

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 19th APRIL 2023

PRESENT:

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

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 7.32 pm.

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

Councillor Miss. Jenni Hurcomb Deputy Chair (JH), Councillor Mr Paul Warrington (PW), Mrs Rebecca Norton (RN).

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

- The Bus shelter should be complete this month after a number of issues. The VAS is going to take more time due to issues obtaining the equipment from the supplier.

ML thanked BM for his hard work over the last term.

AS asked BM about his views on the bypass. Much discussion took place about it before the chair moved the meeting on.

4. Public Question Time

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

No comment

5. Minutes

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

6. Matters arising since last meeting:

6.1. Bus Shelter & VAS Update -see 3.1 ML noted that additional work would be required by the PC to make the area more presentable.

6.2. Resource Centre Update – Life & Soul Kitchen have been offered the Lottery Grant of £250k. Clerk to work with solicitor to get the lease finalised and signed asap.

6.3. 2023 Elections Update – The Parish Council election will be uncontested due to 12 councillors standing for 14 positions. There are 4 candidates for Ward Councillor which will go to the polls on 4th May 2023.

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- 6.4. The council reviewed the grant applications received and awarded Section 137 Grants to the following Local Organisations:
- Credenhill Community Hall - £1000 for new chairs with arms/tables/storage
 - PCC of St Mary's Church - £800 for Churchyard Maintenance
 - Magna Performing Arts - £1000 for recording equipment.
 - The Family Fun Day (Organised by the Social Club Members) - £2000
 - PTFA for St Mary's Primary School - £1000.00 Commemorative Mugs for the Coronation for each child.

DF proposed to award all grants from the S137 grants budget leaving a balance of £700 should any further applications be received. Seconded by DP.

The application received from Credenhill Bloomers for £350 for ongoing green improvements to the village was supported however not suitable for S137 funding and will therefore go through the repairs and renewals budget.

The application from West Hereford Petanque Club was deferred to the Asset Management/Finance working groups for further review.

- 6.5. Community Centre Fibre Installation Update – Underground cabling through the community centre has come to halt due to site constraints and now the cabling would be using poles; expected to be completed by the end of April.

- 6.6. Review findings of Annual Safety Inspection (RoSPA) for the Roman Park

- Another leg on the Zip Wire has been identified as rotting below ground level – Clerk to obtain quote to replace.
- Zip Wire Stop is located too close to the end frame – Clerk has requested Handyman to reset.

All other items were due to minor issues such as worn surface and parts showing wear that needs to be monitored; no further actions required at this time.

- 6.7. Coronation plans:

- An Oak Tree has been donated for the Coronation; with agreement of the Life & Soul Kitchen this has been planted at the Resource Centre
- Planters – 4 Oak half barrels have been purchased, refurbished and planted with Red/White/Blue flowers for the Coronation (3 located in the Community Centre and 1 in Dovecote Lane)
- Mugs have now been purchased and received ready to give to the children at St Mary's Primary School. A small surplus is available to purchase at £10 per mug on a first come first served basis. An advert will be placed in the CCN and online.

7. Financial Reports – Appendix A

7.1. Confirmation of Bank Balances

7.2. Receipts

7.3. Invoices for Payment

PA proposed to accept the finance reports with the addition of the payments for grants approved in item 6.4. Seconded by DF.

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8. Draft Accounts 2022/23 – Appendix B

- 8.1. Income & Expenditure 2022/23
- 8.2. Year End Balance Sheet
- 8.3. Year End Reserve

The responsible finance officer presented the draft accounts 8.1 to 8.3 and read out the following report for the year:

Our expenditure was £65.7k more than our income; most of this related to 2 large items:

- £41.5k was on the Bus Shelter/VAS in progress (Funded by Bannut Tree Close contribution agreed by Bob Matthews with the developer Mr Collins) and;
- £28k on the Outdoor Gym/Table Tennis at the Roman Park – Funded from Grants held in Reserves leaving a Roman Park Reserve of £7.9k as we move into the new financial year with an additional £5k coming from the precept.

