

CREDENHILL PARISH COUNCIL



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

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Miss. Jenni Hurcomb Deputy Chair (JH), 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 Mr Paul Beechey (PA), Mrs Rebecca Norton (RN).

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 7.30 pm.

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

Councillor Revd. Rana Davies-James (RD), Councillor Mr. Andrew Slater (AS), Councillor Mr. Paul Burridge (PB).

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.

- Met with MoD reference traffic in the morning, raised particular concern about school bus to Weobley.
- Still pushing for cycleway from Credenhill to Hereford to be improved
- Spoke to Vans parking at 1 Station Road during works and asked them to park off the road which they are now doing.
- Bus Stop start date at the end of March, lights from 3rd April and Bus Shelter delivered on 7th April.
- Section 106 – Highways have final say on Highways S106. Local improvements will be discussed with the Parish Council.
- TRO for Dovecote lane, Letter Received from governors now with Highways to progress.

4. Public Question Time

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

Message received from Mrs Edwards “Two items which you might like to discuss tonight. King Charles wants us to plant trees - how about planting a Coronation oak somewhere in the village on the Coronation weekend? and secondly please give a public appreciation to the planting team and Emma, for their great job last autumn which is making Credenhill spring into colour - much appreciated by all. Thanks Sue”

Clerk to obtain a price for an Oak tree and council to agree location, possibly bus stop. Clerk to add note of thanks in the April newsletter.

5. Minutes

DF proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 15th February 2023 seconded by DP.

CREDENHILL PARISH COUNCIL



6. Matters arising since last meeting:

- 6.1. Resource Centre Update – Final meeting to approve grant this month.
- 6.2. Football Foundation Grant – New Goal Posts have been installed and grant draw down request completed; money expected by the end of March.
- 6.3. Proposed by PW to accept Border Contracts quote for the Social Club to Station Road Fence seconded by DF.
- 6.4. Proposed by DP to accept Signworx quotes for CCN Printing for 2023/24, seconded by DF.
- 6.5. Proposed by DP to accept Marches Grounds Maintenance quote for Grass Cutting for 2023/24, seconded by DF.
- 6.6. Proposed by DP to accept Marches Grounds Maintenance quote for Hedge Trimming for 2023/24, seconded by DF.
- 6.7. Proposed by DP to accept Marches Grounds Maintenance quote for Weed Control for 2023/24, seconded by DF.

- 6.8. 2023 Elections Update – Nomination forms to be completed by perspective councillors and handed in to the town hall elections office by 4pm on 4th April.

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

JH proposed to accept the financial reports 7.1-7.4 with the additional invoice received for Mr C Powell for £33.00. Seconded by RN.

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P230220/FH	104 Ecroyd Park - Proposed increase of existing garage from a single to a double width garage and link from garage to the house to incorporate a WC and utility.	Standard Letter to Neighbours	Comments by 21/03/2023	Comments by 04/04/2023
P223398/F	23 Teddar Avenue - Proposed demolition of gym and undercover storage and erection of 3-bedroom dwelling	Comments Submitted - Mixed	Determination by 23/01/2023	Determination by 23/01/2023
P221996/FH	37 Centurion Way - Storage shed and wooden playhouse in front garden areas. (Retrospective)	Comments Submitted - Object	Determination by 12/10/2022	Approved with Conditions
P203873/FH	81 Ecroyd Park – Erection of New 2 storey dwelling	Comments Submitted - Object	Approved with Conditions	Condition 12 Enforcement

Councillors discussed P230220/FH, noted that the standard letter had been issued and no objections had been made at the time of the meeting. No concerns were raised by councillors and the application seemed in keeping with the rest of the estate meaning the only property that may be adversely affect would be the immediate neighbour where the new garage boundary would be closer. It was agreed that the application would be monitored but at this stage the Parish Council had no objection to the application.

