

# CREDENHILL PARISH COUNCIL



## MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL RESOURCE CENTRE ON 14<sup>th</sup> DECEMBER 2022

### **PRESENT:**

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

Ward Councillor Mr. Bob Matthews (BM).

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

0 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 Ms. Rebecca Norton (RN), Councillor Miss. Jenni Hurcomb Deputy Chair (JH).

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

2.1. No declarations of interest in agenda items from Councillors.

2.2. No written applications for dispensation

### **3. Speakers**

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

3.1. Update from Ward Councillor Bob Matthews.

- Dovecote Lane Parking and Signage – BM has got the TRO on the list. BM needs a letter from the school (RD to follow up).
- Bus Shelter and VAS A480 – Making progress, needed confirmation of colour. Contractor is Owen Pell.

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

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

None

### **5. Minutes**

Proposed by DF to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 16<sup>th</sup> November 2022, seconded by SC.

### **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

Proposed by PB to accept the finance reports and approve the payments, seconded by PA.

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

Reference	Details	CPC Status	HC Previous Status	HC New Status
P221996/FH	37 Centurion Way - Storage shed and wooden playhouse in front garden areas. (Retrospective)	Comments Submitted - Object	Comments by 21/09/2022	Determination by 12/10/2022
P203873/FH	81 Ecroyd Park – Erection of New 2 storey dwelling	Comments Submitted - Object	Approved with Conditions	Condition 12 Enforcement

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Reports received about ongoing issues with P203873/FH BM to follow up with enforcement.

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

- 8.1. Finance (AS, JH, ML) – No updates
- 8.2. Community Hall (DE) – Warm Spaces no go at present issues with help, no microwave at present.
- 8.3. Footpaths (PB) – no reports.
- 8.4. Shops/Businesses (DP) – Fence sorted, litter better. Carol singers at shop on Saturday.
- 8.5. War Memorial (DE/ML) – Good n property maint. to re quote when permission is received. Land transferred to school, Susan Garlic at HC managing.
- 8.6. Flood Alleviation Scheme (PB) – No update
- 8.7. Schools (RD) – A lot of illness, break up on Friday.
- 8.8. Roman Park (DF, RN, ML, SC) – No updates.
- 8.9. Social Club (PA) – Gents toilets have been refurbished.
- 8.10. Asset Management (ML, PW, JH) – No update
- 8.11. A480 Bus Shelter (PW, PA, DE, AS, ML) – See BM update.

## **9. Matters arising since last meeting:** - From January 2023 this will be moved to 6 to see if meeting runs better.

- 9.1. Resource Centre Update – Life & Soul Kitchen are still working on the lottery grant, HC have offered LSK 3 other locations which they have turned down; the Resource Centre is their preferred option. Maylord location to close at the end of December.
- 9.2. The Clerk confirmed that of legal status of the Community Hall & Social Club buildings; including any additions, was that they are fully leased to the tenants however at the point the lease terminates all property, including additions becomes the property of the Parish Council.
- 9.3. Herefordshire Council confirmed that publication of the Base Rate would be at the end of December.
- 9.4. Parish Council Gross Precept will be the current precept divided by the 2022/23 base rate multiplied by the 2023/24 base rate. This is to ensure that all households pay the same precept in 2023/24 as they did in 2022/23.
- 9.5. The Parish Council agree to setup working group for climate change made up of SC, DF, JH and Emma Jones (EJ) if she would like to get involved; clerk to contact EJ.
- 9.6. Community Charter update - provide up to 3 community priorities for the police
  - Speeding through junction of A480 & Station Road where the limit changes from 30mph to 20 mph between 8:30 and 9:15 and 14:45 and 15:30
  - Speeding on A480 eastbound between “Ye Olde Cottage” and “East Cottage” between 7:30 am and 8:30am plus ad hoc throughout the day.
  - Speeding on Stain Road heading in both directions near the Roman Park & Community Centre Entrance – at the transition between national speed limit and 30mph.
- 9.7. Talk Parish Budget Consultation event on Monday 9 January 2023, 19:00. DF agreed to attend, clerk to arrange.
- 9.8. Agricultural Planning Supplementary Planning Document (AP SPD) is now live for consultation, councillors to comment individually on consultation as required.

