

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 21st JUNE 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 Revd. Rana Davies-James (RD), Councillor Mr. Paul Burrige (PB), 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 Beechey (PA), Councillor 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

3. Speakers

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

3.1. Update from Ward Councillor Bob Matthews.

- BBLP have cleared the dead trees and overhanging branches at the bus stop.
- VAS to go in soon, still having issues getting the equipment.
- TRO Dovecote Lane still chasing up.
- School Transport Weobley looking to setup a public meeting to progress cheaper or free school bus.
- Plans to move the Library are now being reviewed.

4. Public Question Time

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

None raised.

5. Minutes

PW proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 17th May 2023, seconded by DF.

6. Matters arising since last meeting:

- 6.1. Resource Centre Update – The main lease and licence for alterations has been completed. The registration of the lease with the land registry and signing of the weaver of tenant rights needs to be signed by the tenant in the presence of an independent solicitor; this is being progressed by the tenant.
- 6.2. The Internal Audit Report was reviewed (Appendix B), no actions required.
- 6.3. The Parish Council considered the options for the Zip Wire Timber that was raised in the RoSpA. Quotes for testing the timber had been received at £395 (MG Inspection) & £495 (Play Safety). Full replacement has been costed at £2899 + Vat (Timber Play) which now comes with a metal foot to prolong the life of the product.

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PW proposed to investigate the price to replace all of the legs with the metal foot option; either retrospectively fitting them or full replacement and to look at other cost options, seconded by DF.

Clerk to check the post weekly and to remove the seat should safety be of concern.

- 6.4. The communication from Cllr Robert Williams (Kings Acre Ward) about improving the Cycling route from Credenhill via Kingsacre to the city was discussed. It was agreed that the Parish Council fully support any plans that improve this route. Clerk to write to inform them.
- 6.5. The clerk informed the Parish Council about the changed to the way Parish Councillor Declarations of Interest forms will be dealt with. Updated process can be found on Herefordshire Councils website.
- 6.6. PA and SC had met with a resident on Station Road following complaints about noise made by vehicles going over a nearby speed hump. Noted that the resident was going to speak to other local neighbours to see if the issue was a wider problem and would report back. Clerk informed the council that this would need to be raised with Herefordshire Council for any action to be taken as it was beyond the remit of the Parish Council.
- 6.7. It was noted that a car had been parked in Ecroyd Park on the triangle maintained by the Parish Council where there is a no parking sign. It was noted that vehicles parking off the highway where the kerb is not dropped are breaking the law under S184 of the Highways Act 1980. Clerk to monitor and report if the matter continues. PB proposed that we look at costs to register the land, seconded by RD.

7. Financial Reports – Appendix A

- 7.1. Confirmation of Bank Balances
- 7.2. Receipts
- 7.3. Invoices for Payment

Proposed by PW and seconded by PB to approve item 7.

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
P231689/J	St Mary's CofE Primary School - Works to trees covered by TPO	NEW	NEW	Comments by 06/07/2023
P231529/L	The Coach House - Proposed replacement of all windows and replacement back door with a larger glazed panel. Proposed wider French doors and installation of new bathroom window.	NEW	NEW	Comments by 20/07/2023

DF proposed that the Parish Council support application P231689/J, seconded by AS. Clerk to submit comments.

The Clerk read out comments provided by PA in his absence for application P231529/L:

"The proposed changes, according to the drawings, suggest the windows will be replaced in a similar style to existing windows with the exception of bed 3 which will be a new additional window."

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The main changes being, back door glazed panel, new additional window to downstairs WC and the widening of the patio doors, according to the plan will be altered or enhanced sympathetically and to keep the character of the building.”

PB proposed that the Parish Council support application P231529/L, seconded by PW. Clerk to submit comments.

