

#### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 11<sup>th</sup> OCTOBER 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).

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

1 Members of the Press /Public present.

#### The Chair opened the meeting at 7.30 pm.

1. <u>Apologies for Absence</u> - To receive and accept apologies for absence.

Councillor Mr Paul Beechey (PA), Ward Councillor Mr. Bob Matthews (BM), Councillor Mrs Rebecca Norton (RN), Councillor Mr Paul Warrington (PW), Councillor Revd. Rana Davies-James (RD).

#### 2. <u>Declarations of Interest & Dispensations</u>

- 2.1. No declarations of interest in agenda items from Councillors.
- 2.2. No written applications for dispensation
- **3. <u>Speakers</u>** Opportunity for visiting speakers to address council and the public in attendance.
- 3.1. Update from Ward Councillor Bob Matthews apologies received.
- 4. <u>Public Question Time</u> Opportunity for members of the public to raise issues or ask questions.

An overview of the benefits of Nordic Walking was presented to the Council by Amanda Lewis. Amanda would like the council to support her request to use the Roman Park for the activity (see item 6.6). Amanda also gave details of schemes that she is running for Herefordshire Council and other Parish Council's where they have paid her to run free sessions for members of the public.

**5.** <u>Minutes</u> – DF proposed to approve and sign the Minutes for the meeting held on 20<sup>th</sup> September 2023, DP seconded.

#### 6. <u>Matters arising since last meeting:</u>

- 6.1. Landscaping of the A480 Bus Stop Planting to take place in November/December, PB suggested Pyracantha (Firethorn) as a good species, ML noted that some fence posts will need to be replaced.
- 6.2. A480 Bus Stop Vehicle Activation Warning Sign (VAS) update Lighting in bus shelter will be commissioned soon, electrics for VAS to be decommissioned. DF proposed that we write to Bruce Evans (Herefordshire Council Highways Engineer) to confirm the amount expected for the refund for the VAS and consultancy advice fee, seconded by AS.

The ongoing issues with the school children exiting the bus on the A480 and not using the crossing were discussed, it was agreed that the Parish Council would write to Sergeants to see if they will come into the village. Weobley High have written to parents.

- 6.3. The expression of interest document had been completed for the Community Asset Transfer for the Ecroyd Park play area, we now await a decision from Herefordshire Council.
- 6.4. The expression of interest document had been completed and sent to Herefordshire Council Sustainability and Climate Change Team for EV Charging Points at Credenhill Community Centre.



6.5. Defib Training Courses have been organised with Herefordshire Heartstart at the Community Hall as follows:

Wednesday November 15th 2pm to 4pm – 12 places Wednesday November 22nd 7pm to 9pm – 12 places Wednesday November 29th 7pm to 9pm – 12 places

6.6. The request to use the Roman Park for exercise classes by Amanda Lewis was supported by the Parish Council on the basis that a copy of her insurance and first aid certificates were provided to the parish council. It was also agreed that the sessions could be advertised free of charge in the Community Newsletter as the sessions would provide an essential service for members of the public.

#### 7. Financial Reports October 2023 – 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

PB proposed to approve item 7, seconded by DF.

#### 8. <u>Planning (PA, AS)</u>

Reference	Details	CPC Status	HC Previous Status	HC New Status
P231910/F	Field House - Proposed conversion and extension of Field House to form a restaurant with ancillary accommodation.	Comments Submitted - Support	Determination by 17/08/2023	Approved with Conditions
P232445/F	Resource Centre-Proposed Conservatory to rear of hall, flat roof with 3 lanterns on steel base, with white windows & doors.	Comments Submitted - Support	Comments by 20/09/2023	Determination by 12/10/2023
P232598/F	Roman Park Changing Rooms - Proposed retention of building for use as a changing room facility.	No comment Our application	Comments by 25/09/2023	Determination by 20/10/2023
P232775/F	24 Meadow Drive - Proposed first floor extension over existing garage.	New	New	Comments by 17/10/2023
P232823/F	Tree Cottages, Station Road - variation of a condition 2 of permission 132278 - the attic space has been converted into additional bedroom space (plot 2)	New	New	Comments by 24/10/2023

PA had reviewed P232823/F and has no concerns about the changes to the application, they are minor changes that will not affect neighbours. P232775/F had not been fully reviewed at the time of the meeting. Due to the short timescales, the Parish Council delegated the power to comment on planning applications P232775/F and P232823/F to PA, clerk to work with PA to get comments submitted in time.

