

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 17th MAY 2023

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater Deputy Chair (AS), 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 Paul Warrington (PW).

Ward Councillor Mr. Bob Matthews (BM).

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

No 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 Mr. Paul Burrige (PB), Councillor Mrs Rebecca Norton (RN).

2. Declarations of Interest & Dispensations

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

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.

- Stretton Sugwas Quarry – Closed due to bird flu
- Hereford Council still trying to establish a working administration, first meeting on Friday.
- BM will be pushing for better landscaping at the bus shelter.
- BM is aiming to try to get the Weobly School Bus cost reduced.

ML - Raised concerns from resident at 12 Centurion Way – Please ask the school to look at overhanging tree.

ML - Bus Shelter – No Front panel, landscaping to be done by us once project signed off.

4. Public Question Time

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

None raised.

5. Minutes

DF proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 19th April 2023, seconded by PA.

6. Matters arising since last meeting:

6.1. Resource Centre Update – Lease is complete awaiting final printed version for signatures. Rent paid up to date.

6.2. Revaluation of Land & Buildings completed, and insurance policies updated to reflect new values.

6.3. A Beryl Bike trial to Credenhill has started at Jellicoe Way, noted that it is being used however it was felt that a bay in the centre of the village would be more appropriate. Clerk to write to Beryl.

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- 6.4. Review and agree spending priorities for the Asset Improvement Fund. The finance working group had met to discuss the fund and put forward suggestions (Appendix B) on how to spend the money. The fence for the social club had already been agreed by the Parish Council. The other items will be bought forward as and when quotes are received for individual approval by the full council. The Hall and Social Club have been consulted to find out what their priorities are. Councillors were asked to consider the report and bring forward any other projects not listed for inclusion in the discussions going forward.
- 6.5. Review and agree aims and objectives for the Climate Change Working Group presented in Appendix C. Proposed by PW to accept the report and proposals, seconded by DP. Full council in support.
- 7. Financial Reports – Appendix A**
- 7.1. Confirmation of Bank Balances
- 7.2. Receipts
- 7.3. Invoices for Payment

The clerk presented the monthly finance report in Appendix A and asked to add the invoice received after publication of the agenda for the Social Club fence which was as per the budget and previously resolved amount of £4910 + VAT. Proposed by DF to accept the finances and approve the payments including the item for the fence. Seconded by PW.

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
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

No update on P223398/F, BM to follow up.

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML) – Covered in item 6.4. Yearend complete and files will be given to the internal auditor following this meeting.
- 9.2. Community Hall (SC, AS) – No update
- 9.3. Footpaths (PB) – No reports
- 9.4. Shops/Businesses (DP) – Sign taken down from doctors' surgery. Clerk to send letter as previously agreed.
- 9.5. War Memorial (DE, ML) – Bunting Flags for coronation stolen from the War Memorial. Land still in the process of transfer from Herefordshire Council to Diocesan. Clerk to talk to school about a different funding route for getting the work done.
- 9.6. Schools (RD) – The Coronation picnic was attended by RD, ML & Clerk on behalf of the Parish Council to present the Coronation Mugs to the children. ML asked the clerk to contact special needs schools in Hereford to ensure that any children from Credenhill attending these schools did not feel left out.
- 9.7. Roman Park (DF, RN, ML, SC) – No update

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- 9.8. Social Club (PA) – PA has been tasked with obtaining quotes for the windows, doors and patio cover to establish a priority list for club improvements. Patio area to be completed soon as is the flooring for the toilets.
- 9.9. Climate Change (SC, DF, EJ) – First meeting completed, see Appendix C and item 6.5.

10. Public Question Time

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

DE raised concerns about poor visibility splays at : Station Road -A480 & Burghill Road – A480 – Clerk to follow up with Highways.

AS informed the Parish Council that Wally Bowles had passed away. The Parish Council agreed that the following should be inserted into the CCN this month:

The Parish Council were saddened at the news of the passing of Wally Bowles. Wally contributed immensely to the Parish having served as a Parish Councillor, Internal Auditor, Teacher and Delivering the CCN. He also served in the RAF and will be deeply missed at our Remembrance Sundays each year. Thank you for your service; we will always be indebted to you and your family for all that you have given to the country.

