

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 16th JULY 2025**

PRESENT:

Councillor Mr. Paul Beechey (PA), Councillor Mr. Chris Lewis (CL), Councillor Mr. Dan Fellows (DF), Councillor Mrs Sandra Cheasley (SC), Councillor Mrs Kelly Edwards (KE).

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

3 Members of the Press /Public present. 1 further arrived during the meeting.

The Chair opened the meeting at 7.30 pm.

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

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater (AS), Revd. Rana Davies-James (RD), Councillor Mrs Dot Pullen (DP), Councillor Mr. Paul Burrige (PB), Councillor Mr Paul Warrington (PW), Ward Councillor Mrs. Charlotte Taylor (CT).

Due to ML being on holiday, Councillor Mr. Paul Beechey (PA) agreed to chair the meeting.

2. Declarations of Interest & Dispensations

- 2.1. No declarations of interest in agenda items from Councillors received.
- 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 Cllr Charlotte Taylor - Absent

4. Public Question Time

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

Andrew Round (AR) thanked the Parish Council for supporting the car meet on Sunday and thanked members of the public for attending, next one will be on 24th August in conjunction with the Carnival. Classics and parking on the Roman Park with catering.

AR asked if the phone box could be retained or if it could be replaced with a red box once decommissioned and turned into a community library/book share. The clerk confirmed that this had been previously requested however not possible last time it was scheduled for decommission. Clerk will follow up again to see if it was now possible.

AR noted that if the hedge and phone box is removed for Beryl Bikes then it may become a safety issue as vehicles already use the footpath to exit the carpark. Maybe a bollard could be installed in the path and bike stands for the Beryl Bikes as this would stop vehicles crossing both areas. Clerk to add to infrastructure improvements list.

5. Minutes

KE proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 18th June 2025, seconded by CL.

6. Matters arising since last meeting:

- 6.1. Credenhill Drainage Grant Application Update – no update received, clerk to follow up.
- 6.2. S106 Contributions from P190089 – Land at Orchard House
 - Review of dropped kerbs in the Parish – CT and the Clerk have completed the first draft of kerbs that need to be dropped or upgrades to be completed to allow good wheelchair/pushchair access throughout the village to improve access to amenities. The review was informed by a

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resident with a disabled child and subsequent survey of the parish. Councillors to review and feedback at the next meeting. (see appendix C)

- The Roman Park working group met with Ruth Jackson (Open Space Planning Officer from Herefordshire Council) to discuss the Sports Contribution from the Section 106 contribution from the Orchard House Development. A number of options were discussed for use of the £44k available. It was agreed that the next step is to carry out a community consultation to let the parishioners decide how to spend the money. Schemes will need to be sports orientated, such as: Multi Use Games Area (MUGA), Pump Track, Skate Park, etc.

7. Financial Reports – Appendix A

- 7.1. Confirmation of Bank Balances
- 7.2. Receipts
- 7.3. Invoices for Payment
- 7.4. Comparison of year-to-date actual spend compared to budget.

DF proposed to approve the financial reports and authorise the payments, seconded by KE.

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P242989/F	Lower House Station Road - Proposed demolition of existing farmhouse and barns, with the construction of four residential dwellings (C3), including one self-build unit, along with detached garages, associated infrastructure and landscaping.	Comments Submitted – Support	Re-consultation Comments by 30/05/2025	Determine by 14/07/2025
P251335/PA4	Notification for prior approval for a proposed change of use of an existing steel portal frame agricultural building to a larger dwelling (Class C3) and for associated operational development.	Comments Submitted – Support	Determine by 01/07/2025	Determine by 21/07/2025
P250893/FH	33 Oakfield View - Construction of oak framed porch.	Comments Submitted – Support	Determine by 10/07/2025	Approved with conditions
P251551/FH	48 Glebe Close - Proposed single storey extension to rear of property.	Comments Submitted – Support	Comments by 27/06/2025	Approved with conditions
P251758/PA1	49 Glebe Close - Application to determine if prior approval is required for proposed conservatory.	NEW	NEW	Determine by 12/08/2025

9. To receive reports from working groups

9.1. Finance & Asset Management (AS, ML, PW, PB) – The clerk confirmed that a quote had been obtained to update the 5-year condition surveys for the Parish buildings for £1750. 2 further quotes will need to be obtained before we instruct a contractor to complete the works. SC proposed that a maximum budget of £1750 excluding VAT be allocated to the contract from the repairs and renewals budget, seconded by DF.