#### 9. <u>To receive reports from working groups</u>

- 9.1. Finance & Asset Management (AS, ML, PW) Draft budget for 2024/25 will be prepared for the next meeting, if councillors have any projects/suggestions for the budget then please bring them forward.
- 9.2. Community Hall (SC, AS) AS provided an update from the hall meeting, the main concern being the cost of the electricity meaning that the hall is in deficit for this year by £1650 to date. PC asked the Clerk to see if we can help obtain the quotes for the solar installation.
- 9.3. Footpaths (PB) No updates



- 9.4. Shops/Businesses (DP) No updates
- 9.5. War Memorial (DE/ML) The remembrance Sunday service will be held at the War Memorial on Sunday 12<sup>th</sup> November, starting at 10:45. DE reported that the area needs tidying up, the grass hasn't been mowed for some time and the brambles/ivy were encroaching on the area. Clerk/ML to organise a working party to clear the area.
- 9.6. Schools (RD) -The roof repair work is still ongoing.
- 9.7. Roman Park (DF, RN, ML, SC) New football team to start a mini-kickers on Sundays soon.
- 9.8. Social Club (PA) No updates
- 9.9. Climate Change (SC, DF, EJ) Expression of interest completed for EV Chargers, clerk looking at Solar/Batteries for the Hall.

**10.** <u>**Public Question Time**</u> - Further opportunity for members of the public to raise issues or ask questions.

None

#### 11. <u>Confirmation of the next Meetings, Time, Date & Place.</u>

The next ordinary Parish Council meeting will be at 7.30 pm, 15<sup>th</sup> November 2023, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:10.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....



### Appendix A - Financial Information

Income & Exp	enditure	Lloyds Current	Lloyds Reserve	Total
31/08/2023	Closing Balance	1,314.36	36,963.09	38,277.45
Receipts				
05/09/2023	Life & Soul Kitchen – Rent	600.00		600.00
11/09/2023	Lloyds - Interest Received		34.59	34.59
13/09/2023	Strawberry Night Nanny - CCN Advertising	60.00		60.00
18/09/2023	Pave-Drive Ltd - CCN Advertising	225.00		225.00
19/09/2023	Herefordshire Council – Precept		21,850.00	21,850.00
19/09/2023	Brian Jenkinson - CCN Advertising	60.00		60.00
29/09/2023	Fishwick Autos - CCN Advertising	185.00		185.00
	Total Received in Period	1,130.00	21,884.59	23,014.59
Payments				
05/09/2023	Defib World – Replacement Pads/Battery	-117.99		-117.99
12/09/2023	NEST – Pension	-220.21		-220.21
20/09/2023	Mrs E Jones – Wages Sept 2023	-344.65		-344.65
20/09/2023	Mrs E Jones – Expenses Aug 2023	-32.40		-32.40
20/09/2023	Mr L Harper-Smith – Wages Aug 2023	-718.60		-718.60
20/09/2023	Mr L Harper-Smith – Expenses Aug 2023	-46.84		-46.84
20/09/2023	Credenhill Community Hall – Hall Hire	-36.00		-36.00
20/09/2023	Signworx - Community Centre Signage	-175.20		-175.20
20/09/2023	Signworx – Newsletter Printing Sept 2023	-456.00		-456.00
20/09/2023	Broxap – Roman Park Bin	-700.80		-700.80
20/09/2023	Marches Grounds Maintenance – 5/7 of Grass Cutting Contract	-488.57		-488.57
20/09/2023	Marches Grounds Maintenance – 2/2 of Weed Control Contract	-510.00		-510.00
21/09/2023	Life & Soul Kitchen - Use of Skip	-354.00		-354.00
22/09/2023	British Gas - Electricity Changing Rooms	-17.36		-17.36
22/09/2023	British Gas - Electricity Carpark Lights	-24.34		-24.34
29/09/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
	Total Spent in Period	-4,294.96		-4,294.96
Transfers				
	Transfer from Current Account to Reserve	4,000.00	-4,000.00	0.00
	Total Transfers in Period	4,000.00	-4,000.00	0.00
30/09/2023	Closing Balance	2,149.40	54,847.68	56,997.08
Payments to A	Authorise			
11/10/2023	Mrs E Jones – Wages Oct 2023	-344.65		-344.65
11/10/2023	Mr L Harper-Smith – Wages Sept 2023	-864.40		-864.40
11/10/2023	Mr L Harper-Smith – Expenses Sept 2023	-74.91		-74.91
11/10/2023	Herefordshire Heartstart – Donation for Training	-100.00		-100.00
11/10/2023	Signworx – Newsletter Printing Oct 2023	-418.00		-418.00
11/10/2023	Marches Grounds Maintenance – 6/7 of Grass Cutting Contract	-488.57		-488.57
11/10/2023	Mrs E Jones – Expenses Sept 2023*	-8.99		-8.99
11/10/2023	Credenhill Community Hall – Hire Fee Sept 2023*	-36.00		-36.00
, _0, _020	Total Payments to Authorise	-2,290.53	0.00	-2,290.53
Transfers to A	-	_,		_,
11/10/2023	Transfer from Current Account to Reserve	2,000.00	-2,000.00	0.00
	Total Transfers to Authorise	2,000.00	-2,000.00	0.00
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\* Added after the agenda/finance reports were produced for approval during the meeting.



