



MINUTES OF AN ORDINARY MEETING
OF CREDENHILL PARISH COUNCIL
HELD IN THE YOUTH AND RESOURCE CENTRE ON 16 OCTOBER 2019

PRESENT:

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

Ward Councillor Mr. Bob Matthews (BM) (Arrived at 8:10pm)
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

Also present

7 members of the public

The Chairman opened the meeting at 7.32pm

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

Councillor Mr. Paul Warrington (PW)
Councillor Mrs. Emma Baxter (EB)

2. Declarations of Interest & Dispensations

- 2.1. No declarations of interest received in agenda items from Councillors.
- 2.2. A written application for dispensation was received from PW in relation to items 9.8 & 9.9. Councillors agreed to deal with the quotes anonymously to ensure that the process was fair.

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

- 3.1. Shane Baldwin – Dovecote Lane Park & Green Open Space – Not present, Clerk to follow up.
- 3.2. Update from Ward Councillor Bob Matthews (dealt with between items 9.6 and 9.7 on the agenda as BM arrived late due to prior meeting over running at Breinton).

Bus Pullin at A480 – BM had met with members of Herefordshire Council, Balfour Beatty, Clerk & TS on site to agree bus layout options. Clerk had completed paperwork to obtain quotes from Balfour Beatty under the Community Commissioning model.

Bus Pullin at Waterside – A meeting has been arranged for Thursday 17th October with Herefordshire Housing, BM, Clerk & TS to look at rearranging the bus layby in Waterside.

Fly Tipping – There has been some fly tipping C1103 which the locality steward would deal with.

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

2 residents asked if the parish council could provide an update on speed limit for C1103 which had been raised earlier in the year. BM confirmed that the issue had been referred to highways however they had confirmed that nothing could be done due to the nature of the road and current budgetary constraints.

Residents raised concerns about speeding traffic on station road coming from Kenchester. BM - Speed Limit extension on Station Road to the village boundary with Kenchester – Clerk to contact Bruce Evans/Clive Lloyd to see if it is feasible.

DP raised concerns about the overgrown settlement pond which is Herefordshire Councils responsibility, clerk mentioned that access to trim our hedge was also difficult – BM to follow up.

A resident requested an update on Dovecote Lane parking that was included on September's agenda however the minutes had not been published. Discussion took place about parking issues in Dovecote Lane, it was agreed that the clerk would continue to obtain a quote for road markings and changes to the parking regulations as previously agreed. It was noted that the policy for publishing minutes is that they are published on the Parish Council website once they have been finalised and approved at the following Parish meeting; with the only exception being in August where there is no meeting, Draft Minutes will then be published. BM requested the clerk include a note in the next CCN asking residents to park sensibly in Dovecote Lane.

Request was received from the Social Club to use the field adjoining the resource centre for a falconry display on family fun day in 2020; the date will be 25/07/2020. Councillors had no objections however as the land is licensed to Credenhill Nursery Ltd the request would need to be agreed with the Nursery. Clerk to follow up.

5. **Minutes** – It was proposed by DP to accept the Minutes as a true record of the Ordinary Parish Council Meeting held on 18th September 2019, seconded by RN.

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

Proposed by AS to accept the finances as a true record, seconded by JH.

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	Comments Submitted - Mixed	Undecided	Undecided*
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
P193234/J	St Marys School – Tree Cut Back on TPO	New	N/a	NEW
Pre App.	Land adjacent to St Mary's Primary School - 100 Houses	N/a	N/a	N/a

*It was noted that since publication of the agenda that the outline planning application for Land at Orchard House has since been approved with conditions. It was noted that the conditions went to some 12 pages and that councillors had not had time to review these yet. To be followed up at the next meeting.

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

- 8.1. Finance (AS, TS, ML) - The Draft budget for 2020 will be available for the next meeting.
- 8.2. Community Hall (TS) – See appendix B.
- 8.3. Footpaths (PB) – No reports received. Woodland Trust had emailed to confirm that work was progressing to adopt the path by the Nursing home that leads to Credenhill Park Wood, it is expected that this would be completed by the end of the year and that the improvements to the access could be made in early 2020. The area manager has also suggested that a meeting with the Parish Council be setup to agree what improvements can be made to the woods. Clerk to liaise with members to setup meeting.
- 8.4. Shops/Businesses (DP) – DP noted that the Hedge in front of the doctor's surgery is in need of cutting as it was causing visibility issues.