CREDENHILL PARISH COUNCIL



9. To receive reports from working groups

- 9.1. Finance (AS, JH, ML) – Year End is coming up and draft accounts would be ready for the next meeting.
- 9.2. Community Hall (DE) – No new bookings, heating costs were very low believed to be due to the new heating system, looking at better ways to provide hot water for drinks. Considering applying for a grant for new chairs and tables from the Parish Council. Warm space has moved to the Resource Centre.
- 9.3. Footpaths (PB) – No reports
- 9.4. Shops/Businesses (DP) – Fence repaired.
- 9.5. War Memorial (DE/ML) – No update
- 9.6. Flood Alleviation Scheme (PB) – No update
- 9.7. Schools (RD) – Trespassing in School at weekends has been referred to police. Clerk to publish in the CCN.
- 9.8. Roman Park (DF, RN, ML, SC) – Goal post and RoSPA report complete. Clerk to action priority items.
- 9.9. Social Club (PA)
- 9.10. Asset Management (ML, PW, JH) – No update
- 9.11. A480 Bus Shelter (PW, PA, DE, AS, ML) – Work to start on 4th April.
- 9.12. Climate Change (SC, DF, JH, EJ) – Start up meeting arranged for 12th April 2023 7.00pm location TBC.

10. Public Question Time

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

RN – Dog poo on Station Road is still a big problem.

BM – Highlighted issue with ID requirements for voting.

PA reminded the Clerk to look into ID Cards for councillors. Clerk to complete once elections are complete.

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

7.30 pm, 19th April 2023, at Credenhill Community Hall; a summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:45.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/01/2023	Opening Balance	3,519.51	48,721.34	52,240.85
Receipts				
09/02/2023	Lloyds - Interest Received		24.56	24.56
13/02/2023	Annie Ness - CCN Advertising	60.00		60.00
Total Received in Period		60.00	24.56	84.56
Payments				
14/02/2023	NEST – Pension December 2022	-206.95		-206.95
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
17/02/2023	British Gas - Electricity Resource Centre	-27.31		-27.31
20/02/2023	British Gas - Gas Resource Centre	-158.69		-158.69
22/02/2023	British Gas - Electricity Changing Rooms	-23.14		-23.14
22/02/2023	British Gas – Electricity Carpark Lights	-36.75		-36.75
28/02/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
Total Spent in Period		-5,329.15	0.00	-5,329.15
Transfers				
15/02/2023	Transfer from Current Account to Reserve	-2,500.00	2,500.00	0.00
Total Transfers in Period		-2,500.00	2,500.00	0.00
28/02/2023	Closing Balance	750.36	46,245.90	46,996.26
Payments to Authorise				
15/03/2023	Mrs E Jones – Wages Mar 2023	-320.25		-320.25
15/03/2023	Mrs E Jones – Expenses Feb 2023	-22.32		-22.32
15/03/2023	Mr L Harper-Smith – Wages Feb 2023	-631.40		-631.40
15/03/2023	Mr L Harper-Smith – Expenses Feb 2023	-67.84		-67.84
15/03/2023	Signworx – CCN Printing Mar 2023	-432.00		-432.00
15/03/2023	Highground Maintenance – Grounds Maintenance	-96.00		-96.00
15/03/2023	CommuniCorp – Coronation Mugs	-2,250.48		-2,250.48
15/03/2023	*Craig Powell – Maintenance Feb 2023	-33.00		-33.00
Total Payments to Authorise		-3,853.29	0.00	-3,853.29
Transfers to Authorise				
15/03/2023	Transfer from Current Account to Reserve	4,500.00	-4,500.00	0.00
Total Transfers to Authorise		4,500.00	-4,500.00	0.00

* Invoice received after production of the agenda however with an agreed budget it was added during the meeting.

CREDENHILL PARISH COUNCIL



ASSETS	Cash & Bank				Balance
	Lloyds – Current Account (after payments)				1,515.07
	Lloyds – Reserve Account (after transfers)				41,745.90
	Uncleared Cheques				0.00
	Total Cash & Bank				43,260.97
	Debtors	No Due	Overdue		Total
	Total Debtors	0.00	0.00		0.00
	Other Debtors				
	HMRC - PAYE	4.09			4.09
	Total Other Debtors	4.09	0.00		4.09
	TOTAL ASSETS				43,265.06
LIABILITIES	Creditors	Not Due	Overdue		Total
	IONOS – Web Hosting/Domain	8.40			8.40
	British Gas – Electricity Changing Rooms				
	British Gas – Electricity Carpark Lights	21.27			21.27
	Total Trade Creditors	29.67	0.00		29.67
	Other Liabilities				
	Defibrillator Fund	423.90			423.90
	NEST Pension Payments Owing	189.01			189.01
	Youth Club Funds	745.26			745.26
	VAT at 20% to be reclaimed from HMRC	-622.44			-622.44
	VAT at 5% to be reclaimed from HMRC	-24.44			-24.44
	Total Other Liabilities	711.29	0.00		711.29
	TOTAL LIABILITIES				740.96
	TOTAL				42,524.10
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) -2,723.71
					TOTAL 42,524.10

