

### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT HEREFORDSHIRE HEADWAY ON 20th MARCH 2024

#### PRESENT:

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

Ward Councillor Mr. Bob Matthews (BM)
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. Apologies for Absence** - To receive and accept apologies for absence.

Councillor Revd. Rana Davies-James (RD), Councillor Mr. Dan Fellows (DF).

- 2. <u>Declarations of Interest & Dispensations</u>
- 2.1. SC declared an interest in agenda item 6.6
- 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.
    - Confirmed balance from Bus Shelter is £12,334.84 (ex VAT), TRO Dovecote Lane will cost £5495 plus VAT. Balance to be allocated on projects to be decided by the PC.
    - Transport plans are ongoing.
    - £0.5m for PROW
    - Lengthsman Scheme is out now. Clerk to follow up.
- **4. Public Question Time** Opportunity for members of the public to raise issues or ask questions.

Brian Harris raised the point that there are no benches in the village for people to sit on. Can the Parish Council investigate putting some in the village? Some debate took place highlighting a number of areas in the Parish. It was noted that the Parish Council cannot put them on land not under its ownership therefore the only options are War Memorial, Entrance to Community Centre, Roman Park and the new park in Ecroyd Park. The village green (triangle on station road/A480) was discussed however concern was raised about the safety of this location. It was agreed that plastic benches would be a good long-term option, clerk to look at costs.

- **5.** <u>Minutes</u> PA proposed to approve and sign the Minutes for the meeting held on 21<sup>st</sup> February 2024, seconded by AS.
- 6. <u>Matters arising since last meeting:</u>
- 6.1. PW proposed to award the following contracts for 2024/25:
  - Grass Cutting
  - Weed Control
  - Hedge Trimming

to Marches Ground Maintenance being the best quote for all 3 contracts, seconded by PA

PB proposed to award the 2024/25 Newsletter Printing contract to Barrington Print Ltd, seconded by DE.

6.2. The changes to the Roman Park & Community Centre Fencing have been completed as per the specification.

Lee Harper-Smith –Parish Clerk and Responsible Finance Officer



- 6.3. Credenhill Social Club Windows and Doors have been completed to a high standard. 1 double fire door was excluded from the specification. PC agreed to wait until the financial year end was completed to assess if the additional door could be funded.
- 6.4. Backhouse Park legal documents are ready for signing for the land transfer and play equipment suppliers have been contacted with a specification for the play equipment asking for quotes and designs to be sent by 7<sup>th</sup> May ready for the May meeting.
- 6.5. A480 Bus Stop update Fencing Complete and hedgerow planted by volunteers, over 140 plants put in

#### SC left the meeting.

6.6. A request from Glebe Close resident to review condition of tree located on the boundary with Roman Park was discussed. It was agreed that the Clerk would seek advice from the solicitor prior to making a final decision. Clerk to follow up.

### SC rejoined the meeting

- 6.7. The RoSPA Report for the Roman Park was reviewed, the main issue being the leg on the Zip Wire. Clerk to monitor and look at options.
- 6.8. Herefordshire Council matters:
  - o Ecroyd Park Public Open Space Community Asset Transfer see item 6.4
  - o Deed of Easement Footpath/Fire Escape Route to gate No progress.
  - O Dovecote Lane Park Cider Mill maintenance No update, with RD.

### 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 the finance reports, seconded by PA.

### 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

#### 9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW) Draft year end accounts to be presented at the next meeting. Grant applications to be reviewed at the next meeting.
- 9.2. Community Hall (SC, AS) per appendix C, clerk to follow up on questions raised.
- 9.3. Footpaths (PB) No reports
- 9.4. Shops/Businesses (DP) Clerk has checked the hole mentioned at the last meeting and it is in the hedge line so the responsibility of the landowners. DP raised with Onestop to follow up.
- 9.5. War Memorial (ML) No updates.
- 9.6. Schools (RD) No updates.

Lee Harper-Smith –Parish Clerk and Responsible Finance Officer



- 9.7. Roman Park (DF, ML, SC) SC and Emma have provided a list of options for the tree funding from Hereford Council.
- 9.8. Social Club (PA) Increased trade since new year meaning they are breaking even now. Already benefiting from the new Windows and Doors as if feels warmer and better natural light. The Solar is being monitored by the clerk to assess the best settings.
- 9.9. Climate Change (SC, DF, EJ) Looking into planting more trees in the parish and have planted a native hedge row at the Bus stop.
- 9.10. Credenhill Community Club (PW) PW agreed to represent the Credenhill Community Club (formerly the men's club), further updates to follow.
- **10.** Public Question Time Further opportunity for members of the public to raise issues or ask questions.

