

**MINUTES OF AN ORDINARY MEETING OF CREDENHILL PARISH COUNCIL
HELD IN THE YOUTH AND RESOURCE CENTRE ON 21 NOVEMBER 2018**



PRESENT:

Councillor Mr. Terry Smissen Parish Council Chairman (TS)
Councillor Mr. Andrew Slater Vice Chairman (AS)
Councillor Mr. John Beavan (JB)
Councillor Mrs. Dot. Pullen (DP)
Councillor Revd. Rana Davies-James (RD)
Councillor Mrs. Clair Stenhouse (CS)

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

Mr. Steven Sprackling (SS)
Ward Councillor Mr. Bob Matthews (BM)

Also present

No members of the public

The Chairman opened the meeting at 7.30pm

1.0 Apologies for Absence

Councillor Mr. Paul Warrington (PW)
Councillor Mr. Paul Burridge (PB)

2.0 Declarations of Interest & Dispensations

- 2.1 No declarations of interest received.
- 2.2 No written applications for dispensation received

3.0 Speakers - Opportunity for visiting speakers to address council and the public in attendance.

3.1 Mr. Steven Sprackling provided an update on New Build Scheme, Orchard House, Credenhill.

Updated draft plans circulated with 69 units made up of 8 x 1 bed, 14 x 2 beds, 37 x 3 beds, 10 x 4 beds. 35% affordable housing.

Detailed plans had been prepared for the entrance to the site which had been prepared in conjunction with Highways.

Formal plans will be submitted to Herefordshire Council in early December.

Action: SS to send an item for inclusion in Decembers CCN.

Action: Clerk to write to the schools and Stretton Sugwas Parish Council to make them aware of the development.

3.2 Update from Ward Councillor Bob Matthews.

Update provided on road resurfacing and issues. Bob formally thanked the Chairman and Yeomans for their efforts in ensuring that a bus service continued to run throughout the works.

The path widening on the A480 has been brought forward to January 2019 following pressure from Councillor Matthews; was originally planned for March 2019.

O2 will be bringing enhanced 4G improvements to Credenhill (1 of only 330 selected areas in the country). BM asked the clerk to follow up with Herefordshire Council.

BM confirmed that the school buses were running back on their normal schedule.

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

The chairman publically thanked BM for his work on ensuring that the buses continued to run during the extensive road works on the A480 at the entrance to the village.

5.0 Minutes – It was resolved that the Minutes are a true record of the Ordinary Parish Council Meeting held on 24th October 2018. Proposed by DP and seconded by CS

6.0 Financial Report – Appendix A

6.1 Confirmation of Bank Balances

6.2 Receipts

6.3 Invoices for Payment

It was proposed to accept the finances by AS and seconded by RD

7.0 Budget Review

7.1 The Projected Year End Surplus 2018/19 report (appendix B) was reviewed, no adjustments suggested or comments made, the report will be recalculated in December and budget adjusted accordingly.

7.2 Draft Budget 2019/20 (appendix C) circulated and discussed.

CS proposed to adjust boiler amount so that a general provision for repairs and maintenance be recorded rather than replacing the boiler that was working ok at present, the amendment was seconded by DP.

CS asked for a provision to be included for the FCO annual membership fee and later confirmed that the setting up of the room for meetings was not included. Clerk to amend budget accordingly.

The chairman asked all Councillors to review and feedback to the clerk by 7th December 2018 to enable a final draft to be produced for the December meeting for approval.

8.0 Planning Applications Received

P183880/J – Cross Farm – Proposed works on tree covered by TPO – Valid (Undecided) No objections raised.

183958 - 18 Trenchard Avenue – TS to visit neighbours to discuss and feed back to the clerk for a deadline of 4th December.