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ASSETS	Cash & Bank				Balance
	Lloyds – Current Account (after payments	)			1,858.87
	Lloyds – Reserve Account (after transfers)				52,847.68
	Petty Cash			_	0.00
		Total Cash & Bank		-	54,706.55
	Debtors		No Due	Overdue	Total
	The Life & Soul Kitchen Ltd – Rent/Water	Recharge	661.71		661.71
	Credenhill Community Hall – Water Recha	rge	86.38		86.38
	Credenhill Social & Sports Club – Water Re	echarge	382.41		382.41
	RO-Stars Hereford – 3 Months Roman Par	k Hire Fees	150.00		150.00
	MDR Electrical – CCN Advertising		105.00		105.00
	Coach House Interiors – CCN Advertising		185.00		185.00
	Bright as a button – CCN Advertising	<u> </u>	18.00		18.00
		Total Debtors	1,588.50	0.00	1,588.50
	Other Debtors				
	HMRC – VAT (01/04/2023 – 30/09/2023)	<u> </u>	2,089.22		2,089.22
		Total Other Debtors	2,089.22	0.00	2,089.22
		TOTAL ASSETS		-	58,384.27
LIABILITIES	Creditors		Not Due	Overdue	Total
-	Herefordshire Council – Waste & Recyclin	g	172.71		172.71
	Welsh Water – Community Centre		275.08		275.08
	British Gas – Electricity Changing Rooms (	DD)			
	British Gas – Electricity Carpark Lights (DD	)			
		Total Trade Creditors	447.79	0.00	447.79
	<b>Other Liabilities</b> Defibrillator Fund		96.59		96.59
	HMRC - PAYE Owing (DD)		130.28		130.28
	NEST Pension Payments Owing (DD)		74.16		74.16
	Youth Club Funds		745.26		745.26
	VAT at 20% to be reclaimed from HMRC		0.00		0.00
	VAT at 5% to be reclaimed from HMRC		0.00		0.00
		Total Other Liabilities	1,046.29	0.00	1,046.29
		TOTAL LIABILITIES		-	1,494.08
		TOTAL		-	56,890.19
				-	