CREDENHILL PARISH COUNCIL



Appendix B – Year to date Actual Spend Compared to Budget

2022-2023 Budget/Actual Comparison YTD

@ Mar 31, 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 Comparadle Budget Change	Revised YTD Variance	Notes
Wages (inc Employers NI)		10,296	10,296	9,423	12,926	- 3,503	3,707	3,707	204	Litter Picking Reduced Hours- Jan 2023
Employer Pension Contribution		309	309	283	383	- 100	113	113	13	
Memberships/DBS		-	-	-	56	- 56	-	-	56	2 x DBS Checks
Training		-	-	-	-	-	-	-	-	
PPE		-	-	-	31	- 31	-	-	31	Safety Shoes
Travel & Subsistence		60	60	60	103	- 43	-	-	43	
Staffing Costs		10,665	10,665	9,766	13,499	- 3,733	3,820	3,820	87	
Software		95	95	87	87	-	-	-	-	
Printing		144	144	144	108	36	-	-	36	
Telephone		60	60	55	55	-	-	-	-	
Postage		24	24	18	-	18	-	-	18	
Stationary		60	60	60	104	- 44	-	-	44	
Homeworking Allowance		180	180	165	165	-	-	-	-	
Meeting Room Hire/Setup Cost		372	372	344	32	312	-	-	312	Hall Hire invoices not received
Office & Meeting Costs		935	935	873	551	322			322	
Website Hosting Fee		82	82	75	77	- 2	-	-	2	
Printing CCN		3,620	3,620	3,620	4,122	- 502	-	-	502	
Advertising & Promotion		3,702	3,702	3,695	4,199	- 504			504	
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	2,285	4,100	- 1,815	1,888	1,888	73	
Changing Rooms - Electric		200	200	183	174	9	-	-	9	
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	330	292	38	-	-	38	
Utility & Waste Management Costs		1,150	1,150	1,058	1,907	- 849	543	543	306	
Outsourced Maintenance Costs										
Litter Picking		5,319	5,319	4,875	1,054	3,822	- 3,820	3,820	2	Budget and Overspend moved to wages
Cleaning		288	288	60	90	- 30	-	-	30	
Maintenance		648	648	648	924	- 276	27	27	- 249	
Materials		240	240	14	23	- 9	-	-	9	
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	4,166	83	-	-	83	
Tree Maintenance		442	442	442	1,000	- 558	-	-	558	Horsehesnut Maintenance Jan 23 £600
Outsourced Maintenance Costs		12,934	12,934	12,037	9,114	2,923	- 3,793	3,793	870	
Total Operating Costs	380	31,794	32,174	29,713	33,369	- 3,656	2,458	2,458	1,198	
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.
Asset Repairs & Renewals	6,227	2,500	8,727	2,884	5,638	- 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	339	- 16	-	-	16	
War Memorial Improvement Fund		1,000	1,000	-	-	-	-	-	-	
Exceptional/Planned Costs	108,159	15,260	123,419	77,950	81,905	- 3,955	3,938	3,938	17	
Total Projected/Actual Costs	108,539	47,054	155,593	107,663	115,274	- 7,611	6,396	6,396	1,215	
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	11	75	64	-	-	64	
CCN Adverts	-	1,000	1,000	1,000	1,773	773	-	-	773	
Hire of Changing Rooms	-	570	570	510	55	455	-	-	455	
Donations	-	-	-	-	3,344	3,344	3,344	3,344	-	Hall Kitchen & Flooring Recharge. Water Recharge (Phased)
Grants Income	-	-	-	-	-	-	-	-	-	Goal Posts - Grant not received yet.
Total Income	-	46,044	46,044	45,983	51,513	5,530	5,149	5,149	382	
YTD Budget/Actual Variance						- 2,081			833	CCN Printing £500 overspend