9.0 To receive reports from working groups

- 9.1 Finance (A. Slater, T.Smisen) – The finance committee will meet with Credenhill Nursery prior to December's meeting.
- 9.2 Community Hall (T. Smisen) – New café to hire hall, still working hard to apply for grants.
- 9.3 Footpaths (P. Burrige) – no update.
- 9.4 Shops/Businesses (D. Pullen) – no update.
- 9.5 Flood Alleviation Scheme (J. Beavan) – Legal documents received from Herefordshire Council includes all amendments as request from the meeting in September. It was proposed that the clerk approach Gabbs Solicitor to act on behalf of the parish council to help finalise the Easement and TP1 documents received from Herefordshire Council. Proposed AS and seconded by CS
- 9.6 Schools (E. Baxter) – no update
- 9.7 Roman Park – General (Clair Stenhouse) – Clerk to help pull together a working group; to be discussed further in December.
- 9.8 Social Club (TBC) – no update

10.0 Matters arising since last meeting:

- 10.1 Council to consider if any actions are required from report received from Councillor Burrige following attendance of the Parish Council Summit. – It was requested that the item be carried forward to the next meeting when Councillor Burrige is present to give an update.
- 10.2 Council to consider winter maintenance poster circulated from Balfour Beatty – Clerk to contact Herefordshire Council to see if a free grit bin can be installed on station road.
- 10.3 Clerk to provide update on cycle stands for community centre carpark – stands have been received, awaiting installation by the Hereford Handyman.
- 10.4 An update on the total raised was given on Defibrillator Appeal (See Appendix D). The clerk informed that it would take between 2 and 3 months to get the Defibrillator in place once ordered. DP proposed that we go ahead and make the arrangements to purchase the Defibrillator whilst fund raising continued as and any balance owing is funded by the parish council. Seconded by RD.
- 10.5 Clerk to provide update on Kitchen Floor in resource centre. The strip between the main meeting room and the hall also needs attending to as it is a trip hazard, quote received for £75 + VAT from Focus Flooring Ltd. It was resolved to instruct Focus Flooring to complete the work. Proposed by DP seconded by RD.
- 10.6 Review of Remembrance Parade 2018- It was decided that the clerk would include a Letter of thanks to parishioners and church committee for their displays along Roman Road in the December CCN.

11.0 Public Question Time – Further Opportunity for members of the public to raise issues or ask the Parish Council questions.

No matters raised.

12.0 Confirmation of the next Ordinary Meeting, Time, Date & Venue.

7.30 pm, 19th December 2018, Youth and Resource Centre.

The Chairman declared the meeting closed at 9.30pm.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

Appendix A – Financial Information

Opening Balances	Current A/c	Reserve A/c	Total
As at 30/09/2018	£3,591.76	£38,309.35	£41,901.11

Receipts	Current A/c	Reserve A/c	Total
01/10/18 Credenhill Nursery Ltd - Rent Oct 2018	450.00		
10/10/18 Woodcut Tree Surg - CCN Advertising	48.00		
16/10/18 Credenhill Rangers FC - Aug/Sept Changing Rooms Hire x5	125.00		
16/10/18 Donation to Defibrillator	25.00		
18/10/18 Hereford Centre For Natural Health - CCN Advertising	48.00		
18/10/18 Community Hall - Recharge Carpark Lights (Period 01/04/2018 - 30/09/2018)	36.95		
18/10/18 Maid Domestic Services - CCN Advertising	70.00		
19/10/18 Watkins Carpentry - CCN Advertising	48.00		
19/10/18 Services for Independent Living - CCN Advertising	15.00		
26/10/18 Transfer from Reserve Account	4,000.00		
Total received	£4,865.95	£ 0.00	£4,865.95

Payments	Current A/c	Reserve A/c	Total
01/10/18 Sulo Bin Hire & Collections (01/10/2018 - 31/12/2018)	123.50		
01/10/18 Water Services for Changing Rooms	18.50		
16/10/18 Wickes - Gutter & Brackets - Changing Rooms Repairs	15.65		
16/10/18 Handlestore Ltd - Window Canopy - Changing Rooms Repairs	11.34		
24/10/18 Electricity Car Park	19.87		
26/10/18 Transfer to current Account		4,000.00	
Total Cheques Cleared in Period (see below for details)	1566.50		
Total payments	£1,755.36	£4,000.00	£5,755.36

