

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 19th JUNE 2024

PRESENT:

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

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

2 Member 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 Revd. Rana Davies-James (RD), Councillor Mrs Dot Pullen (DP), Ward Councillor Mr. Bob Matthews (BM).

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.

ML passed on the following update from Ward Councillor Mr. Bob Matthews

- Verge cutting raised at the last meeting has been followed up and most completed
- FAS vegetation clearance has been followed up
- BM has supported the proposed TRO design for Dovecote Lane/Station Road

4. Public Question Time

Opportunity for members of the public to raise issues or ask the Parish Council questions.

DA raised that verge cutting on north side of A480 has not been completed and visibility when exiting the church road is poor. Clerk to report.

5. Minutes

PW proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 15th May 2024 seconded by PA.

6. Matters arising since last meeting:

- 6.1. Internal Audit Report was noted, no actions.
- 6.2. Life and Soul Kitchen is now open and has been well received by residents and visitors. A more formal opening is planned for after the elections to include the lottery and MP's. Reports about the food and drink have been excellent.
- 6.3. Ecroyd Park Play Area equipment is scheduled for install starting 25th June. Letters have been distributed to neighbouring properties advising of the new ownership and planned works. Clerk to complete check of land registry. PB resolved to order 3 x Benches at a cost of £190 each and to site 2 in the new park and 1 at the entrance to the community centre, seconded by AS.
It was agreed that a new bin from Broxap will be ordered and placed in the park, the same design as the others in the parish. Clerk to order.
Clerk to investigate options for a self-closing gate and to see if a roadside barrier is recommended by highways.
It was noted that the land included the gravel section in front of the electrical substation and that a trailer was stored here by the neighbour as well as a section of fencing. It was agreed that the clerk

CREDENHILL PARISH COUNCIL



would check land registry to confirm ownership boundaries did not overlap and if ownership was clear a letter would be sent to the neighbour. It was also noted that the covenant on the land meant that the land cannot be used for any purpose other than public open space and therefore no agreement for storage could be entered into with a third party.

- 6.4. PW proposed to approve the Traffic Regulation Order Investigation - Credenhill (Parking Restrictions) Dovecote Lane plans (Appendix E), seconded by PA.
- 6.5. FAS land transfer update:
- Easement request for path/growing area it has been agreed that a letter to approve the works is the least expensive way forward and this will be completed after the land transfer is finalised.
 - Land Registry Documents have been lost by Herefordshire Council, they have reissued then for signing again however the Chairman is listed as Terry Smissen, clerk has requested an updated set of documents.
- 6.6. Advanced notification of Fireworks on 6th July 2024 was noted.
- 6.7. Community Charter quarterly update – set 3 local priorities for the police. The following were agreed:
- Possible drug dealing/use around station road/shops alley to Trenchard area 9pm to 11pm near Garages (Also Anti-Social Behaviour ASB).
 - Anti-Social Behaviour – Mill Lane to Quarry (People using the Quarry via Mill Lane Footpath) late evening – Roman Park – Fri/Sat Night 10pm to 12pm
 - Speeding
 - Junction of A480 & Station Road where the limit changes from 30mph to 20 mph between 8:30 - 9:15 and 14:45 - 15:30.
 - A480 eastbound between “Ye Olde Cottage” and “East Cottage” between 7:30 am - 8:30am plus ad hoc throughout the day.
 - Station Road/both directions near the Roman Park/Community Centre at the transition between national speed limit and 30mph.
- Clerk invite to next police to the next meeting.
- 6.8. A Beryl Bike Trial in the centre of Credenhill near the shops is being implemented, if successful this will be made permanent.
- 6.9. Parish Summit invitation – 7pm 9th July 2024, Plough Lane. PA & Clerk to attend.
- 6.10. Bus Stop update – Ongoing working parties to tidy up the area surrounding the bus shelter after the mess that Balfour Beatty left, site is looking much better and will take a couple of years to establish.

7. Financial Reports – Appendix A

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

PB proposed to approve the financial reports, Seconded by SC.

