

**MINUTES OF AN ORDINARY MEETING**  
**HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 15 APRIL 2020**

**PRESENT:**

Councillor Mr. Terry Smissen Chairman (TS)  
Councillor Mr. Martin Leaton Vice Chairman (ML)  
Councillor Revd. Rana Davies-James (RD)  
Councillor Mr. Andrew Slater (AS)  
Councillor Miss. Jenni Hurcomb (JH)  
Councillor Mr. Paul Burr ridge (PB)  
Councillor Miss. Rebecca Norton (RN)  
Councillor Miss. Deanna Pennington (DE)  
Councillor Mr Paul Beechey (PA)  
Councillor Mr. Paul Warrington (PW)  
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

10-18 members of the public (viewing live on facebook/youtube)

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

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

Councillor Mrs. Dot Pullen (DP)  
Ward Councillor Mr. Bob Matthews (BM)  
Councillor Mr. John Beavan (JB)

**2. Declarations of Interest & Dispensations**

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

**3. Speakers**

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

**3.1. Update from Sarah Woodhouse – COVID19 Link Worker for Credenhill**

- Work in the Community now increasing (e.g. Essential shopping and prescriptions)
- Now have 3 volunteers with DBS checks and several others willing to collect in the community
- 6-7 residents with a daily need at present
- Workload increasing, busy but still manageable at present
- Will continue to check in with parish council

**3.2. Ward Councillor Bob Matthews apologies for absence received**

**3.3. Presentation of Planning Application P200826/F by Agent, Mr Simon Russell**

- Original application, 130779/F was to convert a garage to a dwelling within the grounds of Orchard House – approved with conditions in June 2013
- Although the property is not completed it has been started so the original application is still live
- This application is to remove condition 6 so that the proposed property can be sold/let/leased separately to Orchard House
- All other aspects of the previous application to remain the same

Discussion took place about various aspects of the application; it was noted that due to COVID19 pandemic Herefordshire Council are not putting up notices. It was agreed that the Parish Clerk would put the standard letter through Neighbouring properties to ensure that they are made aware of the planning application.

It was proposed by AS to submit the following comments on planning application P200826/F on behalf of the Parish Council:

The parish council have reviewed the application and request that the application be refused on the following basis.

1. A considerable amount of time has passed since the original application was granted and whilst some minor ground/drainage work has been completed the dwelling has not been built.
2. The original plans were approved on the basis of this being an annex to the main property with no intention of it being separated; if a separate dwelling is required then a new separate planning application would be looked on more favourably.
3. Planning requirements in terms of sustainability, energy efficiency have changed considerably since the original application was approved; a new application would deal with these matters.
4. Removing the tie to the main property would set a precedent in the area and may result in a number of other similar applications from within the village; a new planning application would again deal with this concern.
5. Credenhill is already on track to meet the housing supply by 2031 therefore this should not have any bearing on the application.

The proposal was seconded by PW and passed unanimously. The chairman thanked Simon Russell for taking the time to present the application to the parish council.

#### **4. Public Question Time**

No public questions received

#### **5. Minutes**

It was proposed ML by to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 18<sup>th</sup> March 2020, seconded by PB.

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

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Review Draft Accounts 2019 - 2020
- 6.5. COVID 19 Implications on 2020 – 2021 Budget.

It was proposed to accept the finances as a true record and approve the payments by DE and PA.

It was resolved to add the clerk as a full signatory to Lloyds Bank so that all payments can be made electronically rather than with cheques, all other signatories to remain the same and all payments will require 2 authorisers as previously agreed. Proposed by DE and seconded by PA; passed unanimously.

