF confirmed Family Fun Day- 25<sup>th</sup> July – All welcome. Clerk noted that the request to carry over the use of the Resource Centre field for a falcon display was still in place and to remind the nursery.

### **5. Minutes**

Proposed by DP and seconded by RN to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 15<sup>th</sup> June 2022.

### **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 the payments. Proposed by RN, seconded by PW.

### **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	Determination by 03/03/2022	Approved with conditions
P214642/AM	Land at Orchard House - To rationalise the wording of conditions 5 & 27 to be consistent with application P214671/F	No Comment Required	Determination by 03/03/2022	Approved with conditions
P214671/F	Planning application for off-site surface water connection in relation to application P211291/RM for residential development.	Comments Submitted – Mixed	Determination by 03/03/2022	Approved with conditions
P221542/FH	1 Station Road - Proposed two storey rear extension.	Comments Submitted – Mixed	Comments by 18/06/2022	Determination by 06/07/2022

1 Station Road – now approved with conditions to park vehicles at neighbours to ease issues.

Clerk to follow up with Orchard House developers to see when the work is planned for.

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

- 8.1. Finance (AS, JH, ML) - No updates
- 8.2. Community Hall (DE) – Estimates for floor repairs received. Still looking at WiFi options.
- 8.3. Footpaths (PB) – No reports
- 8.4. Shops/Businesses (DP) – Hedge sorted.
- 8.5. War Memorial (DE/ML) – Cabinet refurbishment needs to be completed before remembrance Sunday. Clerk to follow up.
- 8.6. Flood Alleviation Scheme (PB) – No Update

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- 8.7. Schools (RD) – Schools break up now. Nursery has waiting list.
- 8.8. Roman Park (DF, RN, ML, SC) – Meeting with Kompan was useful and provided provisional designs to show what we could achieve with a budget of £30,000. More suppliers to be contacted to assess all options available.
- 8.9. Social Club (PA) – The club have supplied copy invoices from the Jubilee Street party funded through section 137 grant funding. A small balance of the grant not spent will be refunded as per the Grants policy.
- 8.10. Asset Management (ML, PW, JH) – No updates.
- 8.11. A480 Bus Shelter (PW, PA, DE, AS, ML) – See item 9.1

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

- 9.1. **Resolved** to approve payment of invoice (s) from Herefordshire Council of up to £41,000 in relation to the road safety improvements on the A480 opposite the entrance with Bannut Tree Close to include Bus Shelter, VAS and associated works; on condition that a schedule is agreed and provided. Proposed by AS, seconded by PW. 1 abstention from the vote, the remainder all for.
- 9.2. Local Plan 2021-2041 - Place Shaping Options Consultation – Implications on housing targets for Credenhill of the options were discussed and it was agreed that the clerk would complete the consultation survey and circulate the response to councillors. BM to monitor closely and report any matters arising back to PC.
- 9.3. An update on Resource Centre was given, market Rent Valuation was £15,000 per annum plus £500 maintenance fee, Marketing Advice was to market as is and get any tenant to make changes with agreed rent reductions. There had been some informal interest so far but nothing firm, clerk to follow up with those who had shown interest and to report back.
- 9.4. Community Hall open day was attended by ML and Clerk. Feedback from the survey was positive, it was agreed that the clerk would adjust the survey and publicise through survey monkey.
- 9.5. Ecroyd Park – Green Open Space Land Transfer – Update – Clerk has requested condition reports for the trees and wall from Herefordshire Council as requested. Nothing received to date, officer on holiday.
- 9.6. Feedback from Talk Parish meeting on 22/06/2022. Clerk attended, main focus was the Voluntary Sector – Clerk to forward slides and link to the video, no actions for the PC.

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

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

JH & RN raised the issue about School Buses – Sergeants have increased prices annual – Agreed to send a letter to them to request a price freeze and for confirmation of new rates. Clerk to action.

Dovecote Lane – The ongoing concerns about safety issues at the junction of Dovecote Lane and Station Road was discussed. The ongoing building work at 1 Dovecote Lane was still causing issues with traffic and complaints have been received from residents. It was agreed to refer the matter to the Police, Clerk to action.

