

**MINUTES OF AN ORDINARY MEETING OF CREDENHILL PARISH COUNCIL
HELD IN THE YOUTH AND RESOURCE CENTRE ON 13 FEBRUARY 2019**



PRESENT:

Councillor Mr. Terry Smissen Parish Council Chairman (TS)
Councillor Mr. Andrew Slater Vice Chairman (AS)
Councillor Mr. John Beavan (JB)
Councillor Mr. Paul Warrington (PW)
Councillor Mrs. Emma Baxter (EB)

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

Mr. Steven Sprackling (SS)
Ward Councillor Mr. Bob Matthews (BM)

Also present

8 members of the public

The Chairman opened the meeting at 7.30pm

1. Apologies for Absence

Councillor Mr. Paul Burridge (PB)
Councillor Revd. Rana Davies-James (RD)
Councillor Mrs. Dot Pullen (DP)

2. Declarations of Interest & Dispensations

- 2.1. None Received
- 2.2. None Received

3. Consider Applications to Co-opt for Councillor Vacancies

- 3.1. Council resolved to co-opt Deanna Pennington as a Parish Councillor. Proposed by PW and seconded by AS.
- 3.2. Council resolved to co-opt Rebecca Norton. Proposed by EB and seconded by PW.
- 3.3. Council resolved to co-opt Martin Leaton. Proposed by AS and seconded by EB.

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

- 4.1. Mr S Russell provided an update on the proposed development of land to the rear of Orchard House.

It was confirmed that the following section 106 sums had been included in the Draft heads of terms (based on 69 houses made up as proposed): Education £215k, Transport £118k, Sports & Recreation £59k.

The heads of terms follows the normal Herefordshire Council formula for Affordable Housing which is 35% of the total and that these would be firstly offered to people with a local connection at lower than market value.

The outline application is now out for consultation for up to 69 residential units with all matters reserved except for access. Simon invited questions.

Chairman thanked Mr Russell for providing an update to the parish council and read out the report produced by the parish council planning committee following consultation with local residents as follows:

After giving the parishioners of Credenhill Parish the chance to give their views and raise any concerns, it is clear that they are not keen for any further development for many reasons. It is with regret that I cannot report any positive comments.

This is a collective list of comments made by those we consulted.

ROAD SAFETY:

There is a lot of concern by all who live in the village with regards to the road leading passed the site. This area on the A480 is one of the busiest parts of the road and the condition is very poor. At present there are major works being carried out by the MOD; which we are told will be a new heavy vehicle holding park. The entrance to this site is only a few yards away from the new proposed site entrance and when complete there will be heavy vehicles coming and going most days of the week.

The entrance to this site is just a few yards from a very bad bend where in the past there have been several accidents with two of them being fatal and another leaving a young man with life changing injuries. The three houses on the opposite side of the road to the site already take their lives in their hands when leaving their property and in most cases turn left off their drive to turn around further up the road if they wish to go in the opposite direction towards Hereford. This can only get worse with a possible 120+ cars coming and going from this new estate.

If work is allowed to start before the MOD site is completed you can expect major congestion; more than there already is with vehicles coming and going from MOD Hereford, which is chronic at certain times of the day.

It has long been stated that the new speed limit of 30 mph will improve the safety but this has not happened and tail gating in this area has increased to a dangerous state.

SCHOOLING FACILITIES:

Before the planners make their decision could we please ask them to look closely at the provision for schools. At this time most of the schools are full and others have little spare capacity for most of the year groups, but this can be affected by the children from the MOD site where migration happens at certain times of the year. The local primary school, St Mary's C of E Primary School was built in the 50's/60's and has limited classroom space and needs major work to the structure. More importantly the toilets are in need of modernisation to bring them up to date for modern day use and standards. The next nearest school to the village is at Stretton Sugwas. I am told that this is also full with no capacity for any further intakes. The development would also have a major impact on the nearest high schools of Weobley and White Cross that are also running to capacity. At present we have major problems with busing these children to their allocated schools, and with an influx of extra children there is no extra resource except for putting extra strain on the already very busy main roads and country roads with parents taking their children to school in their cars. Congestion outside Weobly High is already the worst it has ever been with the Head having major concern's about road safety.

INFRASTRUCTURE/AMENITIES:

This new development will be isolated from the main village by a mile, separated by the MOD site.

