

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 17th JANUARY 2024**

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater Deputy Chair (AS), Councillor Miss. Deanna Pennington (DE), Councillor Mrs Dot Pullen (DP), Councillor Mr Paul Beechey (PA), Councillor Revd. Rana Davies-James (RD), Councillor Mr Paul Warrington (PW), Councillor Mrs Sandra Cheasley (SC).

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 Burridge (PB), Councillor Mr. Dan Fellows (DF).

2. Declarations of Interest & Dispensations

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

2.2. To consider a written applications for dispensation from Cllr D Fellows for planned long term absence in relation to work. It was **resolved** to grant the dispensation, proposed by PA seconded by PW.

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

3.1. Mr Terry Smissen (TS) – Hereford Medical Group Patient Participation Group and Credenhill Surgery

TS is the Chairman of Hereford Medical Group Patient Participation Group and gave an update as follows:

Future of Credenhill Surgery

- Credenhill Surgery is no longer an operational doctor and is currently used for file storage. HMG had planned to re-open it but has been unable to staff it. The premises are also not fit for purpose as a modern surgery therefore it is planned to close the surgery permanently.
- A consultation must be completed, and this will be included in the February CCN with a closing date in March, after this a decision will be made.
- A few suggestions for alternative uses have come forward:
 - Hub/Hereford Mind/etc
 - Pharmacy

Patient Participation Group (PPG)

The PPG keeps an eye on HMG performance and is made up of patients from a variety of backgrounds, anyone can join.

The PPG feeds back to the partners of HMG on key performance indicators to ensure that patient views are considered when making decisions.

Clerk to make sure that the survey is in the CCN and to re-share it on the website and on social media.

3.2. Update from Ward Councillor Bob Matthews.

- Weobly School Transport – BM has pressed the cabinet member and it's still under consideration (Cllr Price).
- Flood Alleviation Scheme Maintenance – no progress, with cabinet member (Cllr Price).
- Bus Shelter/VAS A480 – Sign to be installed, lights done, other electrics to be decommissioned and sign writing to be completed, balance to be used for Dovecote Lane TRO.
- Dovecote Lane (TRO) Double Yellow Lines (inc correspondence from resident) – a meeting with Bruce Evans has taken place and we are now awaiting waiting for final costs.
- BM is in support of the Southern Relief Road; Belmont to Rotherwas.

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- Western Bypass still looking at cost, we all want a bypass if west it needs to be a by-pass not just another Belmont Road! BM preferred route would be East.

BM has asked HC to freeze parking charges, and this has now been agreed.

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

None raised.

5. Minutes - To approve and sign the Minutes for the meeting held on 20th December 2023. DP AS

6. Matters arising since last meeting:

6.1. PW proposed to approve the following draft tender documents:

- a) Weed Control 2024/25
- b) Grass Cutting 2024/25
- c) Hedge Trimming 2024/25
- d) Newsletter Printing 2024/25

Seconded by DP, all in favour.

6.2. Doors & Windows at Credenhill Social & Sports Club have been ordered, installation by mid-February.

6.3. Solar Panels & Batteries Credenhill Community Centre have been ordered and will be operational by 5th February.

Noted that one of the companies that quoted for the Solar work had gone into liquidation. This may of resulted in loss of deposit, Clerk to look at safeguarding on large spends in the future.

6.4. Proposed by PA to approve the costs received for changes to the fencing around the Roman Park changing rooms seconded by PW (option 2c reconfigure the fence to allow more storage in the compound at a cost of £1,625.00).

6.5. Proposed by DP to provisionally approve the proposed changes to the fencing at the rear of the Social Club, the funds will be reallocation of the grant awarded for the Patio with the balance carried forward to this financial year with agreement from the club. Seconded by PA. Clerk to follow up.

6.6. Herefordshire Council matters:

- Ecroyd Park Public Open Space – The proposed Legal Cost Fee estimate received from Herefordshire Council was discussed, BM to see if the figure can be negotiated down.

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

Proposed by DP to accept and approve the financial reports, seconded by RD.

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P240032/F	Land at 23 Teddar Av - Proposed demolition of playroom and undercover storage area and erection of 3 bedroom dwelling.	NEW	NEW	Comments by 30/01/2024
P233033/F	Credenhill Mens Club - Proposed toilet and rest room.	NEW	NEW	Comments by 01/02/2024

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PA proposed to submit the following comments after meeting with the applicant and after receiving feedback from the school:

“Credenhill Men’s Club, Station Road, Credenhill, Hereford, HR4 7DW is a valued resource and facility for some members of the local community and surrounding areas. Its current toilet and washroom facilities are in desperate and urgent need of modernising as they are located in an outside makeshift shed / lean-to arrangement. The proposed plan for development will provide safe and modern amenities for all its members and visitors and shouldn’t in any way hinder the day-to-day life of its neighbours. Credenhill Men’s Club has considered its neighbours and surrounding area when submitting the proposed plans, car parking for visitors has been taken into consideration along with the ease of access for any disabled members of the community. Credenhill Parish Council therefore supports the application.”

