

MINUTES OF AN ORDINARY MEETING
HELD IN THE YOUTH AND RESOURCE CENTRE ON 15 JANUARY 2020

PRESENT:

Councillor Mr. Terry Smissen 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 Mr. Paul Warrington (PW)
Councillor Miss. Jenni Hurcomb (JH)
Councillor Mr. Paul Burrige (PB)
Councillor Miss. Rebecca Norton (RN)
Councillor Mrs. Dot Pullen (DP)
Councillor Miss. Deanna Pennington (DE)
Councillor Mr Paul Beechey (PA)

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

5 members of the public

The Chairman opened the meeting at 7.30pm

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

Ward Councillor Mr. Bob Matthews (BM)

2. Co-opt of New Councillor – A proposal was made by DP to co-opt Paul Beechey (PA) on to the Parish Council. Seconded by PB. Declaration of acceptance of office was duly signed and PA joined the Parish Council.

3. Declarations of Interest & Dispensations

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

4. Speakers

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

- 4.1. Update from Ward Councillor Bob Matthews – BM not present

5. Public Question Time

Opportunity for members of the public to raise issues or ask the Parish Council questions.

Several members of the public were in attendance to request an update on matters previously raised in June 2019 with respect to ongoing alleged anti-social behaviour in Waterside.

It was confirmed that the only correspondence received was in July 2019 to acknowledge the Parish Councils letter and to confirm that the matter was being managed. It was proposed by DP to write to the enforcement officer managing the case to request an update, seconded by PB.

6. Minutes

It was proposed by PW to accept the Minutes as a true record of the Ordinary Parish Council Meeting held on 18th December 2019. Seconded by RD.

7. Financial Report – Appendix A

- 7.1. Confirmation of Bank Balances
- 7.2. Receipts

- 7.3. Invoices for Payment
- 7.4. Defibrillator Appeal
- 7.5. Budget/YTD Update
- 7.6. Year End Reserve Projection

It was proposed by ML to accept the amended finance reports as a true record, seconded by PW.

8. Planning Applications

Reference	Details	CPC Status	HC Previous Status	HC New Status
P193570/FH	1 Mill Close - Proposed rear and side extension to bungalow.	Comments Submitted – For	Undecided	Approved With Conditions
P193395/F	Rear of Greenways Mill Lane - Remove existing bungalow and erection of 2 two bedroom bungalows	Comments Submitted – For	Undecided	Undecided Determine by 13/12/2019
P193794/O	Land South of A480 – Up to 100 Houses	Comments Submitted - Mixed	Undecided	Undecided Determine by 29/01/2020
P194228	81 Ecroyd Park – Side extension to replace existing garages.	Comments by 28/01/2020	N/a	NEW

The report from the planning working group (Appendix C) was read out by the chairman.

It was proposed by PB to ask planners if it would be possible to be able to send a representative to the decision committee meeting for P193794/O, seconded by RN. Clerk to follow up.

Proposed by RN to support application P194228 for the 2 storey extension with the condition that it remains as a single dwelling and remains the use of a family/single occupancy (i.e Not used to rent out rooms to multiple people/families) on the grounds that the nature of the cul-de-sac does not have capacity for further parking, seconded by PW.

9. To receive reports from working groups

- 9.1. Finance (AS, TS, ML) - The finance group will continue to monitor year end reserve and report back on any issues.
- 9.2. Community Hall (TS) – See appendix B
- 9.3. Footpaths (PB) – No matters arising.
- 9.4. Shops/Businesses (DP) – Pothole has not been repaired.
- 9.5. War Memorial (DE) - No matters arising.
- 9.6. Flood Alleviation Scheme (JB) – No response from either Herefordshire Council or solicitor. Clerk to follow up.
- 9.7. Schools (TBC) – Clerk to provide head with description of councillor role to see if a governor would be interested in joining the council.
- 9.8. Roman Park (JH, RN) – Play bark prices have been received from Pontrallis, a sample of the bark needs to be reviewed for quality before placing order. Clerk also to look at pricing for a safety surface instead of bark under the climbing frame to compare prices. The first meeting with the Architect had taken place; he is going to provide a draft block plan with several options for discussion with the working group. A public consultation will then take place before finalising the block plans in readiness for the detailed plan.

- 9.9. Social Club (PW) – Social club meeting planned for 16th January.
9.10. Asset Management (ML, PW, TS) - Surveys were conducted for all land and buildings on 9th January, reports will be available for next meeting.

