

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 17th SEPTEMBER 2025**

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Paul Beechey (PA), Councillor Mr. Chris Lewis (CL), Councillor Mrs Sandra Cheasley (SC), Councillor Mrs Dot Pullen (DP), Councillor Mr. Andrew Slater (AS), Revd. Rana Davies-James (RD).

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

3 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 Paul Warrington (PW), Councillor Mrs Kelly Edwards (KE), Ward Councillor Mrs. Charlotte Taylor (CT), Councillor Mr. Paul Burrridge (PB), Councillor Mr. Dan Fellows (DF).

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. No update from Ward Cllr Charlotte Taylor – apologies received.

4. Public Question Time

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

Residents raised concerns about parking around Hendon Drive and possible running of a business from a residential property, a connexions property – Clerk to refer the issue to Ward Councillor.

5. Minutes

5.1. SC proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 16th July 2025, seconded by PA.

5.2. DP proposed to approve and sign the minutes of the Extra Ordinary Meeting held on 11th August 2025, seconded by CL.

6. Matters arising since last meeting:

6.1. Credenhill Drainage Grants update. Mill Lane works have been completed, should further capacity issues be identified then major works will be required to upgrade the pipe size. Barlands Cottage/A480 works have been approved awaiting date to be agreed for signals to be put in place, requires 12 weeks' notice. School/Station Road drains no update. Glebe Close/A480 Drainage to field; Landowner contacted again but no progress. Recent heavy storms have shown that the issue persists.

6.2. FAS – have the cameras been repaired? Herefordshire Council have confirmed that new cameras have been procured and are awaiting installation.

6.3. TRO Dovecote Lane – Double Yellow Lines update. Herefordshire Council have requested confirmation of funding; clerk has reminded them that money is still with them from the bus shelter works. Awaiting response.

6.4. Finalise dropped kerb improvements requirements for the Parish. It was agreed that a bollard needs to be added in the path between Station Road and Meadow Drive beside the shops and that the document should be renamed "Pedestrian safety & accessibility improvements" prior to submission to Herefordshire Council for the section 106 improvements. Proposed by AS, seconded by PA.

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- 6.5. New locality steward confirmed as Philip Pankhurst (Weobley, Queenwood & Sutton Walls), clerk & ward councillor to meet and review Parish issues.
- 6.6. Policing matters:
- New PCSO Rachael Mahoney - Hereford Rural North SNT
 - Local Policing Community Charter Contract for Credenhill to remain the same for the next quarter.
- 6.7. Condition Surveys of Buildings has been completed, awaiting final report.
- 6.8. Credenhill, Bus Stop Upgrade – A480/Jellicoe Way the west bound bus stop opposite Jellicoe way has been earmarked for improvements, clerk to provide updates as received. Improvements supported by Parish Council.
- 6.9. A request to use the Roman Park and changing rooms from Wye Valley Runners, new organisers of the Credenhill Canter on Sunday 28th September in aid of the Hereford Special Care Baby Unit was approved. Clerk to oversee.
- 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.

PA proposed to approve the financial reports and authorise the listed payment, seconded by DP.

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	Determine by 14/07/2025	Determination Made (Approved with Conditions)
P251335/PA4	Notification for prior approval for change of use of an existing steel portal frame agricultural building to a larger dwelling (Class C3).	Comments Submitted – Support	Determine by 21/07/2025	Prior Approval Given
P251758/PA1	49 Glebe Close - Application to determine if prior approval is required for proposed conservatory.	No Comments required	Determine by 12/08/2025	Prior Approval Not Required
P251908/F	Land at Town Well - Proposed conversion of stable outbuilding into a residential dwelling. Works include a two-storey extension, single storey extension, balcony and balustrade. Internal works including insulation. Proposed carport to include removal of wall.	Comments Submitted – Object	Comments by 14/08/2025	Determine by 11/12/2025
P251909/L	Land at Town Well – Listed building consent for application P251908/F	Comments Submitted – Object	Comments by 14/08/2025	Determine by 11/12/2025
P252437/PA1	21 Magnis Close - Prior approval for proposed garden room.	No Comments required	NEW	Determine by 03/10/2025

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9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW, PB) – The external audit has been completed with no issues raised (Appendix D). Once buildings survey reports are received a meeting will be arranged to plan and prioritise repairs and maintenance and budget for next year.
- 9.2. Community Hall (SC, AS) – See appendix E
- 9.3. Footpaths (SC, DF) – No update
- 9.4. Shops/Businesses (DP, KE) – No update
- 9.5. War Memorial (ML, CL)
 - The Bench options in appendix B were discussed in detail. CL proposed option 2 based on a design and cost, seconded by PA. All in support, clerk to procure.
 - Clerk to order high quality bunting for remembrance so that it can be reused.
 - RD has donated remembrance flag, clerk to arrange for a flagpole and to erect.
- 9.6. Schools (RD) – Business manager has left, clerk to establish new contact.
- 9.7. Roman Park (DF, ML, SC) – Still waiting for fencing quotes.
- 9.8. Social Club (PA) – Events diary is full, and club remains busy. Carnival was a great success.
- 9.9. Climate Change (SC, DF, EJ) – Discussion about Biodiversity Duty took place, clerk waiting for template which will be used to implement in the parish.
- 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

Preservation society have requested use of the Roman park for parking and Community Centre carpark for a memorial crank up for Mike Bond on 21st September 2025. Mike was the chairman for 24 years. All funds to go to Prostrate Cancer UK. Fully supported by the parish council, clerk to oversee.

ML update in CT's absence - The first joint meeting of the parish council's that form the Credenhill Ward (Credenhill, Breinton, & Stretton Sugwas) had taken place. The meeting was very useful as we share similar issues and may be able to help one another. Main topics discussed were Community speed watch, Parish Biodiversity Plans and planning. It was agreed that the meeting was useful, and a further meeting would be arranged. Thank you to Credenhill Parish Councillors that were able to attend.

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

The next meeting is the Ordinary Parish Council meeting at 7.30 pm, 15th October 2025; at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:18.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure

		Lloyds Current	Lloyds Reserve	Total
31/07/2025	Opening Balance	2,095.42	31,646.36	33,741.78
Receipts				
11/08/2025	Lloyds Bank – Interest		20.03	20.03
13/08/2025	The Life & Soul Kitchen – Rent	650.00		650.00
18/08/2025	Kathy Jagger – Pilates CCN Advert	185.00		185.00
20/08/2025	Magna Drama Group – Mixer Donation	94.30		94.30
27/08/2025	Herefordshire Council – Drainage Grant	11,200.00		11,200.00
	Total Received in Period	12,129.30	20.03	12,149.33
Payments				
14/08/2025	Mrs E Jones – Wages Aug 2025	-379.70		-379.70
14/08/2025	Mrs E Jones – Expenses July 2025	-18.94		-18.94
14/08/2025	Mr L Harper-Smith – Wages July 2025	-963.54		-963.54
14/08/2025	Mr L Harper-Smith – Expenses July 2025	-58.13		-58.13
14/08/2025	Craig Powell – Maintenance July 2025	-120.00		-120.00
14/08/2025	OTM Groundscare Ltd – Grass Cutting 4 of 7	-755.15		-755.15
14/08/2025	Credenhill Community Hall – Hall Hire July	-40.00		-40.00
14/08/2025	AE Hereford Ltd – Community Hall Sound Mixer	-113.16		-113.16
14/08/2025	Signworx – Carnival Banners	-172.80		-172.80
18/08/2025	NEST - Pension Payment	-82.75		-82.75
19/08/2025	Lloyds Bank - Bank Fees	-5.09		-5.09
21/08/2025	APS GB Ltd – Mill Lane Drainage Works	-13,440.00		-13,440.00
28/08/2025	Valda Energy - Electricity Carpark/Changing Rooms	-60.14		-60.14
28/08/2025	Welsh Water – Water Rates Community Centre	-109.50		-109.50
	Total Spent in Period	-16,318.90	0.00	-16,318.90
Transfers		15,000.00	-15,000.00	0.00
31/08/2025	Closing Balance	12,905.82	16,666.39	29,572.21
Payments to Authorise				
17/09/2025	Mrs E Jones – Wages Sept 2025	-379.50		-379.50
17/09/2025	Mrs E Jones – Expenses Aug 2025	-11.96		-11.96
17/09/2025	Mr L Harper-Smith – Wages Aug 2025	-963.54		-963.54
17/09/2025	Mr L Harper-Smith – Expenses Aug 2025	-48.63		-48.63
17/09/2025	Craig Powell – Maintenance Aug 2025	-40.00		-40.00
17/09/2025	OTM Groundscare Ltd – Grass Cutting 5 of 7	-755.15		-755.15
17/09/2025	Mayglothling – Empty/Jet/Unblock sewerage pump 2 visits	-1,072.00		-1,072.00
17/09/2025	PKF Littlejohn LLP – External Audit 2024/25	-378.00		-378.00
17/09/2025	Signworx – CCN Printing September 2025	-430.00		-430.00
	Total Payments to Authorise	-4,078.78		-4,078.78
Transfers to Authorise				
		-8,000.00	8,000.00	0.00
	Total Transfers to Authorise	-8,000.00	8,000.00	0.00

