

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 20th DECEMBER 2023**

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Miss. Deanna Pennington (DE), Councillor Mrs Dot Pullen (DP), Councillor Mr Paul Beechey (PA), Councillor Revd. Rana Davies-James (RD), Councillor Mr. Paul Burrridge (PB), Councillor Mr. Dan Fellows (DF).

Ward Councillor Mr. Bob Matthews (BM)

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

2 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 Mr. Andrew Slater Deputy Chair (AS), Councillor Mrs Sandra Cheasley (SC).

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.

- Waterside – Has followed up drains, issue is within the properties.
- Weobly School Transport
 - BM raised the issue at cabinet, Cllr Price still assessing the points raised.
 - BM spoke to Sergeant's again but no change in route. Zipper is also taking trade.
- Flood Alleviation Scheme Maintenance – Awaiting confirmation
- Bus Shelter/VAS A480 – Awaiting final figure of refund on VAS. ML raised that the light and electrics need to be finished.
- Dovecote Lane Double Yellow Lines (inc correspondence from resident) – The focus at present is the safety at the junction. Herefordshire Council still waiting for quotes.
- Southern Relief Road and Western Bypass – 6000 homes planned to achieve western bypass. BM supports Southern relief road.
- Council Tax will increase by 5% plus other service charges to increase (such as planning fees etc).

4. Public Question Time - Opportunity for members of the public to raise issues or ask questions.

None

5. Minutes – BM requested an amendment to the minutes, item 3.2. DP proposed to approve the amended minutes and sign the Minutes for the meeting held on 15th November 2023 as a true record.
Seconded by PA

6. Matters arising since last meeting:

6.1. The quotes received to replace the Doors & Windows at Credenhill Social & Sports Club were reviewed. Discussion took place and it was **resolved** to go ahead with the quote received from Window Wise Hereford Ltd for £10,386.67 plus VAT. The funds will come from the Land & Buildings Improvement Fund (previously the Culvert Repairs Fund). Proposed by DF and seconded by PA, supported unanimously.

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- 6.2. Consider quotes received to install Solar Panels & Batteries Credenhill Community Centre and award contract. Discussion took place and it was **resolved** to go ahead with the quote received from Epic Global Group Ltd for £22,893.59 plus VAT. £15,000 will be paid from Credenhill Community Hall Reserves and the remaining balance will come from the Land & Buildings Improvement Fund (previously the Culvert Repairs Fund). Proposed by DF and seconded by PA, supported unanimously.
- 6.3. Community Policing Charter contract update – 3 priorities for the parish. The Parish Council decided to keep the priorities the same but make the ASB less specific (currently the focus is on the Roman Park).

Correspondence from Hereford Medical Group about the future of Credenhill Surgery. HMG have stated that the main reason for closure is that the building doesn't comply with current accessibility requirements and it's too small to be financially viable – the Parish Council accepted this however will insist that any future large housing development will have a modern fit for purpose surgery built as part of that development or money put aside to provide one in the parish or nearby parish.

We have also received a letter from Kington Pharmacy asking for support to open a pharmacy with additional services (e.g. Vaccinations, Consultations, Mole/Wort/Tag Removal, etc) in the old surgery. PB proposed that the Parish Council write a letter of support for this idea as since Sainsbury's have closed their Pharmacy there is a need and we can see the benefits of a pharmacy in this location. Seconded by RD. Supported unanimously.

- 6.4. Herefordshire Council matters:
- Ecroyd Park Public Open Space – Letter from the Children in Ecroyd Park has been received requesting that the park be called Backhouse Park; after the previous landowner "Thomas Backhouse Ecroyd", the Parish Council supported this.
Herefordshire Council have confirmed that the transfer can go ahead freehold with the suggested covenants (i.e It can only be used at a Green Open Space and not developed.). They also confirmed that legal fees will need to be met by the Parish Council, but no figure has been provided. Clerk to obtain costs.
 - The new Footpath Officers Contract and Volunteer Letter were noted and PB agreed to continue as FPO on this basis. Herefordshire Council to send out final documents.
 - PSPO for dog control expires on 26th March 2024 – Consultation. DF proposed that the existing PSPO with the addition of Backhouse Park be applied going forward. Seconded by PA. Clerk to submit.