The location of the site will drastically affect the delivery of their children to St Mary's C of E Primary School which has limited parking. The car park is accessed through Dovecote lane, where there are already many complaints about parents parking outside houses and blocking drives. In addition, there are complaints about parking on the entrance to this estate where police have been involved previously. Parking in this area will get worse once the yellow lines are installed on Station Road which will prevent people parking on the hill therefore extra consideration for the provision of parking at St Mary's would need to be considered or off road parking near the public open spaces within the estate near to the school to relieve the already strained parking/traffic situation.

This development will cause a division in the village as the new residents will be at the outer most edge of the rural part of the parish with a very big divide from the main urban village hub and its facilities. This rural part of the village currently has small clusters of residential housing (similar to other rural parts of Credenhill) whereas this development is more akin to the urban part of Credenhill, it being an estate and will not be in keeping with the area.

EMPLOYMENT:

HEREFORDSHIRE COUNCIL LAND ASSESSMENT:

An aerial photograph of a rural area near Credenhill, overlaid with colored polygons indicating different levels of potential for housing development. The map shows fields, some trees, and a small cluster of buildings. A large pink area covers the western part of the site, while a yellow area is located to the east. Several smaller red-outlined areas are scattered throughout. A legend in the top right corner explains the color coding. Logos for Hampshire County Council and the Planning Department are also present, along with a scale bar and copyright information. A green apple icon is visible in the bottom right corner of the map area.

Assessment of land with housing potential Credenhill

- Land with Low / Minor Constraints
- Land with Significant Constraints
- Land with No Potential during the Plan Period

Hampshire County Council
Planning Department

Scale 1:6000

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CONCLUSION:

In line with the views of the parishioners of Credenhill, the Parish Council will find it difficult to support this development unless all the concerns above are addressed. However we are also aware that the developer is keen to achieve this through Section106 money to address the problems outlined above.

The Parish Council urge the Planning Department to give consideration for all comments made to them directly from the parishioners as well as the ones above.

The Parish Council will reserve their position until a full consultation is made by a meeting held in the village hall by the planners and developers.

The Chairman invited the residents present to comment further. A resident said that he had not experienced any issues with getting an appointment at the doctor's surgery.

It was resolved to accept the report received from the planning committee and to submit it to Herefordshire Council planning department. A vote was unanimous in support of the report. Clerk to submit through Herefordshire Council planning website page.

4.2. Update from Ward Councillor Bob Matthews.

Herefordshire Council are proposing to reduce bus service which BM is fighting to ensure that the service remains. BM had spoken to the owners of Monnington House about the overgrown vegetation at the top of station road and confirmed that they had raised an order to have it trimmed.

BM had followed up with the police following an incident on narrow path at the top of station road where a car had mounted the pavement and had nearly hit a pedestrian and did not stop. The pedestrian suffered minor injuries and was able to record the vehicle registration number; the police are handling the incident.

BM is now having regular meetings with the MOD to improve communication.

BM suggested that the Parish Council should consider buying a speed indicator device (SID) that could be moved around various locations within the village to help reduce speeding. The cost would be approximately £18.5k. Clerk to forward information about SID's to councillors for consideration.

BM confirmed that a sweeping job had been raised for the cycle path following report received from a resident that cyclists were not using it because of the condition.

5. Public Question Time - Opportunity for members of the public to raise issues or ask the Parish Council questions.

A resident raised a concern regarding parking at the entrance to Dovecote Lane. Discussion took place about this and the traffic calming measures that were being implemented on station road. The comment was noted and would be reviewed following implementation of the traffic calming measures.

6. Minutes – It was proposed by PW that the Minutes are a true record of the Ordinary Parish Council Meeting held on 16th January 2019, proposal was seconded by AS. The minutes were duly signed.

7. Financial Report – Appendix A

- 7.1. Confirmation of Bank Balances
- 7.2. Receipts
- 7.3. Invoices for Payment
- 7.4. Defibrillator Appeal Update

It was proposed to approve the financial reports in appendix A by AS, seconded by PW. The cheques were duly signed.

8. Planning Applications Received

P190089/O - Land at Orchard House - Outline application for up to 69 residential units with all matters reserved except for access.

The item was dealt with during speakers under item 4.1 above.