The Nursery vacated the Resource Centre later than expected so we received £1.8k more income from Rent, this was used to pay for;

- the overspend of £1.4k on Charitable Grants to Local organisations and;
- EPC & Lease Drawings required for the new Lease of the Resource Centre

The long-standing burden of repairing the Culverts has been now resolved by the Historic Railway Estate (Highways England) who have now fully repaired the culverts meaning:

- The £32.3k reserve allocated to the Culverts can be now reallocated once the following items have been removed from it:
 - I. £2.0k legal fees for the long-term lease document (£1.25k spent in 22/23 and £750 put aside in 23/24)
 - II. £1.3k Resource Centre Utility Bills whilst in Parish Council possession.
 - III. £1.5k Reallocated to the Bus Shelter/VAS due to shortfall after BBLP Architect Fees

The balance of £27.6k left, now called the Land & Buildings Improvements fund (Social Club Security Fence already been procured; remainder to be planned)

We spent £118.7k in total during the year which was within £210.92 of planned spend overall (0.18% difference!) There were however a number of overspends and underspends which evened out to this figure:

- a) Wages – Underspend £200 – Litter Picking Hours reduced from January.
- b) Meeting room hire – Underspend £200 – Resource Centre was used for longer.
- c) CCN Printing – Overspend £500 – printing costs increased more than expected.
- d) Maintenance Costs – Underspend £540 – Changed from Contractor to Employed Staff and less cleaning of changing rooms.
- e) Tree Maintenance – Overspend £560 – Horse Chestnut Tree maintenance planned however 1 other large Tree needed removing from Resource Centre
- f) CCN Adverts – Extra Income £648 – Since improving the quality of the magazine we are getting more adverts.
- g) Football Hire – Less Income £390 – Less games played than expected.
- h) Water Changing Rooms – Overspend £1.1k – Burst Pipe in changing rooms.
- i) Football Goals Grant – Extra Income £1.25k – Unexpected successful grant application

Moving into 2023/24 we have a very tight operating budget as well as a difficult economy with inflation, labour and material costs significantly up on previous years. The Roman Park safety report has already highlighted another leg of the zip wire is in need of replacing, previously costing £2k however the tendering process for the Grounds Maintenance contracts (£1.5k under budget) has shown that there are still good opportunities to effectively manage our costs; we will need to work hard to achieve a similar outcome to last year.

The draft accounts are unlikely to change and will be finalised for the May meeting.

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9. 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.	No Comment	Comments by 21/03/2023	Approved with Conditions
P223398/F	23 Teddar Avenue - Proposed demolition of gym and undercover storage and erection of 3-bedroom dwelling	Comments Submitted - Mixed	Determination by 23/01/2023	Determination by 23/01/2023
P203873/FH	81 Ecroyd Park – Erection of New 2 storey dwelling	Comments Submitted - Object	Approved with Conditions	Condition 12 Enforcement

P223398/F awaiting highways comments.

10. To receive reports from working groups

10.1. Finance (AS, JH, ML) – Precept is showing at 0% on Council Tax bills as planned. Next meeting on 26th April to review spending for 2023/24 and reallocation of the Culverts reserve.

10.2. Community Hall (DE) – The hall committee have decided not to purchase a boiler. Councillors discussed the use of a standalone electric boiler and a wall mounted option which would be the best solution although expensive to install. Clerk noted that boiling kettles on demand would be the cheaper option given the intermittent use.

10.3. Footpaths (PB) – Attended the footpath meeting. Additional budget from government is being allocated to footpaths. Lots of parishes have issues with closed footpaths. PB – Raised issue with lack of ID, they will look into it. Insurance for volunteers improving footpaths is a concern – Clerk noted that Volunteers on Parish Council activities are covered.

10.4. Shops/Businesses (DP) – Doctors seems closed/possibly only used for storage. PC asked clerk to draft a letter to HMG to find out what is happening (Kington/Bromyard/Weobly all have services and a similar population).

10.5. War Memorial (DE/ML) – No update. SC to chase up.

10.6. Flood Alleviation Scheme (PB) – No update

10.7. Schools (RD) – No update

10.8. Roman Park (DF, RN, ML, SC) – See item 6.6

10.9. Social Club (PA) – No update

10.10. Asset Management (ML, PW, JH) – Next meeting on 26th April

10.11. A480 Bus Shelter (PW, PA, DE, AS, ML) – See item 6.1

10.12. Climate Change (SC, DF, JH, EJ) – Meeting on 3rd May 2023

11. Public Question Time

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

Letter received from a resident regarding noise from speed hump on station road, SC & PA agreed to meet with the resident to review the matter. Clerk to arrange.

12. Confirmation of the next Meetings, Time, Date & Place.

The annual general meeting of the Parish Council will be at 7.00 pm, 17th May 2023, at Credenhill Community Hall. The next ordinary Parish Council meeting will be at 7.30 pm, 17th May 2023, at Credenhill Community Hall.

