

CREDENHILL PARISH COUNCIL

MINUTES OF THE ANNUAL CREDENHILL PARISH COUNCIL MEETING HELD IN THE YOUTH AND RESOURCE CENTRE ON 13 MAY 09 AT 7 PM

	Name	Appointment
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 Mr A Slater]
In attendance	Mr B Matthews	District Councillor
	Mr C Lippett (Clk)	Parish Clk
	2 Members of the Public	
Apologies	Mr A Button (AB)	Parish Councillor

Item	Discussion and Decisions	Action
1 Previous minutes	The Clk read out the minutes of the Annual meeting held on 14 May 08. Following a proposal by IT seconded by DP it was resolved that the minutes are accepted as a true record of the proceedings.	
2 Chairman's Report	<p>The content of the chairman's report are as follows:</p> <p><u>THE YEAR</u></p> <ul style="list-style-type: none"> • Generally speaking, much progress has been made during this time and the council now has a more reliable infrastructure and organisation around which it conducts its business. Our procedures continue to be developed and improved to meet the wishes of the council. I am content that we are now far more organised and that we function efficiently within the standard accepted guidelines for parish councils. <p><u>ORGANISATION</u></p> <ul style="list-style-type: none"> • The following has been introduced during the past year: <ul style="list-style-type: none"> ➢ A "Governance" folder containing Standing Orders for the Council, (Including Financial Regulations), Code of Conduct, Job Descriptions for Council Sub Groups and council employees, (Parish Clerk and, grass cutting contractors and litter pickers). The contents of this folder lay down Parish business procedures. ➢ A practical system of producing, distributing and displaying accurate Agenda's and Minutes for all Parish Meetings electronically. ➢ A readily accessible archive of parish records. (The Clk has been tasked to review all this information during the current financial year with a view to lodging important information with the Hereford County Council archive office.) <p><u>FINANCIAL MATTERS</u></p> <ul style="list-style-type: none"> • Considerable improvements have been made in this area of parish business; we now have a parish cash book which accurately records all receipts and expenditure for each month during the financial year. The balance of the Parish bank account as at 31 Mar 09 is £25,319.90 • The accounts for the 2 previous financial years have been audited successfully. This has been a painstaking process because parish records were incomplete and in some cases, non existent. Procedures for audit have now been redefined and documented. • The precept was reduced from £17,000 to £16, 000. Result of good financial management and production of a realistic financial plan. 	

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	<p><u>SIGNIFICANT MATTERS</u></p> <ul style="list-style-type: none"> • The CCN is now up and running and improving every month, income is being received for advertising. Sincere thanks to Carol Lloyd and helpers. • The Credenhill Parish involvement in the ESG flood alleviation plan is progressing well. Many meetings have been held already, the sub-committee of Adam Button and Jeremy Daw (assisted by John Beavan on lease matters) are moving this project forward. The benefits to the community, it is hoped, will be considerable. • The Roman Park team, led by Adam Button, are now well into planning and delivering much needed improvements to the play facilities in the park. Funding has been allocated from Hereford County Council; additional funds have been sought from other sources. • A Parish web site is nearly complete, again thanks to Carol Lloyd for her work in setting it up. The skeleton of the web site is there and we now need to put some “meat on the bones”. Carol Lloyd and the Clk will be looking at this to determine the way ahead. • John Beavan, after many years of trying, has eventually arranged for a new lease for the community hall. Negotiations are currently in hand to update the lease for the Social Club. • The following improvements have been funded by the council during the year: <ul style="list-style-type: none"> New fence has been erected in the Roman Park. 5 New litter bins were purchased and installed around the village. Doors and some windows were replaced in the Youth Centre. Street lights were installed in Mill Close Fire doors and down pipes replaced in Community Hall <p>THE WAY AHEAD</p> <p>May I take this opportunity of thanking you all for your contribution over a very busy and worthwhile year, much has been achieved. I would also like to thank District Councillor Bob Matthews who has undertaken a lot of work on our behalf during the year, particularly regarding the new footpath/cycle path to Stretton Sugwas. Development of the ESG project and improvements to the Roman Park will feature heavily in Parish Business during the next 12 months; completion of these should bring considerable benefits to parishioners. I anticipate that with our present organisation and sense of purpose the future holds much promise.</p>	
3 Election of Chairman	AR indicated he was willing to fill the post of Chairman for a further 12 months, no other nominations were forthcoming. Following a proposal by JD seconded by DP it was resolved that Andrew Round is elected to fill the position of Chairman of Credenhill Parish.	
4 Declaration of acceptance by Chairman	The Chairman signed the Declaration of acceptance of office in the presence of the council, the document was countersigned by the Clk.	
5 Election of Vice Chairman	DD indicated she was willing to fill the post of Vice Chairman for a further 12 months, no other nominations were forthcoming. Following a proposal by JD seconded by DP it was resolved that Dawn Daw is elected to fill the position of Vice Chairman of Credenhill Parish Council	
6 Election of Representatives for Working Groups.	Details are shown on page 3 these minutes (including a brief description of the duties involved for each Working Group).	

ITEM 6 - ELECTION OF REPRESENTATIVES FOR WORKING GROUPS

Following a proposal by AR, seconded by DD it was **resolved** that the councillors indicated below would fill the vacancies on the appropriate working group:

Working Group	Nominations for May 09 – May 10	Brief description of duties
Financial	John Beavan Adam Button Andrew Slater	The Finance Committee is responsible for regulating and controlling the finances of the council. In this capacity, the Finance Committee shall have the responsibility for approving new and implementing changes to existing procedures relating to the financial administration of the Parish.
Roman Park	Dorothy Pullen Adam Button Andrew Slater	Overall responsibility for the provision of the facility as a village amenity. Undertake regular inspections (at least once a month). Report any repairs that are required to Parish Clerk. Monitor the frequency and effectiveness of grass cutting. Liaise with village handyman to ensure that area is kept litter free Compile and put forward proposals for improving facility.
Lease	John Beavan Adam Button	Keep in overview of the contents and accuracy of the leases for the Community Hall and Social Club, to liaise/contact professional bodies (Solicitors) etc to represent the views of the Parish
Planning	Andrew Slater Jeremy Daw	To analyse and investigate planning applications concerning Credenhill. Report results of investigations at Parish Council Meetings. Formulate the Parish Councils written comments for each planning application (for approval by the council)
Footpaths	Jeremy Daw Roger Shutt	Maintain records of footpaths and right of way within parish, Contacting Hereford County Council and land owners as required. Regularly inspect parish footpaths. (clear obstructions, ensure stiles/gates in safe condition) A strimmer is provided for use by the footpaths officer
CCN and Parish Website	Carol Lloyd	Editor of parish magazine (CCN). Act as webmaster for parish website
ESG	Adam Button Jeremy Daw	Liaison and negotiation with the ESG project team regarding the Flood alleviation scheme and in particular the element of the plan concerns new work on the community site at Credenhill.

The chairman closed the meeting at 7.15 pm

A ROUND

Chairman

Date: 19 May 10

Distribution: All councillors, Cllr Matthews, Mr Robinson (Chairman Social Club), Mr Richardson. Clk. (for Minute file)