9.2. Community Hall (SC, AS) – No meeting this month. Break into the rear, can we move the barriers that are being used as step to access the roof? New group in the hall has been successful. Still ongoing issues with electricity supplier.

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- 9.3. Footpaths (SC, DF) – No update.
- 9.4. Shops/Businesses (DP, KE) – No Update.
- 9.5. War Memorial (ML) – VJ Day August 15th, CL to install bunting.
- 9.6. Schools (RD) – No update
- 9.7. Roman Park (DF, ML, SC) – The football team are required to install a fixed spectator barrier. The clerk has contacted Archaeology and gained approval for digging of the holes, no oversight required on this occasion.
- 9.8. Social Club (PA) – The last car meeting was successful with the next one on the same day as the Carnival. The Carnival is on 24th August with the club open in the evening, Junior Darts Competition on 23rd August, and the Credenhill Canter will be back on this year scheduled for 28th September.
- 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

Michaela da Cunha (Kyla) CEO Wye Ventures CIC T/A Real Time Out– Gave an overview of Wye Venture. Currently looking at setting up Credenhill Orienteering Club as a hub for outdoor learning, upstream mental health intervention (prevention through physical activity), and physical activity. This would be a pilot programme with the club being specifically for families with children under the age of 14, and the hub open to everyone in the village. It will be a place where skills can be shared and pass down, and a place for social interaction.

High quality delivery is our greatest priority and measuring the changes we make through 'Theory of Change'. All information gathered will be available to all. We aim to use this change to apply for further funding, so two local people can be trained and employed to run the club. The Woodland Trust are also involved in these early stages of development, and we hope we can all show, how through collaboration, much can be achieved.

Garnet Cresswell (GC), Parish Councillor for Stretton Sugwas runs the Community Speed watch in Stretton Sugwas. Gave an overview of how it works and the issues with volunteer availability which they are having, wondered how the collaboration with Credenhill as suggested by CT might work. Clerk confirmed that we currently do not have enough volunteers to run the scheme however it has been advertised in the newsletter for July so hopefully there will be more interest. GC expressed concern that volunteers may be reluctant to work in other parishes, and they were already having problems with scheduling as you need 3 people to run a session and it difficult to get 3 people available at the same time.