# Appendix B – Year to date spend compared to budget

	arison `	в	с	D	E	F	G	н	
		Total	VTD	YTD			YTD		
b/fwd. Reserve	Year Budget	Budget (inc	Comparable	Actual Spent/	YTD Variance	Budget	Comparable Budget	YTD	Notes
				Receipt			Change		
						5			Street Cleaner paid 1 month in advance Street Cleaner paid 1 month in advance
	15,725	15,725	7,863			-			
	95	95	47	47	-	5	÷	-	
	144	144 60	30	49 30	- 23		-	- 23	
	24	24	12	-	12	2	2	12	
						5	2 S		
	90	90	45			2		20	
	100	100	100			2		60	
				0141524					
	5,026	5,026	3,031	2,658	373	- 2		373	Printing cost less than expected
22	5,108	5,108	3,072	2,700	372	ŝ.	100 100 100	372	
	1,721	1,721	1,721	1,543	178	2	12	178	Saving on insurance
	315	170 315	315			5. 10		105	External Audit Fee More than expected
	35	35	2 <b>-</b> 5	-	3	-	15	-	Roman Park Planning Fee £135 more than
380	850	1,230	1,230			2		202	expected
750	- 130	750 130	750	950	- 200	-		200	Lease Legal Fees Overspend
1,130	3,221	4,351	4,186	4,448	- 262	Ð		262	
	204	204	102	95	7		87	7	Current bill not received
	500	500	250	488				238	
	-	-	-	531	- 531	531	531	-	To be recharged when bill received (Mar/Sept)
727	360	360	180	129	- 665	- 531	- 531 -	51 135	Current bill not received
0.									
	296	296	-	5		5	5	075	Contractor off
		·				5	3		Contractor off Contractor off
	1,188	1,188	-	-		-	-	-	Overall contract under budget
	А	в	с	D	E	F	G	н	
		Total	YTD	YTD	1070	Agreed	YTD	Revised	
b/fwd. Reserve		Budget (inc	Comparable			Budget	Budget	YTD	Notes
	_	Reserve)	Budget Total	Receipt		Movements	Change	Variance	
	804	804	804	1,020	- 216	-	-	- 216	Overall contract under budget
			3,252	2,931	321	-	-	321	Overall contract under budget
-	9,330	9,330	4,243	4,139	104	-	-	104	
1,130	35,291	36,421	20,368	21,271	- 904	531	885	- 18	
	6.500	6.500	6.500	7.440	- 940	580	580	- 360	Offset mug sales to PTFA Grant
7,922	5,584	13,506	584	584	-	-	-	-	New Bin
27,636	-	27,636	4,910	-	4,910	- 4,910	- 4,910	-	£4.9k Social Club Fence (Repairs/Renewals) £600 Community Centre Fence. Hall Chairs/Ta
5,193	2,826	8,019	2,163	6,837	- 4,674	4,674	4,674	- 0	£1071, New Signs £146
		-	-	236	- 236	236	236	- 0	TFR Repairs/Renewals - Specific budget in 202
			14,157	- 15,097	- 940	- 580	- 580	- 360	
									-
42,881	54,201	97,082	34,525	36,369	- 1,844	1,111	1,465	- 3/9	
-	43,700				-	-	-	÷.,	
	7,228	- 7,228			- 0 120	-	-	- 0 120	Higher Interest Rate
		- 60	- 60	- 180			842	120	
		- 60 - 2,059			280	-	-	280	New adverts
-	60 2,059 570		- 1,040 - 150	- 1,320 - 150	280	-	-	-	New adverts
-	60 2,059 570	- 2,059	- 1,040 - 150	- 1,320 - 150 - 635	280	580	580	280 - 55	
	60 2,059 570	- 2,059	- 1,040 - 150 -	- 1,320 - 150	280		580 -	-	New adverts
	Reserve 	Reserve  Budget    15,272  453    -  15,725    -  5,144    600  24    601  24    602  24    603  24    604  24    600  24    600  24    600  24    600  24    600  24    600  24    600  300    -  5,026    -  5,026    -  5,026    -  5,026    -  5,026    -  5,026    -  3,021    1,130  3,221    1,130  3,241    1,188  A    b/fwd.  Year    Reserve  4,332    5,000  -    1,130  35,291    1,130  35,291    1,130  35,291    1,130  3,5,000	Budget  Budget Reserve  Budget Reserve    15,272  15,272    453  453    -  15,725    95  95    14  144    60  60    24  24    60  24    60  180    90  90    100  100    100  100    100  100    100  100    100  100    100  100    100  100    100  100    100  100    1010  100    1010  100    1010  100    1010  1,00    1,110  3,21    1,130  3,21    1,130  3,21    1,130  3,21    1,130  3,24    1,130  1,154    1,154  1,154    1,154  1,154 <t< td=""><td>b/twd. Reserve  Year Budget  Budget (inc Reserve)  Comparable Budget Total    15,272  15,272  7,636    453  453  226    -  15,272  15,725  7,863    -  15,272  15,725  7,863    -  15,725  15,725  7,863    -  15,725  15,725  7,863    -  15,725  15,725  7,863    -  15,725  15,725  7,863    -  50  60  30    -  160  60  30    180  180  90  90    -  753  753  426    -  5,108  5,108  3,072    -  5,108  5,108  3,072    -  5,108  5,108  3,072    -  1,721  1,721  1,721    1,721  1,721  1,721  1,723    1,130  3,221  4,351  4,185</td><td>b/fwd.  