

MINUTES OF AN ORDINARY MEETING
HELD IN THE YOUTH AND RESOURCE CENTRE ON 12 FEBRUARY 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 Miss. Jenni Hurcomb (JH)
Councillor Mr. Paul Burridge (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)

2 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)
Councillor Mr. Paul Warrington (PW)

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 received.

3. Speakers

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

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

4. Public Question Time

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

A member from the social club committee asked when the buildings surveys would be available. It was confirmed that meetings would be arranged with each user group individually to review the surveys.

5. Minutes

It was proposed by PB to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 15th January 2020, seconded by DP.

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
- 6.6. Year End Reserve Projection

It was proposed by AS to accept the financial reports and approve the payments listed. Seconded by ML.

7. Planning Applications

Reference	Details	CPC Status	HC Previous Status	HC New Status
P193395/F	Rear of Greenways Mill Lane - Remove existing bungalow and erection of 2 two bedroom bungalows	Comments Submitted – For	Undecided Determine by 13/12/2019	Approved with Conditions
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	Undecided Determine by 27/02/2020

Clerk was asked to obtain an update on P1937794/O.

The planning application P194228 was discussed, it was agreed to submit the following comments:

The Parish Council has no objection in principle to the proposed extension. There is however a concern that the property could be split into 2 dwellings in the future; a previous application for a second dwelling at this property (P163639/F) was not supported due to over development.

The Parish Council concludes that it would only be in support of the application if conditions are imposed to ensure that: 1. The dwelling remains as a single dwelling, and; 2. The property is not used as a HMO (House in Multiple Occupation) . Reason: The property and cul-de-sac do not provide adequate parking for more than one dwelling or a HMO.

The parish council also requests that should the application be approved that adequate measures are put in place to ensure minimal disruption is caused to local residents during the construction phase. Reason: The cul-de-sac has limited access and parking space available, the additional construction traffic would need to be carefully planned to avoid causing an unnecessary nuisance to local residents.

8. To receive reports from working groups

8.1. Finance (AS, TS, ML) - No further updates

8.2. Community Hall (TS) - CREDENHILL COMMUNITY HALL MEETING 10th February 2020

The meeting was attended by 6 members including a representative from the Nutty Crafters.

The Chairperson went through the minutes from the last meeting, updating it with the present situation as she went along. Bookings are holding their own with some going but others joining or requesting information on bookings.

The treasurer went through the account statement and advised that the funds were low but a lot of bills have been paid on updating the fire doors, windows and a the roof over the kitchen. He has not had much success with the super markets with ASDA not doing any grants now. He is going back to the lottery fund but more input needs to be made by the users. The Chairperson said a survey form is given out on bookings and there are some in the hall, A piece in the CCN will also be done. The other user groups have not been helpful except for Magna but will be approached again. An application to the PC will be made for a grant this year for funds to update the kitchen.

The hall desperately needs new people for the committee to take on some of the promotion work and staging events, The Chairperson is feeling snowed under with trying to do all what is needed and attending meetings.

- 8.3. Footpaths (PB) – No reports
- 8.4. Shops/Businesses (DP) – DP confirmed that she has received assurances that the Pothole is all in hand.
- 8.5. War Memorial (DE) – No updates
- 8.6. Flood Alleviation Scheme (JB) – No updates
- 8.7. Schools (TBC) – No updates
- 8.8. Roman Park (JH, RN) – ROSPA report is planned for March.
- 8.9. Social Club (PW) – Not present
- 8.10. Asset Management (ML, PW, TS) - The surveys have been received and a provisional working group review meeting has taken place to see if the 2020-21 budget is adequate to deal with essential works. Initial calculations show that the works are doable however careful planning will be required to allow for any unexpected/emergency costs during the year. Meetings with user groups to be arranged to further review reports and to bring forward recommendations to the council.

