

CREDENHILL PARISH COUNCIL

MINUTES OF A MEETING OF THE CREDENHILL PARISH COUNCIL HELD IN THE YOUTH AND RESOURCE CENTRE ON 19 MAR 08 AT 7.30 PM

	Name	Appointment/Representing
Present	Mr A Round (AR)	Chairman of the Parish Council
	Mrs D Daw (DD)	Vice Chairman of the Parish Council
	Mr J Beavan (JB)]
	Mr J Daw (JD)]
	Mrs C Lloyd (CL)]
	Mrs D Pullen (DP)] Parish Councillors
	Mr R Shutt (RS)]
	Mrs I Thomson (IT)]
	Mr A Slater (AS)]
In attendance	Cllr Matthews	Hereford County Council
	Mr Steve Thompson	Hereford County Council
	Sgt Karen Parker	West Mercia Police
	Lawrence Hull	West Mercia Police (Community Support Officer)
	Mr C Lippett (TPC)	Temporary Parish Clk
Apologies	Mr A Button	Parish Councillor

Item	Discussion and Decisions	Action By
1 Disclosure of Interests	Dawn Daw (Playgroup) Roger Shutt (Social Club)	
2 Visiting Speakers	<p>a. <u>Mr Thompson Herefordshire Council (Assistant Area Manager Central)</u> A considerable amount of information was imparted during this element of the meeting. Following is a brief resume of the main points covered by Mr Thompson:</p> <ul style="list-style-type: none"> • A copy of the Highway inspection Schedule was provided for the council. Credenhill Parish Inspections are planned for Jan, Apr, Jul and Oct. • A copy of the Code of Practice for Farming and the Public Highway and an Advisory Memorandum on verges, ditches and trees on or near the road were also provided • Maintenance programme currently being developed. Should be finalised within next couple of weeks. • In view of recent enquiries, road sweeping for the village has now been ordered and should be undertaken in the near future. • Arrangements are in hand to survey the road markings on Station Road with a view to determine their effectiveness (from the safety point of view.) • A letter is currently being drafted by Mr Bobin (Area Manager) regarding the requirement to clean debris from roads following agricultural activity. Mr Thompson assured the meeting that the problem concerning Station Road is being addressed. • The maintenance visit to Credenhill in Apr will concentrate on Station Road. 	

<p style="text-align: center;">2 Visiting speakers (Continued)</p>	<ul style="list-style-type: none"> • Mr Thompson agreed with the suggestion that the Temporary Parish Clerk (TPC) will compile all the outstanding requirements in the village and notify them to Mr Thompson before the Apr visit. (This will be a word document- updated at quarterly intervals – forwarded by e-mail). The TPC will also act as the point of contact with the work gang when they are in the village. • It was agreed that a litter bin would be provided (and installed) by the council outside the entrance gates to the Roman Park (Right hand side). • At the request of Cllr Matthews, the drain outside the entrance to the school should be cleared during the April visit. This drain is blocked and causes flooding during heavy rain. 	
	<p>b. <u>Cllr Matthews – Hereford County Council</u> The following points were raised:</p> <ul style="list-style-type: none"> • There are still planning considerations regarding the alterations to Kingsacre Halt . These should be finalised in the next couple of weeks. • The County Council is reviewing polling station boundaries, our ward is not involved. • Cattle market, not yet finalised but moving forward – slowly. • Post Office, topical subject. Indications are that Council Tax payments at Post Office may be stopped. Not confirmed as yet. 	
	<p>c. <u>West Mercia Police (Sgt Parker and CSO Hull)</u> The following points were raised:</p> <ul style="list-style-type: none"> • A summary of activity (involving the police) in the village since the last meeting was provided. (details not published in these minutes). • Favourable comments were made regarding the cleanliness of the Roman Park. • Sgt Parker provided a brief explanation of the various steps in the ASBO procedure. (Note: The TPC has obtained a copy of the arrangements (from the internet) for future reference. 	
<p style="text-align: center;">3 Public questions</p>	<p>No public were in attendance</p>	
<p style="text-align: center;">4 Minutes of previous meeting</p>	<p>Minor amendments (estimate for fencing and CLs involvement in web site procurement) were made to the minutes of the last meeting which were proposed DD and seconded by CL as a true and accurate record. Carried.</p>	

