

CREDENHILL PARISH COUNCIL
MINUTES OF A MEETING OF THE CREDENHILL PARISH COUNCIL
HELD IN THE YOUTH AND RESOURCE CENTRE ON 16 APR 08 AT 7.30 PM

	Name	Appointment
Present	Mr A Round (AR)	Chairman of the Parish Council
	Mrs D Daw (DD)	Vice Chairman of the Parish Council
	Mr A Button (AB)]
	Mr J Beavan (JB)]
	Mr J Daw (JD)]
	Mrs C Lloyd (CL)] Parish Councillors
	Mr R Shutt (RS)]
	Mrs I Thomson]
	Mr A Slater]
In attendance	Mr Peter Yates	Hereford County Council
	Pam Epton	West Mercia Police
	Lawrence Hull	West Mercia Police (Community Support Officer)
	Mr C Lippett (Clk)	Parish Clk
	2 Members of the Public	
Apologies	Mrs D Pullen (DP)	Parish Councillor
	Mr B Matthews	District Councillor

Item	Discussion and Decisions	Action
Pre meeting announcement.	The Chairman announced that Mr Colin Lippett had been found suitable to fill the post of Parish Clk and. If acceptable to the Council would take up the duties of the post from 1 Apr 08, he would serve a probationary period of 3 months, (having already completed 3 months as the Temporary Parish Clk). The Council approved the appointment.	
1 Disclosure of Interests	Dawn Daw (Playgroup)	
2 Visiting Speakers	<p>a. <u>Peter Yates Hereford Council (Planning)</u> Provided information on the following:</p> <ul style="list-style-type: none"> • The history and background of the need for planning permissions. • The production of the Herefordshire Unitary Development Plan (Policy document - 2004 Act). • The governments plan for the future, of main concern was the need for affordable housing and how it will affect Hereford. The council has a quota to fill, no details available at the moment. . • The involvement (and impact) of Parish Councils in the planning process. Parish representatives can attend planning meetings. • Planning obligation agreements. If a development is likely to affect local facilities, payment by the developer may be involved. • He answered specific questions on: Planning requirements - businesses operating from home. Retrospective planning permission. <p>b. <u>West Mercia Police (Pam Epton)</u> A summary of the police activity since the last meeting was given. This involved Criminal Damage (including the Parish Notice boards and benches in Roman Park) and theft, An update on the issue of Acceptable Contracts and ASBOs within the village was also provided..</p> <p>The Chairman thanked both speakers for their contributions.</p>	

Item	Discussion and Decisions	Action
3 Public questions	<p>a. <u>Tina Pritchard – Playgroup Supervisor.</u> Provided an update on the work being completed within the resource centre for use by the playgroup, everything going to plan. Will be subjected to OFSTED inspection soon. Target date for commencement of Playgroup activity is 1 Jun 08. She expressed concern about the use of the garages as storage facilities behind the community hall, they may be asked to vacate. These buildings were funded by Community Hall funds, the Parish Council have no control over them but will be watching development with interest.</p> <p>b. <u>Mr Cotterell – Resident of Mill Close</u> Raised the following points:</p> <ul style="list-style-type: none"> • Sargeants Bus Co had stopped their vehicles from entering the confines the village following an unprovoked attack on a bus . He asked if the Council could do anything to do get the service re-instated and try to monitor and prevent a re-occurrence of such mindless vandalism. JB advised that he had been provided with information from a reliable source that the service would be re-instated in the near future. Whilst we appreciate the concern expressed by Mr Cotterell, it is becoming increasingly difficult to control the behavior of some of the younger residents in the village. • Hedges overhanging Public Footpath at East Cottage need to be trimmed. Clk to rectify, either phone or letter. 	Clk
4 Minutes of previous meeting	Proposed by CL and seconded by AB as a true and accurate record. Carried.	
<i>Explanatory Note Agenda item 5 (Matters arising) covers all the outstanding actions from previous minutes, they will continue to be included until the required action is completed.</i>		
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> <p><u>Item 9 CCN</u> CL reported that everything is in hand and that the target date of 1 May 08 will be met, no adverts will be included in the first issue. No distributors available at moment, but alternative arrangements being considered. CL indicated that whilst the school will undertake the printing, we will be required to pay for the paper used. (Please keep Clk in picture – for the accounts). Report required for at next meeting. We look forward to the first issue.</p> <p><u>Item 10 Fencing (Parish Compound)</u></p> <p>a. JB advised that the work undertaken by Ross Tree Services is now complete. He proposed that the following expenditure from Parish Funds is authorised :</p> <ul style="list-style-type: none"> • Ross Tree Services - Planting of quicks (provisionally agreed at ESG meeting). £ 589 + vat Work completed • R Sweetman - Ground clearance (provisionally agreed at ESG meeting). £ 340 + vat Completed. • Hire of skip to remove rubbish from compound (provisionally agreed at ESG meeting) £111.56 Completed. <p>Seconded by JD and carried.</p>	<p>JB</p> <p>CL</p>

