MINUTES OF AN ORDINARY MEETING OF CREDENHILL PARISH COUNCIL HELD IN THE YOUTH AND RESOURCE CENTRE ON 24 OCTOBER 2018

PRESENT:

Councillor Mr. Terry Smissen Parish Council Chairman (TS)
Councillor Mr. John Beavan (JB)
Councillor Mr. Paul Burridge (PB)
Councillor Mrs. Dot. Pullen (DP)
Councillor Mr. Paul Warrington (PW)
Councillor Mrs. Emma Baxter (EB)

Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

Mr. Steven Sprackling and Mr. Simon Russell
Ward Councillor Mr. Robert Matthews (BM)

Also present
7 members of the public

The Chairman opened the meeting at 7.00pm

1.0 Apologies for Absence

Councillor Revd. Rana Davies-James (RD)
Councillor Mrs. Clair Stenhouse (CS)

2.0 Declarations of Interest & Dispensations

2.1 No declarations of interest received.
2.2 No written applications for dispensation received

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

3.1 Mr. Steven Sprackling and Mr. Simon Russell provided an update on New Build Scheme, Orchard House, Credenhill. Draft plans were circulated to those present.

Several meetings had taken place with highways and planning. A formal pre-application had now been submitted. They have been looking at all areas of consideration based on planning policy provided by Herefordshire Council: Highways, Footpath linkage to village, Drainage, Ecology, etc. Surveys are currently underway on and around the site to assess: Traffic, Drainage, House Requirements, Bat Survey. Some of the results had informed and changed the plans since they first presented to the Parish Council on 18th July 2018, particularly the drainage which would now be done on an individual house basis by use of soakaways. A formal application will be made in November 2018.

Members of the public and the parish council were given the opportunity to comment on the proposals. A number of concerns were raised, including: Lack of local amenities at the development site meaning residents will be dependent on car usage, Lack of school places, additional traffic on an already busy section of road due to the queuing traffic into Hereford Garrison, a general lack of infrastructure to deal with more houses in Hereford as well as Credenhill, concerns over the safety of joining the main road with the proposed development site.

The chairman noted that as the Parish does not have a Neighbourhood Development Plan (NDP) this would mean that 15% of section 106 money (capped at £100 per council tax dwelling) would be allocated to the Parish Council rather than the 25% in cases where an NDP exists; the remainder would go to the County Council.

Mr. Steven Sprackling and Mr. Simon Russell confirmed that they are working closely with Herefordshire Council to ensure that they were doing what is required of them and that they would provide further updates as the project progressed.

19:20 Email received from Councillor Mr. Paul Burridge (PB) apologising for absence.
19:25 Councillor Mr. Andrew Slater Vice-Chairman (AS) arrived

3.2 Update from Ward Councillor Bob Matthews.

- The budget for the footpath from the Married Quarters to the Burghill Road has now been agreed.
- Councillor Matthews had provided support to the Community Hall for its Grant application to make further improvements.
- Councillor Matthews had received an update from Sergeants to say that the school bus was now running on time. However if parents wanted to guarantee that their children are on time then they are welcome to catch the 8.05am bus from outside the village that arrives in Weobly earlier. Councillor Matthews had raised the matter with Herefordshire Council and will provide a further update at the next meeting.
- 20mph Station Road Project – review for sign off on 01/11/2018
- Footpath widening put back from Sept 2018 to February 2019. Councillor Matthews has written to Hereford Council to see if the work can be bought forward again.
- A480 Road resurfacing through village to commence w/c 29th October.

3.3 Councillor Paul Burridge to provide feedback from the Parish Council Summit

Not present

3.4 Councillor Clair Stenhouse to provide feedback from the NMiTE Inauguration

Not present, a report was read out by the clerk (see appendix 1).

4.0 <u>Public Question Time</u> - Opportunity for members of the public to raise issues or ask the Parish Council questions.

A number of parents expressed concerns that the school buses were still not on time even though the bus company was saying that it was arriving at the timetabled time of 8.40, a child present confirmed that the bus was always arrived during or just after registration 8.55. Parents expressed disappointment that there choice of high school was being taken away from them by the use of highly priced buses that they were struggling to afford and that the closed school, Whitecross, was full anyway without the 70+ children from Credenhill attending.

It was noted that there is still a further year of pupils that will transfer from the free school bus over to the Sargent's bus meaning approximately 90 children would need transport to Weobly from next year.

