

CREDENHILL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE CREDENHILL PARISH COUNCIL HELD IN THE YOUTH AND RESOURCE CENTRE ON 16 JUL 08 AT 7.30 PM

	Name	Appointment
Present	Mr A Round (AR) Mrs D Daw (DD) Mr J Beavan (JB) Mr A Button (AB) Mrs C Lloyd (CL) Mrs D Pullen (DP) Mr R Shutt (RS) Mrs I Thomson (IT) Mr A Slater (AS)	Chairman of the Parish Council Vice Chairman of the Parish Council]]]] Parish Councillors]]]
In attendance	Mr B Matthews Mr Tony Boston Davies (TB) Chief Inspector Nick Semper Inspector James Ashton PC Pam Epton CSO Laurence Hull Mr C Lippett (Clk) 2 Members of the Public	District Councillor Parish Councillor Designate. West Mercia Police))Hereford Rural North Local Policing Team) Parish Clk
Apologies	Mr J Daw (JD)	Parish Councillor

Item	Discussion and Decisions	Action
1 Disclosure of Interests	No disclosures of interests were recorded.	
2 Visiting Speakers	<p>a. Cllr Matthews (District Councillor) provided information on the following:</p> <ul style="list-style-type: none"> • Minor changes to bus services to Credenhill. • Request to police authorities for more resources to police village. • Obtained “no ball game” signs for display around the village. • Planning for cattle market likely to be Sep 08. • Outlined the situation regarding a footpath/cycle lane from the military base to link up with existing pavement north of the Roman Road. Intends to convene a meeting with military and parish council to take the matter forward. • Requested that police are notified of excessive speeding at the junction between the A480 and Station Road (Reported by Mr Bowles) Clks Note: email sent to WMP on 17 Jul 08 • In response to a question put by AS, outlined the decision making process regarding the allocation of money (provided for educational purposes) for the schools at Stretton Sugwas and Credenhill. • He thanked the Police Team for their recent activity and subsequent improvement of the situation within the village. <p>b. <u>West Mercia Police.</u> A summary of their input is attached to these minutes.</p> <p>c. On conclusion of this Agenda Item the Chairman thanked the visiting speakers for their input.</p>	

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3 Public questions	<p>The Chairman closed the meeting at this stage. Mrs Patrick asked about the progress on the following planning applications:</p> <ul style="list-style-type: none"> • The use of the old baker ship as a chip shop. Clks Note: The original planning application was withdrawn, a further planning application is expected but has not been submitted yet. • The “lean to” construction at the side of Jasmine House. Clks Note: A new planning application is being raised for a permanent building (to replace lean to) – not yet submitted – but imminent. <p>The Chairman re-opened the meeting on completion of this agenda item.</p>	
4 Minutes of previous meeting	<p>a. <u>Minutes of Annual Meeting 18 Jun 06.</u> The Clk advised that the term “Sub-Committee” had been replaced by “Working Group” for practical reasons. Decision: Proposed by RS and seconded by CL that they were a true and accurate record. Carried.</p> <p>b. <u>Minutes of the Ordinary Meeting 18 Jun 06</u> Decision: Proposed by JB and seconded by IT that they were a true and accurate record. Carried.</p>	
<p>Explanatory Note <i>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></p>		
5 Matters Arising	<p><u>Item 4c. (First raised during meeting 23 Jan 08) Community Hall Lease</u> a letter had been sent to Anthony Jones regarding the lease, no reply as yet. Clk to try and contact Mr Jones to determine what progress had been made on this matter. Report next meeting.</p> <p><u>Item 10 (23 Jan 08) Fencing (Parish Compound)</u> Decision: JB proposed that the quote of £350 + VAT from Howard Fabrications for replacing the right hand fence of the parish compound entrance be accepted, seconded by IT. Carried. Clks Note: Letter accepting quote has been sent to Mr Howard.</p> <p><u>Item 6e (20 Feb 08) Website</u> No significant progress made, CL snowed under with other projects, report at next meeting</p> <p><u>Item 7 (16 Apr 08) Footpaths (PROW)</u> Clks Note: JD was not at this meeting but had sent a note to say arrangements are well in hand, full report at next meeting.</p> <p><u>Item 3a (14 May 08) – Services provided by Hereford County Council</u> The Clk advised that the service provided by Hereford County council had improved tremendously, most of our outstanding jobs were complete, there was therefore no need to write to department heads to complain. Clks Note: Appropriate thank you emails have been sent.</p> <p><u>Item 10 a (14 May 08) Phase 2 Roman Park Play Equipment</u> In future this will be included in the “reports” element of the agenda. Update required at next meeting.</p> <p><u>Item 12a (14 May 08) Standing Orders</u> There were no comments from the council, it was agreed that between them RS and the Clk would produce the final document for endorsement at the next meeting. Clks Note . As part of the standing orders, the Financial working group are requested to produce the financial orders for the next meeting</p>	<p>Clk</p> <p>CL</p> <p>JD</p> <p>AB</p> <p>RS Clk</p> <p>Financial WG</p>