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

DP proposed to approve the finance reports with the addition of the deposits from items 6.1 and 6.2. Seconded by PA.

8. Final 2024/25 Budget – Appendix C

- 8.1. Approve final budget – DF DP
8.2. Approve final precept

DF proposed to approve the Budget and Precept for 2024/25 as presented. Seconded by DP. Clerk to submit precept request to Herefordshire Council.

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9. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P232775/F	24 Meadow Drive - Proposed first floor extension over existing garage.	Comments Submitted - Support	Determination by 14/11/2023	Approved – with conditions
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)	Comments - No objection	Determination by 22/11/2023	Approved – with conditions

New application for a Toilet and Rest Room for the Men's Club received after the agenda was published, clerk to request and extension until after the next meeting if needed. PA to review and report back in January 2024.

10. To receive reports from working groups

- 10.1. Finance & Asset Management (AS, ML, PW) – No further updates.
- 10.2. Community Hall (SC, AS) – ML asked to find out if the WiFi Router installation has been finalised or if it will be boxed in for HSE purposes.
- 10.3. Footpaths (PB) – No further updates.
- 10.4. Shops/Businesses (DP) – Parking is still an issue.
- 10.5. War Memorial (ML) – No update
- 10.6. Schools (RD) – Will be breaking up for Christmas, Roofing nearly complete.
- 10.7. Roman Park (DF, ML, SC) – No update
- 10.8. Social Club (PA) – No Update
- 10.9. Climate Change (SC, DF, EJ) – The new Solar panels for the hall & club will significantly reduce the carbon footprint of parish assets as will the installation of the Doors & Windows.

11. Public Question Time - Further opportunity for members of the public to raise issues or ask questions.

None

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

The next ordinary Parish Council meeting will be at 7.30 pm, 17th January 2024, 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
31/10/2023	Opening Balance	2,106.93	56,893.20	59,000.13
Receipts				
06/11/2023	Life & Soul Kitchen – Rent	600.00		600.00
09/11/2023	Lloyds - Interest Received		61.75	61.75
09/11/2023	Hereford Centre for Natural Health – CCN Advertising	60.00		60.00
09/11/2023	Maid Domestic Services – CCN Advertising	60.00		60.00
	Total Received in Period	720.00	61.75	781.75
Payments				
08/11/2023	Gedney Bulb Company Ltd – Bulbs	-316.80		-316.80
13/11/2023	NEST – Pension	-74.21		-74.21
15/11/2023	Mrs E Jones – Wages Nov 2023	-344.65		-344.65
15/11/2023	Mrs E Jones – Expenses Oct 2023	-5.00		-5.00
15/11/2023	Mr L Harper-Smith – Wages Oct 2023	-864.40		-864.40
15/11/2023	Mr L Harper-Smith – Expenses Oct 2023	-53.84		-53.84
15/11/2023	Signworx – Newsletter Printing Nov 2023	-418.00		-418.00
15/11/2023	Marches Grounds Maintenance – 7/7 of Grass Cutting Contract	-488.57		-488.57
22/11/2023	British Gas - Electricity Changing Rooms	-19.90		-19.90
22/11/2023	British Gas - Electricity Carpark Lights	-29.31		-29.31
28/11/2023	Welsh Water – Water Rates Community Centre	-125.00		-125.00
	Total Spent in Period	-2,739.68	0.00	-2,739.68
Transfers				
09/11/2023	Transfer from Reserve Account to Current	2,000.00	-2,000.00	0.00
	Total Transfers in Period	-2,000.00	2,000.00	0.00
30/11/2023	Closing Balance	2,087.25	54,954.95	57,042.20
Payments to Authorise				
20/12/2023	Mrs E Jones – Wages Dec 2023	-344.65		-344.65
20/12/2023	Mrs E Jones – Expenses Nov 2023	-14.99		-14.99
20/12/2023	Mr L Harper-Smith – Wages Nov 2023	-864.60		-864.60
20/12/2023	Mr L Harper-Smith – Expenses Nov 2023	-77.18		-77.18
20/12/2023	Signworx – Newsletter Printing Dec 2023	-496.00		-496.00
20/12/2023	Credenhill Community Hall – Hall Hire Oct 2023	-36.00		-36.00
20/12/2023	Craig Powell – Maintenance/Cleaning	-258.70		-258.70
	Total Payments to Authorise	-2,092.12	0.00	-2,092.12
Transfers to Authorise				
20/12/2023	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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ASSETS	Cash & Bank	Balance
	Lloyds – Current Account (after payments)	1,995.13
	Lloyds – Reserve Account (after transfers)	52,954.95
	Petty Cash	0.00
	Total Cash & Bank	54,950.08