## 7. Planning Applications

Reference	Details	CPC Status	HC Previous Status	HC New Status
P200826/F	Application for variation of condition 6 of planning permission. (130779/F)	New	N/a	Comments by 19/04/2020
P200749/XA2	Application for approval of details reserved by conditions – P132278	No Comments Required	No comments Determine by 29/04/2020	No comments Determine by 29/04/2020
P200228/F	Long Friday Farm – variation of Condition 2 of approved plans – Change of appearance.	Comments Submitted - Support	Undecided Determine by 23/03/2020	Refused
P193794/O	Land South of A480 – Up to 100 Houses	Comments Submitted - Mixed	Undecided Determine by 29/01/2020	Undecided Determine by 29/01/2020

## 8. To receive reports from working groups

- 8.1. Finance (AS, TS, ML) - Notification received from the external auditor that the timetable for 2020 may be affected by the COVID19 pandemic, further confirmation to follow.
- 8.2. Community Hall (TS) – No meeting held.
- 8.3. Footpaths (PB) – No reports received
- 8.4. Shops/Businesses (DP) – Pot hole is in the process of being resolved; been referred to landlord. Shops are still open and doing their best in current situation.
- 8.5. War Memorial (DE) – Nothing to report
- 8.6. Flood Alleviation Scheme (JB) – Nothing to report
- 8.7. Schools (TBC) – School is back looking after the key workers children.
- 8.8. Roman Park (JH, RN) – Rospa
- 8.9. Social Club (PW) – Nothing to report
- 8.10. Asset Management (ML, PW, TS) – Nothing to report
- 8.11. COVID19 Emergency (All)
  - Agreed £2.5k budget to support COVID related issues in the community, so far £128 spent.
  - Agreed to fund Lunches provided by DIXIES COVID SOS group
  - Weekly meetings have been useful to receive updates from our link worker with Herefordshire council.
  - Meetings to be changed to fortnightly now unless an urgent matter requiring a decision is required.

RD requested funds from the COVID fund to get a contractor to cut the grass in the church yard; currently the volunteers are self-isolating. Proposed by AS, seconded by RN to donate £185 from COVID fund to St Marys Church.

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

9.1. Agree Section 106 Priorities for Credenhill following survey results – The responses/results of the survey were reviewed in detail, see appendix B for a summary of the responses received. Clerk to produce final report and present to Ward Councillor Matthews and Herefordshire Council for consideration going forward.

9.2. Review Horse Chestnut Tree report – Clerk to obtain remedial work costs before deciding what to do going forward.

AS asked the status of the sapling that Gordon Bachelor has left for the Parish, agreed previously to plant in Roman Park. Tree to be maintained until it is convenient to plant tree in its final location. PW to liaise with RD and relatives.

9.3. Review Credenhill Bus Stop Appraisal – The various options were reviewed and discussed; it was agreed that the engineer from Herefordshire Council/Balfour Beatty attend the next meeting to present the report in full.

**10. Public Question Time**

No public questions received

RD & ML requested that the grass maintenance for the churchyard be investigated. TS requested the clerk to make enquiries.

**11. Confirmation of the Annual Meeting followwd immediately by the Ordinary Parish Council Meeting, Time, Date & Place.**

7.00 pm, 20<sup>th</sup> May 2020, will be by LIVE Video Conference Call at <https://www.facebook.com/Credenhill/> or <https://youtu.be/OQvpzYOU3TY> unless lockdown is relaxed then it will be held at Youth and Resource Centre; a summons and notice will be provided nearer the time.

