

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 17th APRIL 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 Mrs Sandra Cheasley (SC), Councillor Miss. Deanna Pennington (DE).

Ward Councillor Mr. Bob Matthews (BM)

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

0 Members of the Press /Public present.

The Chair opened the meeting at 7.33 pm.

1. Apologies for Absence - To receive and accept apologies for absence.

Councillor Revd. Rana Davies-James (RD), Councillor Mr. Dan Fellows (DF), Councillor Mr Paul Warrington (PW), Councillor Mr. Paul Burrige (PB).

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.

- A480 speed enforcement to take place this month.
- Planning is still slow, still no update on 23 Treddar Avenue- awaiting highways.
- TRO now approved and moving forward.

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

None

5. Minutes – DP proposed to approve and sign the Minutes for the meeting held on 20th March 2024, seconded by PA.

6. Matters arising since last meeting:

6.1. AS proposed to approve all Section 137 Grant applications as we have the budget and all are worthy causes, seconded by SC. The following grants were fully supported and added to the payments for authorisation:

Organisation	Amount	Brief Description
Credenhill Community Hall	£1,000.00	New window blinds for the Hall.
Magna Performing Arts Group	£1,000.00	To make the outdoor storage area into a suitable space to use as a costume wardrobe
Credenhill Sports & Social Club	£2,271.68	Remedial work from fixed wire inspection. Replace water heaters in the ladies and gents' toilets, convert/replace all lighting for LED's.
Credenhill Community Club (formally the Men's Club)	£1,000.00	The grant will help us to purchase new furniture such as modern chairs / benches, side tables and curtains, and contribute towards the purchase of suitable flooring such as carpet tiles.
Parish Church Committee of Credenhill	£800.00	Churchyard maintenance, grass mowing on a regular basis.
PTFA St Marys CofE Primary School	£300.00	London Trip
Total	£6,371.68	Budget £6,500.00

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- 6.2. Backhouse Park update – 12 play equipment providers have been contacted, 7 meetings arranged at the park with suppliers, Grounds maintenance contractor briefed, deadline for suppliers is 7th May 2024. Meeting to sign the land transfer to be arranged with Mr & Mrs Lancaster (parents of the children who originally wrote to the council). Meeting with children to be arranged so that the council will have a short list of preferred designs for the next Parish Council meeting in May.
- 6.3. Herefordshire Council matters:
- Ecroyd Park Public Open Space – Community Asset Transfer – Legal documents received and invoice for fees and land received and setup for Direct Debit payment.
 - Deed of Easement – Footpath/Fire Escape Route to gate – No progress.
 - Dovecote Lane Park – Cider Mill maintenance. – Clerk to contact Bulmer’s Trust and Herefordshire Council property services.
 - Bus Stop Surplus – It was agreed that the surplus would be spent on: Roman Park Barrier, Front for Bus Shelter and Dovecote Lane TRO.

7. Financial Reports – Appendix A & B

- 7.1. Confirmation of Bank Balances
7.2. Receipts
7.3. Invoices for Payment

AS proposed to approve items 7.1 – 7.3 with the addition of the grant payments approved in item 6.1. Seconded by PA.

7.4. The Draft Accounts 2023/24 were presented to the council (appendix B). Councillors to take away and review, any queries to be raised with the clerk prior to the next meeting where they will be approved and included in the annual return.

7.5. The Year End Reserves Breakdown was discussed, and it was agreed to move the £528 surplus to the repairs and renewals budget and all items to be carried forward into this year’s budget

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P240436/XA2	Field House - Application for approval of details reserved by conditions 3 & 5 attached to planning permission 231910.	NEW	NEW	Approved
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

No update on 23 Teddar Avenue. Field House application related to ventilation (Heat Pump Equipment position) and Bird/Bat boxes; the application was not open to comments.

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW) - Annual Return to be completed ready for the annual meeting.
- 9.2. Community Hall (SC, AS) – See Appendix C – Clerk to respond to queries.