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML) – 2022/23 accounts are with the external auditor. 2023/24 Finance report to be prepared for the next meeting.
- 9.2. Community Hall (SC, AS) – Report received from SC, see Appendix C.
- 9.3. Footpaths (PB) – No reports
- 9.4. Shops/Businesses (DP) – Onestop bin had been removed but now back in situ.
- 9.5. War Memorial (DE/ML) – Field house has exchanged hands, important to inform new owners about the war memorial and PC responsibilities.
- 9.6. Schools (RD) – Nothing to report
- 9.7. Roman Park (DF, RN, ML, SC) – Children have been lifting the Goal Posts out of their sockets; clerk to investigate if they can be secured. A bin has been damaged beyond repair; clerk to investigate bin prices/options.
- 9.8. Social Club (PA) – No Update
- 9.9. Climate Change (SC, DF, EJ) – No update

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 Meetings, Time, Date & Place.

The next ordinary Parish Council meeting will be at 7.30 pm, 19th July 2023, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:55.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
30/04/2023	Closing Balance	2,222.80	55,844.04	58,066.84
Receipts				
09/05/2023	Lloyds - Interest Received		28.90	28.90
16/05/2023	Life & Soul Kitchen – Rent x 2 Months	1,200.00		1,200.00
19/05/2023	Gabbs Solicitors - CCN Advertising	60.00		60.00
05/2023	Coronation Mug Sales – Total for May	420.00		420.00
Total Received in Period		1,680.00	28.90	1,708.90
Payments				
10/05/2023	NEST – Pension March 2023	-207.68		-207.68
15/05/2023	NEST – Pension Feb 2023 Correction	-12.53		-12.53
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
17/05/2023	Border Contracts – Social Club Fence	-5,892.00		-5,892.00
23/05/2023	British Gas - Electricity Changing Rooms	-16.13		-16.13
23/05/2023	British Gas - Electricity Car Park Lights	-49.50		-49.50
30/05/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
31/05/2023	NEST - Pension Payment March Correction	-12.53		-12.53
Total Spent in Period		-11,145.15	0.00	-11,145.15
Transfers				
	Transfer from Current Account to Reserve	10,00.00	-10,00.00	0.00
Total Transfers in Period		10,00.00	-10,00.00	0.00
31/05/2023	Closing Balance	2,757.65	45,872.94	48,630.59
Payments to Authorise				
21/06/2023	Mrs E Jones – Wages June 2023	-344.65		-344.65
21/06/2023	Mrs E Jones – Expenses May 2023	-19.98		-19.98
21/06/2023	Mr L Harper-Smith – Wages May 2023	-718.60		-718.60
21/06/2023	Mr L Harper-Smith – Expenses May 2023 (Expenses are £147.94 less cash already paid from Mug receipts)	-87.94		-87.94
21/06/2023	Mr C Powell – Maintenance May 2023	-36.20		-36.20
21/06/2023	Signworx – CCN Printing June 2023	-456.00		-456.00
21/06/2023	Marches Grounds Maintenance – 2/7 of Grass Cutting Contract	-488.57		-488.57
21/06/2023	Credenhill Community Hall – Room Hire April/May	-67.50		-67.50
21/06/2023	David McKirdy – Internal Audit Fee	-170.00		-170.00
21/06/2023	Gabbs Solicitors – Legal Fees Lease	-1,140.00		-1,140.00
Total Payments to Authorise		-3,529.44	0.00	-3,529.44
Transfers to Authorise				
21/06/2023	Transfer from Current Account to Reserve	3,000.00	-3,000.00	0.00
Total Transfers to Authorise		3,000.00	-3,000.00	0.00

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ASSETS	Cash & Bank			Balance
	Lloyds – Current Account (after payments)			2,228.21
	Lloyds – Reserve Account (after transfers)			42,872.94
	Petty Cash			0.00
	Total Cash & Bank			45,101.15
	Debtors	No Due	Overdue	Total
	The Life & Soul Kitchen Ltd – Rent & Water Rates Recharge	600.00	28.69	628.69
	Lloyd Instant Plumbing – CCN Advertising	60.00		60.00
	The Wasp Guys – CCN Advertising	60.00		60.00
	Total Debtors	720.00	28.69	748.69
	Other Debtors			
	Total Other Debtors	0.00	0.00	0.00
	TOTAL ASSETS			45,849.84
LIABILITIES	Creditors	Not Due	Overdue	Total
	British Gas – Electricity Changing Rooms	16.67		16.67
	British Gas – Electricity Carpark Lights	22.25		22.25
	Herefordshire Council – Trade Waste	127.99		127.99
	Total Trade Creditors	166.91	0.00	166.91
	Other Liabilities			
	Defibrillator Fund	294.92		294.92
	HMRC - PAYE Owing	32.92		32.92
	NEST Pension Payments Owing	207.68		207.68
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-1,444.89		-1,444.89
	VAT at 5% to be reclaimed from HMRC	-5.76		-5.76
	Total Other Liabilities	-2.96	0.00	-2.96
	TOTAL LIABILITIES			163.95
	TOTAL			45,852.80



