



MINUTES OF AN ORDINARY MEETING
OF CREDENHILL PARISH COUNCIL
HELD IN THE YOUTH AND RESOURCE CENTRE ON 20 MARCH 2019

PRESENT:

Councillor Mr. Terry Smissen Parish Council Chairman (TS)
Councillor Mr. Andrew Slater Vice Chairman (AS)
Councillor Mr. John Beavan (JB)
Councillor Revd. Rana Davies-James (RD)
Councillor Mrs. Dot Pullen (DP)
Councillor Mrs. Emma Baxter (EB)
Councillor Mr. Martin Leaton
Councillor Miss. Rebecca Norton (RN)
Councillor Mr. Paul Warrington (PW)
Councillor Miss. Deanna Pennington (DE)
Ward Councillor Mr. Bob Matthews (BM)
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

Also present

4 members of the public

The Chairman opened the meeting at 7.30pm

1. Apologies for Absence

Councillor Mr. Paul Burridge (PB)

2. Declarations of Interest & Dispensations

- 2.1. None Received
- 2.2. None Received

3. Consider Applications to Co-opt for Councillor Vacancies

- 3.1. Proposed by DP to approve the application received from Jenni Hurcomb to co-opt as a Parish Councillor, seconded by AS and unanimously approved. Declaration of acceptance of office was signed.

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

4.1. Ward Councillor Bob Matthews provided an update on a number of matters:

- BM has met with Herefordshire Council to ask for assistance with the Culvert Repairs.
- BM has a meeting on 25th March 2019 with Dave Tristram and the Hall Committee to look at fund raising opportunities.
- Meeting held with planning to look at Orchard House development and to discuss possible Section 106 projects to address concerns raised through the planning consultation. BM and members of Credenhill Parish Council to meet with the planning team. Clerk to arrange a meeting (LHS, TS, RN, BM, DE)

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

The chairman introduced Craig Powell, the Village maintenance contractor to those in attendance.

RD thanked Craig for keeping the village tidy and commented that the community appreciated his hard work to maintain the village.

6. **Minutes** – EB proposed to accept the Minutes as a true record of the Ordinary Parish Council Meeting held on 13th February 2019, seconded by JB.

JB proposed to accept the Minutes as a true record of the Extra Ordinary Parish Council Meeting held on 13th March 2019, seconded by DP.

The chairman signed both sets of minutes.

7. **Financial Report – Appendix A**

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

PW proposed that the finance report be accepted as a true record of financial matters during the period; the motion was seconded by AS. The cheques for invoices payable were signed.

8. **Planning Applications**

BM to follow up on P183958/F – 18 Trenchard Avenue - Proposed single detached dwelling – as it has been at the undecided stage for a long period of time.

P190089/O - Land at Orchard House - Outline application for up to 69 residential units with all matters reserved except for access – Undecided – Meeting with planners and parish council to be arranged.

P190192 - Land adjacent to Cross farm - Removal of Condition 21 of planning application 174431/F. To allow porch to Barn 2 – Undecided – Parish council have already commented; no issues.

P190524/V - 1 Renaissance House Station Road - Certificate of lawful development for a single storey side extension and single storey rear extension – Undecided – No consultation.

P184208/F - Land at Tree Cottages Station Road - Proposed erection of a new single storey dwelling and garage – Undecided (02/04/2019) – Parish council have already commented

Pre Application – Land adjacent to St Mary’s Primary School - 120 Houses an update has been received from the developer and read out by the clerk as follows:

The Principal Planning Officer confirmed that the proposal for housing on this site is acceptable in principle, subject to the usual suite of technical reports including ecology, transport, landscape, noise,

flood risk and archaeology. These reports are in the process of being commissioned and will inform the capacity and layout of housing and access on the site. At that point an indicative draft scheme will be produced and will be the subject of a public consultation exercise with the local community.

9. To receive reports from working groups

9.1. Finance (A. Slater, T.Smissen) – Nothing to report

9.2. Community Hall (T. Smissen) – report received following attendance of the community hall meeting (See appendix B). It was agreed that the council would not support the request for a Salvation Army clothes bin due to there being another clothes bin in the village. The council agreed allow the hall to hire a skip to enable the groups to have a clear out of rubbish too big for general waste. PW proposed that the Parish Council would make arrangements to have the gutters, drain pipes and roof cleared, seconded by RD.