P190192 - Land adjacent to Cross farm - Removal of Condition 21 of planning application 174431/F. To allow porch to Barn 2.

It was decided that due to the properties on the development being unoccupied that the parish council had no objections at this time.

9. To receive reports from working groups

9.1. Finance (A. Slater, T.Smissen)

The clerk provided an update on the year to date spend against budget and confirmed that during the current year there is an over spend of £1.2k and expected it to be £1.8k by the end of the year. The over spend was attributed to an increase in the village maintenance costs (Litter Picking/Cleaning/Repairs), Kitchen Replacement in the Resource Centre and Higher than budgeted costs of the clerks salary. It was noted that this overspend was already included in the budget and that the precept/budget next year was more robust.

9.2. Community Hall (T. Smissen)

No representation from any of the regular user groups were at the last committee meeting despite a requirement in their regular hire terms. There had been issues with some groups not leaving hall tidy. Ongoing fund raising activities continue. Electric survey completed and critical work addressed.

9.3. Footpaths (P. BurrIDGE)

No reports received.

9.4. Shops/Businesses (D. Pullen)

A telephone message has been left with Mr Williams but still no progress on addressing the ongoing issues.

9.5. Flood Alleviation Scheme (J. Beavan)

The chairman and the clerk had attended a meeting with Mortimer's Solicitors to review the files held by them following the closure of Calver Jones. Mortimer's confirmed that they only dealt with residential property and the right course of action would be to move to a commercial solicitor such as Gabbs. It had already been agreed at November 2018 meeting to use Gabbs to finalise the Flood Alleviation Scheme documents. The original deeds were signed over to the clerk as follows:

- a) Conveyance and associated documents for the Roman Park
- b) Conveyance and associated documents for the Community Centre (formally Credenhill Railway Station)
- c) Lease of Community Hall to Community Hall Committee
- d) Lease of Social Club to Sports & Social Club Committee

The clerk confirmed that he had scanned all documents so that an electronic version of the documents would be still available to the council even after they had been transferred to the new solicitor. The Conveyance and associated documents for the Community Centre (formally Credenhill Railway Station) are required by Gabbs to finalise the Flood Alleviation Scheme paperwork.

It was agreed that the clerk and chairman would meet with Gabbs Solicitors to establish the Parish Councils position on all outstanding legal matters and report back at the next meeting.

9.6. Schools (E. Baxter)

St Marys School has been made aware of the potential section 106 monies that may be available should the 2 large developments go ahead. The school has made a list of potential areas that would need to be improved to help service the new houses: Toilets, Car Parking and onsite Pre-School.

9.7. Roman Park – General (TBC)

The annual ROSPA playground report has been booked for March.

9.8. Social Club (P. Warrington)

The parish clerk attended the monthly Social Club Meeting on 11th February 2019 as Councillor Paul Warrington was unable to attend.

The Social Club committee meeting had 8 in attendance including the clerk and another guest interested on joining the committee.

The meeting was well organised with a formal agenda and minutes from the previous meeting. The meeting covered:

- Advertising Opportunities to increase Membership
- Upcoming and planned future events
- Staffing Matters

- Review of all new membership requests
- Finance
- Maintenance & Improvements

Highlights from the meeting:

The club had 302 members last year and currently that figure is 195 as they were being renewed from January.

The operating bank balance remained healthy with January takings up 2.6% on last year

The maintenance fund was now a little over £4000.

The primary focus for the maintenance fund is to address the upcoming changes in making VAT submissions digital and they would need to purchase a suitable laptop and accounting/payroll software with an estimated initial cost of £1200. They would then look to improve the kitchen area as well as look to upgrade the toilets.

Drains and roofs would be inspected and cleared this month.

The clerk highlighted that within its insurance policy a 6 monthly inspection was required of flat roofs and believed that the policy included the social club building but would double check.

The social club confirmed that they insured the premises and contents and that they did not have a copy of the lease. Clerk forwarded electronic copy of lease documents.

Clerk confirmed that the Council would be holding a village open day in the community hall to bring together all groups and would confirm once the date was firmed up so that they could open and have a table in the hall to encourage membership.

Clerk confirmed that the Council would be sending out the Section 137 Grant applications for consideration in April.

The Credenhill Canter would be taking place as usual in August and requested that they could use the changing rooms and Roman Park as usual.

