

CREDENHILL PARISH COUNCIL



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

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater Deputy Chair (AS), Councillor Miss. Deanna Pennington (DE), Councillor Mrs Sandra Cheasley (SC), Councillor Mr. Dan Fellows (DF), Councillor Mrs Dot Pullen (DP), Councillor Mr. Paul BurrIDGE (PB), Councillor Mr Paul Beechey (PA).

Ward Councillor Mr. Bob Matthews (BM).

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

Hereford Rural North Safer Neighbourhood Team – PCSO Christina Howard

5 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 Mr Paul Warrington (PW), Councillor Revd. Rana Davies-James (RD) , 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.

- TRO for Dovecote Lane, still chasing.
- BM to arrange a public meeting to get new cabinet member out to discuss school transport costs.
- Roadworks from Wiggin Special Metals to Credenhill major delays (see item 6.4)
- BM is supporting the library going into Shire Hall rather than Maylords as this will ensure that the building will receive the funding required for the previously highlighted maintenance work.
- Bus Stop – Clerk to write to Bruce Evans (Highways) reference the front panel and VAS warning light.

3.2. Hereford Rural North Safer Neighbourhood Team – PCSO Christina Howard

- Gave an update on local issues for the last 3 months.
- Pleased to say not many incidents reported
- Roman Park incidents of ASB (Anti-Social Behaviour) were becoming more regular. Have obtained CCTV footage of the sign being damaged. Will check if we can share this.
- Community Charter – current 3 priorities are: ASB, Drugs, Speeding.
- Speed enforcement complete on station road recently. Will investigate obtaining the Trucam speed device which can be left unattended to capture speeders through the village which means they are less visible to oncoming traffic.
- Community Speed Watch is another option if you can get 6 volunteers for training and running the scheme.

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4. Public Question Time

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

The new owners of Field House, Cedric & Bruce introduced themselves and gave an overview of their plans for the old schoolhouse:

- Plan to convert Field House into a French Restaurant with 35 covers to open in spring 2024.
- Sympathetic restoration of the existing building:
 - Sand blasting of sandstone features
 - Removal of floating ceiling to expose and restore the oak beam structure.
 - Restore the oak flooring.
 - Open up the front area to improve aesthetics.
- Addition of an Orangery at the front to the left of the existing building. They have agreed to instep this by 600mm with mutual agreement with the neighbour.
- Extension of the rear Living Accommodation and provision of Commercial Kitchen
- Convert the old playground into a car park for at least 9 vehicles, possibly up to 12 once the fence has been removed.

They both have an extensive background in refurbishing buildings and running successful restaurants. Opening hours will be 4 x Lunch times and 2 x Evenings. They will apply for a licence to serve alcohol but will only serve alcohol with food.

They have spoken to/met with all neighbours about their plans and hope the Parish Council will be in support of their plans. (See item 8)

Ian Lancaster put forward a request to help with funding to re-introduce the Credenhill Canter, a fun run in aid of the special baby unit at Hereford hospital. The event has not been held since COVID and he would like some assistance with funding, through the Section 137 scheme, to hold the event on 16/09/2023. A quote for medals and trophies has been obtained at a cost of £699.73. The event will be run by the Social Club and a grant application will be sent in for consideration by the Parish Council.

5. Minutes

DP proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 21st June 2023, seconded by DF.

6. Matters arising since last meeting:

- 6.1. Resource Centre Update – The LASK have submitted the planning application on the planning portal.
- 6.2. Replacement bin in Roman Park
 - PB proposed that we replace the bin at the entrance to the Roman Park with a Broxap Synergy 200 Recycle Bin and move the existing bin to where the damaged bin is that will be removed, seconded by PA.
 - It was agreed that we would add 2 x 240ltr Recycle bins to the community centre on a fortnightly collection cycle. This will be monitored, and general waste volume reduced as required. We will look to work with the Social Club and Hall to increase the recycling volume and reduce the general waste volume going forward.
- 6.3. PB proposed that we register the Ecroyd Park Triangle with land registry at a cost of £750, seconded by DP.
- 6.4. The major Road Works A4103 & A480 July to February 2023 were noted and information had already been shared on our website and on social media (Appendix C).
- 6.5. ASB – Dovecote Land & Roman Park – See item 3.2, signs have been received from the SNT for installation at the park.

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- 6.6. Landscaping of the A480 Bus Stop was discussed, and a working party will be arranged to conduct the landscaping work.

7. Financial Reports – Appendix A & B

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

AS proposed to accept the financial reports as a true record and make the payments, seconded by DE.