Item	Discussion and Decisions	Action
<p>5 Matters Arising (Continued)</p>	<p><u>Item 7 Correspondence received (18 Jun 08) Archaeology and Developing Planning Document. Report at Next meeting .</u></p> <p><u>Item 8 (18 Jun 08) Litter Bins</u> The clk suggested that 4 litter bins (and fixings) are purchased from “broxap” at a cost of £1,597.00 + VAT, the litter bins will be located on the bus stop at the A480 (near the traffic lights), the post office, the middle bus stop (to replace the existing small bin) and the bus stop opposite the shops, the quote was considered most appropriate out of those received. Mr T Baldwin had quoted a total of £400 to install the bins. Decision. Proposed by AR and seconded by DP that the litter bins be obtained and installed and that the costs shown above are met from Parish Funds. Carried.. Clks Note. The bins have been ordered</p> <p><u>Item 10 (18 Jun 08) Windows external doors – Youth Centre</u> AR produced a quote of £1766 from T Baldwin to replace 2 UPVC Doors (1 x fire escape), replace 5 sealed window units. The quote also included the cost of permanently blocking the hole in the fence at the bridge on Station road. Decision; Proposed by AR seconded DP that this work is undertaken and the costs are met from Parish Funds. Carried. AR to arrange completion of work.</p> <p><u>Item 11 (18 Jun 80) Weight and Speed restrictions</u> Report at next meeting</p>	<p>JD</p> <p>JD</p>
<p>6 Financial Matters</p>	<p>a. A financial risk assessment had been compiled by AB as part of the control and monitoring arrangements for Parish Finances, the Clk explained that the need for such a document was highlighted during the preparation for the 06/07 audit. Decision: Proposed by RS seconded by CL that the document is authorized (To be signed by Chairman and Financial Working Group) and used in connection with the financial arrangements of the council. Carried Clks Note: This document will be included in the Parish “Governance folder”. It will also need to be reviewed from time to time. .</p> <p>b. The Clk updated the meeting on the progress of the audit return for 06/07 and presented a statement of account which he had compiled from the information that was available to him. The statement had been checked by an accounts specialist, the Clk requested that</p> <ul style="list-style-type: none"> • The statement and annual governance statement is accepted as the official record. • The accountancy fee of £30 is met from Parish funds (previously approved by Chairman, Vice and Financial Group Members). • Accounting documents are now submitted to Mr Wally Bowles for internal auditing. (Mr Bowles had been contacted by the Clk and is prepared to undertake the internal audit – at no cost – he has completed our previous audits and is considered suitable to complete the task) <p>Decision Proposed by CL, seconded by RS that:</p> <ul style="list-style-type: none"> • The statement of account and annual governance statement are accepted as the official record. • The accountancy fee is met from parish funds. 	

