Credenhill Parish Council

MINUTES OF AN ORDINARY MEETING OF CREDENHILL PARISH COUNCIL HELD IN THE YOUTH AND RESOURCE CENTRE ON 18 JULY 2018

PRESENT:

Councillor Mr. Terry Smissen Parish Council Chairman (TS)
Councillor Mr. Andrew Slater Vice-Chairman (AS)
Councillor Mr. John Beavan (JB)
Councillor Mr. Paul Burridge (PB)
Councillor Mrs. Dot. Pullen (DP)
Councillor Mr. Paul Warrington (PW)
Councillor Revd. Rana Davies-James (RD)
Acting Parish Council Clerk/RFO – Mr. Lee Harper-Smith

Ward Councillor Mr. Robert Matthews
Mr. Steven Sprackling
Mr. Simon Russell

Also present

1 member of the public was present.

The Chairman opened the meeting at 7.30pm

1. **Apologies for Absence**

   Councillor Mrs. Emma Baxter

2. **Declaration of Interest & Dispensation**

   2.1. No declarations of interest received.
   2.2. No applications for dispensations received.

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

   3.1. Mr. Steven Sprackling and Mr. Simon Russell – Working with Peter and Tracey Prosser of Orchard House – possible residential scheme opposite the old Taste for Adventure. The pre-application will be submitted to Hereford council for approx. 65 houses, plans circulated showing pre-application plans. School infrastructure discussed as well as proximity to the village and access from the main road.
   3.2. Update from Ward Councillor Bob Matthews.
      3.2.1. Only 9 responses to the 21 day consultation regarding speed limit changes; BBLP will update shortly.
      3.2.2. Footpath widening near cottage to be done in September.
      3.2.3. Herefordshire Council Budget consultation discussed and Councillor Matthews encouraged all to complete the survey.

4. **Public Question Time** – Nothing raised

5. **Minutes** – It was resolved that the minutes of the 20th June 2018, proposed by DP seconded by PW.

6. Financial Report – Appendix A

6.1. Confirmation of Bank Balances
6.2. Receipts
6.3. Invoices for Payment

Additional invoice for £113.03 received from Herefordshire Fire Protection Services Ltd to be added to the "Cheques to authorise" section and paid.
Cheque for £600 for Sturdy Fencing to be withheld until works completed and signed off by TS.

It was resolved that the amended financial report (Items 6.1 – 6.3) is a true reflection of the financial affairs, that the Cheques should be approved and the transfer of £4000 from the Reserve account to the current account be made. Proposed by PB and RD

7. Planning Applications Received

None Received

8. To receive reports from working groups

8.1. Community Hall (T. Smissen) – TS met with the secretary for an update on the grant application. They have received a lottery grant and still looking to raise further funds from other grants. Toilets and kitchen need significant improvements however the grant will not cover this. TS will attend the meetings to keep up to date with progress.
8.2. Footpaths (P. Burridge) – No reports received.
8.3. Shops/Businesses (D. Pullen) – Complaint received about rubbish behind the shops.

Clerk Action: To write to the shops in the parade to address the ongoing issues.

8.4. Flood Alleviation Scheme (J. Beavan) – JB proposed that the new clerk arrange a meeting to move it forward with relevant stake holders, seconded PB.

Clerk Action: To arrange a meeting with the relevant members of Hereford Council and Parish Council.

8.5. Schools (E. Baxter) – RD update - School fete Friday, winding down for summer holiday.
8.6. Roman Park (T. Smissen) –As our contractor is away TS walked around picked up litter; removed some broken glass near the stones and Dog excrement.

9. Matters arising since last meeting:

9.1. Credenhill 20 mph 21 Day Consultation – Submission on behalf of the Parish Council – consultation complete, awaiting official result from BBLP.

9.2. Parking on pavements has become epidemic. Though parking on pavements is not an offence, causing an obstruction is. Please have respect to those who have prams, wheel chairs and small children. – **Clerk to add to CCN**

9.3. There is a restriction to walkers at the quarry. There is concern about specific breeds of birds. Dog walkers are to keep their dogs on leads. – **Clerk to add to CCN**

9.4. Dog-fouling still a major problem, poop and scoop should be encouraged in all areas including all walk areas down by the stables and old railway track and roman road. **– Clerk to add to CCN**

9.5. Over hanging trees on estate roads and Mill Lane. It is the responsibility of all homes owners to ensure that trees and bushes on their property do not impede the foot paths or hang over in such a way that it can cause injury to users. if this occurs they could be liable to a hefty fine or prosecution. If you are unsure please check the Highways act 1980 s154. – **Clerk to add to CCN**

9.6. Parish council notice board needs maintenance – **Clerk to get quotes/ideas and add to agenda next month.**

9.7. Consider request received from St Mary's Church for permission to decorate Station Road (from Trenchard to the Tree) for Remembrance Day and to parade the same stretch of station road to commemorate the end of WW1. It was resolved that the Parish Council would support the event and that the clerk would put an appeal out to any veterans that may wish to join the parade. Proposed by AS and seconded by JB **– Clerk to put out appeal.**

9.8. Consider request received from Ian & Michelle Lancaster to have access to the Roman Park and its facilities for the purpose of the annual "Credenhill Canter" to be held from the Social Club at 3pm on 26th August 2018. The 10km run will raise money for the Hereford special care baby unit. It was resolved that the Parish Council would support the event. Proposed by PB and seconded by AS. It was noted that the clerk would be on holiday and arrangements would need to be made to ensure that the keys would be available. TS will hold the keys when the clerk is on holiday.