Debtors	No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent	600.00		600.00
RO-Stars Hereford – Roman Park Hire Fees	50.00	50.00	100.00
Aardvark Installations – CCN Advertising		105.00	105.00
Total Debtors	650.00	155.00	805.00
Other Debtors			
Total Other Debtors	0.00	0.00	0.00
TOTAL ASSETS			55,755.08

LIABILITIES	Creditors	Not Due	Overdue	Total
	Information Commissioner's Office – Annual Fee	35.00		35.00
	Herefordshire Council – Election Cost/Trade Waste	388.91		388.91
	Welsh Water – Community Centre	98.08		98.08
	British Gas – Electricity Changing Rooms (DD)	28.72		28.72
	British Gas – Electricity Carpark Lights (DD)	29.54		29.54
	Total Trade Creditors	580.25	0.00	580.25
	Other Liabilities			
	Defibrillator Fund	96.59		96.59
	HMRC - PAYE Owing (DD)	98.56		98.56
	NEST Pension Payments Owing (DD)	74.21		74.21
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-69.05		-69.05
	VAT at 5% to be reclaimed from HMRC	-7.33		-7.33
	Total Other Liabilities	938.24	0.00	938.24
	TOTAL LIABILITIES			1,518.49
	TOTAL			54,236.59

Reserves	Current Budget	Income	Expense's	Budget Remaining
Local Grants	6,500	580	7,440	0
Roman Park	13,508		584	12,922
Land & Buildings Improvement Fund	27,636		4,910	22,726
Repairs & Renewals	8,019		1,927	6,092
Resource Centre Fence	3,000			3,000
Credenhill Bloomers Group	0		524	0
War Memorial Improvement Fund	2,000			2,000
	Total Projects Budget Requirement			46,740
			Operating Fund (Cashflow)	7,497
			TOTAL	54,237

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Appendix B - Financial Information