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- 9.3. Footpaths (PB) - No update
- 9.4. Shops/Businesses (DP) – Pothole is the responsibility of landowner; PC is unable to do more than highlight the safety concern.
- 9.5. War Memorial (ML) – No update
- 9.6. Schools (RD) – No update
- 9.7. Roman Park (DF, ML, SC) – Clerk to meet with football team to assess requirements for next season. ML suggested the working group should meet to discuss next steps with Section 106 funding from Orchard House coming soon, to assess the Zip Wire and to look at next steps with budget.
- 9.8. Social Club (PA) – PA thanked the council for supporting the grant application, work will start ASAP seeing significant electric savings.
- 9.9. Climate Change (SC, DF, EJ) – No update
- 9.10. Credenhill Community Club (PW) – No update

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

No update

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

The next Annual Parish Council meeting will be at 7.00 pm, 15th May 2024, at Credenhill Community Hall followed by the next Ordinary Parish Council meeting will be at approximately 7.30 pm, 15th May 2024, at Credenhill Community Hall.

A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:32.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
29/02/2024	Opening Balance	2,755.78	33,095.42	35,851.20
Receipts				
07/03/2024	Credenhill Social Club - Water Rates	362.17		362.17
08/03/2024	Life & Soul Kitchen – Rent	600.00		600.00
11/03/2024	Lloyds - Interest Received		33.16	33.16
11/03/2024	Hair @ Home - CCN Advertising	60.00		60.00
12/03/2024	Credenhill Social Club – Fencing Grant	2,270.00		2,270.00
12/03/2024	Community Hall - Water Rates	100.00		100.00
25/03/2024	Community Hall Donation to Solar Panels	15,000.00		15,000.00
28/03/2024	RO Stars - Roman Park Hire x 3 Months	150.00		150.00
	Total Received in Period	18,542.17	33.16	18,575.33
Payments				
11/03/2024	Mayglothing Waste Management – Pump Replacement	-1,159.00		-1,159.00
18/03/2024	NEST – Pension	-74.21		-74.21
18/03/2024	Welsh Water - Water Rates	-24.07		-24.07
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
22/03/2024	British Gas - Electricity Changing Rooms	-31.25		-31.25
22/03/2024	British Gas - Electricity Carpark Lights	-27.49		-27.49
28/03/2024	Welsh Water – Water Rates Community Centre	-125.00		-125.00
	Total Spent in Period	-15,103.69	0.00	-15,103.69
Transfers				
20/03/2024	Transfer from Reserve to Current Account	15,000.00	-15,000.00	0.00
20/03/2024	Transfer from Current Account to Reserve	-3,000.00	3,000.00	0.00
26/03/2024	Transfer from Current Account to Reserve	-15,000.00	15,000.00	0.00
	Total Transfers in Period	-3,000.00	3,000.00	0.00
31/03/2024	Closing Balance	3,194.26	36,128.58	39,322.84
Payments to Authorise				
17/04/2024	Mrs E Jones – Wages April 2024	-357.82		-357.82
17/04/2024	Mrs E Jones – Expenses March 2024	-21.34		-21.34
17/04/2024	Mr L Harper-Smith – Wages March 2024	-875.00		-875.00
17/04/2024	Mr L Harper-Smith – Expenses March 2024	-68.56		-68.56
17/04/2024	Craig Powell – Maintenance/Cleaning March 2024	-36.20		-36.20
17/04/2024	Barrington Print Ltd – CCN Printing April 2024	-502.00		-502.00
17/04/2024	Herefordshire Headway – Room Hire Donation	-36.00		-36.00
17/04/2024	~Credenhill Community Hall – S137 Grant	-1,000.00		-1,000.00
17/04/2024	~Magna Performing Arts Group – S137 Grant	-1,000.00		-1,000.00
17/04/2024	~Credenhill Sports & Social Club – S137 Grant	-2,271.68		-2,271.68
17/04/2024	~Credenhill Community Club – S137 Grant	-1,000.00		-1,000.00
17/04/2024	~Parish Church Committee of Credenhill – S137 Grant	-800.00		-800.00
17/04/2024	~PTFA St Marys CofE Primary School – S137 Grant	-300.00		-300.00
	Total Payments to Authorise	-1,896.92~	0.00	-1,896.92~

~ Added during the meeting totals no updated to reflect this.