DE requested that we minute thanks to the Bloomers Group who have done fantastic job; the bulbs around the village look fantastic. Special thanks to Emma Jones for organising the group.

Clerk read out the following update received from the police:

Adam has asked me to write a report for your PC meeting this week. Apologies no one can attend, Adam is on leave, I am on days off and Stef is on a day shift with commitments in the morning. If you wouldn't mind giving us a bit more notice for your next ones as we can sometimes change things around if we have some notice making it more chance of us being able to attend.

It has been quite busy the last month or so for the area. The incidents notable for the period of January to March are as follows:

- RTC on 24th Feb at 2214hrs on the junction of Station Road and Mill Lane. Car v pedestrian. Police attended and the driver was arrested for drink and drug drive and also having no insurance. The pedestrian had a head injury but it hasn't been deemed as life threatening or life changing.
- Stolen bike from Credenhill woods on 28th Feb at 1530hrs. Bike left locked up in the car park. When owner has returned the bike has gone and he lock cut off. Since this time the bike has been found by a friend of his and returned it.
- Suspicious incident in Glebe Close on 11/03 at 2100hrs Report of a male walking around wearing camouflage clothing looking at vehicles on peoples drive ways. Police attended within 20 minutes and conducted an area search but there was no trace of the male. No reports of any thefts from vehicles since the call.
- Report of 4 males fighting in Trenchard Avenue on 12/03 at 2235hrs. Police attended and arrested 2 males for assault. One male was further arrested for possession of cannabis after a search was conducted on him by officers.
- RTC on 16/03 at 1130hrs on the A480. Witness states that the vehicle has over taken them dangerously and then lost control, gone through the hedge to a field and spun over several times before coming to a stop. Luckily no serious injuries and on police arrival the driver was arrested for drug driving.

SNT have conducted numerous patrols in the area on day and late shifts, around the estates, shops and park. No issues have been identified during this time.

We have also knocked over 200 doors completing community surveys on the residents asking them about any issues that they have in the area. These were mainly no issues, a few have complained about the speeding on Station Road and vehicles driving the wrong way down Elm Road (tends to be delivery drivers). We have also been outside the shops for a few hours over weekends speaking to residents and signing them up to our neighbourhood matters alerts so that we have more people who are receiving our alerts and getting the information from us.



We have not carried out any speed enforcement during this period as the community surveys have been made a priority by our bosses.

Hope this is enough information for you.
Kind regards,
Christina
Hereford Rural North Safer Neighbourhood Team

Team email: herefordrn.snt@westmercia.pnn.police.uk

Hereford Rural North Team, South Wye Police Station; Goodrich Grove, Hereford, HR2 7DB

The new local plan is being consulted upon, details are as follows:

The Hereford Draft Local Plan 2021 - 2041 Consultation is now LIVE Today (25<sup>th</sup> March) we are launching the (Regulation 18) consultation on the Draft Herefordshire Local Plan 2021 - 2041.

The Herefordshire Draft Local Plan document sets out the planning framework for the county for the period to 2041 and covers issues such as housing provision, the economy, retail and town centres, infrastructure provision and the environment. It will also set out policies by which planning applications will be determined, in addition to allocation land for new housing and commercial development and associated infrastructure. The consultation will run from the 25th March to the 20th May. We invite you to read the consultation documents carefully and submit a response via the Commonplace website: <a href="https://hlp.commonplace.is/">https://hlp.commonplace.is/</a>

Clerk has forwarded information about the engagement meeting if anyone would like to attend. Clerk will try to attend a meeting before the next PC meeting to feedback impact for Credenhill.

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

The next ordinary Parish Council meeting will be at 7.30 pm, 17<sup>th</sup> April 2024, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:27.