9.9. To consider grant application received from the Church for a new gate to the churchyard for the sum of £1000.00. It was agreed that the church would need to obtain quotes to support the application however the general consensus was that the Parish Council would support the application. Clerk to contact the church to ensure that 3 quotes are obtained before resubmitting the application for review in September. It was noted that the grant procedure needed to be published on the parish council website and in the CCN for next year.

Members of the public and the acting clerk were asked to leave the room so that item 9.10 could be conducted in private session.

9.10. Update on recruitment of Parish Clerk/RFO. TS provided an update on the 3 applications received and the subsequent interviews conducted by TS, DP and AS. The panel came to a unanimous decision to offer the position of Parish Clerk & Responsible Finance Officer to Mr Lee Harper-Smith. It was recommended by the panel to the Parish Council that the rate would be £12 per hour for 15 hours per week with 20 days holiday plus bank

holidays. Holidays would be agreed by mutual consent and would not be taken when a Parish Council meeting has been set unless good notice to the chairman is given. The proposed start date would be 30th July 2018. Terms would be reviewed annually.

It was resolved to accept the recommendations of the panel. Proposed by PW and seconded by DP. TS confirmed that he had received acceptance of the offer on the condition that it was passed at the meeting.

Members of the public and the Acting clerk were invited back to the session to complete the remaining business in public session.

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

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

The Chairman declared the meeting closed at 9.30pm.

Councillor Mr. Terry Smissen Chairman

Signed…….

Date…….

Credenhill Parish Council

Appendix A Financial Information

Opening Balances	Current A/c	Reserve A/c	Total
As at 31/05/2018	£1,160.52	£41,803.62	£42,964.14

Receipts		Current A/c	Reserve A/c	Total
01/06/2018	Youth & Resource Centre (Rent)	600.00		
01/06/2018	Community Hall (Recharge Car Park Lights)	42.67		
22/06/2018	Transfer from Reserve Account	6,000.00		
25/06/2018	H.M.R.C (VAT Refund)	607.09		
29/06/2018	Interest Received		1.60	
Total received		**£7,249.76**	**£ 1.60**	**£7,251.36**

Payments		Current A/c	Reserve A/c	Total
01/06/2018	Welsh Water	18.50		
06/06/2018	British Gas SEB Car Park Lights	19.19		
25/06/2018	British Gas SEB Changing Rooms	19.60		
22/06/2018	Transfer to Current Account		6000.00	
27/06/2018	British Gas SEB Car Park Lights	15.18		
Total Cheques Cleared in Month (see page 2 for details)		5,812.88		
Total payments		**£5,885.35**	**£6,000.00**	**£11,885.35**

Closing balances	Current A/c	Reserve A/c	Total
As at 30/06/2018	£2,524.93	£35,805.22	£38,330.15

Cheques not cleared		Number	Current A/c
15/11/2017	Wraith Solutions (Website Hosting)	001343	99.60
19/06/2018	Locksmith	001381	114.00
20/06/2018	M Pullen	001382	138.00
19/06/2018	S Hathaway	001383	100.00
19/06/2018	Countrywide Maintenance April	001384	552.00
Total payments			**£1,003.60**

Cheques to authorise		Number	Total	VAT
18/07/2018	M Scott (Clerk/RFO + Expenses June)	001388	491.68	
18/07/2018	H.M.R.C (Clerk/RFO June)	001389	100.00	
180/7/2018	Countrywide Grounds Maint (May)	001390	1165.20	194.20
18/07/2018	Hoople Ltd (Advertising Clerk/RFO)	001391	72.00	12.00
18/07/2018	PIP Printing	001392	333.28	
18/07/2018	C Powell (Litter Picking & Handyman June)	001393	465.00	
18/07/2018	Sturdy Fencing	001394	600.00	
18/07/2018	Harper-Smith (Clerk/RFO Cover July)	001395	180.00	
18/07/2018	Herefordshire Fire Protection Services Ltd	001396	113.03	18.84
Total payments			**£3,520.19**	**£ 206.20**

NOTE: Recommend £4000.00 to be transferred from the reserve account to the current account to ensure enough funds are available to fulfil all outstanding payments.

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Cheques cleared		Number	Current A/c
05/06/2018	PIP Printing (May)	001377	333.28
06/06/2018	ROSPA	001376	134.40
18/06/2018	R Styles	001375	148.00
25/06/2018	C Powell (May)	001378	401.50
25/06/2018	Sturdy Fencing	001387	2,100.00
27/06/2018	M Scott (Clerk/RFO May)	001379	402.16
27/06/2018	Reese & Co.	001386	1876.26
28/06/2018	PIP Printing	001385	333.28
29/06/2018	HMRC (Clerk/RFO May)	001380	84.00
Total cheques cleared			**£5,812.88**

Debtors		
Imagination Station	Rent	3,500.00
Imagination Station	Sale of Equipment	-576.50
Social Club	Recharge Car Park Lights	42.67
Total outstanding		**£2,966.17**

Creditors		
Credenhill Pre-School	Deposit	750.00
Credenhill Youth Club	Balance of Funds	545.26
Chris Atkinson	Prepayment Roman Park Repairs	465.00
Total holding		**£1,760.26**