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 25/05/2024	Comments by 25/05/2024

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW, PB) – Additional budget to be added to the 2025 budget to improve the standard of Grass cutting.
- 9.2. Community Hall (SC, AS) – See Appendix D

CREDENHILL PARISH COUNCIL



- 9.3. Footpaths (PB) – PB had received no reports of any issues. SC raised issue of Roman Road leading to Kenchester being badly overgrown, Clerk noted that it is in the Kenchester Parish but will raise with BBLP.
- 9.4. Shops/Businesses (DP) – No update.
- 9.5. War Memorial (ML) – ML trying to progress with Diocese of Hereford and will issue a letter.
- 9.6. Schools (RD) – School sign has been requested from BBLP/Herefordshire Council.
- 9.7. Roman Park (DF, ML, SC) -No update
- 9.8. Social Club (PA) – Meeting with LSK has taken place and looking at ways to work together: Curry & Quiz Night, Outdoor Events, very positive. AGM Sunday 23rd June , there will be a new chairman as Paul Bevan is standing down. PA will invite the new chairman to the next meeting.
- 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 the Parish Council questions.

Ray Rose mentioned that the hedge at headway is still an issue. Clerk to follow up.

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

The next Ordinary Parish Council meeting will be at 7.30 pm, 17th July 2024, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:40.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix A - Financial Information

Income & Expenditure

		Lloyds Current	Lloyds Reserve	Total
30/04/2024	Opening Balance	3,359.17	58,087.09	61,446.26
Receipts				
03/05/2024	Herefordshire Council - Bus Stop Fencing Refund		576.70	576.70
09/05/2024	Lloyds - Interest Received		55.22	55.22
10/05/2024	Life & Soul Kitchen – Rent	628.00		628.00
	Total Received in Period	628.00	631.92	1,259.92
Payments				
01/05/2024	Herefordshire Council – Ecroyd Park Land & Fees	-1,918.63		-1,918.63
13/05/2024	NEST – Pension	-77.70		-77.70
15/05/2024	Mrs E Jones – Wages May 2024	-357.62		-357.62
15/05/2024	Mrs E Jones – Expenses April 2024	-58.49		-58.49
15/05/2024	Mr L Harper-Smith – Wages April 2024	-907.50		-907.50
15/05/2024	Mr L Harper-Smith – Expenses April 2024	-112.33		-112.33
15/05/2024	Craig Powell – Maintenance/Cleaning April 2024	-194.09		-194.09
15/05/2024	Barrington Print Ltd – CCN Printing May 2024	-558.00		-558.00
15/05/2024	Marches Grounds Maintenance – 1/7 Grass & 1/2 Weed	-998.57		-998.57
15/05/2024	HFAS Ltd – Emergency Light Remedial Works Resource Centre	-174.00		-174.00
15/05/2024	Signworx – Printing	-42.00		-42.00
15/05/2024	Zurich – Insurance	-1,673.85		-1,673.85
22/05/2024	British Gas - Electricity Carpark Lights	-23.12		-23.12
23/05/2024	British Gas - Electricity Changing Rooms	-22.93		-22.93
23/05/2024	Land Registry - Land Registry Fees Ecroyd Park	-80.00		-80.00
28/05/2024	Welsh Water – Water Rates Community Centre	-125.00		-125.00
	Total Spent in Period	-7,323.83	0.00	-7,323.83
Transfers				
	Total Transfers in Period	4,700.00	-4,700.00	0.00
31/05/2024	Closing Balance	1,363.34	54,019.01	55,382.35
Payments to Authorise				
19/06/2024	Mrs E Jones – Wages June 2024	-357.62		-357.62
19/06/2024	Mrs E Jones – Expenses May 2024	-11.70		-11.70
19/06/2024	Mr L Harper-Smith – Wages May 2024	-907.50		-907.50
19/06/2024	Mr L Harper-Smith – Expenses April 2024	-77.08		-77.08
19/06/2024	Craig Powell – Maintenance May 2024	-171.00		-171.00
19/06/2024	Barrington Print Ltd – CCN Printing June 2024	-475.00		-475.00
19/06/2024	Marches Grounds Maintenance – 3/7 Grass Cutting	-488.57		-488.57
19/06/2024	David McKirdy – Internal Audit Fee	-180.00		-180.00
19/06/2024	Credenhill Community Hall – April/May/Consultation	-108.00		-108.00
	Total Payments to Authorise	-2,776.47	0.00	-2,776.47
Transfers to Authorise				
19/06/2024	Transfer from Reserve to Current Account	3,000.00	-3,000.00	0.00
	Total Transfers to Authorise	3,000.00	-3,000.00	0.00