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

7.30 pm, 14<sup>th</sup> September 2022, at the Resource Centre; a summons and notice will be provided nearer the time.

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*Closed agenda item, the meeting will be closed to members of the press and public*

### **12. Feedback from the Annual Appraisal of the Parish Clerk**

Due to the time item 12 was deferred to the September meeting.

The Chair declared the meeting closed at 21:37

Name.....

Signed.....

Date.....

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## Appendix A - Financial Information

### Income & Expenditure

		Lloyds Current	Lloyds Reserve	Total
<b>31/05/2022</b>	<b>Opening Balance</b>	<b>3,553.68</b>	<b>83,422.21</b>	<b>86,975.89</b>
<b>Receipts</b>				
01/06/2022	Credenhill Nursery Ltd – Rent June 2022	550.00		550.00
06/06/2022	Credenhill Community Hall – Donation Kitchen	1,105.33		1,105.33
09/06/2022	Lloyds – Interest Received		0.76	0.76
20/06/2022	GABBS – CCN Advertising	48.00		48.00
23/06/2022	Popcats – CCN Advertising	9.60		9.60
	<b>Total Received in Period</b>	<b>1,712.93</b>	<b>0.76</b>	<b>1,713.69</b>
<b>Payments</b>				
14/06/2022	NEST – Pension May 2022	-197.34		-197.34
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
22/06/2022	British Gas – Electricity Carpark Lights	-26.59		-26.59
23/06/2022	British Gas – Electricity Changing Rooms	-17.43		-17.43
	<b>Total Spent in Period</b>	<b>-4,189.29</b>	<b>0.00</b>	<b>-4,189.29</b>
<b>Transfers</b>				
09/06/2022	Transfer from Reserve Account to Current	4,000.00	-4,000.00	0.00
	<b>Total Transfers in Period</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.00</b>
<b>30/06/2022</b>	<b>Closing Balance</b>	<b>5,077.32</b>	<b>79,422.97</b>	<b>84,500.29</b>
<b>Payments to Authorise</b>				
20/07/2022	Mr C Powell – Maintenance June 2022	-33.00		-33.00
20/07/2022	Mr L Harper-Smith – Expenses June 2022	-158.96		-147.96
20/07/2022	Mr L Harper-Smith – Wages June 2022	-721.40		-721.40
20/07/2022	Mrs E Jones – Expenses June 2022	-73.81		-73.81
20/07/2022	Mrs E Jones – Wages June/July 2022	-517.44		-517.44
20/07/2022	HMRC – PAYE June 2022	-48.49		-48.49
20/07/2022	Hereford Fire Alarm Services Ltd – 6 Monthly Service	-147.60		-147.60
20/07/2022	Signworx – CCN Printing July 2022	-399.00		-399.00
20/07/2022	Highground Maintenance – 1/6 Grass Cutting Contract	-742.19		-742.19
20/07/2022	Highground Maintenance – 1/2 Weed Control Contract	-402.00		-402.00
	<b>Total Payments to Authorise</b>	<b>-3,243.89</b>	<b>0.00</b>	<b>-3,243.89</b>
<b>Transfers to Authorise</b>				
20/07/2022	Transfer from Reserve Account to Current	3,000.00	-3,000.00	0.00
	<b>Total Transfers to Authorise</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.00</b>