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	Comments Submitted - Support	Comments by 06/07/2023	Determination by 26/07/2023
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.	Comments Submitted - Support	Comments by 20/07/2023	Determination by 25/07/2023
P231910/F	Field House - Proposed conversion and extension of Field House to form a restaurant with ancillary accommodation.	NEW	NEW	Comments by 03/08/2023

Field House - P231910/F was discussed in depth.

It was noted that the building was already registered for class E usage (Class E - Commercial, Business and Service), both Nursery & Restaurant businesses fall under this classification therefore no change of use application is needed to open a restaurant in this building. Whilst the applicant would be applying for a licence to serve alcohol this is outside the remit of the Parish Council and would be handled by Herefordshire Council separately. It was noted that there are no restrictive covenants on the Title Deeds and that the applicants indicated that alcohol would only be served with meals.

The planning application for the Orangery and rear extension are considered to be in keeping with the building and surrounding areas. The applicants have altered their Orangery plans to ensure that the neighbouring property, York Cottage, are able to maintain their property and to reduce the loss in light by moving the Orangery in by 600mm. The parish council welcomed the restoration of this building which it considers to be of significant importance to the parish.

Some concerns about traffic and parking were discussed and it was noted that this was a concern for local residents. The access is shared with Credenhill Mens Club and St Mary's Primary School; both organisations have been contacted by the Parish Council and they have not raised any concerns. The school have indicated that all parents should be using the rear car park and video intercom system to access the school. The Parish Council were pleased to see that the applicant had used all available

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space to provide customers with parking spaces and they are in discussion with the school to see if overflow parking in the evenings is an option in the school car park. The applicants have shown that they are approachable and should parking be a problem that they would be happy to work with residents to resolve any problems. It was noted that based on their previous restaurant experience that the provision of parking should be adequate.

PB proposed that the Parish Council Support the application, seconded by PA. This proposal was unanimously supported by councillors.

Resource Centre - The planning application for the Resource Centre had been submitted however it was not visible on the website let for comment. It was noted that the application may need us to comment before the next meeting. It was agreed that if there are no major changes to the original plans that the Parish Council had signed off on in the lease then PA & ML can support the application on behalf of the Parish Council.

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW) - The comparison to budget report (Appendix B) was presented and reviewed. No concerns about finances were raised at this time.
- 9.2. Community Hall (SC, AS) – No meeting since the last update. The chairs and tables will be arriving this week.
- 9.3. Footpaths (PB) – No reports
- 9.4. Shops/Businesses (DP) – Clerk to contact Mike Gill about the hedge in front of the Doctors surgery.
- 9.5. War Memorial (DE/ML) – No update
- 9.6. Schools (RD) – They are preparing for the summer holidays and year 6 moving to high school.
- 9.7. Roman Park (DF, RN, ML, SC) – Covered in item 3.2 and 6.2
- 9.8. Social Club (PA) – AGM to be held on Monday 24th July.
- 9.9. Climate Change (SC, DF, EJ) - New recycling bins at the community centre to include sorting of Roman Park waste by EJ.

10. Public Question Time

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

AS reported that the hedge at 45 Ecroyd Park was an issue – Clerk to report to Mike Gill

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

The next ordinary Parish Council meeting will be at 7.30 pm, 20th September 2023, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:12.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure

		Lloyds Current	Lloyds Reserve	Total
31/05/2023	Closing Balance	2,757.65	45,872.94	48,630.59
Receipts				
02/06/2023	NEST – Pension Refund (Error Correction)	12.48		12.48
05/06/2023	Life & Soul Kitchen – Rent	600.00		600.00
09/06/2023	Lloyds - Interest Received		30.29	30.29
14/06/2023	Steven Lloyd - CCN Advertising	60.00		60.00
14/06/2023	The Wasp Guys - CCN Advertising	60.00		60.00
28/06/2023	Life & Soul Kitchen – Water Rates	28.69		28.69
06/2023	Coronation Mug Sales – Total for June	90.00		90.00
	Total Received in Period	851.17	30.29	881.46
Payments				
19/05/2023	NEST – Pension March 2023	-220.21		-220.21
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 (Total £147.94 - £60 Cash from Mug Sales)	-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
22/06/2023	British Gas - Electricity Changing Rooms	-16.67		-16.67
28/06/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
	Total Spent in Period	-3,818.32	0.00	-3,818.32
Transfers				
	Transfer from Current Account to Reserve	3,000.00	-3,000.00	0.00
	Total Transfers in Period	3,000.00	-3,000.00	0.00
30/06/2023	Closing Balance	2,708.25	42,903.23	45,611.48
Payments to Authorise				
19/07/2023	Mrs E Jones – Wages July 2023	-344.65		-344.65
19/07/2023	Mr L Harper-Smith – Wages June 2023	-718.60		-718.60
19/07/2023	Mr L Harper-Smith – Expenses June 2023	-57.61		-57.61
19/07/2023	Signworx – CCN Printing July 2023	-453.90		-453.90
19/07/2023	Signworx – Community Centre Sign Alterations	-88.80		-88.80
19/07/2023	Marches Grounds Maintenance – 3/7 of Grass Cutting Contract	-488.57		-488.57
19/07/2023	Marches Grounds Maintenance – 1/2 of Weed Control	-510.00		-510.00
19/07/2023	Credenhill Community Hall – Room Hire June	-36.00		-36.00
19/07/2023	Border Contracts Ltd – Fence Repairs Community Centre	-720.00		-720.00
	Total Payments to Authorise	-3,418.13	0.00	-3,418.13
Transfers to Authorise				
19/07/2023	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)			2,290.12
	Lloyds – Reserve Account (after transfers)			39,903.23
	Petty Cash			0.00
	Total Cash & Bank			42,193.35
	Debtors	No Due	Overdue	Total
	The Life & Soul Kitchen Ltd – Rent & Water Rates Recharge	600.00		600.00
	Gabbs Solicitors – CCN Advertising (increase in advert size)	57.00		57.00
	Total Debtors	657.00	0.00	657.00
	Other Debtors			
	Total Other Debtors	0.00	0.00	0.00
	TOTAL ASSETS			42,850.35
LIABILITIES	Creditors	Not Due	Overdue	Total
	British Gas – Electricity Changing Rooms (DD)			
	British Gas – Electricity Carpark Lights (DD)			
	Herefordshire Council – Trade Waste (DD)	127.99		127.99
	Total Trade Creditors	127.99	0.00	127.99
	Other Liabilities			
	Defibrillator Fund	294.92		294.92
	HMRC - PAYE Owing (DD)	65.84		65.84
	NEST Pension Payments Owing (DD)	220.16		220.16
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-1,583.67		-1,583.67
	VAT at 5% to be reclaimed from HMRC	-5.76		-5.76
	Total Other Liabilities	-263.25	0.00	-263.25
	TOTAL LIABILITIES			-135.26
	TOTAL			42,985.61

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Appendix B – Comparison of Year to Date spend to Budget