5 Matters Arising	<p><u>Item 4c. Community Hall Lease</u> JB advised that he had spoken to solicitor, back in hands of Beaumont Davies. No further forward , update required at next meeting</p>	JB
	<p><u>Item 9 CCN</u> CL reported that Glenda Hinds and she would take on the production of the CCN, the Chairman and council were delighted. . The following points were raised :</p> <ul style="list-style-type: none"> • Different format to previous CCN. • Arrangements in hand for printing to be undertaken at the school. • Approx 800 copies would be produced. • CCN will need to be delivered to residents. • Guidance on the cost of advertising, collection of payments and accounting procedure need to be determined. (TPC Note – this is essential if we are to meet the requirements of Financial Regulations). CL to speak to the lady previously involved in collection of monies etc. • Target Date for production is 1 May 08. <p>CL to report progress at next meeting</p>	CL
	<p><u>Item 10 Fencing (Parish Compound)</u></p> <p>JB advised that work is well in hand, original quote amended to reflect additional 20 metres of fencing (TPC Note. Reflected in Minutes of last meeting)</p> <p>JB also reported that he had received a verbal quote (from Mr Howard) of £450 to repair the barbed wire and entrance to the Parish compound. Proposed by DP and seconded by IT, carried. JB requested that we await the written quote before any formal agreement is made.</p>	JB
	<p>Item 13a <u>Outstanding council action.</u> Mr Thompson attended the meeting. The TPC was tasked to act as a link with Mr Thompson and to document and report all outstanding work. Report at next meeting. (The TPC is compiling a comprehensive list of outstanding work which will be forwarded to Mr Thompson by email)</p>	TPC
	<p>Item 13d. <u>Steps and fence. – Bus stop – opposite village shops.</u> Repairs to fence completed. Repairs to steps not yet started. Report at next meeting.</p>	TPC
	<p>Item 5c. <u>Financial Matters (Water Bill)</u> A letter was sent to the Social Centre treasurer notifying water readings for the Youth/Resource Centre and the Football Club. We will pay our element of the bill when the cost of a single unit has been re-determined. Action complete.</p>	
	<p>Item 6 <u>Correspondence received.</u> The following actions were now complete.</p> <ul style="list-style-type: none"> Item 6a - Letter to Mrs Bowles re CCN Item 6b - Letter to RE Daniel accept quote for grass cutting. Item 6c - Planning procedure (visit by specialist arranged) Item 6d - Letter to Mr Rose accept quote for grass cutting 	

<p>5 Matters Arising (Continued)</p>	<p>Item 6e – <u>Parish Grant and Web Site</u> CL and RS had researched the possibility of providing a website for the parish council and reported that one suitable for our needs could be provided at a cost of £250 (installation fee) plus £200 annual hosting fee. JB, with working knowledge of web site design, expressed some concern over the compilation and updating of the web site once introduced. The following was agreed:</p> <ul style="list-style-type: none"> • Proposed by JD and seconded by IT that we now make provisional arrangements to obtain and design the website (Silver version) for the Parish Council. Carried. • JB was to provide CL with a list of questions that need to be asked about the web site design. • CL (assisted by Glenda Hinds) is provisionally designated as the webmaster. Initial design will be a joint effort possibly involving other members of the council. • CL and RS now need to submit the formal application for Parish Grant (£300) before the closure date. • Progress report at next meeting. 	<p>JB CL CL All to note CL/RS CL</p>
	<p>Item 7 <u>Grant for OAP</u> – letter and cheque for £135 sent to Social Club. Action complete</p>	
	<p>Item 10 <u>Clearing Rubbish from Yazor Brook</u>. Reply received from Hereford County Council Environment Dept – responsibility is the owner of the land through which the brook flows. Action complete</p>	
	<p><u>Item 11a Reports - Roman Park</u></p> <ul style="list-style-type: none"> • 2 quotes had been received for re-enforcing the fencing around the Roman Park. A further quote was expected from Mr Price. Report at next meeting. • Letter was sent to Football Teams regarding disposal of waste lime Action complete. • Letter sent to Mr Rees regarding illegal parking. Action complete 	<p>JB</p>
	<p><u>Item 11b Reports – Planning</u> Application for 1 Trenchard Avenue returned unopposed. AS checked with local residents. No objections. Action complete</p>	
	<p><u>Item 13 Any other Parish Business – the ESG flood Project.</u></p> <p>JD reported that the project was going ahead and that the Council would be required to make progress on this matter. There was much discussion on what the council’s approach should be – without much agreement!. It was therefore decided that JD was to arrange for ESG project representatives to meet with the Parish Council in the near future to discuss this matter before any decisions are made.</p> <p>It was also proposed that AB is added to the Parish Project Team. Agreed in principle, any possible implications regarding “Disclosure of Interest” connections would need to be assessed at next meeting.</p>	<p>JD Chairman</p>