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ASSETS		Cash & Bank		Balance	
		Lloyds – Current Account (after payments)		4,883.43	
		Lloyds – Reserve Account (after transfers)		76,422.97	
		Uncleared Cheques		0.00	
		<b>Total Cash &amp; Bank</b>		<b>81,306.40</b>	
	<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>	<b>Total</b>	
	Credenhill FC – Pitch Hire		120.00	120.00	
	Hair by Caroline – CCN Advertising	48.00		48.00	
	Kathy Jagger Pilates – CCN Advertising	150.00		150.00	
	Lloyd Instant Plumbing – CCN Advertising	48.00		48.00	
	Town & County Plastering & Damp Proofing – CCN Advertising	85.00		85.00	
	<b>Total Debtors</b>	<b>331.00</b>	<b>120.00</b>	<b>451.00</b>	
	<b>Other Debtors</b>				
	HMRC – PAYE	-103.40		-103.40	
	<b>Total Other Debtors</b>	<b>-103.40</b>	<b>0.00</b>	<b>-103.40</b>	
	<b>TOTAL ASSETS</b>			<b>81,654.00</b>	
LIABILITIES		Creditors		Total	
		<b>Not Due</b>	<b>Overdue</b>		
	IONOS – Web Hosting/Domain	8.40		8.40	
	Herefordshire Council – Trade Waste	119.08		119.08	
	British Gas – Electricity Changing Rooms	16.15		1615	
	British Gas – Electricity Carpark Lights	13.80		13.80	
	<b>Total Trade Creditors</b>	<b>157.43</b>	<b>0.00</b>	<b>157.43</b>	
	<b>Other Liabilities</b>				
	Defibrillator Fund	423.90		423.90	
	NEST Pension Payments Owing	229.42		229.42	
	Credenhill Nursery Ltd - Resource Centre Deposit	450.00		450.00	
	Hereford Clean Up Group – S137 Grant Balance	74.51		74.51	
	Credenhill Bloomers – S137 Grant Balance	162.20		162.20	
	Youth Club Funds	745.26		745.26	
	VAT at 20% to be reclaimed from HMRC	-6,666.53		-6,666.53	
	VAT at 5% to be reclaimed from HMRC	-7.67		-7.67	
	<b>Total Other Liabilities</b>	<b>-4,588.91</b>	<b>0.00</b>	<b>-4,588.91</b>	
	<b>TOTAL LIABILITIES</b>			<b>-4,431.48</b>	
	<b>TOTAL</b>			<b>86,085.48</b>	
		<b>Current Budget</b>	<b>Income/ Reallocation of Funds</b>	<b>Expense's</b>	<b>Budget Remaining</b>
<b>Restricted Reserves</b>					
Road Safety Improvement Fund	37,936.14	3,064.86			41,000.00
<b>Un-Restricted Reserves– per Budget/Agreed Movement</b>					
Credenhill Bloomers Group	173.02			-65.77	107.25
Culvert Repairs	32,250.00	-3,064.86			29,185.14
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		-28,408.22		9,606.25
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	-2,346.66		7,485.42
	<b>Total Projects Budget Requirement</b>				<b>88,829.06</b>
	<b>Operating Fund (Cashflow)</b>				<b>-2,743.58</b>
	<b>TOTAL</b>				<b>86,085.48</b>

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## Appendix B – Budget to Actual Comparison

