



**MINUTES OF AN ORDINARY MEETING**  
**OF CREDENHILL PARISH COUNCIL**  
**HELD IN THE YOUTH AND RESOURCE CENTRE ON 15 MAY 2019**

**PRESENT:**

Councillor Mr. Terry Smissen Parish Council Chairman (TS)  
Councillor Mr. Martin Leaton Vice Chairman (ML)  
Councillor Mr. Andrew Slater (AS)  
Councillor Mr. John Beavan (JB)  
Councillor Revd. Rana Davies-James (RD)  
Councillor Mrs. Dot Pullen (DP)  
Councillor Miss. Rebecca Norton (RN)  
Councillor Miss. Deanna Pennington (DE)  
Councillor Mr. Paul Burridge (PB)  
Councillor Miss. Jenni Hurcomb (JH)  
Councillor Mr. Paul Warrington (PW)  
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

**Also present**

7 members of the public

**The Chairman opened the meeting at 7.30pm**

**1. Apologies for Absence**

Councillor Mrs. Emma Baxter (EB)  
Ward Councillor Mr. Bob Matthews (BM)

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

2.1. Ward Councillor Bob Matthews provided the following report that was read out by the clerk:

- Having read the PC Agenda, the situation with regard to the planning applications mentioned are as stated.
- You will note that the footpath alongside the quarters is progressing, although rather slowly. The ownership of the grass verge is still with the MOD legal team, but it is hoped that it will be signed over to the council on the near future.
- It is essential that we request that the design and general layout of the bus pull-in bay. I will discuss further with the Chairman.
- Still awaiting response from highways department in respect of complaints of speeding traffic along the Credenhill/Burghill road.

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

A number of residents were in attendance regarding the same matter; all raised the following concerns in relation to ongoing issues in Waterside:

The residents have been experiencing elevated levels of antisocial behaviour including harassment from the residents and visitors to a particular house in Waterside, well known to the police and local authority.

The behaviour is being fuelled by drug and alcohol abuse and had got to the stage where an elderly couple from a neighbouring property (in attendance) were moving from their home of 50 years against their will. Concerns were also expressed about the use of CCTV cameras from the property and they felt that their privacy was being infringed. The general feeling from the residents in attendance was that despite the authorities being informed very little was being done to control the matter or at least it seemed that way. It was noted that the main issues related to a property that is controlled by the housing association.

Whilst it was noted that the Parish Council have no power to act directly in relation to such matters as they are Police, Local Authority and Landlord issues, the Parish Council are concerned about the welfare and wellbeing of its parishioners.

It was proposed by PB that a letter to Herefordshire Council and the respective Housing Association, seconded by PW.

4. **Minutes** - The Minutes of the Ordinary Parish Council Meeting held on 17<sup>th</sup> April 2019 were accepted as a true record. Proposed DP, seconded AS.
5. **Financial Report – Appendix A**
  - 5.1. Confirmation of Bank Balances
  - 5.2. Receipts
  - 5.3. Invoices for Payment
  - 5.4. Defibrillator Appeal

The financial reports were accepted as a true record and the payments were proposed to be authorised by PW, seconded by RN.

## 6. Planning Applications

Reference	Details	CPC Status	HC Previous Status	HC New Status
P183958/F	18 Trenchard Avenue - Proposed single detached dwelling	Comments Submitted - Against	Undecided	Refused
P190089/O	Land at Orchard House - Outline application for up to 69 residential units with all matters reserved except for access	Comments Submitted - Mixed	Undecided	Undecided
P190192	Land adjacent to Cross farm - Removal of Condition 21 of planning application 174431/F. To allow porch to Barn 2	Comments Submitted - Neutral	Undecided	Undecided
P190524/V	1 Renaissance House Station Road - Certificate of lawful development for a single storey side extension and single storey rear extension	N/a	Undecided	Withdrawn
P184208/F	Land at Tree Cottages Station Road - Proposed erection of a new single storey dwelling and garage	Comments Submitted - Neutral	Undecided	Undecided
P190945/F	Long Friday Farm - Proposed agricultural workers dwelling.	Comments Submitted - For	Undecided	Undecided
P191194/F	Cross Farm Dev. Variation - new conservation roof light and porch.	Comments by 12/05/2019	Undecided	New
P191326/FH	1 Renaissance House Station Road - Single storey side and rear extensions.	Comments by 19/05/2019	Undecided	New
Pre Application	Land adjacent to St Mary's Primary School - 120 Houses	N/a	N/a	N/a

It was noted that the planning working group would review and respond to the applications requiring comments before their respective deadlines, any contentious issues would be circulated via email.