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5 Matters Arising	<p>b. To finish off the project. JB proposed that the following additional work is undertaken:</p> <ul style="list-style-type: none"> • The compound is de-stoned, leveled off and grassed where necessary. Mr Sweetman had indicated this would cost approximately £300. JB to liaise with Mr Sweetman to make arrangements to get the work done. • The entrance gate and fence is repaired. A quote of £450 + vat received from Mr Howard. Clk to write to Mr Howard accepting quote, JB to act as project officer <p>Seconded by AB. Carried</p> <p>c. The Chairman stated that the work had completely transformed the appearance of the Parish compound and thanked JB for his efforts to get the work done. Endorsed by all present. Well done.</p>	<p>JB</p> <p>JB/Clk</p>
	<p><u>Item 13a Outstanding council action.</u> The Clk reported that a comprehensive list of outstanding work had been sent to Mr Thompson. Response, so far, has been minimal (but see update below). Clk would keep asking the questions and in future , keep Cllr Matthews in the picture/ Report at next meeting.</p> <p>Clk update: Some progress has been made. The “pothole team” have visited Credenhill recently and completed some work on Station Road and the Trenchard housing complex, the drain cover outside Bannut Cottage has been replaced. .</p>	Clk
	<p><u>Item 6e – Parish Grant and Web Site</u></p> <p>a. The Clk reported that our application for the £300 grant (compiled by CL) was too late to be considered by Hereford Council.(even though we were within the published cut off date). No funds will be available for a further 12 months.</p> <p>b. CL reported that that preparatory work for the design of the Parish website was progressing satisfactorily and that a good working link had now been established with the website providers. There was lively discussion regarding the technical aspects of the web site, which for those deemed not to be up to speed in the computer literacy field found very confusing. Despite misgivings by some members, the Chairman reminded all present that the council had formally decided at the previous meeting that the project was a worthwhile venture and we should continue with the work to achieve the launch of the website.</p> <p>c. The Chairman thanked CL for the considerable effort she had already made to carry this project forward and emphasised that she must ask for assistance from other council members should the need arise. In this connection Dawn Daw volunteered (having some experience of website design) to help with its compilation.</p> <p>d. Progress report at next meeting.</p>	<p>All to note</p> <p>DD</p> <p>CL</p>