9. Matters arising since last meeting:

- 9.1. It was agreed that the parish clerk would request copies of the supplier invoices before releasing the cheque for the additional costs of loft insulation totalling £232.38. Proposed by RD, seconded by DP.
- 9.2. The new hire of changing rooms agreement and rates were discussed. Line Marking of pitch needs to be added to the agreement and it was decided to defer the matter until the clerk had obtained comparative prices from other facilities.
- 9.3. Ongoing problems with Credenhill Park Woods were discussed. It was agreed to invite the Woodland trust to a meeting to try to progress the matter.
- 9.4. Tender for Newsletter printing contract April 2020 – March 2021 – New pricing options and samples from each interested party were reviewed. It was proposed by JH to award the 2020-21 Newsletter printing contract to ABC Printing, seconded by DP and accepted unanimously.
- 9.5. No Section 137 Grant applications had been received to date however interested organisation had until 31st March 2020 to apply for funds. ML requested a list of the organisations contacted and said that he would contact them all to ensure that they were aware of the grant process.
- 9.6. The Maintenance Contracts for 2020/21 have been put out for tender, interested parties have until 29th February to apply. TS, ML and the clerk would review applications and provide a summary at the next meeting for the council to decide which contractor to use.
- 9.7. BT Consultation to remove Credenhill Telephone Kiosk, only 35 calls in 12 months and none to 999. The clerk had setup a community feedback survey to see if there was an interest in adopting the kiosk. The community want to convert it into a library/book share. The clerk had since learnt that as the phone box was not an enclosed red one that it would not be possible to adopt. Discussion took place about the various options, costs to install and maintain a red phone box. It was proposed by RN and seconded by JH to support the removal of the Kiosk, agreed unanimously.
- 9.8. Agree Section 106 Priorities for Credenhill – Clerk had created a draft survey that councillors had reviewed. It was agreed that the survey should be distributed to the community and a link published in the CCN.
- 9.9. Horse Chestnut Tree update – Following the last meeting the Ivy had now been removed however this had uncovered large hole which appeared to be rotting. It was agreed that the council should commission a condition report from Dave Gardener Arboriculture to assess the tree and provide the Parish council with professional advice on future management. Proposed by PA and seconded DE
- 9.10. The error with the Employers National Insurance Allowance Scheme dating back to 2017 was discussed and it was agreed to pay HMRC back the allowance received with a letter of apology to HMRC for the oversight. Proposed by PB, seconded by DP.

10. Public Question Time

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

The social club offered the use of the Skittle Alley room for defibrillator training sessions on Monday 7pm – 10pm
Clerk to arrange Defib Courses when suitable.

The parish council are deeply saddened by the news of John Brown's passing. The parish council are thankful for the time and commitment that John gave to the parish council and local community during his life. Our thoughts and prayers are with his family.

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

7.30 pm, 18th March 2020, 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
30/12/2019	b/f Balance	8,979.69	3,333.79	53,987.66	66,301.14
Receipts					
31/12/2019	Darren Coates – Football Receipts		75.00		75.00
31/12/2019	NatWest – Interest Received			10.56	10.56
02/01/2020	Credenhill Nursery Ltd – Rent Jan 2020		500.00		500.00
15/01/2020	D&A Motors – CCN Advertising	85.00			85.00
	Total Received in Period	85.00	575.00	10.56	670.56
Payments					
02/01/2020	Herefordshire Council –Trade Waste01/20-03/20	-104.00			-104.00
03/01/2020	British Gas – Electricity Changing Rooms	-21.70			-21.70
08/01/2020	British Gas – Electricity Carpark Lights		-33.45		-33.45
10/01/2020	NEST Pension DD Nov 2019	-190.44			-190.44
23/01/2020	British Gas – Electricity Changing Rooms	-14.71			-14.71
27/01/2020	British Gas – Electricity Carpark Lights		-35.34		-35.34
	Total Cheques Cleared in Period (See below)	-2,559.28			-2,559.28
	Total Spent in Period	-2,890.13	-68.79	0.00	-2,958.92
Cheques Cleared in period					
					Ref
18/12/2019	HMRC – PAYE	-4.44			000086
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 Cheques Cleared in Period	-2,559.28	0.00	0.00	-2,559.28
31/01/2020	Closing Balance	6,174.56	3,840.00	53,998.22	64,012.78
Cheques not Cleared					
					Ref
	Total Cheques not Cleared	0.00	0.00	0.00	0.00
Payments to Authorise					
					Ref
12/02/2020	PIP Printing – February 2020 CCN Printing	329.86			000098
12/02/2020	Mr C Powell – Litter Picking/Maint/Cleaning Jan 2020	519.00			000099
12/02/2020	Mr L Harper-Smith – Wages Jan 2020	649.32			000100
12/02/2020	HMRC – PAYE/NI Jan 2020	28.12			000101
12/02/2020	HMRC – Employers NI Allowance Payment	253.42			000102
12/02/2020	Mr L Harper-Smith - Expenses Jan 2020	135.64			000103
12/02/2020	Good n Property Maint. – Loft Insulation	232.38			000104
12/02/2020	Dave Massey Gas Services – Repair Toilet	96.00			000105
12/02/2020	Berrys - Land & Buildings Surveys	1,611.00			000106
	Total Payments to Authorise	-2,554.84	0.00	0.00	-2,554.84