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

The next meeting is the Ordinary Parish Council meeting at 7.30 pm, 17th September 2025; at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:47.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/05/2025	Opening Balance	883.22	40,500.00	41,383.22
Receipts				
03/06/2025	The Life & Soul Kitchen – Rent	650.00		650.00
09/06/2025	Lloyds Bank – Interest		27.49	27.49
16/06/2025	RO Stars - Changing Rooms Hire	50.00		50.00
24/06/2025	HM Land Registry - Registration Fee Refund	35.00		35.00
25/06/2025	Joe Liddiard - CCN Advertising	105.00		105.00
25/06/2025	Magna - Donation to Sound System	3,250.00		3,250.00
Total Received in Period		4,090.00	27.49	4,117.49
Payments				
13/06/2025	NEST - Pension Payment	-82.75		-82.75
17/06/2025	Lloyds Bank - Bank Fees	-4.25		-4.25
18/06/2025	Mrs E Jones – Wages June 2025	-379.70		-379.70
18/06/2025	Mrs E Jones – Expenses May 2025	-158.78		-158.78
18/06/2025	Mr L Harper-Smith – Wages May 2025	-963.54		-963.54
18/06/2025	Mr L Harper-Smith – Expenses May 2025	-95.46		-95.46
18/06/2025	Craig Powell – Maintenance May 2025	-70.00		-70.00
18/06/2025	OTM Groundscare Ltd – Grass 2of7/Weed Control 1of2	-2,362.30		-2,362.30
18/06/2025	Signworx – CCN Printing June 2025	-499.00		-499.00
18/06/2025	David McKirdy - Internal Audit 2024/25	-180.00		-180.00
18/06/2025	Credenhill Community Hall – Room Hire April/May 2025	-80.00		-80.00
20/06/2025	AE Hereford - Hall Sound System	-3,900.00		-3,900.00
26/06/2025	Valda Energy - Electricity Carpark/Changing Rooms	-50.77		-50.77
30/06/2025	Welsh Water – Water Rates Community Centre	-109.50		-109.50
Total Spent in Period		-8,936.05		-8,936.05
Transfers				
Total Transfers in Period		8,900.00	-8,900.00	0.00
30/06/2025	Closing Balane	4,937.17	31,627.49	36,564.66
Payments to Authorise				
16/07/2025	Mrs E Jones – Wages July 2025	-379.50		-379.50
16/07/2025	Mrs E Jones – Expenses June 2025	-35.30		-35.30
16/07/2025	Mr L Harper-Smith – Wages June 2025	-963.54		-963.54
16/07/2025	Mr L Harper-Smith – Expenses June 2025	-119.51		-119.51
16/07/2025	Craig Powell – Maintenance June 2025	-120.00		-120.00
16/07/2025	OTM Groundscare Ltd – Grass Cutting 3of7	-755.15		-755.15
16/07/2025	Credenhill Community Hall – Hall Hire June	-40.00		-40.00
16/07/2025	Signworx – CCN Printing July 2025	-470.00		-470.00
Total Payments to Authorise		-2,883.00	0.00	-2,883.00
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)			2,054.17
Lloyds – Reserve Account (after transfers)			31,627.49
Petty Cash			0.00
Total Cash & Bank			33,681.66
Debtors	No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent	650.00		650.00
Lloyd Instant Plumbing – CCN Advertising		60.00	60.00
RO-Stars Hereford – Roman Park Hire Fees	50.00		50.00
Total Debtors	700.00	60.00	760.00
Other Debtors			
Total Other Debtors	0.00	0.00	0.00
TOTAL ASSETS			34,441.66

LIABILITIES

Creditors	Not Due	Overdue	Total
Herefordshire Council – Waste/Recycling	185.13		185.13
Total Trade Creditors	185.13	0.00	185.13
Other Liabilities			
HMRC - PAYE Owing (DD)	155.86		155.86
NEST Pension Payments Owing (DD)	120.55		120.55
Youth Club Funds	765.79		765.79
VAT at 20% to be reclaimed from HMRC	-1,428.47		-1,428.47
VAT at 5% to be reclaimed from HMRC	-7.54		-7.54
Total Other Liabilities	-393.81	0.00	-393.81
TOTAL LIABILITIES			-208.68
TOTAL			34,650.34

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Appendix B – Comparison between Budget and Actual Spend Year to Date