10. Matters arising since last meeting:

- 10.1. Winter Pavement Inspection Report - The clerk provided an update on the winter pavement inspection and any feedback received from those contacted. It was proposed by AS to log all remaining issues with Balfour Beatty at the end of January; seconded by RN. It was noted that 2 properties had been notified later and that these would be left until mid-February.
- 10.2. Credenhill Park Wood ongoing litter/dog fouling issues were discussed as well as several options to resolve the problems. There were mixed feelings about whether the parish council should be involved or not and a unanimous decision could be achieved in the meeting. It was agreed to invite the Woodland Trust to the next meeting to move it forward.
- 10.3. It was proposed by JH to approve the 2020 Contract Tender Documents, seconded by PB.
- 10.4. It was proposed by PW to approve the 2020 Section 137 Grant Policy and Forms, seconded by RN.
- 10.5. The correspondence received from Herefordshire Council Re: Managing Verges for Biodiversity was discussed. Several concerns were raised:
- Ragwort and other invasive species were already an issue in our verges and were not being addressed;
 - Rain/wind will mean that paths/cycle ways will get blocked by tall vegetation as it is liable to fall over.
 - Will need to manage ongoing issues with verges creeping onto footpaths and cycle paths; currently not well managed.

It was agreed that the Parish Council would only support the idea if reassurances are received that the above issues would be dealt with as part of the project.

- 10.6. Agree Section 106 Priorities for Credenhill – Clerk to send draft survey to councillors for feedback.
- 10.7. Donation of Horse Chestnut Tree from Gordon Batchelor – It was proposed by JH to write a letter of thanks and to see if a location on Roman Park would be suitable given that the tree would provide children with conkers to play with and that the Batchelors had for many years organised the village fete at the Roman Park, seconded by DP. It was agreed that the clerk would make arrangements to remove the Ivy from the Horse Chestnut on the triangle.
- 10.8. It was **resolved** that: The Authorised Signatories in the current mandate, for all Natwest accounts held by the Parish Council, be changed to remove Marion Scott and to add Martin Leaton and Deanna Pennington. And the current mandate will continue as amended. Proposed by RD and seconded by AS.

11. Public Question Time

Further Opportunity for members of the public to raise issues or ask the Parish Council questions.

The clerk was reminded about the request to use the resource centre field for the Family Fun Day; clerk to check with nursery – 25th July family fun day.

Telephone kiosk has a sign about lack of use, clerk to investigate if there are plans to remove it.

No speed hump signs in village; clerk to follow up on previous correspondence as no response had been received.

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

7.30 pm, 12th February 2019, Youth and Resource Centre.

The Chairman declared the meeting closed at 21:10

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

Appendix A - Financial Information

		Lloyds Current	Nat West Current	Nat West Reserve	Total
30/11/2019	b/f Balance	4,110.45	2,833.79	63,987.66	74,991.14
Receipts					
02/12/2019	Credenhill Nursery Ltd – Rent Dec 2019		500.00		500.00
19/12/2019	Transfer from Reserve Account		10,000.00		10,000.00
20/12/2019	Transfer from Natwest Current to Lloyds	10,000.00			10,000.00
Total Received in Period		10,000.00	10,500.00	0.00	20,500.00
Payments					
17/12/2019	NEST Pension DD Oct 2019	-173.88			-173.88*
19/12/2019	Transfer from Reserve Account			-10,000.00	-10,000.00*
20/12/2019	Transfer from Natwest Current to Lloyds		-10,000.00		-10,000.00*
	Total Cheques Cleared in Period (See below)	-4,956.88			-4,956.88*
Total Spent in Period		-5,130.76	-10,000.00	-10,000.00	-25,130.76*
Cheques Cleared in period					Ref
20/11/2019	Good n Property Maint – Replace Manhole Covers	-205.00			000081
20/11/2019	HMRC – PAYE	-13.08			000074
20/11/2019	Highground Maint Ltd – 1/6 Grass cutting final pmt	-669.60			000080
20/11/2019	Highground Maint Ltd – Hedge cutting & Weeds	-1,689.60			000083
20/11/2019	Medisave (UK) Ltd – Defib Pads & AED Prep Kit	-124.08			000082
18/12/2019	Good n Property Maint – Loft Insulation	-675.00			000089
18/12/2019	Mr L Harper-Smith – Wages Nov 2019	-600.36			000091
18/12/2019	Mr L Harper-Smith - Expenses Nov 2019	-72.00			000088
18/12/2019	Mr C Powell – Litter Picking/Maint/Cleaning Nov 19	-453.00			000085
18/12/2019	PIP Printing - Dec 2019 CCN	-353.16			000084
18/12/2019	Herefordshire Fire Alarm Services Ltd- Annual Service	-102.00			000090
Total Cheques Cleared in Period		-4,956.88	0.00	0.00	-4,956.88
30/12/2019	Closing Balance	8,979.69	3,333.79	53,987.66	66,301.14*
Cheques not Cleared					Ref
18/12/2019	HMRC – PAYE	-4.44			000086
Total Cheques not Cleared		-4.44	0.00	0.00	-4.44
Payments to Authorise					Ref
15/01/2020	Mr C Powell – Litter Picking/Maint/Cleaning Dec 19	-393.00			000092
15/01/2020	P A Electrical – Defibrillator Installation	-100.00			000093
15/01/2020	Herefordshire Council – A 480 Bus Layby designs	-1,364.29			000094
15/01/2020	Mr L Harper-Smith – Wages Dec 2019	-649.32			000095
15/01/2020	Mr L Harper-Smith - Expenses Dec 2019	-40.60			000096
15/01/2020	HMRC – PAYE/NI Dec 2019	-7.63			000097
Total Payments to Authorise		-2,554.84*	0.00	0.00	-2,554.84*