## **7. To receive reports from working groups**

- 7.1. Finance (A. Slater, T. Smissen) – It was noted that the accounts for the Financial Year ending 31/03/2019 and respective paperwork had been given to the internal auditor for review.
- 7.2. Community Hall (T. Smissen) – Report received see Appendix B. Also request received to place a skip in the community centre to clear some rubbish from the hall/garages; no objections received.
- 7.3. Footpaths (P. Burrige) – The footpaths officer reported that he had received no reports/issues with the footpaths.
- 7.4. Shops/Businesses (D. Pullen) – No matters arising from the Businesses or shops.
- 7.5. War Memorial (D. Pennington) – DE is still investigating 2<sup>nd</sup> World War Memorial will report further at the next meeting.
- 7.6. Flood Alleviation Scheme (J. Beavan) – The clerk had chased the solicitor for an update but no response received. Highways England had made a start on the repairs to the overflow culvert, a temporary toilet is to be placed in the carpark during the works.
- 7.7. Schools (E. Baxter) – EB confirmed year 6 are doing SATS this week and Mrs Jones is now our only deputy head; as Mrs Johnson has left.
- 7.8. Roman Park – General (J. Hurcomb, B. Norton) It was proposed by JH and seconded by RN that 10 cubic metres of play chippings be ordered from Radbournes (being the cheapest of the quotes received) and that the clerk make arrangements for Mr C Powell to level off the bark once tipped into the area under the A Frame.
- 7.9. Social Club (P. Warrington) – No report received.

It was agreed that following the AGM – that the new Asset Management Working Group to be setup consisting of PW, ML, and TS. Clerk to make arrangements for first meeting.

## **8. Matters arising since last meeting:**

- 8.1. Rogue Traders have been reported operating in Credenhill; the police are aware and have investigated a recent case in Ecroyd Park. It was requested that the clerk include an item in the CCN with a printable sign for “No Cold Callers” so that residents are informed.
- 8.2. Stretton Sugwas NDP Consultation - No comments received.
- 8.3. Review/Agree Overgrown Vegetation Standard Letter and inspection schedule. It was agreed that the latest format be accepted and that the clerk conduct a 6 monthly assessment and letter drop.
- 8.4. Complaint received regarding parking at the entrance to Dovecote Lane. The matter was discussed and it was agreed that the matter be reviewed after the works for the 20 mph zone on station road

be completed. It was proposed by PB that the clerk write back to acknowledge the issue and highlight the Parish Councils powers in relation to the matter; seconded by RN.

8.5. Community Open Day plans – It was agreed that a budget of £500 be allocated to the open day. Proposed JH, Seconded AS.

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

A request was received from the social club to have an outside event under the bridge and on the adjacent grass area. The request was approved by PB and seconded by DP.

**10. Confirmation of the next Annual General Meeting & Ordinary Meeting, Time, Date & Venue.**

7.30 pm, 19<sup>th</sup> June 2019, Youth and Resource Centre.

The Chairman declared the meeting closed at 21:30.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

## Appendix A - Financial Information

<u>Opening Balances</u>	<u>Current A/c</u>	<u>Reserve A/c</u>	<u>Total</u>
As at 29/03/2019	3,821.80	25,339.46	29,161.26

<u>Receipts</u>	<u>Current A/c</u>	<u>Reserve A/c</u>	<u>Total</u>
01/04/19 Credenhill Nursery Ltd - Rent April 2019	450.00		
01/04/19 Medisave - Refund of Returned Defib Case	33.00		
08/04/19 Groundwork UK – Defib Grant	375.00		
11/04/19 XT Driving – CCN Advertising	48.00		
12/04/19 Lloyd Plumbing – CCN Advertising	48.00		
17/04/19 HMRC – VAT Reclaim	1,474.53		
18/04/19 Precept – 1 <sup>st</sup> Instalment 2019/20		15,500.00	
18/04/19 P3 Grant 2018/19		590.00	
18/04/19 Transfer from Reserve Account	8,000.00		
23/04/19 Hair by Caroline – CCN Advertising	48.00		
30/04/19 Interest Received		4.98	
<b>Total received</b>	<b>£10,476.53</b>	<b>£16,094.98</b>	<b>£26,571.51</b>

<u>Payments</u>	<u>Current A/c</u>	<u>Reserve A/c</u>	<u>Total</u>
01/04/19 Herefordshire Council – Sulo Bin Hire	104.00		
08/04/19 Electricity Changing Rooms	16.64		
18/04/19 Transfer to Current Account		8,000.00	
29/04/19 Electricity Changing Rooms	7.58		
Total Cheques Cleared in Period (see below for details)	6,810.42		
<b>Total payments</b>	<b>£6,938.64</b>	<b>£8,000.00</b>	<b>£14,938.64</b>