Debtors	Not Due	< 30 Days	>30 Days	Total
Cherrys Garden Services – CCN Advertising	48.00			48.00
Hair at Home – CCN Advertising			48.00	48.00
Wills at Home – CCN Advertising	85.00			85.00
R G Howells Painting & Decorating– CCN Advertising		48.00		48.00
Total Debtors	133.00	48.00	48.00	229.00
Other Debtors				
Total Other Debtors	0.00	0.00	0.00	0.00
Creditors				
1 & 1 Internet Ltd – Web Hosting	5.99			5.99
Credenhill Nursery Ltd – Room Setup Fee	150.00			150.00
Total Trade Creditors	155.99	0.00	0.00	155.99
Other Liabilities				
Defibrillator Fund			423.90	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			38,863.09	38,863.09
VAT to be reclaimed from HMRC	-1,667.16			-1,667.16
Total Liabilities	-1,476.72	0.00	40,482.25	39,005.53
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	

2019-2020 Budget/Actual Comparison YTD

@ 12th February 2020

	A	B	C	D	
	Year Total Budget	YTD Comparable Budget Total	YTD Actual Spent/ Receipt	Variance	Notes
Clerk Wages	9,385.71	7,910.71	8,194.31	- 283.60	Error on year end journal, accrued net wages instead of Gross.
Pension	281.57	236.57	240.48	- 3.91	
SLCC Membership	46.00	46.00	-	46.00	
Staffing Costs	9,713.28	8,193.28	8,434.79	- 241.51	
Microsoft Office 365	105	89.20	31.60	57.60	
Travel	180	150.00	108.76	41.24	
Printing	180	150.00	134.58	15.42	
Telephone	60	50.00	50.00	-	
Postage		-	22.95	- 22.95	
Stationary	120	100.00	105.00	- 5.00	
Homeworking Allowance	180	150.00	150.00	-	
Meeting Room Hire/Setup Cost	150	150.00	150.00	-	
Office & Meeting Costs	975	839.20	752.89	86.31	
Adverts		-	211.00	- 211.00	Open Day Signs
Website Hosting Fee	85	65.00	24.91	40.09	
Printing CCN	3,600	2,900.00	2,774.17	125.83	
Advertising & Promotion	3,685	2,965.00	3,010.08	- 45.08	
Insurance	2,000	2,000.00	1,097.77	902.23	Real saving - no more costs expected.
Internal Audit	105	105.00	100.00	5.00	
External Audit	210	210.00	200.00	10.00	
ICO Membership Fee	40	40.00	-	40.00	
Fire Extinguisher Inspections	100	100.00	53.35	46.65	
Fire Alarm Inspections	170	85.00	85.00	-	
Playground Inspection	130	-	-	-	
Insurance, Legal & Professional Costs	2,755	2,540.00	1,536.12	1,003.88	
Changing Room Costs					
Electric	240	200.00	254.70	- 54.70	
Water Rates	222	22.81	22.81	-	
Community Centre Costs					
Waste Disposal	480	360.00	312.00	48.00	
Electric	276	230.00	146.05	83.95	
Utility & Waste Management Costs	1,218	812.81	735.56	77.25	
Village Costs					
Litter Picking	5,319	4,432.14	4,077.00	355.14	
Cleaning	288	240.00	153.00	87.00	
Maintenance	288	240.00	782.00	- 542.00	
Materials	240	200.00	6.66	193.34	
Hedge Cutting	1,806	1,806.00	1,228.00	578.00	
Weed Control	473	472.50	360.00	112.50	
Grass Cutting	4,557	4,557.00	3,348.00	1,209.00	Real saving - no more costs expected.
Tree Maintenance	500	500.00	-	500.00	
Asset Management Costs	13,470	12,447.64	9,954.66	2,492.98	
Total Operating Costs	31,816	27,798	24,424	3,374	