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A summons and notice will be provided nearer the time.

Closed Item – Members of the public and press will be asked to leave.

13. Pay Reviews

13.1.

13.2.

Deducted due to GDPR

PB proposed to accept the proposed increases from April 2023, seconded by DP.

The Chair declared the meeting closed at 21:10.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
28/02/2023	Opening Balance	750.36	46,245.90	46,996.26
Receipts				
09/03/2023	Lloyds - Interest Received		21.71	21.71
09/03/2023	Broadleys FC - Pitch Hire/Lining	85.00		85.00
30/03/2023	Community Hall - Water Rates	18.97		18.97
29/03/2023	Credenhill Social Club - Annual Rent	1.00		1.00
31/03/2023	Football Foundation - Goal Post Grant	1,248.00		1,248.00
	Total Received in Period	1,352.97	21.71	1,374.68
Payments				
13/03/2023	NEST – Pension Feb 2023	-189.01		-189.01
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	Mr C Powell – Maintenance Feb 2023	-33.00		-33.00
22/03/2023	British Gas - Electricity Changing Rooms	-15.05		-15.05
17/03/2023	British Gas – Electricity Carpark Lights	-21.27		-21.27
28/03/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
	Total Spent in Period	-4,130.62	0.00	-4,130.62
Transfers				
15/03/2023	Transfer from Current Account to Reserve	4,500.00	-4,500.00	0.00
	Total Transfers in Period	4,500.00	-4,500.00	0.00
31/03/2023	Closing Balance	2,472.71	41,767.61	44,240.32
Payments to Authorise				
19/04/2023	Mrs E Jones – Wages April 2023	-344.65		-344.65
19/04/2023	Mrs E Jones – Expenses Mar 2023	-89.97		-89.97
19/04/2023	Mr L Harper-Smith – Wages Mar 2023	-685.80		-685.80
19/04/2023	Mr L Harper-Smith – Expenses Mar 2023	-140.07		-140.07
19/04/2023	HMRC – PAYE March 2023	-10.03		-10.03
19/04/2023	Mr C Powell – Maintenance March 2023	-33.00		-33.00
19/04/2023	Credenhill Community Hall – Hall Hire/File Storage	-138.00		-138.00
19/04/2023	Defib Sales and Training Ltd – Replacement Battery/Pads	-154.78		-154.78
19/04/2023	Signworx – CCN Printing April 2023	-456.00		-456.00
19/04/2023	Playsafety Limited – Roman Park Safety Inspection	-148.80		-148.80
19/04/2023	Highground Maintenance – Install new goals/pitch lines	-754.51		-754.51
19/04/2023	Cllr M Leaton – Expenses	-154.49		-154.49
19/04/2023	Credenhill Community Hall – S137 Grant	-1,000.00		-1,000.00
19/04/2023	PCC of Credenhill – S137 Grant	-800.00		-800.00
19/04/2023	Magna Drama Group – S137 Grant	-1,000.00		-1,000.00
19/04/2023	Credenhill Social & Sports Club – S137 Grant	-2,000.00		-2,000.00
	Total Payments to Authorise	-7,910.10	0.00	-7,910.10
Transfers to Authorise				
19/04/2023	Transfer from Current Account to Reserve	7,800.00	-7,800.00	0.00
	Total Transfers to Authorise	7,800.00	-7,800.00	0.00

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ASSETS	Cash & Bank			Balance
	Lloyds – Current Account (after payments)			2,517.10
	Lloyds – Reserve Account (after transfers)			38,767.61
	Uncleared Cheques			0.00
	Total Cash & Bank			41,284.71
	Debtors	No Due	Overdue	Total
	Credenhill Social & Sports Club – Water Rates Recharge	112.92		112.92
	Hair @ Home – CCN Advertising	60.00		60.00
	The Life & Soul Kitchen Ltd – Rent & Water Rates Recharge	728.69		728.69
	Tolley Home Services – CCN Advertising	60.00		60.00
	Total Debtors	961.61	0.00	961.61
	Other Debtors			
	HMRC – VAT	1,184.76		1,184.76
	Total Other Debtors	1,184.76	0.00	1,184.76
	TOTAL ASSETS			43,431.08
LIABILITIES	Creditors	Not Due	Overdue	Total
	Herefordshire Council – Trade Waste	127.99		127.99
	Welsh Water – Changing Rooms/Community Centre	1,224.72		1,224.72
	British Gas – Electricity Changing Rooms			
	British Gas – Electricity Carpark Lights			
	Total Trade Creditors	1,352.71	0.00	1,352.71
	Other Liabilities			
	Defibrillator Fund	294.92		294.92
	NEST Pension Payments Owing	207.68		207.68
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-31.45		-31.45
	VAT at 5% to be reclaimed from HMRC	0.00		0.00
	Total Other Liabilities	1,216.41	0.00	1,216.41
	TOTAL LIABILITIES			2,569.12
	TOTAL			42,524.10

