

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 15th FEBRUARY 2023**

PRESENT:

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

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 7.30 pm.

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

Ms. Rebecca Norton (RN), Councillor Mr. Paul Burridge (PB).

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. Peter Clarke – Chairman – West Hereford Petanque Club – Provided the parish council with an update of the progress that they have made so far in setting up the West Hereford Petanque Club. Currently working to achieve funding for the terrains at the Hall/Social Club and hoping to be ready to play in the league that starts in April. The total project is expected to cost £30k however once installed the terrain will require little maintenance for 30+ years. A number of grants have been applied for: Lottery x 2, Hereford Community Foundation, Hereford City Council. Some had been declined as the project did not meet the criteria for the grant fund however some were still to be decided. Peter explained the benefit of the sport on people's health as well as the economic benefit it would have on the Hall, Social Club and Café.

3.2. Update from Ward Councillor Bob Matthews.

- Council Tax 4.99%
- TRO Dovecote Lane – met with various stakeholders and pushing hard to move it forward.
- Bus Stop – Chased Mike Gill reference trees/nesting season.
- Orchard House – BM has requested a full breakdown of the Section 106 monies and how it will be spent.

4. Public Question Time

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

None raised

5. Minutes

DP proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 18th January 2023, seconded DF.

CREDENHILL PARISH COUNCIL



6. Matters arising since last meeting:

- 6.1. Resource Centre Update – License has been signed and the Life & Soul Kitchen had made a start on minor works. Lottery decision expected at the end of February.
- 6.2. Warm Spaces Update – Low uptake in the Hall during January; it has now been moved to the Resource Centre to save on heating costs. Headway also running a warm space on a Thursday afternoon that has a low uptake. DE expressed a concern that people may feel as though they don't want to make it known that they are struggling and may not want to leave their homes. RD mentioned the lack of WiFi would make it difficult for those working from home to use the facility. SC mentioned that most people have adapted to heating one room or using blankets to keep warm and save on heating bills.
- 6.3. Iron Sculptures Update – No progress BM to follow up with Stretton Sugwas meeting to be held on 16th February.
- 6.4. Tenders 2023-24 Update – All tenders have been distributed to prospective companies and advertised on the Parish Councils website as well as on social media in the business groups for Herefordshire.
- 6.5. Section 137 Grants
 - Update – Grant forms have been distributed to prospective applicant groups and shared on the Parish Council Website as well as social media.
 - Commemorative Coronation Mugs – St Marys Primary School it was agreed that the Parish Council would procure 288 commemorative mugs at a cost of £2250.48. This would allow for 1 for each pupil at St Mary's Primary School and Credenhill Nursery plus a number of spares to sell at £12 per mug which would help fund the project and reduce the grant burden. Clerk to order them in time for the Coronation.
- 6.6. The clerk reported that he had successfully applied for a Football Foundation Grant for partial funding of New Goal Posts. Clerk to order and arrange installation as previously agreed.
- 6.7. To decide which contractor to select for the Social Club to Station Road Fence. PA asked for the item to be deferred to the Social Club Committee so that the spec can be agreed first. Only 1 quote received so far, Clerk to try to obtain further quotes before the next meeting.

7. Financial Reports – Appendix A & B

- 7.1. Confirmation of Bank Balances
- 7.2. Receipts
- 7.3. Invoices for Payment
- 7.4. Budget to Actual Year to Date Comparison

Proposed by DF to accept the finance reports, seconded by PA.

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P223869/FH	70 Glebe Close - Proposed removal of utility room and garage, replacement extension and front porch cover.	Comments Submitted - Support	Comments by 12/01/2023	Approved with Conditions
P223398/F	23 Teddar Avenue - Proposed demolition of gym and undercover storage and erection of 3-bedroom dwelling	Comments Submitted - Mixed	Comments by 12/01/2023	Determination by 23/01/2023
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

CREDENHILL PARISH COUNCIL



P203873/FH	81 Ecroyd Park – Erection of New 2 storey dwelling	Comments Submitted - Object	Approved with Conditions	Condition 12 Enforcement
------------	--	-----------------------------	--------------------------	--------------------------

No further updates on planning applications.

9. To receive reports from working groups

- 9.1. Finance (AS, JH, ML) - No update
- 9.2. Community Hall (DE) – New Chairs, Online bookings, Projector, Floor/Solar.
- 9.3. Footpaths (PB) – Clerk had found some A1 sized maps of the definitive map showing the footpaths and had passed them on to PB.
- 9.4. Shops/Businesses (DP) – The fence has been repaired next to the doctors.
- 9.5. War Memorial (DE/ML) – The old school building next to the war memorial has been sold, we need to make sure the new owners are aware of the memorial and its importance.
- 9.6. Flood Alleviation Scheme (PB) – No update
- 9.7. Schools (RD) – Nothing to report.
- 9.8. Roman Park (DF, RN, ML, SC) – the annual external safety inspection of the park is booked for March.
- 9.9. Social Club (PA) – No update.
- 9.10. Asset Management (ML, PW, JH) – No update.
- 9.11. A480 Bus Shelter (PW, PA, DE, AS, ML) – See 3.2
- 9.12. Climate Change (SC, DF, JH, EJ) – Meeting to be arranged.

