

**MINUTES OF AN ORDINARY MEETING OF THE CREDENHILL PARISH COUNCIL  
HELD IN THE YOUTH AND RESOURCE CENTRE ON 16<sup>th</sup> SEPTEMBER 2015 at 7.30pm**



Credenhill Parish Council

**Present:**

Mr A Round (AR-chair) Mr A Slater (AS- vice chair)  
Mrs D Pullen (DP), Mr R Rose (RR), Mr A French(AF), Mr J Beavan (JB), Mr T Smissen (TS),  
Mr J Dover (JD), Mr L Harper-Smith(LHS), (Parish Councillors)

**In Attendance:**

Mr B Matthews (BM) - District councillor  
Jenni Hurcomb (rfo) – Responsible Finance Officer/acting Parish clerk

**Item 1 Apologies/ Disclosure of Interests:**

1 Apologies - Mrs S Bradley (SB), Mr Paul Burrige (PB)  
2 Disclosures of interest –

**Item 2 Opportunity for visiting speakers to address council:**

District Councillor Bob Matthews:

- Parking Dovecote Lane:  
BM has been made aware of the increase of work vans being parked in Dovecote Lane.
- Magna Farm: No update
- Cross Farm. Ongoing.
- Woodland trust footpath. Repairs to go ahead.
- Mill Lane Bins. Clerk to contact HC and state the bins were agreed in 2014 to be part of the route and emptied by HC.

**Item 3 Opportunity for members of the public to raise any matters with the council**

1 member, raised concern over the 30mph sign that is not very easy to see in the hedge. PC suggested cutting the hedge back for now and looking to install a fence rather than hedge in the future. **Clk Note:** contact Dave Tyler to cut hedge.

**Item 4 Acceptance of Previous Minutes:**

Following a proposal by JD seconded by DP it was **resolved** that the minutes for the meeting on July 17th 2015 are accepted as a true record of the proceedings.

**Item 5 Business arising from previous meeting:**

1. Asset register. JB to forward contact
2. Trenchard Avenue. Herefordshire Housing confirmed the strip of grass by the junction of station Road and Trenchard Avenue was purchased by the homeowner. However, planning permission should have been sought for the fence to be erected. Clk note: contact planning dept.
3. Cancel mobile phone contract with orange
4. Contact British gas and reduce payments for changing rooms. Currently £150 per month needs to be £5 per month.
5. Chase up social club for outstanding electric money, contact Sarah again.
6. Send letter recorded delivery to Sophie Glover regarding outstanding debt.
7. Repair the damaged windows on Roman Park, chairman to complete.
8. Make amendments to standing orders.
9. Apply for SLCC membership when new clerk starts.
10. Pip printing quotes to be obtained.
11. Electrician (Dave Williams) to be contacted and arrange to meet on site. His estimate has been approved.

**Item 6 Financial Information: September 2015**

Account balance 2<sup>nd</sup> September 2015  
Current account: 1,330.04  
Reserve account: 4,654.55

**Direct debits – August**

Orange phone(monthly)	24.80
British gas	150.00
British gas	19.12
<b>Total payments during</b>	<b>£193.92</b>
Payments recieved: July/August	
Imagination station rent (for May/June)	£2,000.00
Interest	.20
CCN adverts	196.00
Social club rent (£1) /electric payment	23.16
<b>Total recieved</b>	<b>£2219.36</b>

**Cheques to authorise: During meeting**

Hfd Council ROSPA	£60.72
pip printing	£371.15
Hfd alarm services	£96.00
4seasons ground care	£1030.52
hereford scouts	£300.00
Credenhill church	£500.00
Hoople advert	£36.00
village fete.	£250.00
J Everall 45 hours @£12.50. July/Aug	
inc. £20 broadband allowance	£582.50
C powell expenses	£14.94
C Powell July/Aug	£481.61

**Direct debits during September.**

Orange phone(monthly)	24.80
British gas	42.37
<b>Total</b>	<b>£3790.61</b>

**Debtors**

Social club – car park electric	£127.82
Imagination Station rent July/August	£2,000.
Sophie Glover repayment of tax	£430.20
HMRC VAT rebate	£6480.57
Second precept payment	£9250.00 (Due mid Sept)
<b>Total:</b>	<b>£18,288.59</b>

**Closing balance £2193.98 ( Opening balance 2/9/15 £5984.59 - £3790.61)**

A discussion took place over the overdue amount from Imagination station. Chairman agreed to visit and discuss with the owners.

