



**MINUTES OF AN ORDINARY MEETING**  
**OF CREDENHILL PARISH COUNCIL**  
**HELD IN THE YOUTH AND RESOURCE CENTRE ON 17 JULY 2019**

**PRESENT:**

Councillor Mr. Terry Smissen Parish Council Chairman (TS)  
Councillor Mr. John Beavan (JB)  
Councillor Revd. Rana Davies-James (RD)  
Councillor Miss. Deanna Pennington (DE)  
Councillor Miss. Jenni Hurcomb (JH)  
Councillor Mr. Martin Leaton Vice Chairman (ML)  
Councillor Mr. Paul Warrington (PW)  
Ward Councillor Mr. Bob Matthews (BM)  
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

**Also present**

3 members of the public

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

**1. Apologies for Absence** - To receive and accept apologies for absence.

Councillor Mr. Andrew Slater (AS)  
Councillor Mr. Paul Burrige (PB)  
Councillor Mrs. Emma Baxter (EB)  
Councillor Miss. Rebecca Norton (RN)  
Councillor Mrs. Dot Pullen (DP)

**2. Declarations of Interest & Dispensations**

- 2.1. No declarations of interest in agenda items from Councillors were received.
- 2.2. No written applications for dispensation were received.

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

- 3.1. Update from Ward Councillor Bob Matthews.

Bypass announcement coming soon.

BM expected payment by end of month for highway improvements from Cross Farm Development, requested the clerk raise a letter in relation to new access drive planning permission changes, payment of highways improvements monies and clarification of maintenance of road and green space. Proposed by PW and seconded by RD.

BM confirmed that he would make arrangements with Bruce Evans to get plans drawn up for the bus pull in ASAP.

- 3.2. Paul Crumpton (PC) - Rural & Business Crime Officer provided councillors with a brief outline of the types of crime prevention advice that he can provide to residents. PC can provide 1-2 hour presentations to the community if the need arises (Cyber Security, Cold Callers, Rouge Traders, and Home Security). PC can also provide property marking services for free. PC provided those present with a card shield card (to prevent contactless card transaction theft) and a defender key shield for those with a keyless car. PC will forward the Parish Clerk the flyer detailing his services and would happily return to give a presentation in the future should the council request it.

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

A member of the public raised the following matters:

The member of the public had previously requested from BM a costing for the footpath widening work that took place earlier in the year. BM confirmed that he had followed this up and could confirm that the purchase of the land cost approx. £40k plus legal fees and that Balfour Beatty costs would be on top of this but he had not received those costings. The member of the public asked if the parish council would obtain this information. It was proposed by RD that the Parish Council would request a full costing breakdown of the footpath widening works on behalf of the resident, seconded by ML. Clerk to write to Bruce Evans to request a costing of how much the footpath widening cost.

The member of the public raised a concern about CCTV cameras being used at No 19 Waterside as the cameras were overlooking public rights of way. Parish Clerk to look into legal requirements and report to relevant authority if applicable.

It was noted that the clerk had followed up the matters raised by the resident at a previous meeting in relation to a number of ongoing issues with Herefordshire Housing (parking in Waterside/in Bus pull in/on grass, fencing alongside station road, bus pull in extension into Waterside). It was noted that there had been no correspondence received back from Herefordshire Housing on any of these matters. Clerk to follow up.

The member of the public re-raised the issue in relation to parking at the entrance of Dovecote Lane. It was agreed that the Parish Council would contact Herefordshire Council to look into extending the yellow lines into Dovecote Lane to improve safety as previously discussed having been deferred until after completion of station road speed reduction.

The chairman informed the resident that the 10 minutes public question time was over and that he needed to move onto the agenda items of the meeting. The resident requested that the chairman extend the public question time to include another item. Following a heated discussion the chairman agreed to allow a final item.

The resident complimented the Parish Council on the final 20mph TRO scheme but pointed out that where the speed hump near to Trenchard Drive is the kerb is lowered as there used to be a garage there however there is now no off road access required (it's a wall). The resident highlighted that a number of road users were swerving onto the path/lowered curb area to avoid the speed hump. The resident expressed a concern about safety to pedestrians given that the path here is already narrow; could Herefordshire Council return the pavement to the normal height? Councillors agreed that this should be investigated.

**5. Minutes** – It was proposed by DE to accept the Minutes of the Ordinary Parish Council Meeting held on 19<sup>th</sup> June 2019 as a true record, seconded by RD.

It was proposed by ML to accept the amended Minutes of the Ordinary Parish Council Meeting held on 17<sup>th</sup> April 2019 as a true record following a correction to an error, seconded by JH.

## **6. Financial Report – Appendix A**

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Defibrillator Appeal
- 6.5. Budget/YTD Update

It was proposed by JH to accept the financial reports, seconded by ML.