9.3. Footpaths (P. Burrige) - Nothing to report.

9.4. Shops/Businesses (D. Pullen) - Complaint received about the state of the back of the shops. Proposed by DP to send a letter to go to shops, seconded by RD.

9.5. Flood Alleviation Scheme (J. Beavan) – Herefordshire Council has conducted a flood plain survey recently. TS met with Highways England to look at access and repairs to the culverts, Highways England to report back once they have made plans. Solicitor had confirmed that the boundary is at the edge of the carpark and not the road as previously believed.

9.6. Schools (E. Baxter) - Nothing to report from the primary school. Letter received from Credenhill Nursery regarding the rear doors leaking during heavy rain – clerk to look into.

9.7. Roman Park – General (TBC) – Issues with dogs on Roman Park highlighted by a number of residents since the sign was removed covered further down agenda.

9.8. Social Club (P. Warrington) - Nothing to report.

10. Matters arising since last meeting:

- 10.1. It was proposed by AS to accept the advice and quote to remove the dangerous Tree from Roman Park, seconded by JB.
- 10.2. It was proposed by RD to make safe the damaged play equipment at Roman Park and to pursue an insurance claim should the repairs be significantly more than the excess on the policy. Seconded by EB.
- 10.3. The working groups were reviewed following recruitment of new councillors. It was proposed by AS that JH and RN be appointed on the Roman Park working Group, seconded by PW. It was proposed by DP that DE be appointed on the Roman Park working Group, seconded by EB.
- 10.4. PW proposed to approve the New Website for go-Live, seconded by JH.
- 10.5. It was proposed by RD that the Council host a village open day in the Community Hall on 8th June 2019 which would be open to the whole community and free of charge, seconded by PW.
- 10.6. It was proposed by EB that the council approve the request received from Social Club to host an outside event called Party under the Bridge, seconded by DE. It was noted that if the area was required by Highways England that they would have priority however it would be unlikely.
- 10.7. Defibrillator Training now organised for Monday 15th April, Thursday 18th April and Thursday 25th April, 7-9pm for each session.
- 10.8. Dog fouling continues to be a problem in the village, it was noted that approximately 20 were located on the grass to the left of the entrance to the community centre and that several had been reported in Glebe Close and along Station Road. It was suggested that maybe a Dog Users Group could be setup and that that group could work on dog related issues and advise the Council accordingly. Clerk to put a notice in the CCN to see if dog owners want to setup such a group to help resolve ongoing issues.
- 10.9. Dogs on Roman Park continue to be a problem since the removal of the sign. Clerk to follow up with Herefordshire Council Dog Warden and to monitor Roman Park.
- 10.10. It was agreed that the Parish Council would work with the Hereford Clean Up Group to take part in the Keep Britain Tidy campaign The Great British Spring Clean which has been adopted by Herefordshire Council as Herefordshire Spring Clean. Clerk to organise event on 13th April with the help of Craig Powell. The event will focus on areas of the village not usually covered by Craig Powell.
- 10.11. Overgrown vegetation has been the subject of much debate. Herefordshire Council via Balfour Beatty apply their policy inconsistently, usually based on a reaction to a report rather than surveying the community as whole and applying a consistent rule. The Parish Council have no legal requirement or powers to enforce land owners to cut back overgrown vegetation; equally Balfour Beatty do not have time to consult with residents so just issue a cold letter. It was

agreed that the Parish Council could play a more positive advisory role to inform its residents of their obligations by preparing a standard letter and issuing it on a routine basis to all applicable households in the community. Clerk to prepare a letter and circulate for discussion at next meeting.

- 10.12. The request for a Salvation Army clothes collection bin at the Community Hall was discussed and refused on the basis that there is already another bin in the village and a second one is simply unnecessary.
- 10.13. Clerk provided an update following Elections briefing and issued the nomination papers to the councillors present.

11. Public Question Time –

A parishioner confirmed that Burghill were having the same issues with dogs. It was also noted that Cannon Pylon had recently banned dogs from their park due to the number irresponsible dog owners not clearing up after their pets.

The clerk highlighted the fact that it was most likely a small minority of dog owners that had spoilt it for the rest of the responsible dog owners and that it was far better to punish the minority rather than the majority; in fact you usually find that responsible dog owners get more annoyed than non-dog owners because they felt their reputation was unjust. It was agreed by all present that a Responsible Dog Owners Group or Credenhill Canine Society could be created to help look at dog related matters.