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**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, 18<sup>th</sup> January 2023, at the Resource Centre; a summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:32.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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## Appendix A – Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
<b>31/10/2022</b>	<b>Opening Balance</b>	<b>9,183.81</b>	<b>89,683.15</b>	<b>98,866.96</b>
<b>Receipts</b>				
01/11/2022	MDR Electrical – CCN Advertising	85.00		85.00
03/11/2022	Brian Jenkinson Foothealth – CCN Advertising	48.00		48.00
09/11/2022	Lloyds – Interest Received		9.65	9.65
11/11/2022	Credenhill Nursery – Water Rates 1 of 3	181.07		181.07
14/11/2022	Credenhill Community Hall – Donation towards Flooring	1,695.00		1,695.00
15/11/2022	The Broadleys FC – Pitch Lining	95.00		95.00
15/11/2022	Wendy Morgan – CCN Advertising	10.00		10.00
16/11/2022	Hereford Centre for Natural Health – CCN Advertising	48.00		48.00
16/11/2022	Maids Dom Services – CCN Advertising	48.00		48.00
23/11/2022	AARDVARK – CCN Advertising	85.00		85.00
	<b>Total Received in Period</b>	<b>2,295.07</b>	<b>9.65</b>	<b>2,304.72</b>
<b>Payments</b>				
15/11/2022	NEST – Pension September 2022	-200.01		-200.01
16/11/2022	Mr L Harper-Smith – Expenses Oct 2022	-74.69		-74.69
16/11/2022	Mr L Harper-Smith – Wages Oct 2022	-654.60		-654.60
16/11/2022	Mrs E Jones – Wages Oct 2022	-388.08		-388.08
16/11/2022	Mrs E Jones – Expenses Oct 2022	-61.01		-61.01
16/11/2022	HMRC – PAYE Oct 2022	-9.02		-9.02
16/11/2022	Mr C Powell – Maintenance	-78.00		-78.00
16/11/2022	Signworx – Community Newsletter Oct 2022	-432.00		-432.00
16/11/2022	Credenhill Social & Sports Club – Resource Centre Water Rates	-651.86		-651.86
16/11/2022	Jenkins Antique Restoration – War Memorial Restoration	-300.00		-300.00
16/11/2022	Focus Flooring Ltd – Hall Flooring	-2,034.00		-2,034.00
16/11/2022	Herefordshire Council – Bus Shelter & Associated Works (INC VAT)	-47,433.48		-47,433.48
16/11/2022	Highground Maintenance – Pitch Lining	-48.00		-48.00
16/11/2022	Gabbs Solicitors – Legal Fees	-1,500.00		-1,500.00
16/11/2022	Deanna Pennington – Expenses Remembrance Wreath	-22.25		-22.25
18/11/2022	British Gas – Gas Resource Centre	-19.72		-19.72
18/11/2022	British Gas – Electricity Resource Centre	-52.48		-52.48
22/11/2022	British Gas – Electricity Carpark Lights	-32.37		-32.37
	<b>Total Spent in Period</b>	<b>-53,991.57</b>	<b>0.00</b>	<b>-53,991.57</b>
<b>Transfers</b>				
19/10/2022	Transfer from Reserve Account to Current	48,000.00	-48,000.00	0.00
	<b>Total Transfers in Period</b>	<b>48,000.00</b>	<b>-48,000.00</b>	<b>0.00</b>
<b>30/11/2022</b>	<b>Closing Balance</b>	<b>5,487.31</b>	<b>41,692.80</b>	<b>47,180.11</b>
<b>Payments to Authorise</b>				
14/12/2022	Mr L Harper-Smith – Expenses Nov 2022	-51.38		-51.38
14/12/2022	Mr L Harper-Smith – Wages Nov 2022	-678.20		-678.20
14/12/2022	Mrs E Jones – Wages Dec 2022	-388.08		-388.08