Year  Iotal  YID  Actual    Budget (inc Reserve)  Budget (inc Reserve)  Comparable Budget Total  Spert/ Receipt    15,725  15,725  7,636  8,015    -  15,725  7,863  8,215    -  15,725  7,863  8,215    -  15,725  7,863  8,215    -  15,725  7,863  8,215    -  95  97  47    144  144  72  49    60  60  300  300    24  24  122  -    60  60  300  900  900    180  180  90  90  90    150  5,108  5,108  3,072  2,700    1,130  3,221  1,721  1,721  1,723    1,130  3,221  1,230  1,365  -    1,130  3,221  4,351  4,420    1,130  3,221</td><td>b/fwd.  Year Budget  Notal Budget (inc Reserve)  YID Budget (inc Budget (inc Reserve)  Actual Spent/ Budget Total Budget Total  YID Spent/ Receive  YID Spent/ Spent/ Receive  YID Spent/ Sp</td><td>b/fwd. Reserve  Vear Budget  Iotal Budget  VID Reserve  Actual Budget  VID Receipt  Actual Receipt  VID Variance Receipt  Agreet Movements    15,272  15,272  7,636  8,015  -  379  -    453  453  226  237  -  389  -    -  15,272  15,775  7,863  8,015  -  -    95  95  97  447  49  2.3  -    400  60  60  30 0  -  -    4144  144  72  49  2.0  -  -    100  100  100  100  100  -  -  -    100  100  100  100  100  -  -  -    1100  1,721  1,723  3,072  2,00  -  -  -    1100  1,721  1,723  1,420  -  -  -  -    <td< td=""><td>by/feed, Budget  Verar Budget,</td><td>by feed, Reserve  vear Budget Bud</td></td<></td></t<>	b/twd. Reserve  Year Budget  Budget (inc Reserve)  Comparable Budget Total    15,272  15,272  7,636    453  453  226    -  15,272  15,725  7,863    -  15,272  15,725  7,863    -  15,725  15,725  7,863    -  15,725  15,725  7,863    -  15,725  15,725  7,863    -  15,725  15,725  7,863    -  50  60  30    -  160  60  30    180  180  90  90    -  753  753  426    -  5,108  5,108  3,072    -  5,108  5,108  3,072    -  5,108  5,108  3,072    -  1,721  1,721  1,721    1,721  1,721  1,721  1,723    1,130  3,221  4,351  4,185	b/fwd.  Year  Iotal  YID  Actual    Budget (inc Reserve)  Budget (inc Reserve)  Comparable Budget Total  Spert/ Receipt    15,725  15,725  7,636  8,015    -  15,725  7,863  8,215    -  15,725  7,863  8,215    -  15,725  7,863  8,215    -  15,725  7,863  8,215    -  95  97  47    144  144  72  49    60  60  300  300    24  24  122  -    60  60  300  900  900    180  180  90  90  90    150  5,108  5,108  3,072  2,700    1,130  3,221  1,721  1,721  1,723    1,130  3,221  1,230  1,365  -    1,130  3,221  4,351  4,420    1,130  3,221	b/fwd.  Year Budget  Notal Budget (inc Reserve)  YID Budget (inc Budget (inc Reserve)  Actual Spent/ Budget Total Budget Total  YID Spent/ Receive  YID Spent/ Spent/ Receive  YID Spent/ Sp	b/fwd. Reserve  Vear Budget  Iotal Budget  VID Reserve  Actual Budget  VID Receipt  Actual Receipt  VID Variance Receipt  Agreet Movements    15,272  15,272  7,636  8,015  -  379  -    453  453  226  237  -  389  -    -  15,272  15,775  7,863  8,015  -  -    95  95  97  447  49  2.3  -    400  60  60  30 0  -  -    4144  144  72  49  2.0  -  -    100  100  100  100  100  -  -  -    100  100  100  100  100  -  -  -    1100  1,721  1,723  3,072  2,00  -  -  -    1100  1,721  1,723  1,420  -  -  -  - <td< td=""><td>by/feed, Budget  Verar Budget,</td><td>by feed, Reserve  vear Budget Bud</td></td<>	by/feed, Budget  Verar Budget,	by feed, Reserve  vear Budget Bud