### 2022-2023 Budget/Actual Comparison YTD

@ Jul 31, 2022

2022-2023 Budget/Actual Comparison FYD										
		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	YTD Variance	Agreed Budget Movements	YTD Comparable Budget Change	Revised YTD Variance	Notes
Wages (inc Employers NI)		10,296	10,296	2,574	3,278	- 704	3,707	603	- 101	Overspend on litter picking April-June
Employer Pension Contribution		309	309	77	94	- 17	113	17	0	
Memberships/DBS		-	-	-	56	- 56	-	-	56	2 x DBS Checks
Training		-	-	-	-	-	-	-	-	
PPE		-	-	-	31	- 31	-	-	31	Safety Shoes
Travel & Subsistence		60	60	15	28	- 13	-	-	13	
Staffing Costs	-	10,665	10,665	2,666	3,487	- 821	3,820	620	- 201	
Software		95	95	24	24	-	-	-	-	
Printing		144	144	72	72	- 0	-	-	0	
Telephone		60	60	15	15	-	-	-	-	
Postage		24	24	6	-	6	-	-	6	
Stationary		60	60	20	20	- 0	-	-	0	
Homeworking Allowance		180	180	45	45	-	-	-	-	
Meeting Room Hire/Setup Cost		372	372	120	32	88	-	-	88	Assumed Hall Hire needed
Office & Meeting Costs	-	935	935	302	208	94	-	-	94	
Website Hosting Fee		82	82	21	21	- 1	-	-	1	
Printing CCN		3,620	3,620	1,460	1,662	- 202	-	-	202	
Advertising & Promotion	-	3,702	3,702	1,481	1,683	- 203	-	-	203	
Insurance		1,430	1,430	1,430	1,377	53	-	-	53	
Internal Audit		160	160	160	160	-	-	-	-	
External Audit		315	315	-	-	-	-	-	-	
ICO Membership Fee		35	35	-	-	-	-	-	-	
Professional/Planning/Land Registry Fees	380	65	445	21	21	-	-	-	-	
Fire Extinguisher Inspections		100	100	-	-	-	-	-	-	
Fire Alarm Inspections		180	180	90	90	-	-	-	-	
Playground Inspection		123	123	-	-	-	-	-	-	
Insurance, Legal & Professional Costs	380	2,408	2,788	1,701	1,648	53	-	-	53	
Changing Rooms - Electric		200	200	50	51	- 2	-	-	2	
Changing Rooms - Water Rates		90	90	-	-	-	-	-	-	
Community Centre - Waste Disposal		500	500	250	238	12	-	-	12	
Community Centre - Electric		360	360	90	84	6	-	-	6	
Utility & Waste Management Costs	-	1,150	1,150	390	374	16	-	-	16	
Outsourced Maintenance Costs										
Litter Picking		5,319	5,319	1,330	1,054	276	- 3,820	276	- 0	Budget and Overspend moved to wages
Cleaning		288	288	72	15	57	-	-	57	
Maintenance		648	648	108	188	- 80	-	-	80	
Materials		240	240	60	2	58	-	-	58	
Hedge Cutting		1,199	1,199	-	-	-	-	-	-	
Weed Control		550	550	275	335	- 60	-	-	60	
Grass Cutting		4,249	4,249	1,945	1,948	- 3	-	-	3	
Tree Maintenance		442	442	-	-	-	-	-	-	Horsechestnut Maintenance Sept 22 £600
Outsourced Maintenance Costs	-	12,934	12,934	3,789	3,542	248	- 3,820	276	- 28	
Total Operating Costs	380	31,794	32,174	10,328	10,942	- 613	-	344	- 269	
Exceptional/Planned Costs										
Charitable Grant Provision		3,000	3,000	3,000	4,425	- 1,425	1,425	1,425	-	Overspend Funded from additional Rent
A480 Bus Stop Improvements	37,936	-	37,936	-	-	-	3,064	-	-	
Repair Culverts	26,000	6,250	32,250	-	-	-	3,064	-	-	
Roman Park	36,514	1,500	38,014	28,408	28,408	-	-	-	-	
Asset Repairs & Renewals	6,227	2,500	8,727	1,242	2,347	- 1,105	1,105	1,105	-	Hall Kitchen Recharge (Donations)
New Signs for Community Centre	1,309	-	1,309	1,309	1,309	-	-	-	-	
Blooming Credenhill Project	173	-	173	66	66	-	-	-	-	
War Memorial Improvement Fund		1,000	1,000	-	-	-	-	-	-	
Exceptional/Planned Costs	108,159	14,250	122,409	34,025	36,555	- 2,530	2,530	2,530	-	
Total Projected/Actual Costs	108,539	46,044	154,583	44,353	47,496	- 3,143	2,530	2,874	- 269	
Income										
Precept	-	43,500	43,500	21,750	21,750	-	-	-	-	
Rent	-	962	962	962	1,650	688	1,425	688	-	Moved to Grants (Phased)
Bank Interest	-	12	12	3	2	- 1	-	-	1	
CCN Adverts	-	1,000	1,000	487	487	- 0	-	-	0	
Hire of Changing Rooms	-	330	330	-	-	-	-	-	-	
Donations	-	-	-	-	1,105	1,105	1,105	1,105	-	Hall Kitchen (Timing)
Grants Income	-	-	-	-	-	-	-	-	-	
Total Income	-	45,804	45,804	23,202	24,994	1,792	2,530	1,793	- 1	
YTD Budget/Actual Variance						1,351			270	