14/12/2022	Mrs E Jones – Expenses Nov 2022	-6.00		-6.00
14/12/2022	HMRC – PAYE Nov 2022	-22.00		-22.00
14/12/2022	Signworx – Community Newsletter Dec 2022	-399.00		-399.00
14/12/2022	Mark Wozencroft – Removal of Dead Tree at Resource Centre	-400.00		-400.00
14/12/2022	Hereford Clean Up Group- Grant Spend (Wet & Dry Vacuum)	-74.99		-74.99
14/12/2022	Mr C Powell – Maintenance Nov 2022	-166.50		-166.50
14/12/2022	Hfd Fire Alarm Services – Resource Centre 6-month Service	-108.00		-108.00
	<b>Total Payments to Authorise</b>	<b>-2,294.15</b>	<b>0.00</b>	<b>-2,294.15</b>
	<b>Total Transfers to Authorise</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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<b>ASSETS</b>	<b>Cash &amp; Bank</b>				<b>Balance</b>
	Lloyds – Current Account (after payments)				3,193.16
	Lloyds – Reserve Account (after transfers)				4,1692.8
	Uncleared Cheques				0.00
	<b>Total Cash &amp; Bank</b>				<b>44,885.96</b>
	<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>		<b>Total</b>
	Credenhill FC – Pitch Hire		120.00		120.00
	The Broadleys FC – Pitch Hire/Maintenance	60.00			60.00
	Credenhill Nursery Ltd - Recharge of Water Bill (2of3)	181.07			181.07
	Fern Landscapes – CCN Advertising		48.00		48.00
	Gareth Higgs Tree Services – CCN Advertising		48.00		48.00
	<b>Total Debtors</b>	<b>241.07</b>	<b>216.00</b>		<b>457.07</b>
	<b>Other Debtors</b>				
	HMRC – VAT Reclaim 01/10/2022-30/11/2022	9,149.93			9,149.93
	<b>Total Other Debtors</b>	<b>9,149.93</b>	<b>0.00</b>		<b>9,149.93</b>
	<b>TOTAL ASSETS</b>				<b>54,492.96</b>
<b>LIABILITIES</b>	<b>Creditors</b>	<b>Not Due</b>	<b>Overdue</b>		
	IONOS – Web Hosting/Domain	8.40			8.40
	ICO – Annual Membership Fee	35.00			35.00
	British Gas – Gas Resource Centre	39.82			39.82
	British Gas – Electricity Resource Centre	32.66			32.66
	British Gas – Electricity Carpark Lights	26.98			26.98
	<b>Total Trade Creditors</b>	<b>142.86</b>	<b>0.00</b>		<b>142.86</b>
	<b>Other Liabilities</b>				
	Defibrillator Fund	423.90			423.90
	NEST Pension Payments Owing	208.98			2208.98
	Youth Club Funds	745.26			745.26
	VAT at 20% to be reclaimed from HMRC	-18.00			-18.00
	VAT at 5% to be reclaimed from HMRC	-3.18			-3.18
	<b>Total Other Liabilities</b>	<b>1,356.96</b>	<b>0.00</b>		<b>1,356.96</b>
	<b>TOTAL LIABILITIES</b>				<b>£1,499.82</b>
	<b>TOTAL</b>				<b>£52,993.14</b>
	<b>Restricted Reserves</b>	<b>Current Budget</b>	<b>Income</b>	<b>Expense's</b>	<b>Budget Remaining</b>
	Road Safety Improvement Fund	37,936.14	1,592.00	39,527.90	0.00
	<b>Un-Restricted Reserves– per Budget/Agreed Movement</b>				
	Credenhill Bloomers Group	173.02	350.00	-672.65	0.00
	Culvert Repairs	32,250.00	-1,592.00		30,658.00
	Local Grants	3,000.00	1,425.00	-4,424.44	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	2,773.00	-5,537.91	5,961.84
	<b>Total Projects Budget Requirement</b>				<b>47,671.09</b>
	<b>Operating Fund (Cashflow)</b>				<b>5,322.05</b>
	<b>TOTAL</b>				<b>52,993.14</b>

