

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 21st FEBRUARY 2024**

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater Deputy Chair (AS), Councillor Mrs Dot Pullen (DP) Arrived at 20:07 (Item 6), Councillor Mr Paul Beechey (PA), Councillor Revd. Rana Davies-James (RD), Councillor Mr. Paul Burrige (PB).

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. Dan Fellows (DF), Councillor Mr Paul Warrington (PW), Councillor Mrs Sandra Cheasley (SC), Councillor Miss. Deanna Pennington (DE).

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.

- Beryl Bikes to be removed from camp as they are not being used enough.
- School Transport raised at the last 3 cabinet meetings still no response from the cabinet member.

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

Gary Thomas Chairman of the Men's Club - club is nearly 100 years old built by working men in the village in 1928 using bricks from the old station. A new committee is now in place, first step has been to change the name of the club to Credenhill Community Club to be more open and move away from the Men's Club. The changes have already started to have an impact with new members coming forward. 22 current members, a new table added to increase capacity. The only rural snooker club in the north of the county. Need to modernise the building.

5. Minutes – RD proposed to approve and sign the Minutes for the meeting held on 17th January 2024, seconded by PA.

6. Matters arising since last meeting:

6.1. AS proposed to approval of existing Section 137 Policy & Application form for 2024 round of local grant applications, seconded by PA.

6.2. Solar Panels & Batteries at Credenhill Community Centre have been installed, clerk working with groups to work out the best settings for each building.

6.3. The Community Centre Sewerage Pump broke down, clerk had arranged an emergency call out, pump replacement and tank clearance at a cost of £1159 by Mayglothling Waste Management.

6.4. The council considered a letter received from Credenhill Social Club requesting the reallocation of the £3k grant issued in 2019 for the rear patio to be spend on the alterations to the fencing at the rear of the club to improve the fire escape route and allow rear access to the bridge beer garden area. Proposed by PB and seconded by PA.

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- 6.5. National Lottery Grant offer of £18k for Ecroyd Park Play Area – Backhouse Park. Clerk to create specification for the play area and get designs/quotes from suppliers.
- 6.6. The parish council thanked Brian Dukes for sending us 106 old photos of Credenhill, these are now available on the website.
- 6.7. The fence is complete, and the plants have been ordered for the A480 Bus Stop. Clerk to organise work party to plant them.
- 6.8. Herefordshire Council matters:
 - Ecroyd Park Public Open Space – Community Asset Transfer, details agreed, awaiting confirmation of boundary ownership.
 - Deed of Easement – Footpath/Fire Escape Route to gate, details agreed awaiting legal completion.
 - Dovecote Lane Park – Cider Mill maintenance – RD will contact Tim Crump - Oakwrights

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

PB proposed to approve item 7, seconded by DP.

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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.	Comments Submitted – Mixed	Comments by 30/01/2024	Determine by 04/03/2024
P233033/F	Credenhill Mens Club - Proposed toilet and rest room.	Comments Submitted - Support	Comments by 01/02/2024	Approved with Conditions

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW) – No updates
- 9.2. Community Hall (SC, AS) – Looking to reposition the router.
- 9.3. Footpaths (PB) – No Reports
- 9.4. Shops/Businesses (DP) – Hole in pavement; clerk to check and report.
- 9.5. War Memorial (ML) – No updates
- 9.6. Schools (RD) – No updates
- 9.7. Roman Park (DF, ML, SC) – Clerk has followed up opportunity for trees to replace the 2 trees that are dead/damaged.
- 9.8. Social Club (PA) – Windows/Doors are being installed w/c 26th Feb.
- 9.9. Climate Change (SC, DF, EJ) - No updates

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 hall is booked on 20th March, but they have offered 18th or 21st as alternatives.

Other options are either the School or Headway; RD offered to speak to Headway about this option.