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Councillor for Martin Leaton Chair	
Signed	
Date	



## Appendix A - Financial Information

Income & Exp	enditure	Lloyds Current	Lloyds Reserve	Total
31/01/2024	Opening Balance	1,404.00	32,059.95	33,463.95
Receipts				
07/02/2024	Big Daves Private Hire – CCN Advertising	60.00		60.00
08/02/2024	Life & Soul Kitchen – Rent	600.00		600.00
09/02/2024	Lloyds - Interest Received	000.00	35.47	35.47
16/02/2024	National Lottery – Backhouse Park Grant	18,000.00	-	18,000.00
20/02/2024	Nessential Footcare – CCN Advertising	60.00		60.00
	Total Received in Period	18,720.00	35.47	18,755.47
Payments				
14/02/2024	Direct 365 – Defib Battery	-127.50		-127.50
21/02/2024	NEST – Pension	-74.21		-74.21
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	Epic Global Group – 50% Balance Solar/Batteries	-13,735.91		-13,735.91
22/02/2024	British Gas - Electricity Changing Rooms	-30.71		-30.71
22/02/2024	British Gas - Electricity Carpark Lights	-33.14		-33.14
28/02/2024	Welsh Water – Water Rates Community Centre	-125.00		-125.00
_0, 0_, _0	Total Spent in Period	-16,368.22	0.00	-16,368.22
Transfers				
15/02/2024	Transfer from Reserve to Current Account	17,000.00	-17,000.00	0.00
20/02/2024	Transfer from Current Account to Reserve	-18,000.00	18,000.00	0.00
20,02,2024	Total Transfers in Period	-1,000.00	1,000.00	0.00
		· · · · · · · · · · · · · · · · · · ·		
29/02/2024	Closing Balance	2,755.78	33,095.42	35,851.20
Payments to A	Authorise			
11/03/2024	Mayglothling Waste Management – Pump Replacement	-1,159.00		-1,159.00
20/03/2024	Mrs E Jones – Wages March 2024	-344.65		-344.65
20/03/2024	Mrs E Jones – Expenses March 2024	-2.79		-2.79
20/03/2024	Mr L Harper-Smith – Wages Feb 2024	-864.40		-864.40
20/03/2024	Mr L Harper-Smith – Expenses Feb 2024	-105.57		-105.57
20/03/2024	Craig Powell – Maintenance/Cleaning Feb 2024	-97.90		-97.90
20/03/2024	Signworx – CCN Printing March 2024	-456.00		-456.00
20/03/2024	Playsafety Ltd – Roman Park RoSPA Report	-232.80		-232.80
20/03/2024	Credenhill Community Hall – Hire Dec-Feb & File Storage	-228.00		-228.00
20/03/2024	Wyevale Nurseries – Hedging Plants Bus Stop	-424.56		-424.56
20/03/2024	Window Wise (Hereford) Ltd – Windows & Doors 50% 2/2	-6,232.00		-6,232.00
20/03/2024	Border Contracts Ltd – Club/Roman Park Fencing	-4,674.00		-4,674.00
	Total Payments to Authorise	-14,821.67	0.00	-14,821.67
Transfers to A	uthorise			
20/03/2024	Transfer from Reserve to Current Account	15,000.00	-15,000.00	0.00
	Total Transfers to Authorise	15,000.00	-15,000.00	0.00



ASSETS	Cash & Bank				Balance
	Lloyds – Current Account (after payments)				2,934.11
	Lloyds – Reserve Account (after transfers)				18,095.42
	Petty Cash			-	0.00
		Total Cash & Ban	k	-	21,029.53
	Debtors		No Due	Overdue	Total
	The Life & Soul Kitchen Ltd – Rent/Water Rec	harge	647.58		647.58
	Credenhill Social Club – Water Recharge		362.17		362.17
	Credenhill Community Hall – Water Recharge	<u>}</u>	100.00		100.00
	RO-Stars Hereford – Roman Park Hire Fees		100.00	50.00	150.00
	Electrics Fixed – CCN Advertising			180.00	180.00
	Hair @ Home – CCN Advertising		60.00		60.00
		Total Debtor	s 1,269.75	230.00	1,499.75
	Other Debtors				
	To	otal Other Debtor	s 0.00	0.00	0.00
		TOTAL ASSETS	S	- -	22,529.28
LIABILITIES	Creditors		Not Due	Overdue	Total
LIADILITIES	British Gas – Electricity Changing Rooms (DD)		33.14	Overdue	<b>Total</b> 33.14
	British Gas – Electricity Changing Rooms (DD)  British Gas – Electricity Carpark Lights (DD)		30.71		30.71
	Herefordshire Council – Trade Waste/Recycli	nα	179.74		179.74
	Welsh Water – Water Changing Rooms/Comi	-	256.90		259.90
		tal Trade Creditor			495.38
	Other Liabilities				
	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		-7,847.11		-7,847.11
	VAT at 5% to be reclaimed from HMRC		-15.79		-15.79
	Tot	al Other Liabilitie	s <u>-6,944.88</u>	0.00	-5,033.82
		TOTAL LIABILITIE	S	-	-6,449.50
		тота	L	-	28,978.78
Reserves		Current Budget	Income Exp		dget aining