Closing balances	Current A/c	Reserve A/c	Total
As at 31/10/2018	6,702.35	34,309.35	41,011.70

Cheques cleared in Period	Number	Current A/c
02/10/2018 Countrywide GM - Grass Cutting June/July 2018	001397	1,296.00
02/10/2018 HMRC (Clerk/RFO July/Aug)	001403	203.66
26/10/2018 Mr L Harper-Smith (Expenses September 2018)	001410	66.84
Total cheques cleared		£1,566.50

<u>Cheques not cleared</u>		Number	Total
24/10/18	PKF Littlejohn LLP - External Audit 2017/18	001405	240.00
24/10/18	PIP Printing - Printing October 2018 Edition of CCN	001406	398.25
24/10/18	Countrywide GM - Grass Cutting August/Sept 2018 inc Weedkilling	001407	1,651.20
24/10/18	D Tyler Tree Surgery - Tree Maintenance Roman Park/Social Club/Village Green	001408	960.00
24/10/18	Mr C Powell - Litter Picking, Maintenance & Cleaning	001409	537.00
24/10/18	Mr L Harper-Smith (Clerk/RFO Salary September 2018 inc Tax rebate for July/Aug)	001411	897.84
24/10/18	Herefordshire Council - Wasp Nest Treatment Resource Centre	001412	84.00
24/10/18	Mr C Powell - Materials - Bin Bags & Pop-up Tidy Bin	001413	28.53
24/10/18	Rev Rana James- Davies - Refund for purchasing the Silent Silhouette on behalf of the Parish Council	001414	150.00
24/10/18	M Ridge – Replace PIR Sensor at Resource Centre	001415	130.00
24/10/18	Rees & Co - Additional Insurance for Parade	001416	71.00
Total payments			£5,147.82

<u>Cheques to authorise</u>		Number	Total	VAT
21/11/18	Wraith Solutions (2017-2018 Web Hosting)	001417	99.60	16.60
21/11/18	PIP Printing - November 2018 CCN Printing	001418	398.25	0.00
21/11/18	Mr C Powell - Litter Picking and Cleaning October 2018	001419	399.00	0.00
21/11/18	H'shire Fire Alarm Services Ltd - Resource Centre 6 mthy check	001420	96.00	16.00
21/11/18	Countrywide Grounds Maintenance - October 2018	001421	648.00	108.00
21/11/18	Mr L Harper-Smith (Clerk/RFO Salary October 2018)	001422	812.88	0.00
21/11/18	Mr L Harper-Smith (Expenses October 2018)	001423	25.96	0.20
21/11/18	Focus Flooring Ltd (Resource Centre Kitchen Floor)	001424	414.00	69.00
Total payments			£2,893.69	£ 209.80

NOTE 1: Recommend £2000.00 to be transferred from the reserve account to the current account to ensure enough funds are available to fulfil all outstanding payments.

<u>Debtors</u>		
Social Club	Recharge Carpark Lights (Period 01/04/2018 - 30/09/2018)	36.95
Aardvark Installations	CCN Advertising	85.00
Cherry's Garden Services	CCN Advertising	48.00
HMRC	PAYE due to Tax code adjustment	77.84
HMRC	Clerk PAYE/NI Oct	-15.12
Total outstanding		£ 232.67

<u>Creditors</u>		
Credenhill Nursery Ltd	Deposit	450.00
Credenhill Youth Club	Balance of Funds	545.26
Chris Atkinson	Prepayment Roman Park Repairs	465.00
Sale of Equipment	Sale of Equipment	576.50
Defibrillator Appeal	Balance held	25.00
Total holding		£2,061.76

Appendix B – Projected Year End 2018/19 Surplus

Bank Balances at 31/10/2018	£41,011.70
Outstanding Cheques	-£5,147.82
November Expenditure (Cheques authorised this meeting)	-£2,893.69
Plus Debtors	£232.67
Less Creditors	-£2,061.76
Plus Projected Income (November 2018 – March 2019)	£2,450.00
Plus VAT to reclaim	£1000.00
Less Projected Expenditure (November 2018 – March 2019)	-£9,278.11
Projected Balance at 31/03/2019	£25,312.99