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## Appendix B – Year to date Actual Spend Compared to Budget

### 2022-2023 Budget/Actual Comparison YTD

@ Dec 31, 2022

	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	6,894	9,438	- 2,544	3,707	2,543	- 1	Overspend on litter picking April-June
Employer Pension Contribution		309	309	207	279	- 73	113	77	- 4	
Memberships/DBS		-	-	-	56	- 56	-	-	- 56	2 x DBS Checks
Training		-	-	-	-	-	-	-	-	
PPE		-	-	-	31	- 31	-	-	- 31	Safety Shoes
Travel & Subsistence		60	60	60	85	- 25	-	-	- 25	
<b>Staffing Costs</b>		<b>10,665</b>	<b>10,665</b>	<b>7,161</b>	<b>9,889</b>	<b>- 2,729</b>	<b>3,820</b>	<b>2,620</b>	<b>- 109</b>	
Software		95	95	63	63	-	-	-	-	
Printing		144	144	108	108	0	-	-	0	
Telephone		60	60	40	40	-	-	-	-	
Postage		24	24	12	-	12	-	-	12	
Stationary		60	60	40	45	- 5	-	-	5	
Homeworking Allowance		180	180	120	120	-	-	-	-	
Meeting Room Hire/Setup Cost		372	372	260	32	228	-	-	228	Assumed Hall Hire needed
<b>Office &amp; Meeting Costs</b>		<b>935</b>	<b>935</b>	<b>643</b>	<b>408</b>	<b>235</b>	<b>-</b>	<b>-</b>	<b>235</b>	
Website Hosting Fee		82	82	55	56	- 1	-	-	1	
Printing CCN		3,620	3,620	2,900	3,291	- 391	-	-	391	
<b>Advertising &amp; Promotion</b>		<b>3,702</b>	<b>3,702</b>	<b>2,955</b>	<b>3,347</b>	<b>- 392</b>	<b>-</b>	<b>-</b>	<b>392</b>	
Insurance		1,430	1,430	1,430	1,377	53	-	-	53	
Internal Audit		160	160	160	160	-	-	-	-	
External Audit		315	315	315	300	15	-	-	15	
ICO Membership Fee		35	35	35	44	- 9	-	-	9	
Professional/Planning/Land Registry Fees	380	65	445	65	1,953	- 1,888	1,888	1,888	- 0	Resource Centre - Planning/EPC/LC Plan Offset Additional Rent
Fire Extinguisher Inspections		100	100	100	85	15	-	-	15	
Fire Alarm Inspections		180	180	90	180	- 90	-	-	90	
Playground Inspection		123	123	-	-	-	-	-	-	
<b>Insurance, Legal &amp; Professional Costs</b>	<b>380</b>	<b>2,408</b>	<b>2,788</b>	<b>2,195</b>	<b>4,100</b>	<b>- 1,905</b>	<b>1,888</b>	<b>1,888</b>	<b>- 17</b>	
Changing Rooms - Electric		200	200	133	101	32	-	-	32	
Changing Rooms - Water Rates		90	90	45	17	28	-	-	28	
Resource Centre - Utilities		-	-	-	681	- 681	543	543	- 138	Gas (Actual) & Electric (Estimate)
Community Centre - Waste Disposal		500	500	375	357	18	-	-	18	
Community Centre - Electric		360	360	240	206	34	-	-	34	
<b>Utility &amp; Waste Management Costs</b>	<b>-</b>	<b>1,150</b>	<b>1,150</b>	<b>793</b>	<b>1,362</b>	<b>- 569</b>	<b>543</b>	<b>543</b>	<b>- 26</b>	