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

The next ordinary Parish Council meeting will be at 7.30 pm, 21st June 2023, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:50.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/03/2023	Opening Balance	2,472.71	41,767.61	44,240.32
Receipts				
06/04/2023	HMRC - VAT Refund	1,184.76		1,184.76
11/04/2023	Lloyds - Interest Received		26.43	26.43
11/04/2023	Tolley - CCN Advert	60.00		60.00
13/04/2023	Social Club - Water Rates	112.92		112.92
21/04/2023	Herefordshire Council – Precept		21,850.00	21,850.00
26/04/2023	Mr & Mrs Leaton - Donation Oak Tree & Coronation Mugs x 2	74.99		74.99
	Total Received in Period	1,432.67	21,876.43	23,309.10
Payments				
03/04/2023	Herefordshire Council - Trade Wate	-127.99		-127.99
18/04/2023	NEST – Pension March 2023	-207.68		-207.68
18/04/2023	Welsh Water – Water Rates Changing Rooms (Water Leak)	-1,168.14		-1,168.14
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
25/04/2023	British Gas - Electricity Changing Rooms	-16.67		-16.67
28/04/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
	Total Spent in Period	-9,482.58	0.00	-9,482.58
Transfers				
19/04/2023	Transfer from Current Account to Reserve	7,800.00	-7,800.00	0.00
	Total Transfers in Period	7,800.00	-7,800.00	0.00
30/04/2023	Closing Balance	2,222.80	55,844.04	58,066.84
Payments to Authorise				
17/05/2023	Mrs E Jones – Wages May 2023	-344.65		-344.65
17/05/2023	Mrs E Jones – Expenses April 2023	-112.67		-112.67
17/05/2023	Mr L Harper-Smith – Wages April 2023	-718.60		-718.60
17/05/2023	Mr L Harper-Smith – Expenses April 2023	-125.23		-125.23
17/05/2023	HMRC – PAYE May 2023	-32.72		-32.72
17/05/2023	Mr C Powell – Maintenance April 2023	-99.55		-99.55
17/05/2023	Sunderlands – Professional Fees/Buildings Valuations	-1,020.00		-1,020.00
17/05/2023	Marches Grounds Maintenance – 1/7 of Grass Cutting Contract	-488.57		-488.57
17/05/2023	Signworx – CCN Printing May 2023	-418.00		-418.00
17/05/2023	Zurich Town & Parish – Insurance	-1,542.79		-1,542.79
	Total Payments to Authorise	-4,894.38	0.00	-4,894.38
Transfers to Authorise				
17/05/2023	Transfer from Current Account to Reserve	4,000.00	-4,000.00	0.00
	Total Transfers to Authorise	4,000.00	-4,000.00	0.00

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Appendix B – Asset Improvement Fund