The Chairman declared the meeting closed at 21:53

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

## Appendix A - Financial Information

		Lloyds Current	Nat West Current	Nat West Reserve	Total
<b>29/02/2020</b>	<b>b/f Balance</b>	<b>2,862.05</b>	<b>3,806.13</b>	<b>54,015.68</b>	<b>60,683.86</b>
<b>Receipts</b>					
01/03/2020	Credenhill Nursery Ltd – Rent March 2020	550.00			550.00
10/03/2020	Credenhill Social & Sports Club		1.00		1.00
26/03/2020	M McKenzie– CCN Advertising	85.00			85.00
01/04/2020	Credenhill Nursery Ltd – Rent April 2020	550.00			550.00
	<b>Total Received in Period</b>	<b>1,185.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1,186.00</b>
<b>Payments</b>					
17/03/2020	NEST Pension DD Feb 2020	-165.60			-165.60
20/03/2020	British Gas – Electricity Changing Rooms	-24.61			-24.61
23/03/2020	British Gas – Electricity Carpark Lights	-14.71			-14.71
01/04/2020	Herefordshire Council – Trade Waste 04-06/2020	-110.44			-110.44
	Total Cheques Cleared in Period (See below)	-1,218.20			-1,218.20
	<b>Total Spent in Period</b>	<b>-1,533.56</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,533.56</b>
<b>Cheques Cleared in period</b>					
					<b>Ref</b>
12/02/2020	Good n Property Maint. – Loft Insulation	-232.38			000104
18/03/2020	PIP Printing – March 2020 CCN Printing	-329.86			000107
18/03/2020	Mr L Harper-Smith – Wages Feb 2020	-575.88			000109
18/03/2020	Mr L Harper-Smith - Expenses Feb 2020	-80.08			000111
	<b>Total Cheques Cleared in Period</b>	<b>-1,218.20</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,218.20</b>
<b>01/04/2020</b>	<b>Closing Balance</b>	<b>2,513.49</b>	<b>3,807.13</b>	<b>54,015.68</b>	<b>60,336.30</b>
<b>Cheques not Cleared</b>					
					<b>Ref</b>
18/03/2020	Mr C Powell – Litter Picking/Maint/Cleaning Feb 2020	-550.35			000108
18/03/2020	HMRC – PAYE/NI Feb 2020	-0.26			000110
	<b>Total Cheques not Cleared</b>	<b>-550.61</b>	<b>0.00</b>	<b>0.00</b>	<b>-550.61</b>
<b>Payments to Authorise</b>					
					<b>Ref</b>
15/04/2020	Playsafe Ltd – Roman Park Annual Inspection RoSPA	-172.80			000112
15/04/2020	Berrys – Roman Park Plans (1 <sup>st</sup> Payment)	-914.86			000113
15/04/2020	David Gardner – Tree Inspection/Survey Report	-150.00			000114
15/04/2020	Mr L Harper-Smith - Expenses March 2020	-47.65			000115
15/04/2020	Mr L Harper-Smith – Wages March 2020	-633.60			000116
15/04/2020	HMRC – PAYE March 2020	-8.28			000117
15/04/2020	Mr C Powell – Litter Picking/Maint March 2020	-327.00			000118
15/04/2020	St Martin –COVID19 Lunches for Credenhill Mar 2020	-128.00			000119
15/04/2020	Credenhill Parish Council – Transfer to Lloyds		-3,000.00		001433
	<b>Total Payments to Authorise</b>	<b>-2,382.19</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,382.19</b>

Debtors		Not Due	< 30 Days	>30 Days	Total
<b>Total Debtors</b>		<b>0.00</b>	<b>0.00</b>	<b>48.00</b>	<b>48.00</b>
<b>Other Debtors</b>					
HMRC – VAT Reclaimed		1,835.84			1,835.84
<b>Total Other Debtors</b>		<b>1,835.84</b>	<b>0.00</b>	<b>0.00</b>	<b>1,835.84</b>
<b>Creditors</b>					
1 & 1 Internet Ltd – Web Hosting		5.99	4.80		10.79
Welsh Water		20.22			20.22
British Gas – Electricity Carpark Lights		27.75			27.75
British Gas – Electricity Changing rooms		15.71			15.71
<b>Total Trade Creditors</b>		<b>69.67</b>	<b>4.80</b>	<b>0.00</b>	<b>74.47</b>
<b>Other Liabilities</b>					
Defibrillator Fund				423.90	423.90
NEST Pension Payments Owing		182.16			182.16
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		-30.86			-30.86
<b>Total Liabilities</b>		<b>151.53</b>	<b>0.00</b>	<b>40,482.25</b>	<b>40,633.78</b>
<b>Defibrillator Fund</b>					
	<b>DR</b>	<b>CR</b>	<b>Balance</b>		
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		
<b>Defibrillator Fund Balance</b>	<b>4,053.53</b>	<b>3,629.63</b>	<b>423.90</b>		