Seconded by AS, supported unanimously.

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW) – The precept was submitted following approval at December’s meeting, finances to be reviewed following completion of the tenders.
- 9.2. Community Hall (SC, AS) – Wifi boxing was highlighted to the Hall Committee who have agreed to resolve the HSE issues. SC attended the recent meeting and the P&L for the year is still showing an overspend of £1547 due to electricity costs. A number of questions had been raised that the clerk has responded to regarding ongoing matters.
- 9.3. Footpaths (PB) – No reports.
- 9.4. Shops/Businesses (DP) – No further updates.
- 9.5. War Memorial (ML) – No updates.
- 9.6. Schools (RD) – No update
- 9.7. Roman Park (DF, ML, SC) – The annual RoSpa is booked in for March. Additional grass cutting has been requested due to the mild winter. Football is still going well.
- 9.8. Social Club (PA) – Good December trade with a successful New Year’s Eve party, a recent darts competition had been successful, and a pool competition is planned. Still issues with finance that the committee are trying to improve.
- 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 questions.

None

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

The next ordinary Parish Council meeting will be at 7.30 pm, 21st February 2024, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:42.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
30/11/2023	Opening Balance	2,087.25	54,954.95	57,042.20
Receipts				
01/12/2023	RO Stars – Changing Rooms Hire	50.00		50.00
01/12/2023	Life & Soul Kitchen – Rent	600.00		600.00
11/12/2023	Lloyds - Interest Received		62.63	62.63
14/12/2023	AARDVARK Installations – CCN Advertising	105.00		105.00
Total Received in Period		755.00	62.63	817.63
Payments				
01/12/2023	ICO – Data Protection Fee	-35.00		-35.00
14/12/2023	Herefordshire Council – Election Cost May 2023	-216.20		-216.20
18/12/2023	NEST – Pension	-74.21		-74.21
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
20/12/2023	Epic Global Group – 50% Deposit Solar	-13,736.40		-13,736.40
20/12/2023	Window Wise Hereford – 50% Deposit Windows & Doors	-6,232.00		-6,232.00
22/12/2023	British Gas - Electricity Changing Rooms	-28.72		-28.72
22/12/2023	British Gas - Electricity Carpark Lights	-29.54		-29.54
28/12/2023	Welsh Water – Water Rates Community Centre	-125.00		-125.00
Total Spent in Period		-22,569.19	0.00	-22,569.19
Transfers				
20/12/2023	Transfer from Reserve Account to Current	20,000.00	-20,000.00	0.00
Total Transfers in Period		20,000.00	-20,000.00	0.00
31/12/2023	Closing Balance	273.06	35,017.58	35,290.64
Payments to Authorise				
11/01/2024	L Evans & Son (Hereford) Ltd – Fencing Materials Bus Stop	224.20		224.20
17/01/2024	Mrs E Jones – Wages Jan 2023	344.65		344.65
17/01/2024	Mr L Harper-Smith – Wages Dec 2023	864.40		864.40
17/01/2024	Mr L Harper-Smith – Expenses Dec 2023	42.32		42.32
17/01/2024	Credenhill Community Hall – Hall Hire Dec/Defib Training 2023	90.00		90.00
17/01/2024	Marches Grounds Maintenance -Hedge Trimming	400.00		400.00
17/01/2024	Craig Powell – Maintenance/Cleaning Dec 2023	132.45		132.45
Total Payments to Authorise		2,098.02	0.00	2,098.02
Transfers to Authorise				
17/01/2024	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)			1,175.04
	Lloyds – Reserve Account (after transfers)			32,017.58
	Petty Cash			0.00
	Total Cash & Bank			33,192.62
	Debtors	No Due	Overdue	Total
	The Life & Soul Kitchen Ltd – Rent	600.00		600.00
	RO-Stars Hereford – Roman Park Hire Fees	100.00		100.00
	Kemble at Home – CCN Advertising	105.00		105.00
	Total Debtors	805.00	0.00	805.00
	Other Debtors			
	Total Other Debtors	0.00	0.00	0.00
	TOTAL ASSETS			33,997.62
LIABILITIES	Creditors	Not Due	Overdue	Total
	Herefordshire Council – Trade Waste	172.71		172.71
	British Gas – Electricity Changing Rooms (DD)	20.71		20.71
	British Gas – Electricity Carpark Lights (DD)	34.85		34.85
	Total Trade Creditors	228.27	0.00	228.27
	Other Liabilities			
	Defibrillator Fund	96.59		96.59
	HMRC - PAYE Owing (DD)	131.48		131.48
	NEST Pension Payments Owing (DD)	74.21		74.21
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-3,438.21		-3,438.21
	VAT at 5% to be reclaimed from HMRC	-9.97		-9.97
	Total Other Liabilities	-3,400.64	0.00	-3,400.64
	TOTAL LIABILITIES			-3,172.37
	TOTAL			36,169.99