Next meeting 11th March 2019

10. Matters arising since last meeting:

- 10.1. It was agreed that the council would review working groups at the next meeting now that new councillors have been co-opted.
- 10.2. Council discussed the correspondence received from PC Paul Crumpton to give Free Crime Prevention advice to the community. It was agreed to invite him to the village open day.
- 10.3. It was agreed unanimously that the proposed Grit bin location at the top of station road to the right of the litter bin would be the most appropriate location. Clerk to inform Balfour Beatty.

- 10.4. It was resolved to accept the new version of Policy on Grants under Section 137 of the Local Government Act 1972 (D007- V2.0). Proposed by PW and seconded by JB.
- 10.5. It was resolved to accept the new version of Grant Application Form (D008 - V2.0). Proposed by PW and seconded by JB.
- 10.6. Clerk provided an update on proposed changes to the production of the Credenhill Community News (CCN). The editor is moving to London and therefore would be unable to continue with the distribution aspect of the CCN (Pick up from PIP and distribution to distributors); he would however continue to edit and produce the CCN for printing. It was agreed that the clerk would take up the distribution aspect of the role. The clerk also recommended that the CCN be reduced to A5 in size and had received an updated quote from PIP that was cheaper than the A4 version. The new version could include colour cover page and centre fold at this cheaper price. It was proposed by EB and seconded by PW to change the CCN to the A5 version with colour cover page and centre fold.
- 10.7. Clerk provided an update on changes to the Trade Waste collections. It was agreed to reduce collections to fortnightly and double the size of the bin to reduce the cost. Clerk to make arrangements with Herefordshire Council.
- 10.8. Clerk provided an update on the New Website. The website contains all of the same information as the old website and has some additional information. It was agreed that the councillors would review the website and feedback with any issues prior to the next meeting. It is planned to go live with the website following approval at the next meeting.

11. Public Question Time – Further Opportunity for members of the public to raise issues or ask the Parish Council questions.

The social club would like to run an outside event called Party under the Bridge; clerk to include on the agenda of the next meeting for approval.

A resident raised an issue about mud at bus stop near to St Mary's School, it is very wet and slippery. The clerk would ask the maintenance contractor to clear it.

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

7.30 pm, 20th March 2019, Youth and Resource Centre.

The Chairman declared the meeting closed at 8.55pm.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

Appendix A - Financial Information

<u>Opening Balances</u>	Current A/c	Reserve A/c	Total
As at 28/12/2018	1,377.58	32,321.25	33,698.83

<u>Receipts</u>	Current A/c	Reserve A/c	Total
31/12/18 Interest Received		5.49	
02/01/19 Credenhill Nursery Ltd - Rent January 2019	450.00		
03/01/19 Transfer from Reserve Account	2000.00		
10/01/19 Cash Banked: Defibrillator Appeal	529.11		
17/01/19 Transfer from Reserve Account	5000.00		
17/01/19 CCN Advertising – Hair at Home	48.00		
17/01/19 Cash Banked: Defibrillator Appeal	13.00		
Total received	£8,040.11	£ 5.49	£8,045.60

<u>Payments</u>	Current A/c	Reserve A/c	Total
02/01/19 Water Services for Changing Rooms	18.50		
02/01/19 Sulo Bin Hire	123.50		
03/01/19 Transfer to Current Account		2000.00	
17/01/19 Transfer to Current Account		5000.00	
22/01/19 Electricity Carpark Lights	26.11		
25/01/19 Electricity Changing Rooms	18.71		
Total Cheques Cleared in Period (see below for details)	2,934.19		
Total payments	£3,121.01	£7,000.00	£10,121.01

<u>Closing balances</u>	Current A/c	Reserve A/c	Total
As at 31/01/2019	6,296.68	25,326.74	31,623.42

<u>Cheques cleared in Period</u>	Number	Current A/c
16/01/19 Mr L Harper-Smith (Clerk/RFO Salary December 2018)	001429	749.52
16/01/19 Mr L Harper-Smith (Expenses December 2018)	001430	30.68
16/01/19 Mr C Powell - Litter Picking and Cleaning December '18	001071	378.00
16/01/19 Medisave (UK) Ltd – Defibrillator and Cabinet	001072	1,775.99
Total cheques cleared in period		£2,934.19