## Draft Accounts 2019-2020

Income & Expenditure		2019
Credenhill Parish Council		
<b>Income</b>		
Precept		£ 31,000.00
Other Income (Rent, Advertising, VAT, Hire Fees.)		£ 8,082.20
<b>Total Income</b>		<b>£ 39,082.20</b>
<b>Total Staff Costs</b>	<b>£ 10,269.03</b>	
<b>Gross Surplus</b>		<b>£ 28,813.17</b>
<b>Operating Expenses</b>		
Advertising & Promotion - CCN/Website	£ 3,354.91	
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 10,978.01	
Donations	£ 9,805.40	
Election Costs	£ 150.00	
Litter Bins	£ 2,210.85	
Office Costs	£ 854.99	
Professional Fees (Audit, Fire, Playground, Planning)	£ 2,309.85	
Insurance	£ 1,097.77	
Repairs and Renewals	£ 5,148.58	
Roman Park	£ 1,712.75	
Memberships & Subscriptions	£ -	
Utilities - Light & Heat	£ 569.86	
Trade Waste	£ 422.44	
<b>Total Operating Expenses</b>	<b>£ 38,615.41</b>	
<b>Net Surplus</b>		<b>-£ 9,802.24</b>
<b>Bought forward Reserves</b>		<b>£ 27,548.56</b>
Closing Balance Reserves 05/04/2020		<b>£ 17,746.32</b>

<b>Breakdown of Total Reserve</b>		
Roman Park	£	3,300.00
Culvert Repairs	£	12,200.00
Roman Park Changing Rooms Plans	£	85.00
Fence Repair - Resource Centre	£	167.00
Roman Park Fence Repairs	£	500.00
Working Capital/Unexpected Costs Reserve	£	1,494.32
	<b>£</b>	<b>17,746.32</b>

## Draft Accounts 2019-2020

Balance Sheet			
Credenhill Parish Council			
	ACCOUNTS		2019
<b>Assets</b>			
<b>Cash and Bank</b>			
	Lloyds Bank - Current Account	£	2,513.49
	Natwest - Current Account	£	3,807.13
	Current Account - Uncleared Cheques	-£	550.61
	Natwest - Reserve Account	£	54,015.68
	<b>Total Cash and Bank</b>	<b>£</b>	<b>59,785.69</b>
<b>Other Current Assets</b>			
	Accounts Receivable	£	-
	Provision for Bad Debtors	£	-
	Other Debtors - HMRC PAYE	£	-
	Other Debtors - HMRC VAT	£	1,835.84
	<b>Total Other Current Assets</b>	<b>£</b>	<b>1,835.84</b>
	<b>Total Assets</b>	<b>£</b>	<b>61,621.53</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
	Accounts Payable	£	1,649.80
	Accruals	£	1,774.02
	Defibrillator Fund	£	423.90
	Resource Centre - Rent Deposit	£	450.00
	VAT 20%	-£	28.80
	VAT 5%	-£	2.06
	Youth Club Funds	£	745.26
	<b>Total Current Liabilities</b>	<b>£</b>	<b>5,012.12</b>
<b>Long-term Liabilities</b>			
	Road Safety Improvement Fund	£	38,863.09
	<b>Total Current Liabilities</b>	<b>£</b>	<b>38,863.09</b>
	<b>Total Liabilities</b>	<b>£</b>	<b>43,875.21</b>
<b>Reserves</b>			
	Reserves	£	27,548.56
	Current Year Change in Reserve	-£	9,802.24
	<b>Total Reserves</b>	<b>£</b>	<b>17,746.32</b>