<b>Outsourced Maintenance Costs</b>										
Litter Picking		5,319	5,319	3,546	1,054	2,492	- 3,820	2,491	- 1	Budget and Overspend moved to wages
Cleaning		288	288	60	60	-	-	-	-	
Maintenance		648	648	648	841	- 193	27	27	- 166	
Materials		240	240	14	20	- 6	-	-	6	
Hedge Cutting		1,199	1,199	1,199	1,188	11	-	-	11	
Weed Control		550	550	550	670	- 120	-	-	120	
Grass Cutting		4,249	4,249	4,249	3,954	295	-	-	295	
Tree Maintenance		442	442	442	400	42	-	-	42	Horsechestnut Maintenance Sept 22 £600
<b>Outsourced Maintenance Costs</b>	<b>-</b>	<b>12,934</b>	<b>12,934</b>	<b>10,707</b>	<b>8,187</b>	<b>2,520</b>	<b>- 3,793</b>	<b>2,464</b>	<b>56</b>	
<b>Total Operating Costs</b>	<b>380</b>	<b>31,794</b>	<b>32,174</b>	<b>24,454</b>	<b>27,294</b>	<b>- 2,840</b>	<b>2,458</b>	<b>2,587</b>	<b>- 253</b>	
<b>Exceptional/Planned Costs</b>										
Charitable Grant Provision		3,000	3,000	3,000	4,424	- 1,424	1,424	1,424	- 0	Overspend Funded from additional Rent
A480 Bus Stop Improvements	37,936	-	37,936	37,936	39,528	- 1,592	1,592	1,592	- 0	
Repair Culverts	26,000	6,250	32,250	3,080	-	3,080	- 3,080	3,080	-	
Roman Park	36,514	1,500	38,014	28,408	28,408	-	-	-	-	
Asset Repairs & Renewals	6,227	2,500	8,727	2,784	5,538	- 2,754	2,754	2,754	- 0	Hall Kitchen Recharge & Flooring Recharge (Donations)
New Signs for Community Centre	1,309	-	1,309	1,309	1,309	-	-	-	-	
Blooming Credenhill Project	173	-	173	323	323	0	-	-	0	
War Memorial Improvement Fund		1,000	1,000	-	-	-	-	-	-	
<b>Exceptional/Planned Costs</b>	<b>108,159</b>	<b>14,250</b>	<b>122,409</b>	<b>76,840</b>	<b>79,530</b>	<b>- 2,690</b>	<b>2,690</b>	<b>2,690</b>	<b>- 0</b>	
<b>Total Projected/Actual Costs</b>	<b>108,539</b>	<b>46,044</b>	<b>154,583</b>	<b>101,294</b>	<b>106,824</b>	<b>- 5,531</b>	<b>5,148</b>	<b>5,277</b>	<b>- 253</b>	
<b>Income</b>										
Precept	-	43,500	43,500	43,500	43,500	-	-	-	-	
Rent	-	962	962	962	2,767	1,805	1,805	1,805	- 0	Moved to Grants (Phased)
Bank Interest	-	12	12	8	22	14	-	-	14	
CCN Adverts	-	1,000	1,000	1,000	1,604	604	-	-	604	
Hire of Changing Rooms	-	570	570	330	175	155	-	-	155	
Donations	-	-	-	-	3,162	3,162	3,344	3,162	- 0	Hall Kitchen & Flooring Recharge. Water Recharge (Phased)
Grants Income	-	-	-	-	-	-	-	-	-	
<b>Total Income</b>	<b>-</b>	<b>46,044</b>	<b>46,044</b>	<b>45,800</b>	<b>51,230</b>	<b>5,430</b>	<b>5,149</b>	<b>4,967</b>	<b>463</b>	
<b>YTD Budget/Actual Variance</b>									<b>- 101</b>	<b>209</b>