The next ordinary Parish Council meeting will be at 7.30 pm, 20th March 2024, at venue to be confirmed. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:58.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/12/2023	Opening Balance	273.06	35,017.58	35,290.64
Receipts				
08/01/2024	RO Stars – Changing Rooms Hire	50.00		50.00
08/01/2024	Life & Soul Kitchen – Rent	600.00		600.00
08/01/2024	Kemble – CCN Advertising	105.00		105.00
09/01/2024	Lloyds - Interest Received		42.37	42.37
Total Received in Period		755.00	42.37	797.37
Payments				
02/01/2024	Herefordshire Council – Trade Waste/Recycling to 31/03 2023	-172.71		-172.71
16/01/2024	NEST – Pension	-74.21		-74.21
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
22/01/2024	British Gas - Electricity Changing Rooms	-20.71		-20.71
22/01/2024	British Gas - Electricity Carpark Lights	-34.85		-34.85
25/01/2024	HMRC – PAYE/NI	-98.56		-98.56
29/01/2024	Welsh Water – Water Rates Community Centre	-125.00		-125.00
Total Spent in Period		-2,624.06	0.00	-2,624.06
Transfers				
11/01/2023	Transfer from Reserve Account to Current	3,000.00	-3,000.00	0.00
Total Transfers in Period		3,000.00	-3,000.00	0.00
31/01/2024	Closing Balance	1,404.00	32,059.95	33,463.95
Payments to Authorise				
14/02/2024	Direct 365 – Defib Battery	-127.50		-127.50
21/02/2024	Mrs E Jones – Wages Feb 2024	-344.65		-344.65
21/02/2024	Mr L Harper-Smith – Wages Jan 2024	-864.60		-864.60
21/02/2024	Mr L Harper-Smith – Expenses Jan 2024	-73.37		-73.37
21/02/2024	Craig Powell – Maintenance/Cleaning Jan 2024	-113.13		-113.13
21/02/2024	Signworx – CCN Printing February 2024	-456.00		-456.00
21/02/2024	Marches Grounds Maintenance – Fencing (Bus Stop)	-390.00		-390.00
21/02/2024	Mayglothling Waste Management – Pump Replacement	-1,159.00		-1,159.00
21/02/2024	Epic Global Group – 50% Balance Solar/Batteries	-13,735.91		-13,735.91
Total Payments to Authorise			0.00	
Transfers to Authorise				
21/02/2024	Transfer from Reserve Account to Reserve	17,000.00	-17,000.00	0.00
Total Transfers to Authorise		17,000.00	-17,000.00	0.00

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ASSETS	Cash & Bank			Balance
	Lloyds – Current Account (after payments)			1,139.84
	Lloyds – Reserve Account (after transfers)			15,059.95
	Petty Cash			0.00
	Total Cash & Bank			16,199.79
	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
	Electrics Fixed – CCN Advertising	180.00		180.00
	Nessential Footcare – CCN Advertising	60.00		60.00
	Big Daves Private Hire – CCN Advertising	60.00		60.00
	Total Debtors	1,000.00	0.00	1,000.00
	Other Debtors			
	Total Other Debtors	0.00	0.00	0.00
	TOTAL ASSETS			17,199.79
LIABILITIES	Creditors	Not Due	Overdue	Total
	British Gas – Electricity Changing Rooms (DD)	33.14		33.14
	British Gas – Electricity Carpark Lights (DD)	30.71		30.71
	Total Trade Creditors	63.85		63.85
	Other Liabilities			
	HMRC - PAYE Owing (DD)	65.64		65.64
	NEST Pension Payments Owing (DD)	74.21		74.21
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-5,905.91		-5,905.91
	VAT at 5% to be reclaimed from HMRC	-13.00		-13.00
	Total Other Liabilities	-5,033.82	0.00	-5,033.82
	TOTAL LIABILITIES			-4,969.96
	TOTAL			22,169.75

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		33,990	-6,646
Repairs & Renewals	8,019		2,964	5,055
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			16,331
	Operating Fund (Cashflow)			5,838.75
	TOTAL			22,169.75

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Appendix B - Financial Information