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

7.30 pm, 17th April 2019, Youth and Resource Centre.

The Chairman declared the meeting closed at 20:00.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

Appendix A - Financial Information

Opening Balances	Current A/c	Reserve A/c	Total
As at 29/01/2019	6,296.68	25,326.74	31,623.42

Receipts	Current A/c	Reserve A/c	Total
31/01/19 Interest Received		4.80	
04/02/19 Credenhill Nursery Ltd - Rent February 2019	450.00		
28/02/19 Interest Received		3.89	
Total received	£ 450.00	£ 8.69	£ 458.69

Payments	Current A/c	Reserve A/c	Total
01/02/19 Water Services for Changing Rooms	18.50		
22/01/19 Electricity Carpark Lights	27.02		
25/01/19 Electricity Changing Rooms	19.19		
Total Cheques Cleared in Period (see below for details)	1,930.84		
Total payments	£1,995.55	£ 0.00	£1,995.55

Closing balances	Current A/c	Reserve A/c	Total
As at 28/02/2019	4,751.13	25,335.43	30,086.56

Cheques cleared in Period	Number	Current A/c
21/11/18 Wraith Solutions (2017-2018 Web Hosting)	001417	99.60
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
13/02/19 Mr L Harper-Smith (Clerk/RFO Salary January 2019)	001077	812.88
Total cheques cleared in period		£1,930.84

Cheques not cleared	Number	Total
Total payments		£ 0.00

Cheques to authorise	Number	Total	VAT
20/03/19 PIP Printing – March 2019 CCN	001078	341.60	
20/03/19 Mr C Powell - Litter Picking and Cleaning February '19	001079	435.00	
20/03/19 Credenhill Community Hall – Defib Training Room Hire	001080	90.00	
20/03/19 Mr L Harper-Smith (Expenses February 2019)	001081	31.46	1.13
20/03/19 Mr L Harper-Smith (Clerk/RFO Salary February 2019)	001082	717.84	
20/03/19 Mr D Tyler – Remove Dangerous Tree	001083	280.00	
Total payments		£1,895.90	£ 5.80

Appendix A - Financial Information

Debtors

Mr G Williams	Recharge of Hedge Cutting by Cherry's Gardening Services at Onestop	150.00
HMRC	PAYE due to Tax code adjustment	30.32
HMRC	Clerk PAYE/NI Feb 19	-2.16

Total outstanding **£ 178.16**

Creditors

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*	-1417.07
Credenhill Youth Club	Balance of Funds	545.26

Total holding **£1,290.73**

*Figure still to be fully reconciled.

Appendix A - Financial Information

Defibrillator Appeal Update

Just Giving

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
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Cheques & BACS

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
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Cash

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
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GRAND TOTAL RAISED @ 31/01/2018	£2,151.03 !
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Defibrillator and Cabinet Ordered	£1,479.99
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Balance	£ 671.04
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GRANT Carriers for Causes Team - Groundwork UK	£375.00 – Not claimed yet.
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Appendix B

Hall Committee Meeting Report – 4th March 2019

There were 6 members attending but no youth user group representatives present. The chairperson opened the meeting with a run down on the forth coming bookings, including the election and a Helicopter course which is an annual event. The normal bookings with all the groups are stable. A family bingo will be held on the 12th April to raise funds for the Hall.

The treasurer gave his report which was stable at the moment with income but expenditure was high because of the electrical repairs. He is still trying to raise funds through the local grant committee and he had spoken to Dave Tristram from the council who hopes to be able to provide a small grant. He will be requesting funds from the Parish Council to assist with the electrical repairs.

The hall received a request from the Salvation Army to place a cloths collection bin on the carpark and they would give a donation to the hall. The hall is aware that the Parish Council are the ones to give permission but asked for the funds to go to the hall.

The committee asked for permission to site a skip for clearance of items from their storage garages on the grass area just inside the gates, this is because they are concerned that someone will fill up the skip from the village if they see it there. I have told them to lease with Shelly if agreed.

They also reminded me that the roof and guttering still needs going and as agreed the Parish Council would pay; could this be hastened as the tree on the roof is getting bigger.

There being no other matters the meeting closed at 8.30pm.

Attended by T Smissen on behalf of the Parish Council.