- 8.5. War Memorial (DE) – Nothing to report. Clerk to request Craig Powell tidy in readiness for remembrance service.
- 8.6. Flood Alleviation Scheme (JB) – No update from solicitor.
- 8.7. Schools (EB) – The school have just completed their SIAMS inspection
- 8.8. Roman Park (JH, RN) – JH raised the following matters
 - Over grown brambles near gate and in various areas – clerk noted that the autumn weedkilling treatment is still to be done but needs to be scheduled during a dry spell.
 - Fence panel(s) damaged and need to be repaired – Clerk to obtain quote.
 - Bark under climbing frame is 4inches deep – clerk to forward previous information received from suppliers.
 - Broken piece of gutter – clerk to ask Craig Powell to repair.
 - Football posts need repainting – noted but to be included in redevelopment project.
- 8.9. Social Club (PW) – Clerk attended committee meeting, noted that there had been an incident involving the police however the club committee are in the process of dealing with the members involved. Halloween Disco coming up as well as other great events listed in CCN. Looking into new till options at present including a solution for membership cards as well as taking card payments. Concerns raised over a recent dip in business with the last months trade being £2000 behind 2018 figures, it was noted that it could be due to event timings however no immediate cause to worry, but they would monitor it closely.
- 8.10. Asset Management (ML, PW, TS) - Quotes for surveys received, see item 9.10.

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

- 9.1. Pinders Circus – Post Event Review. It was noted that there had been a couple of minor issues in relation to noise and parking however on the whole it was a successful event. Most people walked to the event and of those that drove the majority used the community centre car park. The event was well received by those who attended, and the circus had said that the event was successful from their point of view although numbers could have been better.
- 9.2. Consider quotes received to repair/renew boiler in resource centre. The quotes received were reviewed and it was proposed by DP to replace the boiler with a new one and to accept the cheaper quote received from Dave Massey Gas Services Ltd at a cost of £1350 + VAT, seconded by ML.
- 9.3. Play Bark feedback – JH/RN confirmed that the play bark depth is about 4 inches and that the ROSPA report recommended a depth of 12 inches – Clerk to forward previous quotes received to JH/RN to agree way forward at next meeting.
- 9.4. It was noted that the replacement of Resource centre Lights with LED Equivalent Lights is planned for half term and that the clerk had received a donation of White paint from the Dulux decorators Centre for repainting of the ceiling. It was agreed that Craig Powell will repaint the ceiling instead of litter pick that week.
- 9.5. It was noted that 5 litter bins had been purchased on account as agreed at the last meeting. The New Litter Bins had arrived, and Craig Powell had been instructed to install them.
- 9.6. It was noted that a meeting with Herefordshire Housing had been planned to discuss the proposed new parking and bus pull in at Waterside.
- 9.7. Following the request received from St Mary's CofE Primary School regarding holding their Fireworks Event on Roman Park in 2020 the council requested that the clerk research what is involved and report back at the next meeting. It was suggested that another option would be to use the resource centre field which has no neighbours and good parking.
- 9.8. It was proposed by AS to accept the quote received from Good n Property Maintenance to repair community centre stock fence and install a maintenance style at a cost of £167.00; seconded by RN. Agreed unanimously.
- 9.9. 3 quotes were considered to insulate the Resource Centre Loft; it was proposed by PB to accept the quote received by Good n Property Maintenance at a cost of £675.00; seconded by JH. Agreed unanimously.
- 9.10. 3 Quotes from Surveyors to complete condition reports with 5 year maintenance plans were discussed. It was proposed by JH to allocate a net budget of £1500.00 to the surveys and accept the quote received from Berrys for £965.00 + VAT; seconded by PB. The quote excludes hire of a cherry picker which will be needed to access the community hall roof, it also excluded disbursements and specialist reports such as asbestos; which may be required which the additional budget would allow for.

9.11. DE to lay the Wreath on behalf of the Parish. Clerk to order Wreath.

9.12. The Keep Britain Tidy Dog Fouling Initiative was discussed. It was proposed by AS to trial the scheme at a cost of £250 + VAT; seconded by PB. Cheque number 000072 was added to the finances for £300.