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Transfers to Authorise

Total Transfers to Authorise	0.00	0.00	0.00
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ASSETS	Cash & Bank	Balance
	Lloyds – Current Account (after payments)	1,297.34
	Lloyds – Reserve Account (after transfers)	36,128.58
	Petty Cash	0.00
	Total Cash & Bank	37,425.92

	No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent/Water Recharge	628.00	47.58	675.58
RO-Stars Hereford – Roman Park Hire Fees	50.00		50.00
Tolley Home Services – CCN Advertising	60.00		60.00
The Wasp Guys– CCN Advertising	93.00		93.00
Electrics Fixed – CCN Advertising		180.00	180.00
Total Debtors	831.00	227.58	1,058.58

Other Debtors			
HMRC – VAT Reclaim 01/10/23 – 31/03/24	7,873.79		7,873.79
Total Other Debtors	7,873.79	0.00	7,873.79

TOTAL ASSETS	46,358.29
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LIABILITIES	Creditors	Not Due	Overdue	Total
	British Gas – Electricity Changing Rooms (DD)	17.61		17.61
	British Gas – Electricity Carpark Lights (DD)	26.66		26.66
	Herefordshire Council – Trade Waste/Recycling	179.74		179.74
	Herefordshire Council – Ecroyd Park Land & Fees	1,918.63		1,918.63
	Welsh Water – Water Changing Rooms/Community Centre	107.83		107.83
	Total Trade Creditors	2,250.46	0.00	2,250.46

Other Liabilities			
HMRC - PAYE Owing (DD)	123.88		123.88
NEST Pension Payments Owing (DD)	74.69		74.69
Youth Club Funds	745.26		745.26
VAT at 20% to be reclaimed from HMRC	-111.27		-111.27
VAT at 5% to be reclaimed from HMRC	-2.10		-2.10
Total Other Liabilities	830.46	0.00	830.46

TOTAL LIABILITIES	3,080.92
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TOTAL	43,277.37
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	Year Budget	Income	Expense's	Budget Remaining
Reserves – DRAFT Year End Position				
Roman Park	13,508		2,209	11,222
Land & Buildings Improvement Fund	27,636		23,190	4,446
Backhouse Park Lottery Grant	0	18,000		18,000
Repairs & Renewals	8,019		1,866	6,153
Resource Centre Fence	3,000			3,000
War Memorial Improvement Fund	2,000			2,000
	Total Projects Budget Requirement			44,821
				*Operating Costs Under/Over for the Year
				528
				TOTAL
				45,349

* Agreed to move surplus to repairs and renewals

CREDENHILL PARISH COUNCIL



Appendix B – Draft Accounts

Balance Sheet

Balance Sheet
Credenhill Parish Council

06 April 2024

UNAUDITED ACCOUNTS	31st March 2024		31st March 2023	
Assets				
Cash and Bank				
Lloyds Bank - Current Account	£	3,194.26	£	2,472.71
Lloyds Bank - Reserve Account	£	36,128.58	£	41,767.61
Current Account - Uncleared Cheques				
Total Cash and Bank	£	39,322.84	£	44,240.32
Other Current Assets				
Accounts Receivable	£	227.58	£	141.61
Prepayments	£	681.74	£	2,459.39
Other Debtors - HMRC PAYE	£	-	£	4.37
Other Debtors - HMRC VAT	£	7,873.79	£	1,184.76
Total Other Current Assets	£	8,783.11	£	3,790.13
Total Assets	£	48,105.95	£	48,030.45
Liabilities				
Current Liabilities				
Accounts Payable	£	879.46	£	1,883.67
Accruals	£	1,033.39	£	2,098.68
Defibrillator Fund			£	423.90
HMRC - PAYE Owing	£	98.56	£	-
VAT 20%	£	-	-£	1.66
VAT 5%				
Youth Club Funds	£	745.26	£	745.26
Total Current Liabilities	£	2,756.67	£	5,149.85
Long-term Liabilities	£	-	£	-
Total Liabilities	£	2,756.67	£	5,149.85
Reserves				
Reserves b/f	£	42,880.60	£	108,587.37
Current Year Change in Reserve	£	2,468.68	-£	65,706.77
Total Reserves	£	45,349.28	£	42,880.60
Breakdown of Total Reserve Carried Forward				
Roman Park	£	11,222.00	£	7,922.00
Roman Park Changing Rooms Plans	£	-	£	380.00
Resource Centre Lease Legal Fees	£	-	£	750.00
Land & Buildings Improvement Fund	£	4,446.00	£	27,636.00
War Memorial Improvement Fund	£	2,000.00	£	1,000.00
Repairs and Renewals	£	6,681.28	£	5,192.60
Backhouse Park Lottery Grant	£	18,000.00	£	-
Resource Centre/Hall Boundary Fence	£	3,000.00	£	-
	£	45,349.28	£	42,880.60