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		21,550	6,086
Repairs & Renewals	8,019		1,567	6,452
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			30,460
			Operating Fund (Cashflow)	5,709.99
			TOTAL	36,169.99

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Appendix B - Financial Information

2023-2024 Budget/Actual Comparison YTD

@ Jan 31, 2024

		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	11,454	11,851	- 397	-	345	- 52	Street Cleaner paid 1 month in advance
Employer Pension Contribution		453	453	340	350	- 10	-	10	0	Street Cleaner paid 1 month in advance
Staffing Costs	-	15,725	15,725	11,794	12,201	- 407	-	355	- 52	
Software		95	95	71	73	- 1	-	-	1	
Printing		144	144	108	73	35	-	-	35	
Telephone		60	60	45	45	-	-	-	-	
Postage		24	24	18	-	18	-	-	18	
Stationary		60	60	45	52	- 7	-	-	7	
Homeworking Allowance		180	180	135	135	-	-	-	-	
Travel & Subsistence		90	90	68	87	- 20	-	-	20	
Meeting Room Hire/File Storage		100	100	100	322	- 222	-	-	222	
Office & Meeting Costs	-	753	753	590	787	- 198	-	-	198	
Website Hosting Fee		82	82	62	66	- 4	-	-	4	
Printing CCN		5,026	5,026	4,028	3,572	457	-	-	457	Printing cost less than expected
Advertising & Promotion	-	5,108	5,108	4,090	3,638	452	-	-	452	
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
Election Costs	-	-	-	-	216	- 216	-	-	216	2023 Uncontested Election Cost
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	4,699	- 478	-	-	478	
Changing Rooms - Electric		204	204	153	181	- 28	-	-	28	
Changing Rooms - Water Rates		90	90	45	12	33	-	-	33	
Community Centre - Waste Disposal		500	500	375	660	- 285	-	-	285	
Community Centre - Water		-	-	-	557	- 557	558	558	0	To be recharged when bill received (Mar/Sept)
Community Centre - Electric		360	360	270	243	27	-	-	27	
Utility & Waste Management Costs	-	1,154	1,154	843	1,654	- 811	558	558	- 253	
Outsourced Maintenance Costs										
Cleaning		296	296	165	165	0	-	-	0	
Maintenance		1,863	1,863	362	362	-	-	-	-	
Materials		240	240	51	51	- 0	-	-	0	
Hedge Cutting		1,188	1,188	1,188	400	788	-	-	788	Overall contract under budget
Weed Control		804	804	804	1,020	- 216	-	-	216	Overall contract under budget
		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
Grass Cutting & Pitch Marking		4,439	4,439	4,113	3,420	693	-	-	693	Overall contract under budget
Tree Maintenance		500	500	-	-	-	-	-	-	
Outsourced Maintenance Costs	-	9,330	9,330	6,683	5,418	1,265	-	-	1,265	
Total Operating Costs	1,130	35,291	36,421	28,221	28,397	- 177	558	912	736	
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	21,550	-	21,550	- 21,550	21,550	0	£4.9k Social Club Fence, Windows/Doors £5,193.33, Solar £11,447.00 (Repairs/Renewals) £600 Community Centre Fence Repairs, Hall Chairs/Tables £1071, New Signs £146. Bus Stop Fence £186.83.
Asset Repairs & Renewals	5,193	2,826	8,019	1,567	23,664	- 22,098	22,097	22,097	- 0	
Hall/Resource Centre Boundary Fence		3,000	3,000	-	-	-	-	-	-	
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	30,201	32,213	- 2,012	1,651	1,651	- 361	
Total Projected/Actual Costs	42,881	54,201	97,082	58,422	60,610	- 2,189	2,209	2,563	375	
Income										
Precept	-	43,700	43,700	43,700	43,700	-	-	-	-	
Rent	-	7,228	7,228	6,017	6,017	0	-	-	0	
Bank Interest	-	60	60	60	350	290	-	-	290	Higher Interest Rate
CCN Adverts	-	2,059	2,059	1,676	1,650	26	-	-	26	
Hire of Changing Rooms	-	570	570	300	300	-	-	-	-	
Donations/Other Income	-	-	-	-	1,706	1,706	1,651	1,651	55	Offset mug sales to PTFA Grant. Tree donation. Hall
Grants Income	-	-	-	-	-	-	-	-	-	Chairs.
Utilities Recharges	-	-	-	-	531	531	558	558	- 27	
Total Income	-	53,617	53,617	51,753	54,253	2,500	2,209	2,209	292	
				YTD Budget/Actual Variance	312				667	