Councillor Matthews acknowledged issues and confirmed that the changes were based on national changes however he would continue to follow it up with Hereford Council.

The chairman expressed a concern over the safety of the children getting off the bus on the narrow pavement alongside the busy A480

Darren and Natalie Street shared their proposed business ideas for the village and discussed the viability of the idea with members of the council and public. They will provide further updates as things progress.

5.0 Minutes - The Minutes were approved and signed as a true record of the Ordinary Parish Council Meeting held on 19th September 2018 after a proposal by PW which was seconded by DP.

20:15 Ward Councillor Bob Matthews left the meeting.

6.0 Financial Report – Appendix 2

6.1 Confirmation of Bank Balances
6.2 Receipts
6.3 Invoices for Payment

It was resolved that the financial report is a true report and that the cheques be paid, £4000 be transferred from the reserve account to the current account and that the 2 unpresented cheques be cancelled. Proposed by AS and seconded by PW.

7.0 Planning Applications Received

No applications received.

8.0 To receive reports from working groups

8.1 Finance (A. Slater, T.Smissen) – A meeting of the finance group had been held and that the draft budget had been prepared. The draft budget will be circulated to councillors for comment and review following the meeting. At the November parish council meeting the final draft will be presented.

8.2 Community Hall (T. Smissen) – A report was read by TS, see appendix 3. The council thanked Magna for supporting the defibrillator fundraiser with a cheque of £100.

8.3 Footpaths (P. Burridge) – Not present

8.4 Shops/Businesses (D. Pullen) – The chip shop has attended to the overgrown hedge outside the doctors and there shop; they are only responsible for their extent of the hedge but didn't mind cutting the Doctors section. The clerk has been in touch with the Operations Manager for the doctor's surgery to ensure that they work with the chip shop to maintain it going forward. Council requested that the Clerk make contact with the landlord of Onestop to address the remainder of the overgrown hedge and dangerous trees.

8.5 Flood Alleviation Scheme (J. Beavan) – Revised compulsory purchase order and Easement agreement had been received. The clerk will circulate and provide an update once the documents had been

reviewed. It was noted that the parish council would like these documents reviewed by our solicitor prior to them being executed.

8.6 Schools (E. Baxter) – The consultation at St Mary's is still underway regarding federating the school, it was noted that a number of safeguarding improvements had been implemented in the last 12 months. As part of formalising the federation the governors of the 2 schools would be merged into one governing board across the 2 schools. Staff training opportunities have also improved as part of the schools working together.

8.7 Roman Park – General – See appendix 1 for comments from CS. It was recognised that the working group would need to be extended to get enough resources to move this project forward. It was agreed that the clerk should start to form a larger working from the community.

Credenhill Sports and Social club – It was noted that currently there is not a working group for the social club however it is important for the Parish Council to lend the same support to the Social Club Committee as it does for the Community Hall Committee. TS will approach the Social Club committee to see if this would be a welcomed.

9.0 <u>Matters arising since last meeting:</u>

9.1 Council to consider the process for future requests to put temporary signs on the Village Green.

Clerk to setup an application form and process to be circulated and then published.

9.2 It was resolved emergency business would be carried out by the clerk and chairman and that the scope of these duties would be the following:

- To have the power to spend a maximum of £250 for emergency business
- To deal with emergency repairs and maintenance to assets.
- To deal with minor time critical decisions that the council need to make between meetings; this process may include an email to the councillors to ask for any objections to the proposed decision.

The delegated emergency duties were proposed by AS and seconded by JB.

9.3 Council to discuss if the street lighting along A480 between the entrance to the Garrison and the village is adequate enough to allow for no additional signage (i.e. 30 repeater signs) following concerns raised by a resident.

It was noted that a light was defective in this area and that any review should take place once the light has been repaired.

9.4 It was resolved that the council would accept the quote received from Focus Flooring Ltd at a cost of £345 + VAT. Proposed by JB and seconded by PW.

9.5 Following the review Herefordshire Fuel Poverty briefing pack received from Herefordshire Council it was decided that DP would distribute leaflets to Onestop and the Doctors Surgery. The poster has already been shared on social media and through the CCN in November.

9.6 It was resolved that the Cycle stands that the clerk had been able to source through a grant scheme that they would be installed into the ground opposite the entrance to the social club. Proposed by PW

and seconded by AS. It was decided that a white line should be painted to denote the area between the bike storage area and the pathway.