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<p>6 Financial Matters (Continued)</p>	<ul style="list-style-type: none"> • Financial records are now submitted to Mr Wally Bowles for Internal audit. • Carried <p>d. The following invoices were presented at the meeting:</p> <table border="1" data-bbox="360 293 1235 533"> <thead> <tr> <th>Payee</th> <th>Service Provided</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>C Lippett</td> <td>Parish Clerk</td> <td>£447.01</td> </tr> <tr> <td>R Rose</td> <td>Grass Cutting</td> <td>£335.00</td> </tr> <tr> <td>Howard Fabrications</td> <td>Repair of main gate to Parish Compound.</td> <td>£520.75</td> </tr> <tr> <td>Howard Fabrications</td> <td>Repair of fence to Parish Compound.</td> <td>£444.97</td> </tr> <tr> <td>C Lippett</td> <td>Litter picking. (Top half of village)</td> <td>£143.50</td> </tr> <tr> <td>S Jones</td> <td>Accountancy</td> <td>£30.00</td> </tr> <tr> <td>D Lloyd</td> <td>Litter Picking (Bottom half of the village)</td> <td>£105.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td>£1921.23</td> </tr> </tbody> </table> <p>Decision: Proposed by IT seconded by AS that the invoices listed above are paid from Parish Funds. Carried. Cheques to be issued. Clks Note: All cheques raised and delivered/posted 17 Jul 08</p>	Payee	Service Provided	Amount	C Lippett	Parish Clerk	£447.01	R Rose	Grass Cutting	£335.00	Howard Fabrications	Repair of main gate to Parish Compound.	£520.75	Howard Fabrications	Repair of fence to Parish Compound.	£444.97	C Lippett	Litter picking. (Top half of village)	£143.50	S Jones	Accountancy	£30.00	D Lloyd	Litter Picking (Bottom half of the village)	£105.00	TOTAL		£1921.23	
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<p>7 Correspondence Received</p>	<p>a. Notification had been received (from HALC) that the hourly rate of pay for Parish Clks had been increased to £8.41 effective 1 Mar 07 Decision: Proposed by JB seconded by IT that the revised hourly rate of pay be accepted and back dated to the date of the current Clks appointment on 1 Jan 08 Carried. Clks Note: The “back pay” amounts to £20.</p> <p>b. HALC advised that the council should consider adopting clause 12(2) of the Model Code of Conduct. In simple terms this would ensure that members of the public are given the opportunity to speak at Parish Meetings and proceedings are recorded in the minutes. Decision: Proposed by AS seconded by RS that clause 12(2) is adopted by Credenhill Parish Council. Carried</p> <p>c. A PACT Meeting will be held in Brockington Hall on 23 Jul 08. Cllr Matthews, CL, JB and the Clk will attend.</p>																												
<p>8 Induction of Mr Tony Boston Davies</p>	<p>The Chairman welcomed Mr Tony Boston Davies (TB) as a co-opted councillor. TB gave a brief resume of his background and was introduced to council members. Clks Note: The necessary forms were given to TB to complete, these will be forwarded to the appropriate agency by the Clk.</p>																												
<p>9 ROSPA Report Roman Park</p>	<p>DP reported that the report recommendations had been examined on site by herself and the Clk, there was some work to do, but not extensive. The Clk offered to enquire if there are any local specialists who could complete the repairs or if it would be more beneficial for a local contractor to carry out the task. Details would be passed to Roman Park team for decision when all options have been considered. Clks Note: Hereford County Council have advised that “low risk” requirements need not be carried out.</p>	Clk																											
<p>10 Reports</p>	<p>a. <u>Roman Park</u></p> <p>DP requested that a quote is obtained to repair the hole in the fence by the play equipment and that 3 concrete posts (on the fence by the coal merchants) are replaced. JB offered to speak to the contractors when the new fence supports are installed.</p> <p>AB requested that a no parking sign be purchased and fitted to the Roman Park Gate. Decision: Proposed by AB, seconded by IT that a no parking sign (£20 + VAT) be purchased from parish funds and installed on the gate. Carried Clks Note: Sign ordered 17 Jul 08</p>																												