2023-2024 Budget/Actual Comparison YTD

@ Jul 31, 2023

YTD Budget/Actual Comparison FY2020											
	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)		15,272	15,272	3,818	4,180	-	362	345	-	18	Street Cleaner paid 1 month in advance
Employer Pension Contribution		453	453	113	123	-	10	10	-	0	Street Cleaner paid 1 month in advance
Staffing Costs	-	15,725	15,725	3,931	4,304	-	373	355	-	18	
Software		95	95	24	24	-	-	-	-	-	
Printing		144	144	36	22	14	-	-	-	14	
Telephone		60	60	15	15	-	-	-	-	-	
Postage		24	24	6	-	6	-	-	-	6	
Stationary		60	60	15	23	-	8	-	-	8	
Homeworking Allowance		180	180	45	45	-	-	-	-	-	
Travel & Subsistence		90	90	23	45	-	23	-	-	23	
Meeting Room Hire/File Storage		100	100	100	124	-	24	-	-	24	
Office & Meeting Costs	-	753	753	263	297	-	34	-	-	34	
Website Hosting Fee		82	82	21	21	-	1	-	-	1	
Printing CCN		5,026	5,026	2,034	1,784	250	-	-	-	250	Printing cost less than expected
Advertising & Promotion	-	5,108	5,108	2,055	1,805	250	-	-	-	250	
Insurance		1,721	1,721	1,721	1,543	178	-	-	-	178	Saving on insurance
Internal Audit		170	170	170	170	-	-	-	-	-	
External Audit		315	315	-	-	-	-	-	-	-	
ICO Membership Fee		35	35	-	-	-	-	-	-	-	
Professional/Planning	380	850	1,230	850	850	-	-	-	-	-	
Legal Fees	750	-	750	750	950	-	200	-	-	200	Lease Legal Fees Overspend
Playground Inspection		130	130	-	-	-	-	-	-	-	
Insurance, Legal & Professional Cost	1,130	3,221	4,351	3,491	3,513	-	22	-	-	22	
Changing Rooms - Electric		204	204	51	47	4	-	-	-	4	
Changing Rooms - Water Rates		90	90	-	-	-	-	-	-	-	
Community Centre - Waste Disposal		500	500	250	256	-	6	-	-	6	
Community Centre - Water		-	-	-	99	-	99	-	-	0	To be recharged when bill received (Mar/Sept)
Community Centre - Electric		360	360	90	68	22	-	-	-	22	Current bill not received
Utility & Waste Management Costs	-	1,154	1,154	391	471	-	80	-	-	99	19
Outsourced Maintenance Costs											
Cleaning		296	296	66	-	66	-	-	-	66	No football games
Maintenance		1,863	1,863	271	136	136	-	-	-	136	Contractor off
Materials		240	240	60	51	9	-	-	-	9	
Hedge Cutting		1,188	1,188	-	-	-	-	-	-	-	Overall contract under budget
Weed Control		804	804	402	510	-	108	-	-	108	Overall contract under budget
Grass Cutting & Pitch Marking		4,439	4,439	1,371	1,466	-	95	-	-	95	Overall contract under budget
Tree Maintenance		500	500	-	-	-	-	-	-	-	
Outsourced Maintenance Costs	-	9,330	9,330	2,170	2,163	7	-	-	-	7	
Total Operating Costs	1,130	35,290	36,420	12,301	12,553	-	251	-	454	203	
Exceptional/Planned Costs											
Charitable Grant Provision		6,500	6,500	6,500	6,740	-	240	540	540	300	Offset mug sales to PTFA Grant
Roman Park	7,922	5,000	12,922	-	-	-	-	-	-	-	
Land & Buildings Improvement Fund	27,636	-	27,636	4,910	-	4,910	-	4,910	-	-	£4.9k Social Club Fence (Repairs/Renewals)
Asset Repairs & Renewals	5,193	2,826	8,019	920	5,620	-	4,700	4,700	-	0	£600 Community Centre Fence
Hall/Resource Centre Boundary Fence		3,000	3,000	-	-	-	-	-	-	-	
Blooming Credenhill Project		-	-	-	210	-	210	210	-	0	TFR Repairs/Renewals - Specific budget in 2024
War Memorial Improvement Fund	1,000	1,000	2,000	-	-	-	-	-	-	-	
Exceptional/Planned Costs	41,751	18,326	60,077	12,330	12,570	-	240	540	540	300	
Total Projected/Actual Costs	42,881	53,617	96,497	24,631	25,123	-	491	540	994	503	
Income											
Precept	-	43,700	43,700	21,850	21,850	-	-	-	-	-	
Rent	-	7,228	7,228	2,400	2,400	-	-	-	-	-	
Bank Interest	-	60	60	60	86	26	-	-	-	26	Higher Interest Rate
CCN Adverts	-	2,059	2,059	177	297	120	-	-	-	120	New adverts
Hire of Changing Rooms	-	570	570	-	-	-	-	-	-	-	
Donations/Other Income	-	-	-	-	595	595	540	540	55	55	Offset mug sales to PTFA Grant. Tree donation.
Grants Income	-	-	-	-	-	-	-	-	-	-	
Utilities Recharges	-	-	-	-	-	-	-	-	-	-	
Total Income	-	53,617	53,617	24,487	25,228	741	540	540	201	201	
YTD Budget/Actual Variance						249			703	703	



Press release – 21 June 2023

Hereford electricity supply upgrade to start 31st July 2023

Engineering work for a major project to update and improve electricity supplies in Hereford starts next month.

Pedestrians and drivers are being warned of potential disruption as National Grid Electricity Distribution installs two new high voltage cables.

The 11,000V cables are being laid from the Hereford North primary substation to the MoD's Sterling Lines Camp. They will enable the Credenhill base to adopt low carbon technologies, such as solar panels and heat pumps, to meet net zero ambitions.

A rolling programme of excavation will affect roads, footpaths and verges, including parts of the A4103 and A480. Much of the work will be along Roman Road, which will be done in sections over six to eight months.

Traffic lights will be in operation during peak times and several bus stops, parking bays and pedestrian crossings will be suspended.

Residents and landowners affected have been sent letters explaining the impact of the work, which could last for up to 40 weeks. Electricity supplies for customers will not be affected during this time.

Andrew Barton, National Grid Electricity Distribution's Hereford & Ludlow Manager, said: "We continue to work closely with the highways authority to ensure this project has as little impact on customers as possible.

"The digging and cable laying will be done in stages to lessen disruption but we apologise for any inconvenience this work will cause."

National Grid Electricity Distribution, which is responsible for overhead lines, underground cables and substations in the Midlands, the South West and South Wales, is investing more than £6 billion in its network over the next five years to enable the energy transition.

ENDS

Notes for newsdesks:

- National Grid operates the electricity transmission network in England and Wales and is the distribution network operator for the Midlands, South West England and South Wales.
- The distribution network is responsible for delivering electricity to eight million customers and National Grid is committed to investing around £1 billion on its distribution network annually.
- National Grid is not an electricity supply company and does not bill customers in the UK. Its responsibility is to distribute electricity to homes and businesses.
- The distribution element makes up around 10 per cent of an average customer's annual bill which is around £100 or 27p a day.
- In a power cut, call 105 for free 24 hours a day.

For further information please contact our press office on 01332 827172.