## COVID 19 Implications on 2020 – 2021 Budget.

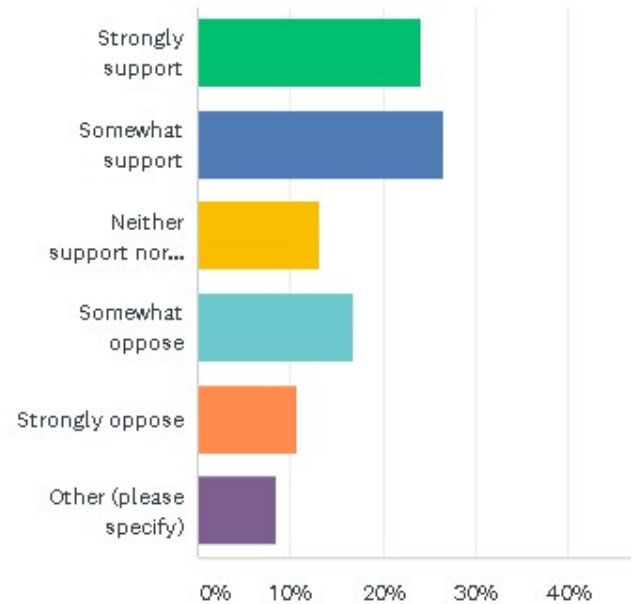
		Year Total Budget		COVID19 Effect
<b>Expenditure</b>	Printing CCN	<b>3,960</b>	-	792
	Litter Picking	<b>5,319</b>	-	1,330
	Cleaning	<b>288</b>	-	72
				<u>- 2,194</u>
<b>Income</b>	Rent	<b>6,950</b>	-	2,000
	CCN Adverts	<b>600</b>	-	180
	Hire of Changing Rooms	<b>300</b>	-	200
				<u>- 2,380</u>
			<u>Expected Effect on budget</u>	<u><b>186</b></u>
	COVI19 Sum Set Aside			2,500

Whilst day to day losses in income will balance with reduced costs we will need to establish which project(s) to suspend to enable us to fund the sum set aside to assist with COVID issues in the community.

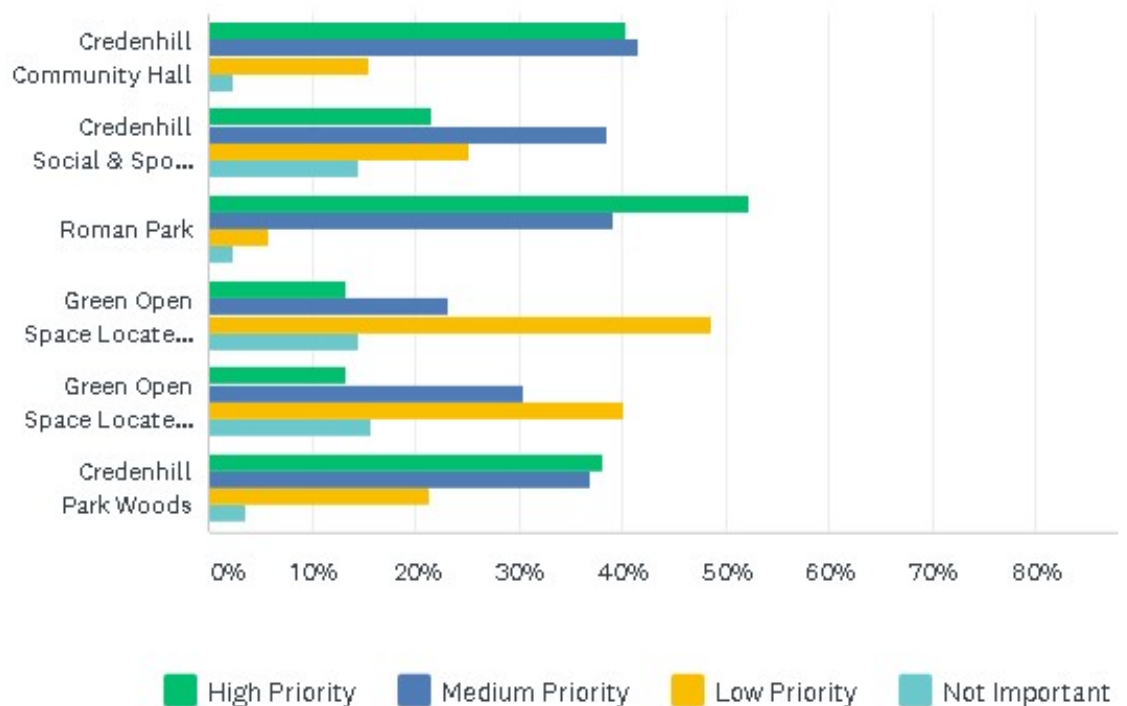
## Appendix B – Section 106 Survey

Thank you to those of you who took the time to respond to our survey, the results can be seen below:

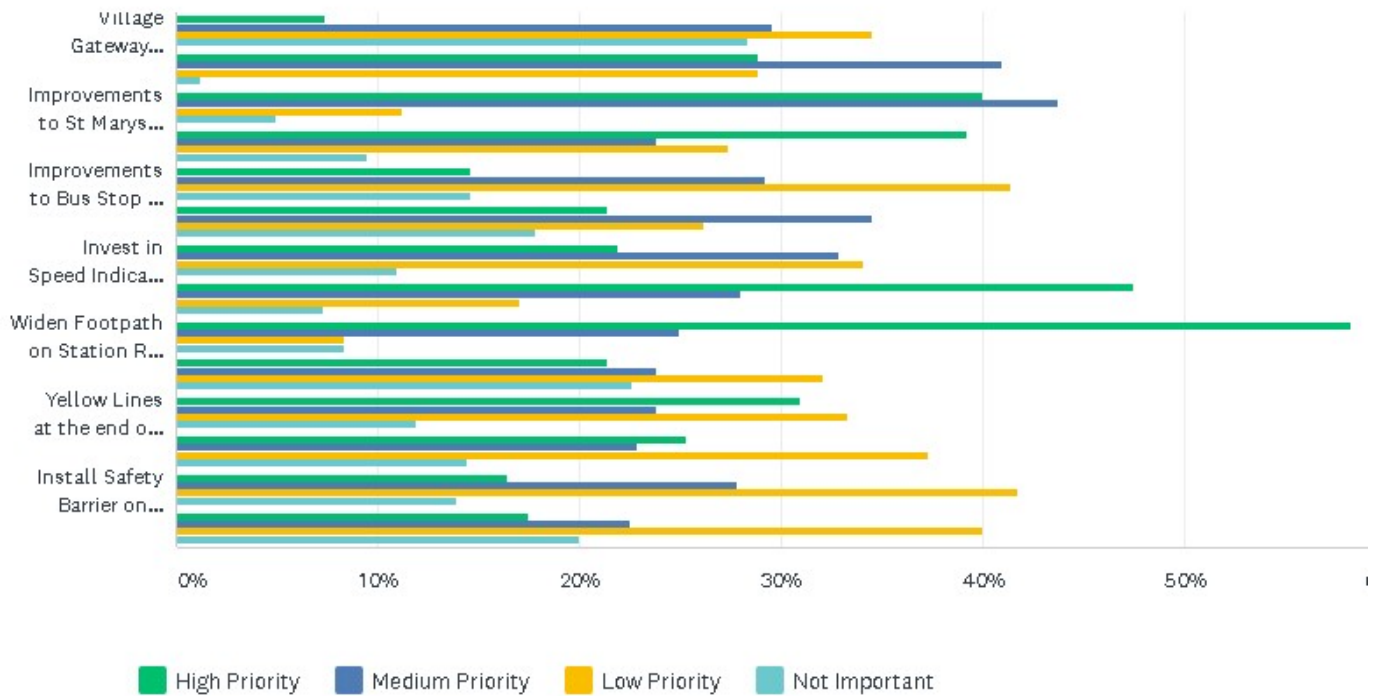
How much do you support or oppose the recent footpath widening work that was completed on the A480 to improve access to pedestrians knowing that the project cost £200k?



The following Amenities have been highlighted as areas that should be improved in the future, please rate this in order of priority?



The following areas of infrastructure have been highlighted as areas that should be improved in the future, please let us know if they are a priority to you?



**Conclusions**

The results of the survey will give the Parish Council the evidence needed to inform section 106 agreements that are prepared and implemented by Herefordshire Council. It has shown that the previous work completed by the county council to improve the footpath on the A480 is supported however perhaps other areas of priority should have been focused on first, such as widening of the path at the entrance to station road.

Now that we are informed and have the evidence we can move forward.

Please note that the bus pull in project on the A480 is already underway with funds that are specifically ring fenced for road safety improvements. Designs were discussed and presented at the last meeting and further discussions will take place in may.

The first draft of block plans to improve the Roman have been received from the architect, these need some revisions and further details adding before sharing with you however as it is your first priority for improvements it should be the Parish Council’s main priority.