2023-2024 Budget/Actual Comparison YTD

@ Dec 31, 2023

2023-2024 Budget/Actual Comparison YTD										
	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	10,182	10,573	- 391	-	345	- 47	Street Cleaner paid 1 month in advance
Employer Pension Contribution		453	453	302	312	- 10	-	10	0	Street Cleaner paid 1 month in advance
Staffing Costs	-	15,725	15,725	10,483	10,885	- 401	-	355	- 46	
Software		95	95	63	64	- 1	-	-	1	
Printing		144	144	96	73	23	-	-	23	
Telephone		60	60	40	40	-	-	-	-	
Postage		24	24	16	-	16	-	-	16	
Stationary		60	60	40	52	- 12	-	-	12	
Homeworking Allowance		180	180	120	120	-	-	-	-	
Travel & Subsistence		90	90	60	87	- 27	-	-	27	
Meeting Room Hire/File Storage		100	100	100	232	- 132	-	-	132	
Office & Meeting Costs	-	753	753	535	669	- 133	-	-	133	
Website Hosting Fee		82	82	55	56	- 1	-	-	1	
Printing CCN		5,026	5,026	4,028	3,572	457	-	-	457	Printing cost less than expected
Advertising & Promotion	-	5,108	5,108	4,083	3,628	455	-	-	455	
Insurance		1,721	1,721	1,721	1,543	178	-	-	178	Saving on insurance
Internal Audit		170	170	170	170	-	-	-	-	
External Audit		315	315	315	420	- 105	-	-	105	External Audit Fee More than expected
ICO Membership Fee		35	35	35	35	-	-	-	-	
Professional/Planning	380	850	1,230	1,230	1,365	- 135	-	-	135	Roman Park Planning Fee £135 more than expected
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	4,221	4,483	- 262	-	-	262	
Changing Rooms - Electric		204	204	136	161	- 25	-	-	25	
Changing Rooms - Water Rates		90	90	45	12	33	-	-	33	
Community Centre - Waste Disposal		500	500	375	660	- 285	-	-	285	
Community Centre - Water		-	-	-	531	- 531	531	531	-	To be recharged when bill received (Mar/Sept)
Community Centre - Electric		360	360	240	209	31	-	-	31	
Utility & Waste Management Costs	-	1,154	1,154	796	1,574	- 778	531	531	- 247	
Outsourced Maintenance Costs										
Cleaning		296	296	132	132	-	-	-	-	
Maintenance		1,863	1,863	262	262	- 0	-	-	0	
Materials		240	240	51	51	- 0	-	-	0	
Hedge Cutting		1,188	1,188	-	-	-	-	-	-	Overall contract under budget
Outsourced Maintenance Costs		9,330	9,330	5,253	4,886	368	-	-	368	
Total Operating Costs	1,130	35,291	36,421	25,372	26,124	- 752	531	885	134	
Exceptional/Planned Costs										
Charitable Grant Provision		6,500	6,500	6,500	7,440	- 940	580	580	- 360	Offset mug sales to PTFA Grant
Roman Park	7,922	5,584	13,506	584	584	-	-	-	-	New Bin
Land & Buildings Improvement Fund	27,636	-	27,636	4,910	-	4,910	- 4,910	4,910	-	£4.9k Social Club Fence (Repairs/Renewals)
Asset Repairs & Renewals	5,193	2,826	8,019	1,380	6,837	- 5,457	5,457	5,457	- 0	£600 Community Centre Fence. Hall Chairs/Tables
Hall/Resource Centre Boundary Fence		3,000	3,000	-	-	-	-	-	-	£1071, New Signs £146
Blooming Credenhill Project		-	-	-	524	- 524	524	524	- 0	TFR Repairs/Renewals - Specific budget in 2024
War Memorial Improvement Fund	1,000	1,000	2,000	-	-	-	-	-	-	
Exceptional/Planned Costs	41,751	18,910	60,661	13,374	15,385	- 2,011	1,651	1,651	- 360	
Total Projected/Actual Costs	42,881	54,201	97,082	38,746	41,510	- 2,763	2,182	2,536	- 227	
Income										
Precept	-	43,700	43,700	43,700	43,700	-	-	-	-	
Rent	-	7,228	7,228	5,417	5,417	- 0	-	-	0	
Bank Interest	-	60	60	60	287	227	-	-	227	Higher Interest Rate
CCN Adverts	-	2,059	2,059	1,816	1,545	- 271	-	-	271	New adverts
Hire of Changing Rooms	-	570	570	250	250	-	-	-	-	
Donations/Other Income	-	-	-	-	1,706	1,706	1,651	1,651	55	Offset mug sales to PTFA Grant. Tree donation. Hall Chairs.
Grants Income	-	-	-	-	-	-	-	-	-	
Utilities Recharges	-	-	-	-	531	531	531	531	-	
Total Income	-	53,617	53,617	51,243	53,436	2,193	2,182	2,182	12	
YTD Budget/Actual Variance						570			215	

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Appendix C - 2024/25 Budget Final Draft