Reserve & 2023/24 Budget					26.04.2023
	Reserve B/Fwd	2023/24 Budget	S106 Money	Total Available to Spend	Details
Roman Park	£ 7,922.00	£ 5,000.00	£38,500.00	£ 51,422.00	For new play/sports equipment
Roman Park Changing Rooms Plans	£ 380.00	£ -		£ 380.00	
Resource Centre Lease Legal Fees	£ 750.00	£ -		£ 750.00	
War Memorial Improvement Fund	£ 1,000.00	£ 1,000.00		£ 2,000.00	
Land & Buildings Improvement Fund	£27,636.00	£ -		£ 27,636.00	Formally the Culvert Reserve
Repairs and Renewals	£ 5,192.60	£ 2,831.00		£ 8,023.60	10 Year Condition Reports
Hall/Resource Centre Boundary Fence	£ -	£ 3,000.00		£ 3,000.00	1.2m metal green fencing with 3m gate costed. Required by Lease.
	<u>£ 42,880.60</u>	<u>£ 11,831.00</u>	<u>£38,500.00</u>	<u>£ 93,211.60</u>	
Planned Repairs and Renewals 2023/24				£ 8,023.60	
Repainting Carpark Lines				£ 2,000.00	estimate
Credenhill Bloomers				£ 500.00	Bulbs/Plants general improvements
Changing room external wall repairs				£ 2,000.00	Could Come from Roman Park Budget
Repair Drain Pipes				£ 500.00	estimate
Repair Zip Line Post				£ 2,500.00	Could Come from Roman Park Budget
Internal Roof Gutter - Treat/Line				£ 1,000.00	estimate
Renewal of Signs/Plaques				£ 1,000.00	estimate
				<u>£ 9,500.00</u>	
Land & Buildings Improvement Fund				£ 27,636.00	
Social Club Security fence				£ 4,910.00	Ordered
Resource Centre - Community Gardens				£ 2,000.00	To add to City Council Grant to LSK for Gardens
Accessible Fire Route From Hall/Club to gate				£ 5,500.00	Best quote - J M Goyce
External Lights				£ 2,000.00	
Bus Shelter Landscaping				£ 500.00	
Hall Improvements				£ 6,365.00	Hall Committee to decide
Social Club Improvements				£ 6,365.00	Club Committee to decide
				<u>£ 27,640.00</u>	
Hall Improvement Options					
Refurbish Floor - Main Hall				£ 5,500.00	Quotes received
Refurbish Floor - Stage/Steps				£ 1,250.00	Quotes received
Hall - Solar with Batteries					Unknown Cost
				<u>£ 6,750.00</u>	
Social Club Improvement Options					
Social Club Windows				£ 3,986.60	3D Windows Quote - Only 1 quote so far
Social Club Doors				£ 16,804.00	3D Windows Quote - Only 1 quote so far
Social Club Roof Insulation					Unknown Cost
Petanque Terrain				£ 6,000.00	Build the first one to generate footfall
				<u>£ 26,790.60</u>	



Appendix C – Climate Change Working Group

CLIMATE CHANGE WORKING GROUP MEETING

3rd MAY 2023

PRESENT:

Councillor Mrs Sandra Cheasley (SC)
Councillor Mr. Dan Fellows (DF)
Mrs Emma Jones (EJ)
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (LHS)

SUMMARY:

First meeting of the working group so agreed the main objective of the meeting would be to establish aims and objectives for the next 12 months and secondly for the longer term. SC gave an overview of the meeting she attended run by Herefordshire Council and gave details of some of the Parish Councils that were actively working to establish their climate impact and looking at ways to reduce it and become carbon neutral. Also mentioned that many we yet to start including some market towns in the county. Councillor Tyler offered to meet with Parish Councils to help if required.

The clerk had done some research on the subject and shared the information with the group. The first step would be to identify all of our current energy consumption from all of our land/buildings/activities (gas/electricity/vehicle use) and then to identify what we already do to reduce or offset this (maintain grass/trees/hedges, plant new, green sources of energy, insulation, walking/cycling) and then identify ways to increase the offset to balance it with our carbon use; net zero. This is known as “carbon accounting” we can either do it ourselves or employ a company to do it for us.

Example pricing (<https://go-positive.co.uk/pricing>): (based on 1 person entity with 2 facilities)
Responsible Level £425 per year (includes carbon footprint calculation, Carbon reduction plan)
Accountable Level £875 per year (includes Stakeholder Engagement, Quarterly Progress reviews)
Net Zero Level £1125 per year (includes above plus Net Zero Roadmap, Annual Carbon Budgeting)

It was agreed that the outsourced route would be too expensive to justify to members of the public and that we should look to achieve the following aims and objectives ourselves:

Aims (in the next 12 months)

1. Assess Carbon Footprint for Parish Council (Land/Buildings/Activities)
2. Assess Carbon offsets already in place (Trees/Grass/Hedges maintained, Insulation, LED Lights etc)
3. Identify ways to reduce Carbon Footprint (Windows/Doors, Solar, Insulation, Recycle, Walk/Cycle)

Objectives

1. Create a uniform template to use for all Carbon Footprint Audits
2. Create a list of Asset improvements with costs and payback timescales.
3. First year establish current position and quick wins.
4. Year 2 set net zero target year
5. Longer term Encourage Wider Community Involvement

We split parish land/building responsibilities as follows:

DF – Resource Centre
LHS – Hall/Carpark/Village Green
EJ – Social Club
SC – Roman Park/Changing Rooms

Action: Need to get approval from full council of above before moving forward.