*Items marked were incorrect on the provisional finance information (circulated on the agenda), all cheque amounts and individual bank balances were reported correctly and remain unchanged.

Debtors	Not Due	< 30 Days	>30 Days	Total
Harriers FC			100.00	100.00
Hair at Home – CCN Advertising			48.00	48.00
D&A Motors – CCN Advertising	85.00			85.00
R G Howells Painting & Decorating– CCN Advertising	48.00			48.00
Total Debtors	133.00	0.00	148.00	281.00
Other Debtors				
Total Other Debtors	0.00	0.00	0.00	0.00
Creditors				
1 & 1 Internet Ltd – Web Hosting	5.99			5.99
British Gas – Carpark Lights	33.45			33.45
British Gas – Changing Rooms	21.70			21.70
Herefordshire Council Sulo Bin Hire Jan – Mar 2020	104.00			104.00
Total Trade Creditors	165.14	0.00	0.00	165.14
Other Liabilities				
Defibrillator Fund		-100.00	523.90	423.90
NEST Pension Payments Owing	190.44			190.44
Credenhill Nursery Ltd - Resource Centre Deposit			450.00	450.00
Youth Club Funds			745.26	745.26
Road Safety Improvement Fund		-1,136.91	40,000.00	38,863.09
VAT to be reclaimed from HMRC	-1,364.04			-1,364.04
Total Liabilities	-1,173.60	-1,236.91	41,719.16	39,308.65
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	
Defib Pads & AED Prep Kit		103.40	523.90	
Installation of Defib & Cabinet at Social Club		100.00	423.90	
Defibrillator Fund Balance	4,053.53	3,629.63	423.90	

Appendix B – Hall Working Group Report

HALL MEETING 13th January 2020 19.30

There were 5 members in attendance and 1 apology. There were no group users attending the meeting.

The minutes for November meeting were read and discussed. Bookings are steady with two more regular bookings just started. The year looks good and bookings are now being taken. All groups are up to date except for the Nutty Crafters who have got confused over the amounts being charged.

The Christmas Fare was a great day with funds being greatly increased. Other events are planned for the year with a Easter Bingo in the planning.

The treasurer made his report and agreed that the hall has sufficient funds to carry out work on the leak in the roof over the kitchen £417.80, and the fire doors £1205.00 at the rear of the building. A further quote for the fire doors in the main hall will be sort. This was passed by the committee.

Appendix C – Planning Working Group Report

Planning application 81 Ecroyd Park. Application P194228F/H 2 storey extension.

This is a new application to a previous application P163639/F 2 storey dwelling.

The previous application was not supported by the Parish Council on the grounds of over developing and additional traffic using this already busy cul-de-sac where there had already been quite a lot of disputes over parking.

The property is currently rented by a couple. It is the concern that this house could be turned into a double dwelling after or used as a HMO (House in Multiple Occupation), either would cause extra vehicles using this end plot. The Parish Council would support this application if a condition was made to restrict the building for family use and to remain as a single dwelling.

All other applications are ongoing.