10. Public Question Time

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

None raised.

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

7.30 pm, 15th March 2023, at Credenhill Community Hall; a summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:01.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/12/2022	Opening Balance	12,122.70	41,703.52	53,826.22
Receipts				
09/01/2023	Lloyds - Interest Received		17.82	17.82
13/01/2023	Electrics Fixed - CCN Advertising	180.00		180.00
25/01/2023	Credenhill Nursery - Water Rates 3 of 3	181.08		181.08
	Total Received in Period	361.08	17.82	378.90
Payments				
03/01/2023	Herefordshire Council – Trade Waste 01/01-31/03/23	-119.08		-119.08
04/01/2023	British Gas - Gas Resource Centre	-4.75		-4.75
05/01/2023	British Gas - Electricity Changing Rooms	-36.94		-36.94
17/01/2023	NEST – Pension November 2022	-206.95		-206.95
17/01/2023	British Gas - Electricity Carpark Lights	-32.13		-32.13
18/01/2023	Mr L Harper-Smith – Expenses Dec 2022	-37.88		-37.88
18/01/2023	Mr L Harper-Smith – Wages Dec 2022	-678.00		-678.00
18/01/2023	Mrs E Jones – Wages Jan 2023	-320.25		-320.25
18/01/2023	HMRC – PAYE Dec 2022	-22.20		-22.20
18/01/2023	Highground Maintenance – Additional Cut/Line Marking	-158.26		-158.26
18/01/2023	Dave Massey Gas Services – Resource Centre Repairs	-120.00		-120.00
18/01/2023	Ben Armstrong Plumbing & Heating – Changing Rooms Repairs	-180.00		-180.00
20/01/2023	British Gas - Electricity Changing Rooms	-16.67		-16.67
20/01/2023	British Gas – Electricity Carpark Lights	-31.16		-31.16
	Total Spent in Period			
Transfers				
12/01/2023	Transfer from Current Account to Reserve	-7,000.00	7,000.00	0.00
	Total Transfers in Period	-7,000.00	7,000.00	0.00
31/01/2023	Closing Balance	3,519.51	48,721.34	52,240.85
Payments to Authorise				
15/02/2023	Mrs E Jones – Wages Feb 2023	-320.25		-320.25
15/02/2023	Mr L Harper-Smith – Wages Jan 2023	-678.20		-678.20
15/02/2023	Mr L Harper-Smith – Expenses Jan 2023	-96.43		-96.43
15/02/2023	HMRC – PAYE 2022-23 Month 11	-22.00		-22.00
15/02/2023	K R Electrical – Changing Rooms Repair	-270.00		-270.00
15/02/2023	Mr C Powell – Maintenance & Cleaning Jan 2023	-112.50		-112.50
15/02/2023	Net World Sports – Goal Posts	-2,205.93		-2,205.93
15/02/2023	Signworx – CCN Printing Feb 2023	-399.00		-399.00
15/02/2023	Weatherall Tree Surgery – Tree Maintenance	-720.00		-720.00
	Total Payments to Authorise	-4,824.31	0.00	-4,824.31
Transfers to Authorise				
15/02/2023	Transfer from Current Account to Reserve	2,500.00	-2,500.00	0.00
	Total Transfers to Authorise	2,500.00	-2,500.00	0.00

CREDENHILL PARISH COUNCIL



ASSETS	Cash & Bank				Balance
	Lloyds – Current Account (after payments)				1,195.20
	Lloyds – Reserve Account (after transfers)				46,221.34
	Uncleared Cheques				0.00
	Total Cash & Bank				47,416.54
	Debtors	No Due	Overdue		Total
	The Broadleys FC – Pitch Hire/Maintenance	35.00	50.00		85.00
	D&A Motors – Fire Wood – CCN Advertising	105.00			105.00
	Nessential Footcare – CCN Advertising	60.00			60.00
	Total Debtors	200.00	50.00		250.00
	Other Debtors				
	Total Other Debtors	0.00	0.00		0.00
	TOTAL ASSETS				47,666.54
LIABILITIES	Creditors	Not Due	Overdue		Total
	IONOS – Web Hosting/Domain	8.40			8.40
	British Gas – Gas Resource Centre	158.69			158.69
	British Gas – Electricity Changing Rooms	23.14			23.14
	British Gas – Electricity Resource Centre	27.31			27.31
	British Gas – Electricity Carpark Lights	36.75			36.75
	Total Trade Creditors	254.29	0.00		254.29
	Other Liabilities				
	Defibrillator Fund	423.90			423.90
	NEST Pension Payments Owing	206.95			206.95
	Youth Club Funds	745.26			745.26
	VAT at 20% to be reclaimed from HMRC	-596.99			-596.99
	VAT at 5% to be reclaimed from HMRC	-23.43			-23.43
	Total Other Liabilities	755.69	0.00		755.69
	TOTAL LIABILITIES				1,009.98
	TOTAL				46,656.56
Restricted Reserves	Current Budget	Income	Expense's		Budget Remaining
Road Safety Improvement Fund	37,936.14	1,592.00	39,527.90		0.00
Un-Restricted Reserves– per Budget/Agreed Movement					
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		-30,666.50		7,347.97
Roman Park Changing Rooms Planning Fee	445.00		65.00		380.00
War Memorial Improvement Fund	1,000.00				1,000.00
Repairs & Renewals	8,726.75	2,773.00	-5,637.91		5,861.84
	Total Projects Budget Requirement				45,247.81
					Operating Fund (Cashflow)
					1,408.75
					TOTAL
					46,656.56