CREDENHILL PARISH COUNCIL



Draft Accounts 2022/23 – Balance Sheet

Balance Sheet
Creddenhill Parish Council

06 April 2023

UNAUDITED ACCOUNTS	31st March 2023		31st March 2022	
Assets				
Cash and Bank				
Lloyds Bank - Current Account	£	2,472.71	£	9,907.48
Lloyds Bank - Reserve Account	£	41,767.61	£	100,670.51
Current Account - Uncleared Cheques			£	-
Total Cash and Bank	£	44,240.32	£	110,577.99
Other Current Assets				
Accounts Receivable	£	141.61	£	210.00
Prepayments	£	2,459.39	£	518.08
Other Debtors - HMRC PAYE	£	4.37	£	17.98
Other Debtors - HMRC VAT	£	1,184.76	£	1,227.47
Total Other Current Assets	£	3,790.13	£	1,973.53
Total Assets	£	48,030.45	£	112,551.52
Liabilities				
Current Liabilities				
Accounts Payable	£	1,883.67	£	999.01
Accruals	£	2,098.68	£	1,369.61
Defibrillator Fund	£	423.90	£	423.90
Resource Centre - Rent Deposit			£	450.00
VAT 20%	-£	1.66	-£	23.60
VAT 5%			-£	0.03
Youth Club Funds	£	745.26	£	745.26
Total Current Liabilities	£	5,149.85	£	3,964.15
Long-term Liabilities	£	-	£	-
Total Liabilities	£	5,149.85	£	3,964.15
Reserves				
Reserves b/f	£	108,587.37	£	79,975.82
Current Year Change in Reserve	-£	65,706.77	£	28,611.55
Total Reserves	£	42,880.60	£	108,587.37
Breakdown of Total Reserve Carried Forward				
Roman Park	£	7,922.00	£	36,514.47
Roman Park Changing Rooms Plans	£	380.00	£	380.00
Resource Centre Lease Legal Fees	£	750.00	£	-
Land & Buildings Improvement Fund	£	27,636.00	£	-
War Memorial Improvement Fund	£	1,000.00	£	-
Repairs and Renewals	£	5,192.60	£	6,274.74
Culvert Repairs	£	-	£	26,000.00
Road Safety Fund	£	-	£	37,936.14
Blooming Creddenhill Project	£	-	£	173.02
Community Centre Sign	£	-	£	1,309.00
School Sign	£	-	£	-
	£	42,880.60	£	108,587.37