CREDENHILL PARISH COUNCIL



Income & Expenditure - Detailed

06 April 2024

Income & Expenditure
Credenhill Parish Council
UNAUDITED ACCOUNTS

	2023-2024	2022-2023
Income		
Advertising - CCN	£ 2,010.00	£ 1,647.60
Bank - Interest	£ 460.97	£ 97.10
Grants Income	£ 18,000.00	£ 1,248.00
Hire of Changing Rooms	£ 400.00	£ 180.00
Donations	£ -	£ 2,800.33
Precept	£ 43,700.00	£ 43,500.00
Rent	£ 7,216.62	£ 2,767.62
Utilities Recharges	£ -	£ 703.80
Total Income	£ 71,787.59	£ 52,944.45
Staff Costs		
Payroll - Employee Pension Contributions	£ 1,168.00	£ 2,042.40
Payroll - Employer NI	£ 255.84	£ 162.20
Payroll - Employer Pension Contributions	£ 452.52	£ 408.91
Payroll - PAYE	£ 127.60	£ 74.90
Payroll - Salary & Wages	£ 13,790.65	£ 11,512.97
Payroll - Employee NI	£ -	£ 4.64
Total Staff Costs	£ 15,794.61	£ 14,206.02
Gross Surplus	£ 55,992.98	£ 38,738.43
Operating Expenses		
Advertising & Promotion - Newsletter	£ 4,483.90	£ 4,122.00
Advertising & Promotion - Website	£ 106.00	£ 94.00
Asset Mgmt - Cleaning	£ 181.35	£ 90.00
Asset Mgmt - Grass Cutting	£ 3,419.99	£ 4,205.90
Asset Mgmt - Hedge Cutting	£ 400.00	£ 1,188.00
Asset Mgmt - Litter Picking	£ -	£ 1,057.91
Asset Mgmt - Maintenance	£ 592.77	£ 989.63
Asset Mgmt - Materials	£ 64.75	£ 22.77
Asset Mgmt - Tree Maintenance	£ -	£ 1,000.00
Asset Mgmt - Weed Control	£ 1,020.00	£ 670.00
Blooming Credenhill Project	£ 484.21	£418.96
Defibrillator Costs	£ 9.66	
Election Costs	£ 216.20	£ -
Entertainment Expenses	£ 38.08	£ -
Land & Buildings Improvement Fund	£ 23,190.25	£ -
Local Grants	£ 6,859.90	£ 4,424.44
New Signs for Community Centre	£ -	£ 1,375.00
Office Costs - Homeworking Allowance	£ 180.00	£ 180.00
Office Costs - Printing	£ 122.87	£ 107.91
Office Costs - Room Hire/Setup	£ 585.50	£ 170.00
Office Costs - Software	£ 98.30	£ 94.80
Office Costs - Stationary & Equipment	£ 35.85	£ 103.79
Office Costs - Telephone	£ 60.00	£ 60.00
Professional Fees - External Audit	£ 420.00	£ 300.00
Professional Fees - Fire Alarm Inspections	£ -	£ 180.00
Professional Fees - Fire Extinguisher Inspections	£ -	£ 85.00
Professional Fees - Internal Audit	£ 170.00	£ 160.00
Professional Fees - Legal Fees	£ 950.00	£ 1,250.00
Professional Fees - Planning/Surveys	£ 1,365.33	£ 637.33

CREDENHILL PARISH COUNCIL



Income & Expenditure – Detailed Continued.