## **7. Planning Applications**

Reference	Details	CPC Status	HC Previous Status	HC New Status
P190089/O	Land at Orchard House - Outline application for up to 69 residential units with all matters reserved except for access – DE RD	Comments Submitted - Mixed	Undecided	Undecided
P190192/F	Land adjacent to Cross farm - Removal of Condition 21 of planning application 174431/F. To allow porch to Barn 2	Comments Submitted – Neutral	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 barn 1.	Comments Submitted – Neutral	New	Withdrawn
P191326/FH	1 Renaissance House Station Road - Single storey side and rear extensions.	Comments Submitted – Neutral	New	Approved With Conditions
P191693/FH	12 Trenchard Avenue – Two storey extension to rear and porch to front.	Comments Submitted –	New	Undecided

		Neutral		
P192209/AM	Cross Farm Dev. Variation - Insertion of roof light to north elevation of Barn 1	Comments by 11/07/2019		NEW
P192210/FH	Cross Farm Dev. Variation - Erection of a porch to front elevation	Comments by 01/08/2019		NEW
Pre Application	Land adjacent to St Mary's Primary School - 120 Houses	N/a	N/a	N/a

Update received from the planning working group.

There have been no significant changes to the report last presented.

The applications for the Cross Farm development shows no significant changes to the presentation of the homes and therefore are no concerns or comment were forwarded to the planning department. However, on my inspection I did notice a new entrance on to the development from the existing barn conversion, though this could be considered a planning gain as it will give a better access to the residence when entering the main road. This should be properly documented to cover the resident. Clerk to send a letter to the developer.

The 69 houses at Orchard house has not been passed yet as shown on the website. The parish council have received an updated heads of terms following a review of all points raised throughout the consultation process. The working group advised that none of the points raised during the consultation process were planning related, all points raised were in relation to highways, road safety, transport, education, connectivity to the main village and associated infrastructure. The updated heads of terms specifies how, through the use of section 106 monies, those issues can be addressed. During the meeting with Herefordshire Council planning department it was raised that the condition of the main highway at the location of the proposed development was poor, it was noted that this again was not a matter for planning. The road safety of the proposed junction and approach from both directions had been carefully considered by the highways department and they are satisfied with the proposals. It was noted that the monies allocated to Roman Park improvements specified Football Pitch Improvements; the parish council would prefer the allocation to be for all sports and not just for the football pitch. Clerk to follow up.

BM reported that Herefordshire planning are looking for a letter of support from the Parish Council before they approve the outline plans.

Councillors discussed all of the pros and cons in relation to the outline proposal, it was unanimously agreed that a letter of support be written to Herefordshire Council.

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

- 8.1. Finance (AS, TS, ML) - Covered above.
- 8.2. Community Hall (TS) – Hall Meeting 8th July 2019 - There were four members present. There had been few changes since the last meeting. Bookings were stable but there were concerns about August when bookings drop off.  
There had been some damage done after a regular booking to the curtains but LHS had repaired it. It was decided to inform the booker that they would be charged for any further damage which would be taken mainly from the deposit.  
The meeting closed for a further meeting with the social club and the PC.
- 8.3. Footpaths (PB) – No reports received.
- 8.4. Shops/Businesses (DP) – No update.
- 8.5. War Memorial (DE) – DE is investigating the Polish Graves at St Mary's Church, most are unmarked. RD noted that in the past the graves had wooden crosses however these had over time deteriorated.
- 8.6. Flood Alleviation Scheme (JB) – Following receipt of the culvert condition report it was proposed by JH to write to Herefordshire council for comment, seconded by PW.
- 8.7. Schools (EB) – No update received.

- 8.8. Roman Park (JH, RN) – The Roman Park working group had met to discuss options for improving the park. With a modest budget of £5k there is very little that can be done other than maintain the existing equipment however with potential section 106 monies and a number of grant opportunities available through the lottery and sports England. The working group recommended using an architect to consult with the working group and local community to create a 3D plan of the Roman Park. This would then enable the working group to use the plans to obtain the monies required to deliver the project. The clerk had obtained 2 quotes for the designs (circulated via email prior to the meeting); RAA Architects have quoted £2250 (+ VAT + Expenses).and Berry’s had quoted £1500 (+ VAT + Expenses). It was proposed by DP to engage Berry’s to create the plans, seconded by PW.
- 8.9. Social Club (PW) – PW provided an update on planned events including the Credenhill Canter that is organised annually for charity. Proposed by JH to allow use of the changing rooms on Roman Park for the event, seconded by PW. Clerk to provide organisers with keys. The club have also conducted touch up of internal painting as well as routine maintenance tasks.
- 8.10. Asset Management (ML, PW, TS) – The asset management working group had held its first meeting. Members from the community hall committee, social club committee and parish council. The clerk will invite Credenhill Nursery to the next meeting. The new group was welcomed by all members and agreed that the group would be used to:
- a) Help improve communication and relations between the groups so that issues could be resolved constructively.
  - b) To identify any issues with the land and buildings to the Parish Council
  - c) To improve long term usage of the buildings
  - d) To bring forward any proposals for change to the Parish Council (as required in the leases)