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

No further items raised

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

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

The Chairman declared the meeting closed at 21:20.

Councillor Mr. Martin Leaton Vice-Chairman

Signed.....

Date.....

Appendix A - Financial Information

		Lloyds Current	Nat West Current	Nat West Reserve	Total
30/08/2019	b/f Balance	1,585.00	3,462.53	63,454.14	68,501.67
Receipts					
01/09/2019	Credenhill Nursery Ltd – Rent Sept 2019		500.00		500.00
11/09/2019	CCN Advertising – Higgs		48.00		48.00
16/09/2019	Mike Lea – Circus – Roman Park Hire	450.00			450.00
20/09/2019	Herefordshire Council – Precept Payment			15,500.00	15,500.00
26/09/2019	CCN Advertising – Brian Jenkinson	48.00			48.00
30/09/2019	Bank Interest Received			11.55	11.55
Total Received in Period		498.00	548.00	15,511.55	16,557.55
Transfers					
27/09/2019	Transfer from Business Reserve to Current A/c		5,000.00	-5,000.00	
Payments					
10/09/2019	NEST Pension DD July 2019		-190.44		
25/09/2019	British Gas – Carpark Lights		-18.51		
25/09/2019	British Gas – Changing Rooms		-19.79		
26/09/2019	British Gas –Carpark Lights		-6.48		
27/09/2019	NEST Pension DD July 2019		-182.16		
	Total Cheques Cleared in Period (See below)	-240.00	-3,470.12		
Total Spent in Period		-240.00	-3,887.50	0.00	-4,127.50
Cheques Cleared in period					Ref
21/08/2019	Mr L Harper-Smith – Clerk/RFO Salary July 2019		-640.32		001118
21/08/2019	Mr L Harper-Smith – Expenses July 2019		-47.05		001119
21/08/2019	Highground Maintenance Ltd – 1/6 Grass Cutting Contract		-669.60		001121
21/08/2019	HMRC – July PAYE/NI (less June Credit Balance)		-9.80		001123
18/09/2019	Mr C Powell – Balance of July + Aug – Litter/Maintenance		-863.00		001124
18/09/2019	PIP Printing – September 2019 CCN		-344.87		001125
18/09/2019	Fenland Leisure Products Ltd - Balance (Replacement Chains)		-38.40		001126
18/09/2019	Mr L Harper-Smith – Expenses August 2019		-218.04		001127
18/09/2019	Mr L Harper-Smith – Wages August 2019		-639.04		001128
18/09/2019	PKF Littlejohn LLP – External Audit	-240.00			000062
Total Cheques Cleared in Period		-240.00	-3,470.12	0.00	-3,710.12
30/09/2019	Closing Balance	1,843.00	5,123.03	73,965.69	80,931.72
Cheques not Cleared					Ref
18/09/2019	Medicare (UK) Ltd – Defibrillator and Cabinet		-1,634.63		001129
18/09/2019	Mayglothling Waste Ltd – Sewage/Pump		-1,457.10		001130
18/09/2019	Highground Maintenance Ltd – 1/6 Grass Cutting Contract	-669.60			000061
Total Cheques not Cleared		-669.60	-3,091.73	0.00	-3,761.33