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	<p>Item 13 <u>Any other Parish Business – the ESG flood Project.</u> The following points arose:</p> <ul style="list-style-type: none"> • JD reported on the recent meeting with ESG representatives. A copy of the proceedings of the meetings is attached. These are very comprehensive and cover all the points raised • The question of possible “Disclosure of Interest” implications regarding AB was discussed, it was agreed that there were no reasons why AB could not serve on the Parish ESG Sub-Committee. • Letter needs to be sent to ESG to record our initial acceptance of project by Parish Council. AB to draft letter and send to clk, letter to be signed by chairman, it was agreed that there was no need to attach the deeds of the Parish Property. <p>Clks Note: In future meetings, ESG business will be a separate agenda item under “ Reports from working groups”.</p>	<p>AB Clk Chairman</p>																								
<p>6 Financial Matters</p>	<p>a <u>Bank Account</u> The Chairman explained that owing to a re-arrangement of our banking facilities, no statements could be made available for the meeting.</p> <p>b. <u>Payments (for services provided) from Parish Funds</u> The following invoices were presented at the meeting:</p> <table border="1" data-bbox="352 902 1286 1133"> <thead> <tr> <th>Payee</th> <th>Service Provided</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Graphic Signs</td> <td>2 New parish notice boards</td> <td>£193.88</td> </tr> <tr> <td>Skip Hire</td> <td>Rubbish clearance from parish compound</td> <td>£111.63</td> </tr> <tr> <td>Ross Tree Services</td> <td>Fencing and tree works parish compound</td> <td>£3102.00</td> </tr> <tr> <td>R Rose</td> <td>Grass cutting</td> <td>£300.00</td> </tr> <tr> <td>T Baldwin</td> <td>Installation of benches in roman park</td> <td>£690.00</td> </tr> <tr> <td>C Lippett</td> <td>Parish Clk</td> <td>£278.30</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>£4675.91</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 (Clk Notes The Chairman will retain the council cheque books and issue cheques as required</p>	Payee	Service Provided	Amount	Graphic Signs	2 New parish notice boards	£193.88	Skip Hire	Rubbish clearance from parish compound	£111.63	Ross Tree Services	Fencing and tree works parish compound	£3102.00	R Rose	Grass cutting	£300.00	T Baldwin	Installation of benches in roman park	£690.00	C Lippett	Parish Clk	£278.30	TOTAL		£4675.91	<p>Chairman</p>
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<p>7 Correspondence Received</p>	<p>All correspondence received since the last meeting was reviewed, the following decisions were made:</p> <ul style="list-style-type: none"> • <u>Parish Plan</u> The Clk explained that the guidance folder (dated Oct 07) had only recently been received, He outlined the contents of the folder and explained the purpose of the plan and the process by which it was to be produced. Decision. After discussion, it was agreed that the council would not pursue the production of a Parish Plan • <u>Audit</u> The Clk reported that he had now received the notification that audit of the Parish Accounts are now due and our returns are to be forwarded to the auditor by 31 Jul 08. The Clk outlined the difficulty he was having in reconciling the accounts for 07/08, mainly caused by the lack of complete accounting records, but indicated that he might be able to produce an income/expenditure account when missing bank statements were provided. In the meantime a letter had been sent to HALC (Linda Wilcox) outlining the situation and seeking advice on the way ahead, no written reply had been received but Linda Wilcox had contacted the Chairman and was looking into the matter. This will be discussed when the Clk attend his Parish Clk Induction Course. Report at next meeting 	<p>Clk</p>																								

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	<p>c. CL reported that the future of the village Post office will be made public in the near future.</p> <p>d. JB requested that enquiries should be made regarding the payment of the £200 grass cutting grant.</p>	Clk
13 Next Meeting	<p>The Clk informed the meeting that he had produced a Parish Diary which outlined all the main events during the year including meetings. This is attached for information; it will be updated from time to time.</p> <p>The next meeting will be held on 14 May 08 (Annual Parish Meeting followed by Ordinary Meeting)</p>	All to note.

The chairman closed the meeting at 9.45

Original signed

A ROUND

Chairman

Date: 14 May 08

Attachments:

Record of Proceedings – ESG meeting 2nd April 2008.
Parish Diary

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

CREDENHILL PARISH COUNCIL

Minutes of meeting with Edgar Street Grid Management Team 2 Apr 2008 in the Youth Resource Building

At a previous meeting in 2008 Mr Williams and Mr Charles Pickles approached the parish council on behalf of the Edgar Street Grid (ESG) executive team with a proposed construction scheme to alleviate the occasional flood water that affects Hereford city. This scheme entailed constructing an overflow weir on parish council land to allow the excess water to be taken away to the River Wye. Today's meeting was convened so that Mr Williams could give an update to the parish council about the proposed flood mitigation scheme for the Edgar Street Grid project.

In attendance Mr A Round (chair), Mr C Lippett (Parish clerk), Mr J Dow, Mrs D Dow, Mr A. Button, Mrs C Lloyd, Mr J Beavan, Mr R. Shutt, Mr. A. Slotter.
Mr Gerrard Williams Edgar Street Grid Executive Team.

