

CREDENHILL PARISH COUNCIL



MINUTES OF AN ORDINARY MEETING HELD BY LIVE PUBLIC VIDEO CONFERENCE ON 16th SEPTEMBER 2020

PRESENT:

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

The Chairman opened the meeting at 7.30 pm

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

Councillor Miss. Jenni Hurcomb (JH)
Councillor Mr. John Beavan (JB)
Councillor Mrs. Dott Pullen (DP)

2. Declarations of Interest & Dispensations

- 2.1. No declarations of interest in agenda items from Councillors received.
- 2.2. A written application for dispensation was received from TS for consideration:

Meetings have been held virtually since the COVID 19 lockdown and for this reason some councillors are unable to attend meetings in this format. Currently there is a requirement for councillors to automatically step down if they do not attend parish council meetings for 6 months. I request that the Parish Council dispense with the requirement to automatically remove councillors that have not attended for 6 months if they still wish to remain as a parish councillor and that this requirement only be reinstated once face to face meetings take place again.

It was resolved to accept the dispensation, proposed by RD, seconded by PW and unanimously supported. Clerk to write to JB and DP to confirm.

3. Speakers

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

- 3.1. Update from Ward Councillor Bob Matthews.
 - 40mph Speed limit to be introduced from Wyevale to Stretton Sugwas on A480
 - Resurfacing of A480 between Stretton Sugwas and MoD entrance to be completed in October. The road will be closed for 6 days.
 - The grass verge and footpath by the married quarters has now been adopted by Herefordshire Council from the MoD.
 - School Buses: The Headmaster of Weobly High is happy with the way the bus from Credenhill to Weobly is operating.
 - Land South of A480 – Up to 100 Houses – Still ongoing with planning department.

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- 81 Ecroyd – Unable to refuse the proposals on planning grounds.
- A480 Bus Shelter – No progress
- Item 10.7 – BM will follow up with highways.
- Item 10.8 – BM has referred it to the Balfour Beatty drainage team.

AS raised a concern with the condition of the Tillington Road. BM to follow up.

4. