

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 15th OCTOBER 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), Councillor Mrs Kelly Edwards (KE), Councillor Mr. Paul Burrridge (PB), Councillor Mr. Dan Fellows (DF).

Ward Councillor Mrs. Charlotte Taylor (CT),
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

0 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), Revd. Rana Davies-James (RD).

2. Declarations of Interest & Dispensations

- 2.1. No declarations of interest in agenda items from Councillors.
- 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

- Following much negotiation, I'm pleased to confirm that the Weobley Bus Service will come into the village from January to improve safety for Weobley Pupils, currently looking at locations for safe drop off and manoeuvres.
- Further contact with Connexus Housing about the missing fencing in Hendon Drive – a further survey has been completed and agreement of a 1.8m high fence to be reinstated– materials have been ordered today and will be installed ASAP. CT will continue to follow up.
- FAS Meeting completed – Cameras now updated, will find out how monitored and have request for the gauge to be made available online. Discussed Maintenance (Silt/Pond/Debris).
- Crowmoor Lane – Culverts have been improved, although issues with significant undocumented Welsh Water Assets. Landowner agreement obtained for runoff pond to help alleviate flooding.
- CT & the Clerk spent an afternoon with our new BBLP Liaison Officer Philip Pankhurst. Phill already covers the Weobley Ward and is very experienced. The meeting was very useful, and the clerk has new contacts to follow up to make the most of the Lengthsman Scheme.
- PCSO's have been withdrawn after 8pm.

ML thanked CT for her hard work in getting the school bus to come into the village, an issue the Parish Council has been highlighting for many years with no progress.

4. Public Question Time

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

None

5. Minutes

DP proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 17th September 2025, seconded by AS.

6. Matters arising since last meeting:

- 6.1. TRO Dovecote Lane – There is a shortfall in funding of the project by £4,237.58 for the completion of the double yellow lines. Various options for funding were discussed. PB proposed that Section 106

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funding from the transport element of the Orchard House development be used for this. Seconded by PA. To be followed up by CT and the Clerk.

- 6.2. Planned Preventative Maintenance Survey has been completed and reports received. A meeting of the Asset management working group is planned to provide a report at the next Parish Council meeting.
- 6.3. Update following attendance of Parish Council Summit – PA gave an overview of the main items covered during the summit with the main action being to review and approve the charter (Item 6.4).
- 6.4. The Parish Council resolved to enter into an agreement with Herefordshire Council “A charter for Herefordshire Councils 2025”. PB proposed, seconded by AS; unanimously supported.
- 6.5. Consultation on Councillors Code of Conduct – Local Resolution Protocol for less serious complaints response by 16th October 2025. It was agreed that the existing process meant that all complaints were dealt with in an unbiased and consistent way with no involvement from councillors or their peers. PB proposed that the clerk convey this to Herefordshire Council and to oppose the changes, seconded by DF. Noted that if the change goes ahead then there is an option to opt out.
- 6.6. Confirmation of Remembrance Sunday arrangement. Muster at 10:45am at the War Memorial. Bench and Bunting to be installed by CL. Clerk to raise flag and order Wreath. ML to lay Wreath on behalf of Parish Council.

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.

KE proposed to approve the financial reports and make the payment. Seconded by PA.

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
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	Determine by 03/10/2025	Approved with Conditions
P252284/PBA	The Hollies, Crowmoor Lane – Prior Approval for change of use from Workshop to 2 x Self Contained Dwellings	No Comments required	NEW	Determine by 11/11/2025
P252804/AM	Lower House – Nonmaterial amendment, to demolish house in advance of archaeological trenching	No Comments required	NEW	Approved with Conditions
P252847/XA2	Lower House – Discharge of conditions 3a 3b 4 & 5 attached to planning permission 242989	No Comments required	NEW	Determine by 27/11/2025

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9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW, PB) – Meeting to be arranged to review surveys.
- 9.2. Community Hall (SC, AS) – No meeting. Treasurer concerned about condition survey.
- 9.3. Footpaths (SC, DF) – No update
- 9.4. Shops/Businesses (DP, KE) – No Update
- 9.5. War Memorial (ML, CL) - See item 6.6
- 9.6. Schools (RD) – No update
- 9.7. Roman Park (DF, ML, SC) – No update
- 9.8. Social Club (PA) – ML confirmed thanks received from chair prior to the meeting. PA confirmed that junior darts are going very well as is the Adults ADC. Finances have improved and the committee are looking at building's improvements including work highlighted on the survey.
- 9.9. Climate Change (SC, DF, EJ) – No update. SC suggested a wild meadow area in the park may work; like Aylestone Park.
- 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

CT confirmed that Breinton PC are commissioning a hydrological survey. Would Credenhill be interested as by increasing the area this will give a better understanding as well as reduce the overall cost if completed separately? The consensus was that we need to know costs, clerk to request for the November meeting.

ML asked CT if she would follow up the Potholes and trenches near the triangle as well as the yellow diversion sign.