	Lloyds Current	Nat West Current	Nat West Reserve	Ref
Payments to Authorise				
16/10/2019	PIP Printing - Oct 2019 CCN	-353.16		000063
16/10/2019	H'fd Fire Protection S'vs - Annual Fire Ext. Inspections	-64.02		000064
16/10/2019	HMRC – PAYE	-4.44		000065
16/10/2019	Mr L Harper-Smith – Wages Sept 2019	-600.36		000066
16/10/2019	Mr L Harper-Smith - Expenses Oct 2019	-79.61		000067
16/10/2019	Mayglothling Waste Ltd - Balance of Account	-90.00		000068
16/10/2019	Glasdon UK Ltd – 5 x Jubilee Litter Bins	-2,097.60		000069
16/10/2019	Mr C Powell – Litter Picking/Maintenance/Cleaning Sept 19	-519.00		000070
16/10/2019	Keep Britain Tidy – Dog Poo Sign Campaign	-300.00		000072
16/10/2019	Credenhill Parish Council – Move Funds - Natwest to Lloyds	10,000.00	-10,000.00	001431
	Total Payments to Authorise	5,891.81	-10,000.00	0.00
				-4,108.19
Transfers to Authorise				
16/10/2019	Transfer from Reserve to Current Account		10,000.00	-10,000.00
Debtors				
		Not Due	< 30 Days	>30 Days
				Total
	AARDVARK – CCN Advertising	85.00		85.00
	Harriers FC	25.00	25.00	50.00
	Hereford Centre for Natural Health – CCN Advertising	48.00		48.00
	Maid Domestic Services – CCN Advertising	70.00		70.00
	Pilates – Emma Caldwell – CCN Advertising	85.00		85.00
	Watkins Carpentry– CCN Advertising	48.00		48.00
	Total Debtors	361.00	25.00	0.00
				386.00
Other Debtors				
	HMRC- VAT Reclaim 01/04/2019-30/09/2019	1,473.26		1,473.26
	Total Other Debtors	1,473.26	0.00	0.00
				1,473.26
Creditors				
	1 & 1 Internet Ltd – Web Hosting	1.19		1.19
	Welsh Water – 6 monthly Water Rates	22.81		22.81
	Herefordshire Council – Sulo Bins	104.00		104.00
	Total Trade Creditors	128.00	0.00	0.00
				128.00
Other Liabilities				
	Defibrillator Fund		-1,362.19	1,989.49
	NEST Pension Payments Owing	173.88		173.88
	Credenhill Nursery Ltd - Resource Centre Deposit			450.00
	Youth Club Funds			745.26
	Road Safety Improvement Fund		40,000.00	40,000.00
	VAT to be reclaimed from HMRC	-354.42		-354.42
	Total Liabilities	-180.54	38,637.81	3,184.75
				41,642.02
Defibrillator Fund				
		DR	CR	Balance
	Just Giving	341.94		341.94
	Cheques & BACS	1,145.00		1,486.94
	Groundwork UK – Grant	375.00		1,861.94
	Cash Collections	664.09		2,526.03
	Defibrillator & Cabinet		1,479.99	1,046.04
	Returned Defib Bag not required	27.50		1,073.54
	Training Room Hire		90.00	983.54
	Training Refreshments		180.00	803.54
	Defib AED Prep Kit		14.05	789.49
	Herefordshire Heartstart Donation for Training		300.00	489.49
	Donation Received July 2019	1,500.00		1,989.49
	Defibrillator & Cabinet		1,362.19	627.30
	Defibrillator Fund Balance	4,053.53	3,426.23	627.30

Appendix B - Credenhill Hall Committee Meeting 9th September 2019.

The meeting was attended by 6 members. The Scouts and Magna both were represented.

The chairman went through the previous minutes and they were passed. The Treasure was not present, but the chairman gave an overview of the accounts. The working capital was around £2000.00 which was enough to pay the regular bills.

There have been ongoing problems with the Hall and the chairman expressed concerns about how they will cover the costs and was hoping that the Parish Council would be able to assist. Lee has been working with them and indeed made some repairs himself. Grants from the lottery were not successful but advice was given to why it had been refused and will be worked on for the next submission. Other grants are being sorted.

In the last week the boiler was found to be faulty and kept blowing the fuse. This has been a concern of the user groups who indeed either cancelling the use of the hall or asking for a reduction. Lee has now had the boiler repaired. The leak from the flue has been resolved which was part of the reason the boiler was not working.

D from the Scouts expressed concerns that their banner was taken down and they were not told and now they have been told not to put it back up.

The Chairman explained that they had made every effort to contact the main leader of the Scouts but as usual had no reply. They were requested to remove the banner for decorating but this was not done so it was taken down for them. The banner was stored in the boot of a member of Magna's car for safe keeping. An email was sent to the group scout leader, but no reply was received.

The scouts put this very large banner up without consent in the first place and ignored the request for it to be taken down. He was advised that all user groups are not allowed to put up permanent banners or posters in the main hall, but the committee was prepared to work with them to find a suitable place for it to be hung and taken down when the scouts are attending. It was agreed that all communications would be done through D.

Magna has a production on the 25th to the 27th October called Peace and the Hall Christmas Fair will be on the 23rd November 11.30 to 2.30pm. Any wanting to donate prizes please pass to a committee member.

Terry Smissen
Representative to the Credenhill Parish Council