At a previous parish council meeting ML had suggested employing a surveyor to create a condition report for each land and building asset as well as a 5 year maintenance plan; this would then allow the Parish Council to effectively budget for routine maintenance rather than dealing with items on an ad hoc basis which could lead to a budget shortfall. This was discussed at the meeting and welcomed by all present. Clerk to obtain quotes.

Other items discussed: Subsidence of embankment, Legionnaires Risk due to storage tanks in Community Hall feeding Social Club men’s toilet taps (Clerk/PW to review), Water supply bill splitting, Carpark Signs, and Dog Policies.

It was agreed that the full group would meet on a quarterly basis unless any urgent business arose; the Parish Council Working group would meet in between those meetings to move items forward.

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

- 9.1. Cross Farm Development – Road Safety Payment has not been received despite 2 properties being occupied, clerk to send letter.
- 9.2. It was agreed that the existing letter template would be sent to Glebe Close Residents with Gardens Adjacent to Roman Park. Proposed by DE, seconded by RD.
- 9.3. Credenhill 20mph TRO Implementation, it was noted that the 30 mph signs at end of dovecote lane were still in place and noted that there are no “Speed Hump” signs to warn drivers. Clerk to follow up.
- 9.4. Magnis close Open Space - culvert update - Fencing around culvert has now been put in place as a safety measure. RD noted that the leaning fence adjacent to the camp was a safety risk and that a Dead tree also needed removing. Clerk to log.
- 9.5. Invite received to Websites Seminar 14<sup>th</sup> August 10:30 - 12:00 at Plough Lane Office – Clerk unable to attend due to annual leave. DE agreed to attend on behalf of the Parish Council and will report back at the next meeting.
- 9.6. Review Culvert report received – As item 8.6
- 9.7. Notice of Review of Polling Districts, Polling Places and Polling Stations received from Herefordshire Council; there are no changes to Credenhill. The polling location will continue to be the Community Hall. Noted.
- 9.8. Update on grass cutting/weed killing contract – Weed killing complete on estate pavements and kerb edges, sweeping job had been raised with Herefordshire Council. No grass cutting completed in first week of July due to weather/growth; extra cut added to end of schedule in Oct/Nov.
- 9.9. Woodland Trust – Path ownership confirmed as Credenhill Court Nursing Home, owner has agreed that improvements to the footpath can be made. Clerk to follow up with Woodland trust.
- 9.10. Update on Roman Park replacement swing and repair – the swings had been replaced and the frame repainted by the village contractor Mr C Powell, feedback from members of the public had been positive.
- 9.11. Consider replacement bin options/quotes. It was agreed that the existing bins were in a poor state of repair and that all but 4 needed replacing. It was agreed that the 4 good bins would be relocated to Roman Park and the remaining 10 be replaced as budgeted for. It was agreed that the plastic Ceaser bins offer the best value for money, size and longevity. Being plastic they will not rot like the metal bins and being one third of the price if any were damaged then

the cost to replace would be more favourable. It was agreed that the clerk would obtain agreement that the bins are suitable prior to replacing them.

9.12. 10 cubic metres of play bark had been spread under the climbing frame in the Roman Park as previously agreed following ROSPA report. It was agreed that the Roman Park Working group would review bark depth and report back at the next meeting.

9.13. Review Parish Council Dog/Pet Policies – Clerk to look at sign options and draft policy based on discussions during the meeting.

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

The chairman brought up the following information received; a resident was embarrassed on two occasions to find two different people urinating up the side of the side wall by the doctors. This is the alley way leading to Ecroyd Park; the first was a young person and the other was a man in his late fifties. The resident made a comment to him and he replied he had nowhere else to go.

ML requested an update on the Circus, clerk to follow up.

Social club chairman reminded councillors about the family fun day and requested the grass be cut. Clerk to follow up.

A resident highlighted that the fence next to Roman Park Gate alongside the coal yard is loose and needs dealing with. Clerk to follow up.