The meeting opened at 7:30 pm and the chairman who explained that no decision would be made at this meeting. The chairman asked Mr Gerrard Williams to explain the current situation. Mr Williams explained the following points;

- a. The reasons for the proposed overflow scheme. This entailed constructing an overflow /spillway in the Yazor brook adjacent to the car park on land which is owned by Credenhill Parish council. When the Yazor brook floods it can, and has in the past, flooded areas of Hereford city. The Yazor brook rises and falls very quickly in comparison to the River Wye. The scheme involves taking excess flood water from the Yazor at Credenhill and diverting it to the River Wye near the Weir Gardens. The scheme involves swale ways and other drainage systems to enable this. The drainage system passes through other landowners ground and at the moment most of the landowners effected have given consent in principal. The ESG team needs to know if Credenhill parish Council was agreeable in principal to this scheme.
- b. An independent engineering company (Capita Symonds) will oversee all the plans and calculations and act as a second opinion to all plans.
- c. It is envisaged that the scheme will enter the planning application stage in about September of this year if all goes according to plan. There would be a public consultation phase. This would take the shape of open evenings, perhaps in the village hall where residents could see the plans and ask any questions that they may have and where their views and concerns could be aired. There may have to be a compulsory purchase phase of the scheme.

Mr Williams showed engineering plans to the parish council for the proposed scheme.

Several questions were asked by parish councillors about the scheme which Mr Williams answered. These included enquiries about financial compensation for the parish council. Mr Williams stated that this will be considered and calculated at a later date.

Mr Williams asked if he could have a copy of any deeds relating to the land in question so as to ascertain where the parish council land boundaries were located. A copy of the plans from the deeds was given to him.

John Beavan agreed to contact the solicitor as regards ensuring the area concerned.

As there were no more questions the Chairman thanked Mr Williams and said that a letter concerning agreement in principal will follow after consultation by the parish council of the next meeting.

The meeting closed at 8:20,

CREDENHILL PARISH COUNCIL - FORWARD PLANNING DIARY 2008

Month	Day	Activity	Notes
JAN	2	Road sweep of village – should be completed by Council	Chase up if not completed.
	23	Ordinary Parish Meeting	Minutes authorised and signed
FEB		Tree pruning- Roman Park and Community centre to be completed (in March). Obtain and authorise quote (Ray Rose) at Feb meeting.	This is a recurring annual requirement
	20	Ordinary Parish Meeting	Minutes authorised and signed
MAR	1	Confirm grass cutting contracts for following contracts for next financial year– (Mr Rose and Daniels)	
	19	Ordinary Parish Meeting	Minutes authorised and signed
	31	End of financial year. Finalise accounting records	
APR	1	Start of new financial year.	
	1	Arrange for quickskip to complete road sweep of village.	This is a recurring annual requirement
	1	New clerk takes up appointment	
	15	1 st instalment of payment precept (£8,500)	
	15	Letter to Glebe Close residents re boundaries of Roman Park	This is a recurring annual requirement
	16	Ordinary Parish Meeting	Minutes authorised and signed
MAY	1	Parish liable for audit. .	
	1	Launch of CCN	
	7	Confirm following contracts for forthcoming summer – Hedge cutting- when final requirement is known Road sweeping	
	14	Annual Parish Meeting (Previous minutes, Chairman's Report, Public questions. Followed by Ordinary Parish Meeting)	Minutes authorised and signed.
JUN	1	Playgroup occupy Parish Resource Centre	Arrange billing and record utility readings
	2	Road sweep of village – should be completed by Council	Chase up if not completed.
	18	Annual Meeting of Parish Council (Election of Chairman and Councillors to serve on sub groups). Followed by Ordinary Parish Meeting.	.
JUL	16	Ordinary Parish Meeting	
AUG	1	Probation period of Clerk ends. Review situation.	
		No Ordinary Parish Meeting scheduled (Summer recess)	
SEP	1	Arrange for quickskip to complete road sweep of village.	
	16	2 nd instalment of precept payment (£8,500)	
	17	Ordinary Parish Meeting	
OCT	1	Review utilities readings (in view frequent use by playgroup).	
	15	Ordinary Parish Meeting	
NOV	19	Ordinary Parish Meeting	
DEC	1	Review precept requirement for 2009 (based on expenditure Mar- Nov 08)	
	1	Review requirement for Sub Committee for Community Hall	
	17	Ordinary Parish Meeting	