Appendix C – Draft Budget 2019/20

Projected Expenditure 2019/2020

Staffing Costs	9,713	Parish Clerk & Responsible Finance Officer
Office Costs	748	Postage/Printing/Stationary, Telephone/Broadband & Travel
Advertising & Promotion	3,685	Website & CCN
Insurance, Legal & Professional Costs	2,575	Insurance, Audits & Inspections.
Utility & Waste Management Costs	1,218	Sulo Bin, Carpark Lights, Changing Rooms Electric & Water
Asset Management Costs	13,045	Grass, Hedge, Tree, Litter & General Maintenance
Total Operating Costs	30,983	

Exceptional/Planned Costs

Training	1,210	Level 3 SiLCA Qualification for Clerk Inc. training expenses.
Charitable Grant Fund	8,000	Section 137(4)(a) of the L'l G'ment Act 1972
2018 Election Recharge Costs	2,050	Based on information provided by Herefordshire CC
Repair Culverts (Yazor Brook)	9,000	Total cost approx. £30k. To be funded over 3 years
Roman Park Improvement Fund	5,000	Previously unspent budget
Replace Village Bins	2,000	16 Bins in the village, 10 need replacing.
Changing Rooms Planning	85	Continuous use application required.
Repairs & Maintenance Budget	2,400	Resource centre & changing rooms
Resource Centre Loft Insulation	468	
Exceptional/Planned Costs	30,213	

Total Projected Expenditure 2019/20 61,196

How do we fund the expenditure?

Projected Bank Balance at 31/03/19	22,000
Rent Income	7,224
Bank Interest	12
CCN Advertisements	500
Herefordshire Council Grants	0
Electricity recharges	184
Hire of changing rooms	300
Total Income	30,220

Estimated Precept Required 19/20	31,000
----------------------------------	--------

Per Household Figures		
Estimated Precept Band D Equivalent	Estimated Increase per year	Figures are based on the same number of houses paying council tax
£48.59	£12.54	

Defibrillator Appeal Update

Just Giving

25/09/2018	Lee Harper-Smith	£ 10.00
25/09/2018	Anonymous	Undisclosed
25/09/2018	Jacqueline Owens	£ 10.00
27/09/2018	Paul Warrington	£ 10.00
27/09/2018	Serena	£ 10.00
01/10/2018	Lyn Burr	£ 10.00
04/10/2018	Brian Harris/Wendy Jancey	£100.00
10/10/2018	Rana Davies-James	Undisclosed
03/11/2018	Anonymous	Undisclosed
09/11/2018	Nan and Keith	£ 20.00
Undisclosed Total		£ 80.00
Less Fees		£- 13.04

Total	£236.96
--------------	----------------

Cheques

09/10/2018	Letter from previous resident	£ 25.00 (Banked 16/10/2018)
20/10/2018	Magna	£100.00 (Banked 08/11/2018)
08/11/2018	Letter from Robert	£ 20.00 (Banked 08/11/2018)
08/11/2018	Security Company	£500.00 (Banked 08/11/2018)
08/11/2018	Mr A Round	£ 50.00 (Banked 08/11/2018)
09/11/2018	K A Talbot	£100.00 (In hand)
09/11/2018	Y Humpherries	£ 50.00 (In hand)

Total Cheques	£845.00
----------------------	----------------

Cash

Cash Collected 08/11/2018– Onestop	£ 33.30 (Banked 08/11/2018)
Cash Collected 08/11/2018 – Credenhill Surgery	£ 1.00 (Banked 08/11/2018)

Total Cash	£ 34.30
-------------------	----------------

GRAND TOTAL RAISED @ 15/11/2018	£1116.26
--	-----------------

TARGET	£2000.00
---------------	-----------------

Balance to raise	£ 883.74
-------------------------	-----------------

NB: A further 87.68 was counted from collection tins in New Jasmine House and the Social Club. (In hand) Leaving a balance of £796.06 to collect.