2025-2026 Budget/Actual Comparison YTD

025-2026 Budget/Actual Comparison YTD											
	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)		17,903	17,903	4,476	4,697	-	221	221	-	0	Street Cleaner paid 1 month in advance
Employer Pension Contribution		505	505	126	138	-	12	12	-	0	Street Cleaner paid 1 month in advance
Staffing Costs		18,408	18,408	4,602	4,835	-	233	233	-	0	
Software		120	120	30	26	4	-	-	-	4	
Travel & Subsistence		156	156	39	40	-	1	-	-	1	
Printing		50	50	-	-	-	-	-	-	-	
Telephone		60	60	15	15	-	-	-	-	-	
Postage		12	12	3	-	3	-	-	-	3	
Stationary		84	84	21	-	21	-	-	-	21	
Homeworking Allowance		180	180	45	45	-	-	-	-	-	
Meeting Room Hire/File Storage		520	520	108	120	-	12	-	-	12	
Office & Meeting Costs		1,182	1,182	261	246	15	-	-	-	15	
Website Hosting Fee		120	120	30	30	-	-	-	-	-	
Printing CCN		5,541	5,541	2,197	1,967	230	-	-	-	230	
Advertising & Promotion		5,661	5,661	2,227	1,997	230	-	-	-	230	
Insurance		1,843	1,843	1,843	1,737	105	-	-	-	105	
Bank Fees		60	60	15	13	2	-	-	-	2	
Internal Audit		190	190	190	180	10	-	-	-	10	
External Audit		331	331	-	-	-	-	-	-	-	
ICO Membership Fee		35	35	-	-	-	-	-	-	-	
Professional/Planning		-	-	-	-	-	-	-	-	-	
Election Costs		-	-	-	-	-	-	-	-	-	
Legal Fees		-	-	-	707	- 707	-	-	-	707	
Playground Inspection		201	201	-	-	-	-	-	-	-	
Insurance, Legal & Professional Cost		2,659	2,659	2,048	2,637	- 590	-	-	-	590	
Changing Rooms - Electric		300	300	75	69	6	-	-	-	6	
Changing Rooms - Water Rates		90	90	-	-	-	-	-	-	-	
Community Centre - Waste Disposal		755	755	377	370	7	-	-	-	7	
Community Centre - Water		-	-	-	300	- 300	300	300	-	0	To be recharged to utilities recharges
Community Centre - Electric		480	480	120	82	38	-	-	-	38	
Utility & Waste Management Costs		1,625	1,625	572	822	- 249	300	300	-	51	
Outsourced Maintenance Costs											
Maintenance		2,014	2,014	293	290	3	-	-	-	3	
Materials		240	240	60	49	11	-	-	-	11	
Cleaning		427	427	-	-	-	-	-	-	-	
Hedge Cutting		516	516	-	-	-	-	-	-	-	
Weed Control		1,404	1,404	702	710	- 8	-	-	-	8	
Grass Cutting		5,021	5,021	2,270	1,888	383	-	-	-	383	
Tree Maintenance		1,200	1,200	-	-	-	-	-	-	-	
Outsourced Maintenance Costs		10,821	10,821	3,326	2,936	389	-	-	-	389	
Total Operating Costs		40,356	40,356	13,035	13,473	- 438	533	533	-	95	
Exceptional/Planned Costs											
Charitable Grant Provision		6,500	6,500	6,500	6,600	- 100	-	-	-	100	
Roman Park	17,222	4,000	21,222	136	136	-	-	-	-	-	
Land & Buildings Improvement Fund	2,029	-	2,029	-	-	-	-	-	-	-	
Asset Repairs & Renewals	5,852	2,000	7,852	14	14	- 0	-	-	-	0	
Hall/Resource Centre Boundary Fence	3,000	-	3,000	-	-	-	-	-	-	-	
Backhouse Park - Fencing/Wall		3,645	3,645	-	-	-	-	-	-	-	
Blooming Credenhill Project		500	500	72	172	- 100	100	100	-	0	
War Memorial Improvement Fund		800	800	187	187	0	-	-	-	0	
Exceptional/Planned Costs		28,103	17,445	45,548	6,909	7,109	- 200	100	100	- 100	
Total Projected/Actual Costs		28,103	57,801	85,904	19,944	20,582	- 638	633	633	- 5	
Income											
Precept		-47,459	- 47,459	- 23,730	- 23,730	-	-	-	-	-	
Rent		- 7,777	- 7,777	- 2,592	- 2,600	8	-	-	-	8	
Bank Interest		- 180	- 180	- 60	- 75	15	-	-	-	15	
CCN Adverts		- 1,785	- 1,785	- 297	- 390	93	-	-	-	93	
Hire of Changing Rooms		- 600	- 600	- 200	- 200	-	-	-	-	-	
Donations/Other Income		-	-	-	- 100	100	100	100	-	-	Donation to Credenhill Bloomers from Resident
Grants Income		-	-	-	-	-	-	-	-	-	
Utilities Recharges		-	-	-	-	-	300	-	-	-	
Total Income		-57,801	57,801	- 26,879	- 27,094	215	400	100	115		
YTD Budget/Actual Variance						422			111		



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Appendix C – Accessible Credenhill Survey