Income & Expenditure
Credenhill Parish Council

06 April 2024

UNAUDITED ACCOUNTS	2023-2024	2022-2023
Professional Fees - Playground Inspections	£ 194.00	£ 124.00
Memberships & Subscriptions	£ 35.00	£ 43.95
Insurance	£ 1,542.79	£ 1,377.39
Repairs and Renewals	£ 1,865.83	£ 5,672.06
Road Safety Improvement Costs	£ 1,284.63	£ 39,527.90
Roman Park	£ 2,209.00	£ 31,255.26
Staff Costs - Memberships	£ -	£ 56.00
Staff Costs - PPE	£ -	£ 30.82
Staff Costs - Travel & Subsistence	£ 101.13	£ 120.21
Utilities - Changing Rooms Water	£ 36.11	£ 1,185.35
Utilities - Community Centre Water	£ -	£ 160.58
Utilities - Electricity Carpark Lights	£ 298.07	£ 292.31
Utilities - Electricity Changing Rooms	£ 242.51	£ 187.99
Utilities - Resource Centre	£ -	£ 947.62
Utilities - Sulo Bins	£ 660.32	£ 476.32
Total Operating Expenses	£ 53,524.30	£ 104,445.20
Net Surplus	£ 2,468.68	-£ 65,706.77

Income & Expenditure - Summary

Income & Expenditure
Credenhill Parish Council

06 April 2024

UNAUDITED ACCOUNTS	2023	2022
Income		
Precept	£ 43,700	£ 43,500
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 28,088	£ 9,444
Total Income	£ 71,788	£ 52,944
Total Staff Costs	£ 15,795	£ 14,206
Gross Surplus	£ 55,993	£ 38,738
Operating Expenses		
Advertising & Promotion - CCN/Website	£ 4,590	£ 4,216
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 5,679	£ 9,224
Local Grants	£ 6,860	£ 4,424
Office Costs	£ 1,184	£ 924
Professional Fees (Audit, Fire, Playground, Planning, Legal)	£ 3,099	£ 2,736
Memberships & Subscriptions	£ 35	£ 44
Insurance	£ 1,543	£ 1,377
Repairs and Renewals	£ 25,550	£ 7,466
Road Safety Improvement Costs	£ 1,285	£ 39,528
Roman Park	£ 2,209	£ 31,255
Utilities - Light & Heat	£ 577	£ 2,774
Trade Waste	£ 660	£ 476
Total Operating Expenses	£ 53,524	£ 104,445
Net Surplus	£ 2,469	-£ 65,707
Bought forward Reserves	£ 42,881	£ 108,587
Closing Balance Reserves 31/03/2024	£ 45,349	£ 42,881



Appendix C – Hall Report

1. Hall finances are a bit dire now, but bookings will just about cover outgoings at the moment. Main concern is the last two electric bills from SSE amounting to around £5k. David is in touch with SSE to investigate as solar is now installed so was unexpected. David advised that it maybe that the some of the savings for the solar generated are going through the meter as a debit. Hopefully all should be resolved soon, and a refund will be received which will help the Hall account.
2. Betty advised that there is only one window that doesn't open, the first on the right, could be locked but Hall doesn't have the keys to check. Any ideas of whereabouts of keys?
3. Betty is progressing the application for Magna to become a charity which will enable the group to then have access to apply for Performing Arts grant applications and also other grants for children's activities.
4. Magna would in the future like to convert the area which L&S are presently using as storage, to store costumes and use as a changing room when their plays are on.
5. Router is now situated on a shelf and plugs have been boxed in.
6. Betty will organise for a second quote for roof leak. Will the Club be willing to contribute as work will prevent possible leak their side of the building?