Appendix A - Financial Information

<u>Cheques not cleared</u>		Number	Total
21/11/18	Wraith Solutions (2017-2018 Web Hosting)	001417	99.60
Total payments			£ 99.60

<u>Cheques to authorise</u>		Number	Total	VAT
13/02/19	PIP Printing	001073	333.28	
13/02/19	Mr C Powell - Litter Picking and Cleaning January '19	001074	396.00	
13/02/19	St Mary's Church – Remembrance Parade	001075	200.00	
13/02/19	Mr L Harper-Smith (Expenses January 2019)	001076	89.08	5.80
13/02/19	Mr L Harper-Smith (Clerk/RFO Salary January 2019)	001077	812.88	
Total payments			£1,831.24	£ 5.80

<u>Debtors</u>		
Mr G Williams	Recharge of Hedge Cutting by Cherry's Gardening Services at Onestop	150.00
HMRC	PAYE due to Tax code adjustment	45.44
HMRC	Clerk PAYE/NI Jan 19	-15.12
Total outstanding		£ 180.32

<u>Creditors</u>		
Defibrillator Appeal	Balance held	671.04
Credenhill Nursery Ltd	Deposit	450.00
Chris Atkinson	Prepayment Roman Park Repairs	465.00
Sale of Equipment	Sale of Equipment	576.50
HMRC	VAT to be reclaimed*	-1409.08
Credenhill Youth Club	Balance of Funds	545.26
Total holding		£1,298.72

*Figure still to be fully reconciled.

Defibrillator Appeal Update

25/09/2018	Lee Harper-Smith	£ 10.00
25/09/2018	Anonymous	Undisclosed
25/09/2018	Jacqueline Owens	£ 10.00
27/09/2018	Paul Warrington	£ 10.00
27/09/2018	Serena	£ 10.00
01/10/2018	Lyn Burr	£ 10.00
04/10/2018	Brian Harris/Wendy Jancey	£100.00
10/10/2018	Rana Davies-James	Undisclosed
03/11/2018	Anonymous	Undisclosed
09/11/2018	Nan and Keith	£ 20.00
03/12/2018	Diane Jones	£ 20.00
05/12/2018	Yvette Pitchforth	Undisclosed
07/12/2018	Tom Dixon	£ 10.00
09/12/2018	Anonymous	Undisclosed
Undisclosed Total		£ 160.00
Less Fees		£- 18.06
Total		£341.94

09/10/2018	Letter from previous resident	£ 25.00 (Banked 16/10/2018)
20/10/2018	Magna	£100.00 (Banked 08/11/2018)
08/11/2018	Letter from Robert	£ 20.00 (Banked 08/11/2018)
08/11/2018	Security Company	£500.00 (Banked 08/11/2018)
08/11/2018	Mr A Round	£ 50.00 (Banked 08/11/2018)
09/11/2018	K A Talbot	£100.00 (Banked 22/11/2018)
09/11/2018	Y Humpheries	£ 50.00 (Banked 22/11/2018)
18/12/2018	The Cloc Ltd	£ 300.00 (Banked 18/12/2018)
Total Cheques		£1145.00

Cash Collected 08/11/2018– Onestop	£ 33.30 (Banked 08/11/2018)
Cash Collected 08/11/2018 – Credenhill Surgery	£ 1.00 (Banked 08/11/2018)
Cash Collected 21/11/2018 – Jasmine House	£ 83.68(Banked 22/11/2018)
Cash Collected 21/11/2018 – Social Club	£ 4.00(Banked 22/11/2018)
Cake Sale 14/12/2018 – School/Nursery	£107.25 (Banked 10/01/2019)
Cash Received 09/01/2019 – Hereford Garrison	£200.00 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Onestop	£ 18.01 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Credenhill Surgery	£ 1.00 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Jasmine House	£ 177.62 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Social Club	£ 4.86 (Banked 10/01/2019)
Cash Collected 09/01/2019 – Credenhill Fishbar	£ 20.37 (Banked 10/01/2019)
Cash received 15/01/2019 – Jasmine House	£ 13.00 (Banked 17/01/2019)
Total Cash	£664.09

GRAND TOTAL RAISED @ 31/01/2018 £2,151.03 !

Defibrillator and Cabinet Ordered	£1,479.99
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Balance	£ 671.04
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