Reserves	Current Budget	Income	Expense's	Remaining
Local Grants	6,500	580	7,440	0
Roman Park	13,508		2,209	11,222
Land & Buildings Improvement Fund	27,636		38,190	-10,554
Repairs & Renewals	8,019		2,796	5,223
Resource Centre Fence	3,000			3,000
Credenhill Bloomers Group	0		525	0
War Memorial Improvement Fund	2,000			2,000
	Total Pro	jects Budget R	equirement	10,891
Operating Fund (Cashflow				18,088
			TOTAL	28,979



## Appendix B - Financial Information

2023-2024 Budget/Actu	al Comp	arison \	/TD		@ M	ar 31, 2024				
		Α	В	С	D	E	F	G	н	
	b/fwd.	Year	Total	YTD	YTD Actual	YTD	Agreed	YTD Comparable	Revised	
	Reserve	Budget	Budget (inc Reserve)	Comparable Budget Total	Spent/ Receipt	Variance	Budget Movements	Budget Change	YTD Variance	Notes
Wages (inc Employers NI Employer Pension Contribution		15,272 453	15,272 453	14,000 415	14,408 425				- 409 - 10	Street Cleaner paid 1 month in advance Street Cleaner paid 1 month in advance
Staffing Costs		15,725	15,725	14,415	14,833				-	Street States paid 2 months in datance
Software		95	95	87	90	- 3	-	n :	- 3	
Printing		144	144	132	100	32	-	8	32	
Telephone Postage		60 24	60 24	55 22	- 55	22		8	22	
Stationary Homeworking Allowance		60 180	60 180	55 165	59 165	- 4		5	- 4	
Travel & Subsistence		90	90	83		- 14			- 14	
Meeting Room Hire/File Storage Office & Meeting Costs		100 753	100 753	100 698	550 <b>1,115</b>	- 450 - 416	<u> </u>		150	
		102000	100000							
Website Hosting Fee Printing CCN		5,026	82 5,026	75 5,026	86 4,484	- 11 542			- 11 542	Printing cost less than expected
Advertising & Promotion	-	5,108	5,108	5,101	4,570	531	- E	ę	531	
Insurance		1,721	1,721	1,721	1,543	178		5.	178	Saving on insurance
Internal Audi External Audi		170 315	170 315	170 315	170 420	- 105	-	5	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		2 3	135	Roman Park Planning Fee £135 more than expected
Election Costs	5		-	-	216	- 216	-	- 2	216	2023 Uncontested Election Cost
Legal Fees Playground Inspection		130	750 130	750 130	950 194	- 200 - 64	-	1	100000000000000000000000000000000000000	Lease Legal Fees Overspend
Insurance, Legal & Professional Cos		3,221	4,351	4,351	4,893				The second second	
Changing Rooms - Electric		204	204	187	243	- 56	=	2 3	- 56	
Changing Rooms - Water Rates		90	90	45	36 840	9 - 340		2 2	9 - 340	Includes April July 2024 billed in march
Community Centre - Waste Disposa Community Centre - Water		500	500	500	1,040	- 340 - 1,040	1,041	1,041	- 540	Includes April-July 2024 billed in march To be recharged when bill received (Mar/Sept)
Community Centre - Electric Utility & Waste Management Costs		360 1,154	360 1,154	330 1,062	298 2,457	32 - <b>1,395</b>	1,041	1,041	32	
		1,134	1,134	1,002	2,437	- 1,393	1,041	1,041	333	
Outsourced Maintenance Cos Cleaning		296	296	165	181	- 16	-	2	- 16	
Maintenance	•	1,863	1,863	362	557	- 195	-	5	195	
Materials Hedge Cutting		240 1,188	240 1,188	51 1,188	53 400	- 2 788	5	5 5	- 2 788	Overall contract under budget
Weed Contro		804	804	804		- 216	-	5	- 216	Overall contract under budget
		Α	В	С	D	Ε	F	G	Н	
			Total		YTD Actual		Agreed	YTD	Revised	
	b/fwd. Reserve	Year Budget	Budget (inc	Comparable	Spent/	YTD Variance	Budget	Comparable Budget	YTD	Notes
			Reserve)	Budget Total	Receipt		Movements	Change	Variance	
Grass Cutting & Pitch Marking		4,439	4,439	4,330	3,420	910	-	-	910	Overall contract under budget
Tree Maintenance Outsourced Maintenance Costs		500 9,330	500 9,330	6,900	5,631	1,270	-		1,270	
-										
Total Operating Costs	1,130	35,291	36,421	32,527	33,499	971	1,041	1,041	69	
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	2,209 -	1,625	-		- 1,625	New Bin & Fencing
										£4.9k Social Club Fence, Windows/Doors £5,193.33, Solar £23,897.00 (Repairs/Renewals)
Land & Buildings Improvement Fund	27,636	_	27,636	21,550	-	21,550	- 33,000	- 33,000	- 11,450	Awaiting donation from Hall of £15k
										£600 Community Centre Fence Repairs. Hall
Asset Repairs & Renewals	5,193	2,826	8,019	2,964	44,328 -	41,364	33,547	33,547	- 7,817	Chairs/Tables £1071, New Signs £146. Bus Stop Fence £186.83.
Hall/Resource Centre Boundary Fence		3,000	3,000	-	-	-	-	Ī.,		
Blooming Credenhill Project War Memorial Improvement Fund	1,000	1,000	2,000	-	525 -	525	524	524	- 1	TFR Repairs/Renewals - Specific budget in 2024
Exceptional/Planned Costs	41,751	18,910	60,661	31,598	54,502 -	22,904	1,651	1,651	- 21,253	
Total Projected/Actual Costs	42,881	54,201	97,082	64,125	88,001 -	23,876	2,692	2,692	- 21,184	
•										
Income										
Precept	-	43,700 -				-	-	-	-	
Rent Bank Interest	-	7,228 - 60 -	7,228 - 60 -			11 368	-	-	- 11 368	Higher Interest Rate
CCN Adverts	-	2,059 -	2,059 -	1,969 -	2,010	41	-	-	41	
Hire of Changing Rooms	-	570 -	570 -	400 -	400	-	-	-	-	Ofset mug sales to PTFA Grant. Tree donation. Hall
Donations/Other Income		-	-		19,706	19,706	1,651	1,651	18,055	Chairs. Backhouse Park Grant Received.
Grants Income		-	-	-	-	-	-	-	- 0	
Utilities Recharges		-	-		1.040	1 040	1.041	1 ()41		
Utilities Recharges Total Income		53,617 -	53,617 -		1,040 <b>74,501</b>	1,040 <b>21,144</b>	1,041 2,692	1,041 2,692	18,452	
		53,617 -			74,501					