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ASSETS

Cash & Bank			Balance
Lloyds – Current Account (after payments)			827.04
Lloyds – Reserve Account (after transfers)			24,666.39
Petty Cash			0.00
Total Cash & Bank			25,493.43
Debtors	No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent	650.00		650.00
Natalie Hogg – CCN Advertising	185.00		185.00
Tara Lewis– CCN Advertising	35.00		35.00
Fishwick Auto Services – CCN Advertising	185.00		185.00
RO-Stars Hereford – Roman Park Hire Fees	50.00	50.00	100.00
Total Debtors	1,105.00	50.00	1,155.00
Other Debtors			
Total Other Debtors	0.00	0.00	0.00
TOTAL ASSETS			26,648.43

LIABILITIES

Creditors	Not Due	Overdue	Total
	0.00		0.00
Total Trade Creditors	0.00	0.00	0.00
Other Liabilities			
HMRC - PAYE Owing (DD)	324.01		324.01
NEST Pension Payments Owing (DD)	82.75		82.75
Youth Club Funds	765.79		765.79
VAT at 20% to be reclaimed from HMRC	-4,107.34		-4,107.34
VAT at 5% to be reclaimed from HMRC	-12.88		-12.88
Total Other Liabilities	-2,947.67	0.00	-2,947.67
TOTAL LIABILITIES			-2,947.67
TOTAL			29,596.10

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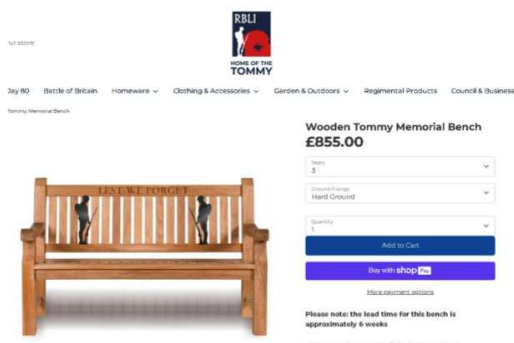
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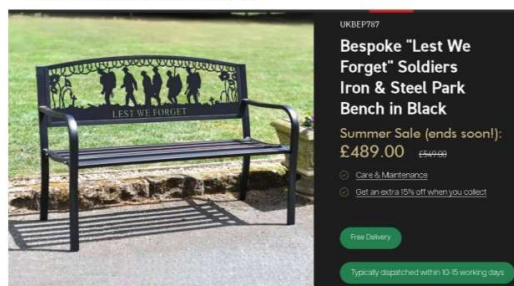
Appendix B