2024-2025 Budget - Final Draft

14th December 2023

	Year Total Budget	Notes
		Based on 15 hour @£14.00 per hour per week plus CPI Oct 2023 = £14.66
Clerk Wages/PAYE	11,465	Based on 8.5 hour @£11.30 per hour per week plus CPI Oct 2023 = £11.83
Street Cleaner Wages/PAYE	4,330	13.8% on monthly earnings > £758 per employee
Employers NI	332	3% on Gross
Employers Pension Contribution	474	
Staffing Costs	16,600	Parish Clerk & Responsible Finance Officer
Microsoft Office 365	95	
Travel	120	Estimated Travel per month
Printing	144	Cartridges
Telephone	60	Lebara Mobile Contract
Postage	12	Stamps
Stationary	60	Envelopes, Paper, Folders, Dividers, stationary.
Homeworking Allowance	180	Statutory amount of £15 per month
Room Hire	440	Community Hall Hire for Meetings
File Storage Cost	100	Hire of storage for files in Hall
Office & Meeting Costs	1,211	Postage, Printing, Stationary, Telephone, Broadband & Travel.
Website Hosting Fee	82	Based on actual
Printing CCN	4,807	Based on 2023 rate plus 7% plus transition to 915 (Orchard Hse Dev)
Advertising & Promotion	4,889	Website & CCN
Insurance	1,700	Based on 2023 plus increase 10%
Internal Audit	180	2022 plus £10 increase
External Audit	420	Based on current cost plus 5%
ICO Membership Fee	35	Actual
Annual Boiler Service	-	LSK Responsibility
Fire Extinguisher Inspections	-	LSK Responsibility
Fire Alarm Inspections	-	LSK Responsibility
Playground Inspection	134	Based on actual
Insurance, Legal & Professional Costs	2,469	Insurance, Audits & Inspections.
Changing Room Costs		
Electric	204	Based on current unit cost
Water Rates	90	Based on current unit cost
Community Centre Costs		
Waste Disposal	700	Based on actual
Electric	360	Based on current unit cost
Utility & Waste Management Costs	1,354	Sulo Bin, Carpark Lights, Changing Room Electric & Water.
Village Costs		
Maintenance	1,952	103 hours from Maint Plan @ £18.10 per hour plus CPI
Materials	240	A general provision for materials needed for planned maintenance.
Cleaning	413	1 hour linked to pitch hire @ £16.45 per hour plus CPI
Hedge Cutting	500	Once per year plus safety cut at existing price plus 25%
Weed Control	1,068	Twice per year at existing price plus CPI
Grass Cutting	4,061	Current cost plus 5% Apr-Oct plus provision for extra cuts at the start and end of the season.
Tree Maintenance	1,000	Contingency/Tree Survey
Asset Management Costs	9,234	
Total Operating Costs	35,756	

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	Year Total Budget	Notes
Exceptional/Planned Costs		
		Section 137(4)(a) of the L'I G'ment Act 1972 for local councils in England for 2023-24 is £9.93 per elector. 1469 electors @ 1st sept 2022 = £14,587 limit plus RPI increase.
Charitable Grant Provision	6,500	
Roman Park	6,000	(addition to reserve) Additional to current reserve for Hard
War memorial Improvement Fund	1,000	Surfacing/Legal Costs
Ecroyd Park Park - New Bin	600	
Ecroyd Park Park - New Signs	300	
Ecroyd Park Park - Grass Cutting	240	
Ecroyd Park Park - Weed Control	50	
Ecroyd Park Park -Maintenance/Contingency	500	Trees/Wall etc
Ecroyd Park Park - Legal Fees	750	
Credenhill Bloomers	500	
Asset Repairs & Renewals	2,153	To continue with repairs and maint. Schedule.
Exceptional/Planned Costs	18,593	
Total Projected/Actual Costs	54,349	

Income

		Retain the same precept as last year; so 0% increase; needs to be adjusted to take into account the change in the tax base rate.
Precept	43,857	
Rent	7,567	LSK Lease as agreed, Wayleave, Hall & Social Club.
Bank Interest	540	
CCN Adverts	1,785	Based on existing adverts
Hire of Changing Rooms	600	Football/Hire of the changing rooms - agreed @ £50 per month currently.
Total Income	54,349	
	-	0.00

Projected Reserves Bought Forward from 2023/24

		Zip Wire Repairs. Changing Rooms External Wall Repairs. New Gate.
Roman Park	12,922	
Land & Buildings Improvement Fund	22,726	
Repairs & Renewals	6,092	See condition report schedule
Resource Centre Fence	3,000	As agreed with new tenant
War Memorial Improvement Fund	2,000	
Projected Reserves B/F from 2023/24	46,740	

Asset Improvement Fund - Projects/Costs

Accessible Fire Route From Hall/Club to gate	5,500	Awaiting Legal permission
External Lights	2,000	As above
Refurbish Floor - Main Hall	5,500	
Refurbish Floor - Stage/Steps	1,250	
Hall - Solar with Batteries	10,000	£25k Quote, Hall have £16k
Social Club Doors & Windows	12,600	

36,850

- **14,124**