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	b. <u>ESG</u> AB reported that the ESG executive may require use of the community hall for a public consultation meeting in the future.	
11 Agenda items for next meeting	a. Grant for St Mary's Church.	
12 Any other Parish Business	<p>a. <u>HBOS shares</u>. JB advised that advice given by HALC suggested that we should not hold any shares. Decision: Proposed by JB that we cash in our current holdings, seconded by AB and carried. Clks Notes: JB and Clk will arrange for shares to be cashed.</p> <p>b. <u>Water on Tillington Road</u>. Clk to investigate and if necessary write to Hereford Council to highlight continuing problems.</p> <p>c. During the summer recess (no meeting until Sep 08) it was agreed that the clk would keep council members informed of any significant council business. The Clk advised that, if necessary, he would ask the Chair, Vice and the Financial Working Group (by email) for authority to pay urgent bills as required.</p> <p>d. Post office – CL gave an input on the future of the post office following a meeting she had attended on 16 Jul, in general terms the retention of the post office looked good but nothing had been confirmed as yet.</p> <p>e. In connection with an enquiry made by DP to Cllr Matthews the Clk offered to send a letter to bus companies – regarding oil spillage from buses at Riverside bus stop.</p> <p>f. AR reported that the probationary period for the Clk ends on 31 Jul 08 and as the next meeting is not until Sep 08 asked for the council's confirmation that they consider that the Clk has successfully completed his probationary period. Decision Proposed by AR seconded by IT that C Lippett has successfully completed his probationary period and should now fill the appointment as Clerk to Credenhill Parish Council on a permanent basis. Carried.</p> <p>g. Complaints made about a triangle of land in Ecroyd park which is considered to be an eyesore. Clk to investigate and if necessary write to Hereford County Council. Report at next meeting</p> <p>h. AR was not happy with the general appearance of the area around the village shops (litter, uncut hedges etc) and suggested that we build up a portfolio of dated photographic evidence which could be used in the future. AR and TB to discuss arrangements.</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p> <p>AR/TB</p>
13 Next Meeting	The next meeting will be held on 17 Sep 08	All to note.

The chairman closed the meeting at 9.40 pm

Original signed
A ROUND
Chairman

Date: 17 Sep 08

Attachments:

Visiting Speakers - Resume of West Mercia Police delivery (Agenda Item 2b)

Distribution:

Parish Council:

Mr A Round

Mrs D Daw

Mr J Beavan

Mrs C Lloyd

Mr T Boston - Davies

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

Mr L Richardson

Attachment to Credenhill Parish Council Meeting Minutes of 16 Jul 08

VISITING SPEAKERS - RESUME OF WEST MERCIA POLICE DELIVERY (AGENDA ITEM 2B)

1. Chief Inspector Nick Semper opened this element of the meeting by announcing that he had been promoted (congratulations) and introduced his replacement (Inspector James Ashton) who gave a short introductory talk on his background and future strategy to carry on with the improved policing within the village.

2. PC Pam Epton and CSO Laurence Hull provided the following information during the meeting:

a. Incidents relating to Anti Social Behaviour

From the beginning of January to end of March 2008, Police received **36** reports relating to anti social behaviour.

From the beginning of April to end of June 2008, those reports had dropped to **15**.

From 1st July to 16th, we had received **4** reports.

In two of these reports, witnesses were able to identify the youths involved and the following action was taken:-

3 youths received Anti social behaviour 1st warning letters.

2 youths received final warnings for anti social behaviour.

This action wouldn't have been possible if it weren't for the willingness of witnesses to make statements and we can't stress this enough.

b. Results of Ongoing Enquiries:

5 Police Reprimands issued to youths in relation to criminal damage offences.

3 youths have been arrested in relation to criminal damage offences

3. The Police Team acknowledged the concern expressed by some councillor's regarding the possibility of unruly behaviour in village (particularly in the Roman Park area) during the forthcoming school holidays. The police team advised that arrangements were being considered to provide coverage from the rural team resources on some weekends. The team emphasised that parishioners must be encouraged to report details of suspected criminal activity and unacceptable unruly behaviour.