Remembrance Bench Options

1. RBLI – Wooden Bench - £855 – 10 Year Guarantee



2. Black Country Metalworks £489



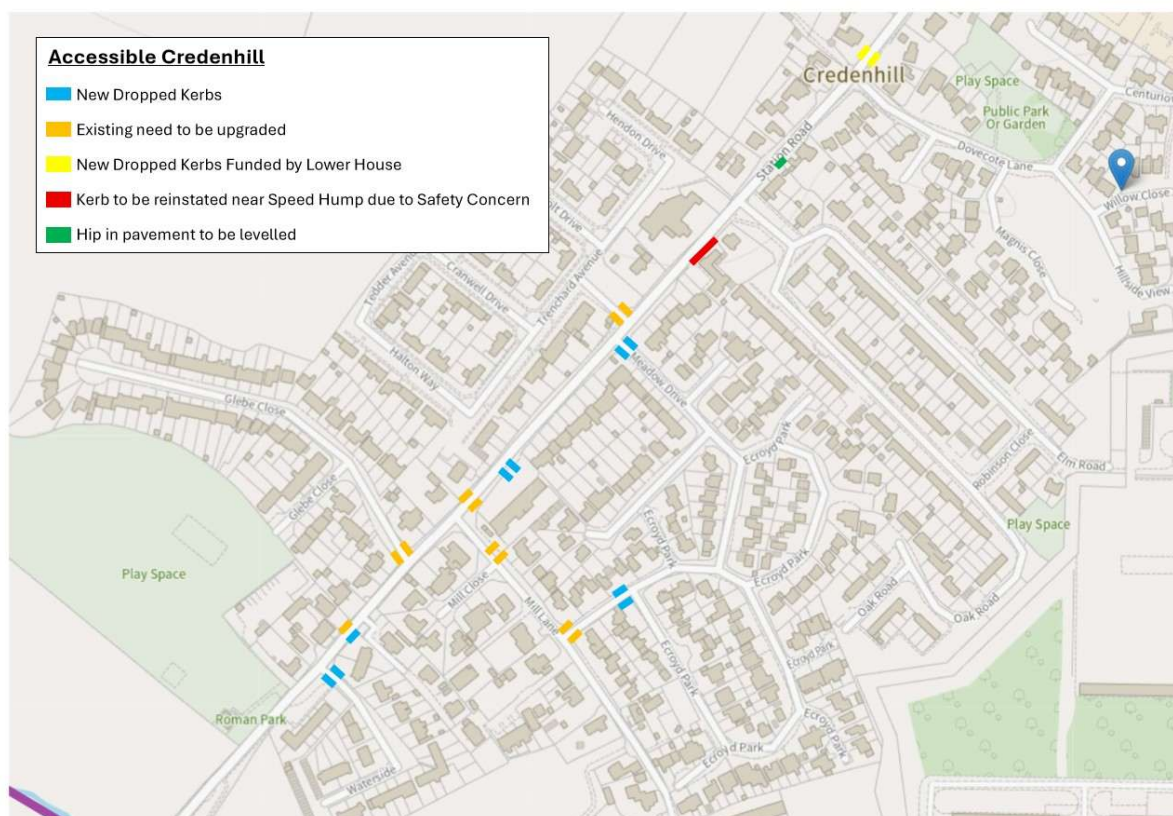
3. David Ogilvie Engineering – VE Day £1618.00 +VAT – 25 Year Guarantee



4. David Ogilvie Engineering – 80 Years £1835.00 +VAT – 25 Year Guarantee



Appendix C





Appendix D

Section 3 – External Auditor's Re Credenhill Parish Council port and Certificate 2024/25

In respect of **Credenhill Parish Council - HE0034**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

19/08/2025

Annual Governance and Accountability Return 2024/25 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

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Appendix E

1. Summer Carnival was a success overall but disappointingly did not bring in as much as Xmas Fayre about £160. The stall holders did advise they all made a profit, and some have booked for the Xmas Fayre which will be held on November which is positive.
2. David has signed up to next energy supplier which will be Corona. I understand, this does not include the redistribution of electricity gained from the Solar Panels back to the company to reduce overall bill and a separate arrangement will need to be set up to take advantage of this which David will sort when he returns from holiday.
3. Betty commented that on the previous Friday evening at the hall some young lads were playing football outside the kitchen area and kept hitting the window with the ball. She was unsure where they had come from possibly the club? They were polite enough when she asked them to stop but continued to play football in the hall area. Apparently, L&S have found this an issue as well with some of their equipment being moved about sometimes. Hopefully as the darker nights move in this will no longer be an issue!