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INTERNAL AUDIT REPORT FOR YEAR ENDED 31 MARCH 2023

1. This Internal Audit Report has been prepared at the request of the Clerk to Credenhill Parish Council.
2. The accounts are well maintained and presented in an easily understandable manner. Having access to Wave Accounting simplified the Internal Check.
3. The recommendations made in the previous report have been actioned.

METHODOLOGY OF CHECK

4. A sample was selected for detailed checking. The sample covered the months of May 22, October 22 and February 23.
5. The other areas checked based on value and variance from the previous year were Staff Costs, Other Income and Donations.

GENERAL COMMENTS

6. It is noted that the Reserves have been heavily used during this financial year to cover works carried out within the Parish. It is also noted that considerable discussions took place to reduce the cost of these works and those involved should be congratulated.
7. The Clerk to the Council should be commended for the way that the accounts have been maintained during the year and presented for audit.

Signature redacted.

David McKirdy ACMA IIA Cert

2 June 2023



Appendix C – Community Hall Working Group Report

Notes from Credenhill Hall Meeting 14th June 2023

Committee had not met for sometime probably as far back as Feb 2023. A meeting was organised for April but was not successful as on Zoom and Betty seemed to have problems setting up.

David advised 22/23 accounts complete and budget set for 2024 with a healthy balance projected of £19k at this point in time. He has transferred £10k over to a 32 day notice account to earn a bit of interest of 2.5%.

Projector - I asked about the grant for Projector and they have had a couple of companies to have a look but have not yet had quotes back. Area Entertainments was one company. They have also been recommended John Finch so Betty to contact.

Water boiler – They were not keen on the free standing boiler to sit on worktop and would like one that is plumbed in as would heat up much quicker when turned on and would not require topping up for period of use. Only concern who would turn on and off after use. Corrie to investigate price. She was keen to have one like they have at Stretton Hall but realised it could be expensive!

Chairs & Tables – 10 to 12 washable chairs required with arms and two tables. David has had quotes so Betty to decide and advise committee which would be the most suitable.

Grant funding 23/24 & Solar Panels – Betty & David are not interested in refurbishing the floor. They think it is ok for the activities at the hall. They also don't think the Petanque Club will bring them much extra revenue as it would only be charged on an hourly rate. Betty & David want to go ahead with the solar panels for £18k and if possible, use Caplor Energy but they realise they need a couple more quotes for local companies and were unsure of who to contact. David has no idea of cost of the batteries so needs to investigate before confirming if the £6k from PC is enough. With the experience of trying to obtain quotes for projector they were wondering about the procurement rules if they contact a company and have no response, how does this stand with the best of three if an audit trail is shown that three have been contacted but only one response or quote provided?

Electrical Works – David advised that the EICR is due imminently and hall insurance company has been in touch. Betty has tried to organise a date for Melcon to come out but has been unsuccessful to date. Will ring again tomorrow 15th June. They want to use Melcon as they fitted the thermostatic values and want them signed off.

Wi Fi – Betty confirmed Hall will get a discount for service as Hall is a Charity. The wi fi apparently keeps dropping out. They have had an enquiry I think from L&S (Sophie?) about a nursing group using the hall for training but need the wi fi to be stable.

Booking – A new pre school group has booked for once a week. Two enquiries more received. A childrens sensory and dance group and also a Boccia Club which is a disabled sport like bowls played with soft ball and Betty hope to have more news on this next month.

Next meeting – As Betty and Paul are having surgery in July, the next meeting will be Wednesday 10th August.