CREDENHILL PARISH COUNCIL



Appendix B – Year to date Actual Spend Compared to Budget

2022-2023 Budget/Actual Comparison YTD

@ Feb 28, 2023

	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	8,640	11,822	- 3,182	3,707	3,319	137	Litter Picking Reduced Hours- Jan 2023
Employer Pension Contribution		309	309	259	350	- 91	113	101	10	
Memberships/DBS		-	-	-	56	- 56	-	-	56	2 x DBS Checks
Training		-	-	-	-	-	-	-	-	
PPE		-	-	-	31	- 31	-	-	31	Safety Shoes
Travel & Subsistence		60	60	60	90	- 30	-	-	30	
Staffing Costs		10,665	10,665	8,959	12,349	- 3,390	3,820	3,420	30	
Software		95	95	79	79	-	-	-	-	
Printing		144	144	144	108	36	-	-	36	
Telephone		60	60	50	50	-	-	-	-	
Postage		24	24	18	-	18	-	-	18	
Stationary		60	60	60	90	- 30	-	-	30	
Homeworking Allowance		180	180	150	150	-	-	-	-	
Meeting Room Hire/Setup Cost		372	372	316	32	284	-	-	284	Hall Hire invoices not received
Office & Meeting Costs		935	935	817	509	308			308	
Website Hosting Fee		82	82	68	70	- 2	-	-	2	
Printing CCN		3,620	3,620	3,250	3,690	- 440	-	-	440	
Advertising & Promotion		3,702	3,702	3,318	3,760	- 442			442	
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	180	180	-	-	-	-	
Playground Inspection		123	123	-	-	-	-	-	-	
Insurance, Legal & Professional Costs		380	2,408	2,788	4,100	- 1,815	1,888	1,888	73	
Changing Rooms - Electric		200	200	166	174	- 7	-	-	7	
Changing Rooms - Water Rates		90	90	45	17	28	-	-	28	
Resource Centre - Utilities		-	-	-	948	- 948	543	543	- 404	Water Offset Income - Gas/Elec to date.
Community Centre - Waste Disposal		500	500	500	476	24	-	-	24	
Community Centre - Electric		360	360	300	272	28	-	-	28	
Utility & Waste Management Costs		1,150	1,150	1,011	1,887	- 876	543	543	332	
Outsourced Maintenance Costs										
Litter Picking		5,319	5,319	4,432	1,054	3,378	- 3,820	3,377	1	Budget and Overspend moved to wages
Cleaning		288	288	60	90	- 30	-	-	30	
Maintenance		648	648	648	924	- 276	27	-	249	
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	4,086	163	-	-	163	
Tree Maintenance		442	442	442	1,000	- 558	-	-	558	Horsechestnut Maintenance Jan 23 £600
Outsourced Maintenance Costs		12,934	12,934	11,594	9,032	2,562	- 3,793	3,350	788	
Total Operating Costs		380	31,794	32,174	27,984	31,636	- 3,652	2,458	2,501	1,150
Exceptional/Planned Costs										
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	- 0	
Roman Park	36,514	2,510	39,024	29,418	30,667	- 1,248	1,248	1,248	- 0	Goal Posts - Grant not received yet. Hall Kitchen Recharge & Flooring Recharge (Donations)
Asset Repairs & Renewals	6,227	2,500	8,727	2,884	5,638	- 2,754	2,754	2,754	- 0	
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	-	-	-	-	-	-	
Exceptional/Planned Costs		108,159	15,260	123,419	77,950	81,888	- 3,939	3,938	3,938	1
Total Projected/Actual Costs		108,539	47,054	155,593	105,934	113,524	- 7,590	6,396	6,439	1,151
Income										
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	12	10	51	41	-	41	
CCN Adverts		1,000	1,000	1,000	1,878	878	-	-	878	
Hire of Changing Rooms		570	570	450	55	395	-	-	395	
Donations		-	-	-	3,344	3,344	3,344	3,344	-	Hall Kitchen & Flooring Recharge. Water Recharge (Phased)
Grants Income		-	-	-	-	-	1,248	-	-	Goal Posts - Grant not received yet.
Total Income		46,044	46,044	45,922	51,594	5,672	6,397	5,149	523	
YTD Budget/Actual Variance						- 1,919			628	