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

7.30 pm, 18<sup>th</sup> September 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 29/05/2019	3,542.33	29,434.44	32,976.77

<u>Receipts</u>	<u>Current A/c</u>	<u>Reserve A/c</u>	<u>Total</u>
31/05/19 Bank Interest Received		5.35	
01/06/19 Credenhill Nursery Ltd - Rent June 2019	450.00		
20/06/19 Transfer from Reserve Account	3,000.00		
28/06/19 Bank Interest Received		4.39	
<b>Total received</b>	<b>£3,450.00</b>	<b>£ 9.74</b>	<b>£3,459.74</b>

<u>Payments</u>	<u>Current A/c</u>	<u>Reserve A/c</u>	<u>Total</u>
18/06/19 Nest Pension Payment – June 2019	204.24		
20/06/19 Transfer to Current Account		3,000.00	
25/06/19 Electricity Changing Rooms	19.36		
26/06/19 Electricity Carpark Lights	18.06		
Total Cheques Cleared in Period (see below for details)	3,347.07		
<b>Total payments</b>	<b>£3,588.73</b>	<b>£3,000.00</b>	<b>£6,588.73</b>

<u>Closing balances</u>	<u>Current A/c</u>	<u>Reserve A/c</u>	<u>Total</u>
As at 28/06/2019	3,403.60	26,444.18	29,847.78

<u>Cheques cleared in Period</u>	<u>Number</u>	<u>Current A/c</u>
15/05/19 Highground Maintenance Ltd – 1/6 Grass Cutting Contract	001100	669.60
19/06/19 Mr C Powell – Litter Picking & Maintenance May2019	001102	510.00
19/06/19 PIP Printing – June 2019 CCN & Open Day Signs(341.94 + 253.20)	001103	595.14
19/06/19 Mr L Harper-Smith (Expenses May 2019)	001105	264.89
19/06/19 Mr L Harper-Smith (Clerk/RFO Salary May 2019)	001106	672.52
19/06/19 HMRC – (PAYE/NI May 2019 less balance on Account)	001107	22.92
19/06/19 Radbournes – 10 cubic metres play bark	001110	612.00
<b>Total cheques cleared in period</b>		<b>£3,347.07</b>

<u>Cheques not cleared</u>	<u>Number</u>	<u>Total</u>
19/06/19 Dave Massey Gas Services – Water Leak Resource Centre	001104	36.00
19/06/19 Highground Maintenance Ltd – 1/6 Grass Cutting Contract	001108	669.60
19/06/19 S Jeenes – Sue Hathaway – Internal Audit of 2018/18 Accounts	001109	100.00
<b>Total payments</b>		<b>£ 805.60</b>

<u>Cheques to authorise</u>	<u>Number</u>	<u>Total</u>
17/07/19 Edwards Diving Services Ltd – Culvert Condition Report	001111	360.00
17/07/19 Highground Maintenance Ltd – 1/6 Grass Cutting Contract + ½ Weed Control Contract	001112	885.60
17/07/19 PIP Printing – CCN July 2019	001113	353.16
17/07/19 Mr C Powell – Litter Picking & Maintenance June 2019	001114	507.00
17/07/19 Fenland Leisure Products Ltd – Replacement Swing Seat & Chains	001115	199.20
<b>VOID</b>	001116	
17/07/19 Mr L Harper-Smith – Expenses June 2019	001117	37.19
17/07/19 Mr L Harper-Smith – Clerk/RFO Salary June 2019	001122	588.28
<b>Post Dated cheques as no meeting in August</b>		
21/08/19 Mr L Harper-Smith – Clerk/RFO Salary July 2019	001118	640.32
21/08/19 Mr L Harper-Smith – Expenses July 2019	001119	47.05
21/08/19 Mr C Powell – Estimated July (8.5 hours p/w @ 4.5 wks.)	001120	459.00
21/08/19 Highground Maintenance Ltd – 1/6 Grass Cutting Contract	001121	669.60
21/08/19 HMRC – July PAYE/NI (less June Credit Balance)	001123	9.80
<b>Total payments</b>		<b>£4,756.20</b>

**Debtors**

Mr G Williams	Hedge Cutting by Cherry's Gardening Services – Now Paid	150.00
Credenhill Rangers FC	Hire of changing rooms x 4	100.00
Sports & Social Club	Recharge of Carpark Lights	46.73
<b>Total outstanding</b>		<b>£ 296.73</b>

**Creditors**

Accounts Payable	Supplier Invoices not due for payment	105.19
	British Gas - Electricity/1 & 1 Internet/Sulo Bin Hire	
NEST Pension	NEST Pension Balance Owing	165.60
Defibrillator Appeal	Balance held	489.49
Credenhill Nursery Ltd	Deposit	450.00
Credenhill Youth Club	Balance of Funds	745.26
HMC	VAT Balance	-696.83
<b>Total holding</b>		<b>£1,258.71</b>

**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
	Defib AED Prep Kit	-14.05
	Herefordshire Heartstart Donation for Training	-300.00
		<b>(£2,036.54)</b>
<b>Total balance</b>		<b>£489.49</b>

Note: A transfer £3000 from the Reserve Account to the Current Account to ensure sufficient funds for outgoings in the period.