9.7 It was decided that following a review of the matters arising from the external auditors report for 2017/18 financial year that the clerk would ensure that these matters would be addressed going forward. Proposed by DP and seconded by EB.

9.8 It was resolved that the authorised signatories in the current bank mandate, for all parish council bank accounts, be changed to include TS, PW and DP on the mandate and the current mandate will continue as amended.

9.9 It was resolved that the Parish Council will accept responsibility of Event Organiser for the purpose of public liability of the Remembrance Parade and pay the additional premium of £71.00 to extend the existing cover. Proposed by JB and seconded by AS.

10.0 <u>Public Question Time</u>

The parish clerk read out a letter received from a former resident of the village who had sent a cheque for £25 in support of the community defibrillator.

11.0 It was agreed that the next Ordinary Parish Council Meeting will be held at 7.30 pm, 21st November 2018, at the Youth and Resource Centre.

The Chairman declared the meeting closed at 9.30pm.

Councillor Mr. Terry Smissen Chairman

Signed…….

Date…….

Appendix 1

Report from Councillor Clair Stenhouse following attendance of the University Inauguration at Hereford Cathedral:

"I attended the NMiTE inauguration which was a credit to Herefordshire as there were a lot of people in attendance. I was taking a back to the level of support the university has both businesses wise and educationally. The values of the new venture and I have to say (although in paper at present) gave a sense of economic development and long term contribution to improving Herefordshire –It can only be seen as a huge investment and a long term opportunity for Hereford.
I have left the programme for you to browse and it is worth reading as the new led of the university and chief of staff are an example and role model to our children in Herefordshire and an aspiration to women who have made an impact in the engineering world – as we know that is mostly dominated still by men, I felt a pat on the back for us!

For those interested if in the near future it comes up – a chance to visit would be beneficial I for one will be interested to do this."

Contribution to Agenda item 8.7:

"PLAYING FIELD.

Every day I walk past Moor Farm and the gym is never without use.
It is a meet and greet place where people fall into using the equipment to exercise, it's not abused and people are respectful to each other – young and old mix quiet happily.
It does have a sense of community.
Perhaps as discussed before this is something we look into to improve the facilities within Credenhill I do think it would be worth our time and effort. "

Appendix 2

Opening Balances	Current A/c	Reserve A/c	Total
As at 31/08/2018	£2,933.73	£31,808.08	£34,741.81

Receipts		Current A/c	Reserve A/c	Total
19/09/18	TFR from 10344357 - Transfer from Reserve Account	5,000.00		
21/09/18	Credenhill Nursery Ltd - Balance of Deposit/Rent	300.00		
21/09/18	Herefordshire CC - Precept Receipt (2 of 2 Payments)		11,500.00	
26/09/18	BGC: 100310 - Jenkinson Foot heath CCN Ad - 12 months Business Dir	48.00		
26/09/18	BGC: 100310 - Wendy Morgan - CCN Ad - 12 months Business Dir	48.00		
28/09/18	Interest - Bank Interest		1.27	
Total received		**£5,396.00**	**£11,501.27**	**£16,897.27**

Payments		Current A/c	Reserve A/c	Total
03/09/18	Cymru Water - Water Services for Changing Rooms	18.50		
19/09/18	TFR to 10343326 - Transfer to current Account		5,000.00	
25/09/18	British Gas 600868 - Electricity Changing Rooms	18.42		
26/09/18	BGC: 100310 - Currys PC World - Black Printer Cartridge	23.99		
26/09/18	BGC: 100310 - Onestop - Stamps	6.96		
26/09/18	British Gas 600861 - Electricity Car Park	18.56		
Total Cheques Cleared in Period (see below for details)		4,651.54		
Total payments		**£4,737.97**	**£5,000.00**	**£9,737.97**

Cheques cleared		Number	Current A/c
21/09/18	Mr L Harper-Smith (Expenses)	001404	150.02
24/09/18	Mr P Warrington - New Kitchen Resource Centre	001400	1,610.00
26/09/18	D Tyler Tree Surgery - Hedge Trimming	001399	860.00
27/09/18	PIP Printing (September 2018)	001398	333.28
27/09/18	Mr L Harper-Smith (Clerk/RFO Salary)	001402	696.24
28/09/18	Mr C Powell (Litter Picking, Maint & Cleaning July/Aug)	001401	1,002.00
Total cheques cleared			**£4,651.54**