CREDENHILL PARISH COUNCIL



ASSETS	Cash & Bank				Balance
	Lloyds – Current Account (after payments)				1,586.87
	Lloyds – Reserve Account (after transfers)				51,019.01
	Petty Cash				0.00
	Total Cash & Bank				52,605.88
	Debtors	No Due	Overdue	Total	
	The Life & Soul Kitchen Ltd – Rent/Water Recharge	628.00			628.00
	RO-Stars Hereford – Roman Park Hire Fees	50.00	50.00		100.00
	Lloyd Instant Plumbing – CCN Advert	60.00			60.00
	Total Debtors	788.00	0.00	788.00	
	Other Debtors				
	Total Other Debtors	0.00	0.00	0.00	
	TOTAL ASSETS				53,393.88
LIABILITIES	Creditors	Not Due	Overdue	Total	
	British Gas – Electricity Changing Rooms (DD)	16.67			16.67
	British Gas – Electricity Carpark Lights (DD)	21.37			21.37
	Total Trade Creditors	38.04	0.00	38.04	
	Other Liabilities				
	HMRC - PAYE Owing (DD)	105.84			105.84
	NEST Pension Payments Owing (DD)	77.70			77.70
	Youth Club Funds	745.26			745.26
	VAT at 20% to be reclaimed from HMRC	-169.94			-169.94
	VAT at 5% to be reclaimed from HMRC	-6.10			-6.10
	Total Other Liabilities	752.75	0.00	752.75	
	TOTAL LIABILITIES				790.79
	TOTAL				52,603.09



CREDENHILL PARISH COUNCIL

INTERNAL AUDIT REPORT FOR YEAR ENDED 31 MARCH 2024

1. This Internal Audit Report has been prepared at the request of the Clerk to Credenhill Parish Council.
2. The accounts are well maintained and presented in an easily understandable manner. Having access to Wave Accounting simplified the Internal Check.
3. The recommendations made in the previous report have been actioned.

METHODOLOGY OF CHECK

4. A sample was selected for detailed checking. The sample covered the months of June 23, September 23, and January 24.
5. The other areas checked based on value and variance from the previous year were Staff Costs, Other Income and Donations.

GENERAL COMMENTS

6. A small contribution has been added to Reserves to hedge against future expenditure.
7. The Clerk to the Council should be commended for the way that the accounts have been maintained during the year and presented for audit.

David McKirdy ACMA IIACert

2 June 2024



Appendix D – Hall Report

1. SSE have been in contact with David and agreed they should be charging 5% Vat. SSE are looking into the high monthly cost and investigating. They seem to agree that the electric from solar is going through the meter as a debit and not a credit from the solar panels. They have told David to contact them again if he hears nothing by beginning of July. It is being organised that a new Smart Meter will be installed.
2. Blinds for hall windows - Two quotes received and awaiting a third but no response at this point in time. Betty has meet with the two contractors and at present, preference is for the first lower quote who can also look to solve the problems with the curtains at an additional cost of about £740 and Magna will pay 50% of cost for curtains.
3. Projector & screen - They are favouring the quote for Area Entertainments so just need to organise.
4. Leak in Kitchen - Paul has met with two contractors, Weathershield at £450 and over £1k from Central Roofing. Both quotes listed same actions to resolve. No contact by Paul W to provide quote has been made. Lee - Betty was asking can PC help out with the cost as Hall funds are so low?
5. Life & Soul Cafe - Still no money received from monthly invoices sent re the storage. Betty to speak to Sophie.
6. Life & Soul Storage - Magna have a meeting to discuss cladding the room out for costume storage. Paul has checked and the area is still full of L&S junk and also very smelly due to a bucket full of liquid which Paul thinks was used to clean the floors.
7. A few enquires for bookings in late summer and autumn has been received so hopefully can help to boost their funds a bit going into the winter months.

Appendix E – TRO Credenhill – Station Road/Dovecote Lane Plan