	<p><u>Item 14 – Questions by the Public</u> AS had spoken to Hereford Council requesting the possibility of security lights in the play park area off Dovecote Lane. The response was not encouraging, they admitted responsibility for the park but because of a lack of an electricity supply it would “be impossible” to provide this facility. No further action</p>																														
6 Financial Matters	<p>a <u>Bank Account</u> The latest bank statements were made available for perusal by those serving on the parish council. There were no observations/queries on the contents of the statements.</p>																														
	<p>b. <u>Payments (for services provided) from Parish Funds</u> The following invoices were presented at the meeting:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Service Provided</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>C Lippett</td> <td>Litter picking 12 Jan -12 Mar 08</td> <td>£174.58</td> </tr> <tr> <td>R Rose</td> <td>Cleaning – Roman Park and Community Centre</td> <td>£295.00</td> </tr> <tr> <td>AC Palmer</td> <td>Tree Pruning Roman Park and Community Centre</td> <td>£260.00</td> </tr> <tr> <td>Hereford CC</td> <td>Flood plan replacement</td> <td>£15.00</td> </tr> <tr> <td>Hereford CC</td> <td>Local election costs</td> <td>£26.47</td> </tr> <tr> <td>C Lippett</td> <td>Temporary Parish Clk</td> <td>£269.89</td> </tr> <tr> <td>Seton</td> <td>Dog prohibited signs</td> <td>£38.48</td> </tr> <tr> <td>D Lloyd</td> <td>Litter Picking (Top half of the village)</td> <td>£73.50</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>£1152.92</td> </tr> </tbody> </table> <p>Proposed by AS seconded by IT that the invoices listed above are paid from Parish Funds. Carried. Cheques to be issued TPC Note. Until a Parish Clk has been formally appointed, the Chairman will retain the council cheque books and issue cheques as required</p>	Payee	Service Provided	Amount	C Lippett	Litter picking 12 Jan -12 Mar 08	£174.58	R Rose	Cleaning – Roman Park and Community Centre	£295.00	AC Palmer	Tree Pruning Roman Park and Community Centre	£260.00	Hereford CC	Flood plan replacement	£15.00	Hereford CC	Local election costs	£26.47	C Lippett	Temporary Parish Clk	£269.89	Seton	Dog prohibited signs	£38.48	D Lloyd	Litter Picking (Top half of the village)	£73.50	TOTAL		£1152.92
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7 Correspondence Received	<p>All correspondence was reviewed, the following decisions were made:</p> <ul style="list-style-type: none"> It was proposed by AS and seconded by DP that the Council offer to get all play equipment inspected through ROSPA at a discounted rate of £44.22 + VAT should be taken up. Carried. TPC was to inform the council of our decision. Increase in charges for wheelie bin (40p per lift) was accepted. It was stressed that the provided wheelie bin is for use by the Community Hall and the Parish Council only 	TPC																													
8 Playgroup use of Youth Resource Centre Facilities	<p>There was considerable debate/discussion on this matter, at the conclusion of which the following was agreed:</p> <ul style="list-style-type: none"> The hire charge for the playgroup is set at £4 per hour. The consumption of water and electricity by playgroup activity would be reviewed after a suitable period of occupation – 6 months (TPC to include in Parish Diary) The Youth/Resource Centre is designated as a Parish facility which is intended to be used for any activity approved by the council. (i.e. if the Youth Club is re-started). 	TPC																													
9 Improvement to Pathway alongside Headway Building	<p>CL requested that a side rail and preventative safety barrier be requested. TPC is to liaise with CL to compile request and submit to Council.</p>	TPC																													

10 Roman Park Improvements	<p>The following quotes were received:</p> <ul style="list-style-type: none"> Proposed by JD seconded by RS that the quote for £330 for permanent installation of benches be accepted. Carried, JB requested that suitable floor covering be placed under the benches. The meeting agreed that this would be completed but would be subject to a further quote. Chairman to organize the commencement of the work and take into account grass cutting requirements highlighted by Mr Rose. Proposed by CL seconded by JD that the quote for £97 to paint the entrance gates be accepted. Carried. TPC to organize the commencement of the work. 	Chairman TPC
11 Reports	<p>a. <u>Roman Park</u> JB expressed concern that the occupants of Glebe Close whose gardens back onto the Roman Park should be reminded (in writing) of the boundaries of the park. The Chairman/JB and TPC are to conduct a survey and draft a suitable letter for signature by chairman. (TPC Note. This is an annual requirement which should be included in the Parish Diary)</p> <p>b. <u>HALC/NALC</u> JB proposed that we now write to Linda Wilcox to summarise the situation regarding the missing account records. This matter is still unresolved; the annual audit is now due. TPC to review situation and draft letter for signature of Chairman</p>	Chairman JB TPC. TPC Chairman
12 Agenda items for next meeting	<p>a. Lap top computer and scanner for council use. (Chairman to lead).</p> <p>b. Resurfacing of Car Park at the Community Centre (JB to lead)</p>	Chairman JB
13 Any other Parish Business	<p>a. DP requested that a letter of thanks be sent to Mrs Buchanan (of Stretton Sugwas) for the considerable work she had completed on the bridle path from Magna Farm to Stretton Sugwas.</p> <p>b. Steps leading to car park outside shops need repair. TPC to write to council requesting repair.</p>	TPC TPC
14 Next Meeting	The next meeting will be held on 16 Apr 08	All to note.

The chairman closed the meeting at 10 pm

Original Signed

A ROUND

Chairman

Date: 16 Apr 08

Distribution:

Parish Council:

Mr A Round

Mrs D Daw

Mr J Beavan

Mrs C Lloyd

Mr A Button

Mr J Daw

Mrs D Pullen

Mr R Shutt

Mr A Slater

Mrs I Thompson

Parish Clk (for minute folder)

External

Cllr Matthews