Closing balances	Current A/c	Reserve A/c	Total
As at 30/09/2018	£3,591.76	£38,309.35	£41,901.11

Cheques not cleared		Number	Current A/c
15/11/17	Wraith Solutions (Website Hosting)	001343	99.60
18/07/18	H.M.R.C (Clerk/RFO June)	001389	100.00
19/09/18	Countrywide Grounds Maintenance Ltd (June/July)	001397	1,296.00
19/09/18	HMRC (Clerk/RFO July/Aug)	001403	203.66
Total payments			**£1,699.26**

NOTE 1: 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.
NOTE 2: Recommend that cheque 001341 be cancelled and then re-issued next month.
NOTE 3: Recommend that cheque 001389 be cancelled as subsequent cheques have been banked as well as the fact that HMRC now owe the Parish Council £177.84. Clerk to reclaim £77.84 from HMRC once cancelled.

Cheques to authorise		**Number**	**Total**	**VAT**
24/10/18	PKF Littlejohn LLP - External Audit 2017/18	001405	240.00	40.00
24/10/18	PIP Printing - Printing October 2018 Edition of CCN	001406	398.25	
24/10/18	Countrywide GM - Grass Cutting August/Sept 2018 inc Weed killing	001407	1,651.20	275.20
24/10/18	D Tyler Tree Surgery - Tree Maintenance Roman Park/Social Club/Village Green	001408	960.00	
24/10/18	Mr C Powell - Litter Picking, Maintenance & Cleaning	001409	537.00	
24/10/18	Mr L Harper-Smith (Expenses September 2018)	001410	66.84	
24/10/18	Mr L Harper-Smith (Clerk/RFO Salary September 2018inc Tax rebate for July/Aug)	001411	897.84	
24/10/18	Herefordshire Council - Wasp Nest Treatment Resource Centre	001412	84.00	14.00
24/10/18	Mr C Powell - Materials - Bin Bags & Pop-up Tidy Bin	001413	28.53	
24/10/18	Rev Rana James- Davies - Refund for purchasing the Silent Silhouette on behalf of the Parish Council	001414	150.00	
24/10/18	M Ridge – Replace PIR Sensor at Resource Centre	001415	130.00	
24/10/18	Rees & Co - Additional Insurance for Parade	001416	71.00	
Total payments			**£5,214.66**	**£ 329.20**

Debtors		
HMRC	PAYE due to Tax code adjustment	177.84
Total outstanding		**£ 177.84**

Creditors		
Credenhill Nursery Ltd	Deposit	450.00
Credenhill Youth Club	Balance of Funds	545.26
Chris Atkinson	Prepayment Roman Park Repairs	465.00
Sale of Equipment	Sale of Equipment	576.50
Total holding		**£1,460.26**

Appendix 3:

CREDENHILL HALL MEETING 1st October 2018

I attended the October meeting which was well attended by six members of the committee.

The hall still maintains a regular booking system with extra bookings taken on regular basis. Magna are the main users with the Scouts and Guides coming a close seconded. Magna will be showing a play called Heritage. (Now complete)

The treasurer gave his report and produced the statement of accounts. The accounts shows the money set aside for the improvements to the toilets but it is now known that the work will need a lot more funding. The treasurer is by default the project manager for all works and he is actively seeking extra funding.

Work will be carried out on the lighting and a safety check on the electrics also needs to be carried out. It was reported that the lighting had been carried out and checked.

Magna has paid for new curtains for the stage and the windows. They have also paid for the installation. This has cost over £5000.00 of Magna Funds. This will improve the ambience of the hall as well as keeping the warmth in. I would like to emphasize that this will benefit all users of the hall.

At this time further quotes are being sort for the work to the toilets as the funds that are in place are not sufficient.

The Hall Committee are very pleased that the Parish Council is supporting their quest to improve the hall for all user of the village and make the experience more inviting; especially the toilets. The Chairperson passed on her thanks to The Parish Council.

I attended the Magna Play on Saturday the 20th October 2018. I was presented with a cheque for £100.00 towards the Defibrillator.

There will be a Christmas Faire held in the hall on the 24th November 2018. Tables £10.00, Please book through Betty Morris Tel Number in the CCN.

Terry Smissen
Parish Council representative to the Community Hall.