Clerk noted receipt of a signed copy of "The Locomotives Railway and History 1916-1919 of National Filling Factory No.14 Hereford" from Author Colin Judge for the Parish records. The book features a chapter on Credenhill's former Railway Station and history of the local area.

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

The next meeting is the Ordinary Parish Council meeting at 7.30 pm, 19th November 2025; at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:02.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/08/2025	Closing Balance	12,905.82	16,666.39	29,572.21
Receipts				
01/09/2025	RO Stars - Changing Rooms Hire	50.00		50.00
01/09/2025	The Life & Soul Kitchen – Rent	650.00		650.00
03/09/2025	The Cleaning Collective - CCN Advertising	35.00		35.00
08/09/2025	Natalie Hogg - CCN Advertising	185.00		185.00
09/09/2025	Lloyds Bank – Interest		11.70	11.70
19/09/2025	Herefordshire Council - Precept 2 of 2	23,729.50		23,729.50
25/09/2025	RO Stars - Changing Rooms Hire	50.00		50.00
Total Received in Period		24,699.50	11.70	24,711.20
Payments				
15/09/2025	NEST - Pension Payment	-82.75		-82.75
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	PKF Littlejohn LLP – External Audit 2024/25	-378.00		-378.00
17/09/2025	Signworx – CCN Printing September 2025	-430.00		-430.00
19/09/2025	Lloyds Bank - Bank Fees	-4.25		-4.25
26/09/2025	Valda Energy - Electricity Carpark/Changing Rooms	-68.68		-68.68
29/09/2025	Welsh Water – Water Rates Community Centre	-109.50		-109.50
Total Spent in Period		-3,271.96	0.00	-3,271.96
Transfers				
Total Transfers in Period		-9000.00	9000.00	0.00
30/09/2025	Closing Balance	25,333.36	25,678.09	51,011.45
Payments to Authorise				
15/10/2025	Mrs E Jones – Wages Oct 2025	-379.70		-379.70
15/10/2025	Mr L Harper-Smith – Wages Sept 2025	-963.54		-963.54
15/10/2025	Mr L Harper-Smith – Expenses Sept 2025	-99.57		-99.57
15/10/2025	Credenhill Community Hall – Hall Hire Aug/Sept	-80.00		-80.00
15/10/2025	OTM Groundscare Ltd – Grass Cutting 6 of 7	-755.15		-755.15
15/10/2025	Mayglothing – Empty/Jet/Unblock sewerage pump 2 visits	-1,072.00		-1,072.00
15/10/2025	Berry's - Planned Preventative Maintenance Survey	-2,106.60		-2,106.60
15/10/2025	Signworx – CCN Printing October 2025	-470.00		-470.00
Total Payments to Authorise		-5,926.56	0.00	-5,926.56
Transfers to Authorise				
		-19,000.00	19,000.00	0.00
Total Transfers to Authorise		-19,000.00	19,000.00	0.00

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ASSETS

Cash & Bank			Balance
Lloyds – Current Account (after payments)			406.80
Lloyds – Reserve Account (after transfers)			44,678.09
Petty Cash			0.00
Total Cash & Bank			45,084.89
Debtors	No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent	650.00		650.00
RO-Stars Hereford – Roman Park Hire Fees	50.00		50.00
Coach House Interiors – CCN Advertising	105.00		105.00
MDR Electrical – CCN Advertising	105.00		105.00
Fishwick Auto Services – CCN Advertising		185.00	185.00
The Life & Soul Kitchen Ltd – Water Recharge	257.38		257.38
Credenhill Community Hall – Water Recharge	71.86		71.86
Credenhill Social & Sports Club – Water Recharge	1,039.24		1,039.24
Total Debtors	2,278.48	185.00	2,463.48
Other Debtors			
HMRC – VAT Reclaim	4,667.17		4,667.17
Total Other Debtors	4,667.17	0.00	4,667.17
TOTAL ASSETS			52,215.54

LIABILITIES

Creditors	Not Due	Overdue	Total
Herefordshire Council – Trade Waste/Recycling	185.13		185.13
Welsh Water – Community Centre/Changing Rooms	849.16		849.16
Total Trade Creditors	1,034.29	0.00	1,034.29
Other Liabilities			
HMRC - PAYE Owing (DD)	431.88		431.88
NEST Pension Payments Owing (DD)	82.75		82.75
Youth Club Funds	765.79		765.79
VAT at 20% to be reclaimed from HMRC	-10.79		-10.79
VAT at 5% to be reclaimed from HMRC	0.00		0.00
Total Other Liabilities	1,269.63	0.00	1,269.63
TOTAL LIABILITIES			2,303.92
TOTAL			49,911.62

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2025-2026 Budget/Actual Comparison YTD