### Appendix C - Hall Report

- 1. Resignation of the Young Magna representative from committee. Betty is hoping to interest another parent to take over.
- 2. There seems to some confusion with the invoice over the storage for which the Life & Soul Cafe should be paying. Seems to be poor communication with the cafe as they never seem to catch up with one another. Apparently the storage area had been cleared but is being used again. Is it possible you could find out an end date so David can bill up to that time?
- 3. You have probably already done this but can you send Betty a form to apply for a grant and advise her of timelines for completion please.
- 4. The projector quotes still do not seem to be sorted, think they said they had one but struggling to get others, people don't answer e-mails or not return calls. Have they lost the grant money now as we are going into new FY I wondered but didn't mention to them!
- 5. Apparently some of the windows do not open and need to be repaired. Is this the Hall's responsibility? They are very short of funds.
- 6. David's application for Lottery funding was not successful.
- 7. Roof leak over kitchen. They have had someone in to look at this as was very bad over pantomime week, kitchen floor was extremely wet and a bit slippery so H&S issue now. From what Paul explained the problem lies within the building on the roof which incidentally was unlocked when the builder visited. There is a small bit of flashing inside this room which needs to be replaced and should sort out the Hall's kitchen but also a larger area of this room which is on the clubs side is very soft and spongy so the builder anticipated that this could cause problems in the future for the club if not fixed. It is a larger area to fix than the halls. It makes sense for all this work to be done at same time so will the club be happy to share the cost as will benefit them if it stops any leaks in the future. Paul has pictures on his phone if you need an idea of the problem. The Hall will aim to get two quotes.
- 8. Router Betty finds it very difficult to contact the provider so they will go ahead with original idea of boxing in the plugs and router.