<u>Closing balances</u>	<u>Current A/c</u>	<u>Reserve A/c</u>	<u>Total</u>
As at 30/04/2019	7,359.69	33,434.44	40,794.13

<u>Cheques cleared in Period</u>	<u>Number</u>	<u>Current A/c</u>
20/03/19 Mr D Tyler – Remove Dangerous Tree	001083	280.00
17/04/19 Mr L Harper-Smith (Expenses March 2019)	001084	77.26
17/04/19 Mr L Harper-Smith (Clerk/RFO Salary March 2019)	001085	600.36
17/04/19 Mr C Powell - Litter Picking and Cleaning March '19	001086	465.00
17/04/19 PIP Printing – April 2019 CCN	001089	387.80
17/04/19 Credenhill Community Hall – S137 Grant	001092	5,000.00
<b>Total cheques cleared in period</b>		<b>£6,810.42</b>

<u>Cheques not cleared</u>	<u>Number</u>	<u>Total</u>
17/04/19 Playsafety Ltd – Roman Park Inspection Report	001088	136.80
17/04/19 Darren Street – Defib Training Refreshments	001090	180.00
17/04/19 Herefordshire Heartstart – Donation from Defib Fund	001091	300.00
17/04/19 Credenhill Sports & Social Club – S137 Grant	001093	3,000.00
17/04/19 PCC Credenhill – S137 Grant	001094	1,620.00
<b>Total payments</b>		<b>£5,236.80</b>

<u>Cheques to authorise</u>	<u>Number</u>	<u>Total</u>
15/05/19 Mr C Powell – Litter Picking & Maintenance April 2019	001095	531.00
15/05/19 PIP Printing – May 2019 CCN	001096	353.16
15/05/19 Herefordshire Fire Alarm Services Ltd – 6 Mthy Alarm Service	001097	102.00
15/05/19 Mr L Harper-Smith (Expenses April 2019)	001098	64.68
15/05/19 Mr L Harper-Smith (Clerk/RFO Salary April 2019)	001099	624.84
15/05/19 Highground Maintenance Ltd – 1/6 Grass Cutting Contract	001100	669.60
<b>Total payments</b>		<b>£2,345.28</b>

## Appendix A - Financial Information

### Debtors

Mr G Williams	Hedge Cutting by Cherry's Gardening Services at Onestop	150.00
Sports & Social Club	Recharge of Carpark Lights	46.73
Community Hall	Recharge of Carpark Lights	46.73
Home Farm	Recharge of Clearing of Roadside Debris (Agreed with landowner)	80.70
HMRC	PAYE due to Tax code adjustment	14.96

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**Total outstanding** **£ 339.12**

### Creditors

Accounts Payable	Supplier Invoices not due for payment	31.09
	British Gas - Electricity/1 & 1 Internet	
Defibrillator Appeal	Balance held	503.54
Credenhill Nursery Ltd	Deposit	450.00
NEST Pension	NEST Pension Balance Owing	356.04
Credenhill Youth Club	Balance of Funds	545.26
HMC	VAT Balance	-155.33

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**Total holding** **£1,730.60**

### Defibrillator Appeal

Funds Raised	Just Giving	341.94
	Cheques & BACS	1,145.00
	Groundwork UK – Grant	375.00
	CASH	664.09
		<b>£2,526.03</b>

Costs	Defibrillator & Cabinet	-1,479.99
	Returned Defib Bag not required	27.50
	Training Room Hire	-90.00
	Training Refreshments	-180.00
	Herefordshire Heartstart Donation for Training	-300.00
		<b>(£2,022.49)</b>

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**Total balance** **£503.54**

Note: A transfer £4000 from the Reserve Account to the Current Account to ensure sufficient funds for outgoings in the period.

## Appendix B

### **Hall Report attended by Councillor Terry Smissen**

The meeting was held on Monday 13th May 2019 with just 4 members present. Lack of attendance was down to holidays and sickness.

The Chairperson, opened the meeting and said that bookings had been steady. Interest in booking for parties etc had increased.

In the absence of the treasure the chairperson gave a brief explanation of the accounts available. Application for funds from the community lottery fund was put in too early and will be resubmitted in July.

The committee was most grateful for the grant from the Parish Council which paid for the electrical work to be carried out. There is now enough funds in the account to carry out the work on the toilets in July.

There being no further business the meeting closed at 20.15pm.