2025-2026 Budget/Actual Comparison										YTD	@
	A	B	C	D	E	F	G	H		Notes	
	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		
Wages (inc Employers NI)		17,903	17,903	8,952	9,389	- 437	437	437	- 0	Street Cleaner paid 1 month in advance	
Employer Pension Contribution		505	505	252	264	- 12	12	12	- 0	Street Cleaner paid 1 month in advance	
Staffing Costs	-	18,408	18,408	9,204	9,653	- 449	449	449	- 0		
Software		120	120	60	52	8	-	-	8		
Travel & Subsistence		156	156	78	56	22	-	-	22		
Printing		50	50	50	144	- 94	-	-	94	Carnival Banners	
Telephone		60	60	30	30	-	-	-	-		
Postage		12	12	6	-	6	-	-	6		
Stationary		84	84	42	6	36	-	-	36		
Homeworking Allowance		180	180	90	90	-	-	-	-		
Meeting Room Hire/File Storage		520	520	204	240	- 36	-	-	36		
Office & Meeting Costs	-	1,182	1,182	560	618	- 58	-	-	58		
Website Hosting Fee		120	120	60	65	- 5	-	-	5		
Printing CCN		5,541	5,541	3,295	2,867	428	-	-	428		
Advertising & Promotion	-	5,661	5,661	3,355	2,932	424	-	-	424		
Insurance		1,843	1,843	1,843	1,737	105	-	-	105		
Bank Fees		60	60	30	26	4	-	-	4		
Internal Audit		190	190	190	180	10	-	-	10		
External Audit		331	331	331	315	16	-	-	16		
ICO Membership Fee		35	35	-	-	-	-	-	-		
Professional/Planning	-	-	-	-	1,721	- 1,721	1,721	1,721	-	Agreed Budget Movement from Repairs & Renewals	
Election Costs	-	-	-	-	-	-	-	-	-		
Legal Fees	-	-	-	-	707	- 707	-	-	707		
Playground Inspection		201	201	-	-	-	-	-	-		
Insurance, Legal & Professional Cost	-	3,000	2,659	2,393	4,686	- 2,293	1,721	1,721	- 572		
Changing Rooms - Electric		300	300	150	152	- 2	-	-	2		
Changing Rooms - Water Rates		90	90	45	28	17	-	-	17		
Community Centre - Waste Disposal		755	755	566	555	11	-	-	11		
Community Centre - Water		-	-	-	1,368	- 1,368	1,368	1,368	- 0	To be recharged to utilities recharges	
Community Centre - Electric		480	480	240	171	69	-	-	69		
Utility & Waste Management Costs	-	1,625	1,625	1,001	2,275	- 1,274	1,368	1,368	94		
Outsourced Maintenance Costs											
Maintenance		2,014	2,014	1,193	450	743	-	-	743	September invoice not included	
Materials		240	240	120	49	71	-	-	71		
Cleaning		427	427	-	-	-	-	-	-		
Hedge Cutting		516	516	-	-	-	-	-	-		
Weed Control		1,404	1,404	702	710	- 8	-	-	8		
Grass Cutting		5,021	5,021	4,541	3,776	765	-	-	765		
Tree Maintenance		1,200	1,200	-	-	-	-	-	-		
Outsourced Maintenance Costs	-	10,821	10,821	6,556	4,984	1,571	-	-	1,571		
Total Operating Costs	-	40,697	40,356	23,069	25,147	- 2,078	3,538	3,538	1,459		
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	2,680	1,053	1,626	- 1,627	- 1,627	- 0	Hall Mixer. Agreed Budget Move to Surveys.	
Ditching & Drainage Works	-	-	-	-	11,200	- 11,200	11,200	11,200	-	Funded through drainage grant	
Hall/Resource Centre Boundary Fence	3,000	-	3,000	-	-	-	-	-	-		
Backhouse Park - Fencing/Wall	3,645	3,645	-	-	-	-	-	-	-		
Blooming Credenhill Project	500	500	88	198	- 110	100	100	- 10	10		
War Memorial Improvement Fund	800	800	187	229	- 42	-	-	-	42		
Exceptional/Planned Costs	28,103	17,445	45,548	9,591	19,416	- 9,826	9,674	9,674	- 152		
Total Projected/Actual Costs	28,103	58,142	85,904	32,660	44,564	- 11,904	13,211	13,211	1,307		
Income											
Precept	-47,459	- 47,459	- 47,459	- 47,459	-	-	-	-	-		
Rent	- 7,777	- 7,777	- 4,537	- 4,567	30	-	-	-	30		
Bank Interest	- 180	- 180	- 105	- 125	20	-	-	-	20		
CCN Adverts	- 1,785	- 1,785	- 1,320	- 1,190	- 130	-	-	-	130		
Hire of Changing Rooms	- 600	- 600	- 350	- 350	-	-	-	-	-		
Donations/Other Income	-	-	-	- 194	194	-	194	194	- 0	Donation to Credenhill Bloomers from Resident & Hall for mixer	
Grants Income	-	-	-	- 11,200	11,200	-	11,200	11,200	-	Drainage grant	
Utilities Recharges	-	-	-	- 1,368	1,368	-	1,368	1,368	- 0		
Total Income	-	-57,801	- 57,801	- 53,771	- 66,454	12,683	12,762	12,762	- 79		
YTD Budget/Actual Variance					779				1,228		