2023-2024 Budget/Actual Comparison YTD

@ Feb 29, 2024

YTD 2024 Budget/Actual Comparison FY24											
	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	12,727	13,130	-	403	345	-	58	Street Cleaner paid 1 month in advance
Employer Pension Contribution		453	453	377	387	-	10	10	-	0	Street Cleaner paid 1 month in advance
Staffing Costs	-	15,725	15,725	13,104	13,517	-	413	355	-	58	
Software		95	95	79	81	-	2	-	-	2	
Printing		144	144	120	89	31	-	-	-	31	
Telephone		60	60	50	50	-	-	-	-	-	
Postage		24	24	20	-	20	-	-	-	20	
Stationary		60	60	50	59	-	9	-	-	9	
Homeworking Allowance		180	180	150	150	-	-	-	-	-	
Travel & Subsistence		90	90	75	92	-	17	-	-	17	
Meeting Room Hire/File Storage		100	100	100	322	-	222	-	-	222	
Office & Meeting Costs	-	753	753	644	843	-	199	-	-	199	
Website Hosting Fee		82	82	68	76	-	8	-	-	8	
Printing CCN		5,026	5,026	4,507	4,028	479	-	-	-	479	Printing cost less than expected
Advertising & Promotion	-	5,108	5,108	4,576	4,104	472	-	-	-	472	
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	170	213	-	43	-	-	43	
Changing Rooms - Water Rates		90	90	45	12	33	-	-	-	33	
Community Centre - Waste Disposal		500	500	375	660	-	285	-	-	285	
Community Centre - Water		-	-	-	682	-	682	558	558	125	To be recharged when bill received (Mar/Sept)
Community Centre - Electric		360	360	300	272	28	-	-	-	28	
Utility & Waste Management Costs	-	1,154	1,154	890	1,839	-	949	558	558	392	
Outsourced Maintenance Costs											
Cleaning		296	296	165	165	0	-	-	-	0	
Maintenance		1,863	1,863	362	475	-	113	-	-	113	
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	4,222	3,420	802	-	-	-	802	Overall contract under budget
Tree Maintenance		500	500	-	-	-	-	-	-	-	
Outsourced Maintenance Costs	-	9,330	9,330	6,792	5,531	1,260	-	-	-	1,260	
Total Operating Costs	1,130	35,291	36,421	30,227	30,534	-	307	558	912	605	
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	-	33,000	21,550	0	£4.9k Social Club Fence, Windows/Doors
Asset Repairs & Renewals	5,193	2,826	8,019	2,964	36,511	-	33,547	33,547	33,547	0	£5,193.33, Solar £23,897.00 (Repairs/Renewals)
Hall/Resource Centre Boundary Fence		3,000	3,000	-	-	-	-	-	-	-	Awaiting donation from Hall of £15k
Blooming Credenhill Project		-	-	-	524	-	524	524	524	0	£600 Community Centre Fence Repairs. Hall
War Memorial Improvement Fund	1,000	1,000	2,000	-	-	-	-	-	-	-	Chairs/Tables £1071, New Signs £146. Bus Stop
Exceptional/Planned Costs	41,751	18,910	60,661	31,598	45,059	-	13,461	1,651	13,101	360	Fence £186.83.
Total Projected/Actual Costs	42,881	54,201	97,082	61,825	75,593	-	13,768	2,209	14,013	245	TFR Repairs/Renewals - Specific budget in 2024
Income											
Precept	-	43,700	-	43,700	-	43,700	-	-	-	-	
Rent	-	7,228	-	7,228	-	6,617	-	0	-	0	
Bank Interest	-	60	-	60	-	392	-	-	-	332	Higher Interest Rate
CCN Adverts	-	2,059	-	2,059	-	1,816	-	134	-	134	
Hire of Changing Rooms	-	570	-	570	-	350	-	-	-	-	
Donations/Other Income	-	-	-	-	-	1,706	-	1,651	1,651	55	Offset mug sales to PTFA Grant. Tree donation. Hall
Grants Income	-	-	-	-	-	-	-	-	-	-	Chairs.
Utilities Recharges	-	-	-	-	-	531	-	558	558	27	
Total Income	-	53,617	-	53,617	-	52,543	-	2,703	2,209	494	
YTD Budget/Actual Variance						-	11,066			739	