CREDENHILL PARISH COUNCIL



Draft Accounts 2022/23 – Income & Expenditure – Detailed

Income & Expenditure
Credenhill Parish Council

06 April 2023

UNAUDITED ACCOUNTS	2022-2023	2021-2022
Income		
Advertising - CCN	£ 1,647.60	£ 1,069.00
Bank - Interest	£ 97.10	£ 9.75
Grants Income	£ 1,248.00	£ 19,408.54
Hire of Changing Rooms	£ 180.00	£ 450.00
Donations	£ 2,800.33	£ 7,394.67
Precept	£ 43,500.00	£ 44,000.00
Rent	£ 2,767.62	£ 6,617.62
Utilities Recharges	£ 703.80	
Total Income	£ 52,944.45	£ 78,949.58
Staff Costs		
Payroll - Employee Pension Contributions	£ 2,042.40	£ 1,927.20
Payroll - Employer NI	£ 162.20	£ 118.45
Payroll - Employer Pension Contributions	£ 408.91	£ 289.08
Payroll - PAYE	£ 74.90	£ 27.70
Payroll - Salary & Wages	£ 11,512.97	£ 7,648.52
Payroll - Employee NI	£ 4.64	£ 36.30
Total Staff Costs	£ 14,206.02	£ 10,047.25
Gross Surplus	£ 38,738.43	£ 68,902.33
Operating Expenses		
Advertising & Promotion - Newsletter	£ 4,122.00	£ 3,280.00
Advertising & Promotion - Website	£ 94.00	£ 81.77
Asset Mgmt - Cleaning	£ 90.00	£ 84.00
Asset Mgmt - Grass Cutting	£ 4,205.90	£ 3,672.21
Asset Mgmt - Hedge Cutting	£ 1,188.00	£ 1,142.00
Asset Mgmt - Litter Picking	£ 1,057.91	£ 5,055.00
Asset Mgmt - Maintenance	£ 989.63	£ 1,107.00
Asset Mgmt - Materials	£ 22.77	£ 77.01
Asset Mgmt - Tree Maintenance	£ 1,000.00	£ -
Asset Mgmt - Weed Control	£ 670.00	£ 524.00
Blooming Credenhill Project	£ 418.96	£ 526.98
Local Grants	£ 4,424.44	£ 5,300.00
New Signs for Community Centre	£ 1,375.00	£ 155.33
Office Costs - Homeworking Allowance	£ 180.00	£ 180.00
Office Costs - Printing	£ 107.91	£ 156.47
Office Costs - Room Hire	£ 170.00	£ 332.00
Office Costs - Software	£ 94.80	£ 194.80
Office Costs - Stationary	£ 103.79	£ 38.93
Office Costs - Telephone	£ 60.00	£ 60.00
Professional Fees - External Audit	£ 300.00	£ 300.00
Professional Fees - Fire Alarm Inspections	£ 180.00	£ 170.00
Professional Fees - Fire Extinguisher Inspections	£ 85.00	£ 74.99
Professional Fees - Internal Audit	£ 160.00	£ 160.00
Professional Fees - Legal Fees	£ 1,250.00	£ -
Professional Fees - Planning/Surveys	£ 637.33	£ 32.00
Professional Fees - Playground Inspections	£ 124.00	£ 119.00
Memberships & Subscriptions	£ 43.95	£ 35.00
Insurance	£ 1,377.39	£ 1,269.74

CREDENHILL PARISH COUNCIL



06 April 2023

Income & Expenditure

Credenhill Parish Council

UNAUDITED ACCOUNTS

	2022-2023	2021-2022
Repairs and Renewals	£ 5,672.06	£ 8,191.76
Road Safety Improvement Costs	£ 39,527.90	£ 926.95
Roman Park	£ 31,255.26	£ 5,711.07
School Sign	£ -	£ 218.00
Staff Costs - Memberships	£ 56.00	£ -
Staff Costs - PPE	£ 30.82	£ -
Staff Costs - Training	£ -	£ 20.00
Staff Costs - Travel & Subsistence	£ 120.21	£99.75
Utilities - Changing Rooms Water	£ 1,185.35	£ 38.50
Utilities - Community Centre Water	£ 160.58	
Utilities - Electricity Carpark Lights	£ 292.31	£ 272.45
Utilities - Electricity Changing Rooms	£ 187.99	£ 220.23
Utilities - Resource Centre	£ 947.62	
Utilities - Sulo Bins	£ 476.32	£ 463.84
Total Operating Expenses	£ 104,445.20	£ 40,290.78
Net Surplus	-£ 65,706.77	£ 28,611.55

Draft Accounts 2022/23 – Income & Expenditure – Summary

Income & Expenditure

06 April 2023

Credenhill Parish Council

UNAUDITED ACCOUNTS

Income

	2022	2021
Precept	£ 43,500	£ 44,000
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 9,444	£ 34,950
Total Income	£ 52,944	£ 78,950

Total Staff Costs

	£ 14,206	£ 10,047
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Gross Surplus

	£ 38,738	£ 68,902
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Operating Expenses

Advertising & Promotion - CCN/Website	£ 4,216	£ 3,362
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 9,224	£ 11,661
Local Grants	£ 4,424	£ 5,300
Office Costs	£ 924	£ 1,082
Professional Fees (Audit, Fire, Playground, Planning, Legal)	£ 2,736	£ 856
Memberships & Subscriptions	£ 44	£ 35
Insurance	£ 1,377	£ 1,270
Repairs and Renewals	£ 7,466	£ 9,092
Road Safety Improvement Costs	£ 39,528	£ 927
Roman Park	£ 31,255	£ 5,711
Utilities - Light & Heat	£ 2,774	£ 531
Trade Waste	£ 476	£ 464
Total Operating Expenses	£ 104,445	£ 40,291

Net Surplus

	-£ 65,707	£ 28,612
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Bought forward Reserves

	£ 108,587	£ 79,976
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Closing Balance Reserves 31/03/2023

	£ 42,881	£ 108,587
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