2019 - 2020 Budget-Actual

Exceptional/Planned Costs

Training	1,210	1,210	-	1,210
Charitable Grant Provision	8,000	8,000	9,677 -	1,677
2018 Election Recharge Costs	2,050	-	-	-
Repair Culverts	12,500	300	300	-
Roman Park Improvement Fund	5,000	950	950	-
Replace Village Bins	2,400	2,400	2,211	189
Planning & Surveys	85	85	1,343 -	1,258
Asset Repairs & Renewals	3,000	3,000	5,135 -	2,136
Exceptional/Planned Costs	34,245	15,945	19,616 -	3,671
Total Projected/Actual Costs	66,061	43,743	44,040 -	297

Clerk has decided not to do the Cilca training.

S137 Grant Scheme complete for 2019/20 Financial Year

Clerk emailed HC for cost Need to carry forward.

Play Bark & Swing Repair. £1.5k committed to plans.

5 of 10 Bins purchased. Cost of fitting 5 bins to come from this years budget.

Survey of Land & Buildings

Sewage Pump, LED Lights, Boiler

Renewal. Further costs - Loft Insulation. Fence repair.

Income

Precept	31,000 -	31,000.00 -	31,000.00	-
Rent	5,424 -	4,500.00 -	4,850.00	350.00
Bank Interest	15 -	14.89 -	68.76	53.87
CCN Adverts	500 -	500.00 -	975.00	475.00
Grants Received	-	-	-	-
Electricity Recharges	184 -	184.00 -	96.22 -	87.78
Hire of Changing Rooms	300 -	300.00 -	675.00	375.00
Other Income	-	-	326.76	326.76
VAT Reclaimed Prior Year	-	-	-	-
Total Income	37,423 -	36,499 -	37,992	1,493

Agreed not to recharge

Pinders Circus

Reversal of bad debt provision plus 2 recharged items.

Credenhill Nursery Ltd	450	450.00 -	450.00	-
Credenhill Youth Club	545	545.26 -	745.26 -	200.00
Ring Fenced Funds	995	995 -	1,195 -	200

Sale of Games £200

C/fwd Balance (Projected)	29,633	29,633.41	28,543.82 -	1,089.59
Cash Flow (inc Projected 2017/18 Surplus)	0 -	51,604 -	52,293	901

Difference between projected actual year end balance and actual balance

Calculation of 2019/20 Year End Reserve

	@ Feb 29, 2020	Nov 30, 2019
Total Current Assets (Banks plus Debtors less uncleared cheques)	60,387	69,833
Accounts Payable	- 150	- 54
NEST Pension Payments Owing	- 190	- 190
VAT to be Reclaimed 20%	1,658	822
VAT to be Reclaimed 5%	9	4
Income - Rent for rest of year	2,000	2,500
Income - Other	480	600
Operating Costs for rest of year per Budget	- 4,018	- 12,047
Operating Costs expected saving on budget	-	1,205
Accrued Costs (Clerk Wages March paid April 2020)	- 800	- 800
Accrued Costs (Handyman March paid April 2020)	- 600	- 600
2019 Election Costs (Budget) expected £150	- 2,050	- 2,050
Roman Park Designs	- 1,500	- 1,500
Roman Park Changing Rooms Plans	- 85	- 85
Loft Insulation	-	- 675
Fence Repair - Resource Centre	- 167	- 167
Roman Park Fence Repairs	- 500	- 500
Surveys	-	- 1,350
Expected Year End Reserve	54,473	54,946
Reserve Breakdown		
Roman Park	2,550	2,550
Culvert Repair Fund	12,200	12,200
Road Safety Improvement Fund	38,863	40,000
Defibrillator Fund	424	524
Resource Centre - Rent Deposit	450	450
Youth Club Funds	745	745
	55,232	56,469
Reserve shortfall/surplus	759	1,523