**6.2 payments to be agreed.** Following a Proposal by: JD Seconded by LHS it was **resolved** that the above payments are paid from the parish funds.

**6.3 payments received.** See above.

**6.4 Requests for financial aid:** none

**JB arrived 8:15pm.**

**Item 7 parish council documents storage.**

The current filing cabinets are almost full and the paperwork needs filing and archiving. **Clk note: obtain cost of archiving with HC.** LHS reported on the various options that the pc could use to access information held on the parish laptops and also use cloud storage. LHS asked if members would be happy to use a parish email rather than their own personal one. All agreed. LHS to se this up.

**Item 8 community governance review proposal.**

No comments from the PC.

### **Item 9 reports from Working groups:**

Finance (JD, AS) - JD to be added onto the bank group. Audit has been returned and notice will be placed on website. JD asked when the precept needs to be submitted, End of year. AS asked for an extra member to join finance group, no one was willing. Clerk will hand all financial paperwork, chequebooks etc to AS as of 19/9/15

Roman Park (AR) –Fence is damaged on far side. AR & LHS have cleaned and made minor repairs to changing rooms, Craig Powell to continue to clean after matches. AR gave clerk £90 for 3 matches played. Banked 19/9/15

Clerk raised concerns over no action being taken by PC to address the findings in the recent ROSPA report. After discussion JD suggested using a specialist firm to make the repairs. **Clk Note: contact suitable company, arrange site meeting and obtain quote**

A further discussion took place regarding obtaining funding to purchase new equipment however, no member was willing to take on this role.

Annual letter to be sent to relevant residents in Glebe Close. **Clk note: copy in governance, amend , print and deliver.**

Footpaths (PB) – none

Planning (AS, TS) – Cross Cottage, Hill View, Orchard Lea and Trenchard Avenue. No comments for all.

Flood alleviation scheme (RR, JB,) –Discussions with Andrew Lyke have been held but no progress as yet. JD raised his concerns over any meetings taking place as Andrew Lyke has an hourly rate of £135 per hour. JD requested Mr. Lyke write to the PC and clearly set out who is liable for his time.

Website (LHS) –LHS suggested the PC have a profile for each person in the CCN and the website and will discuss with the school.LHS to meet with Kieth and discuss the website.

Schools (JD) – TS agreed to join school group. Terry to contact school and ask if they would be willing to circulate a flyer to parents regarding Roman park.

Community Hall (AF) – Requested the key for side gate. **Clk to chase up.**

Shops and Businesses (DP,) – none.

### **Item 10. Agenda items for next meeting:**

Fence on Roman Park

Entrance to Roman Park.

### **Item 11 Any other business:**

- AR to hand expenses to clerk
- Send a request to village fete to ask which charities were given a donation before sending out the PC cheque. **Clk note: contact Dorrie Coates with this request.**
- Clerk vacancy. Jenni Everall gave notice on the 18<sup>th</sup> August to stand down from the post of RFO, however, Jenni has been standing in as clerk since Juliette left in June. After a long discussion TS proposed the PC join HALC to help obtain a clerk to stand in until a suitable replacement is found. JD seconded this motion. Both JB and AF disagreed with this action so a vote took place. 6 for and 2 against. Motion carried. Members to meet on Monday to discuss the clerks vacancy. AR to contact HALC and arrange membership.

### **Date of Next Meeting. 21<sup>st</sup> October 2015**

The Chairman closed the meeting at 10.00pm

Original signed

Andrew Round (chairman)

Distribution: All Councillors, Cllr Matthews, Clk (for Minute folder), and Parish Website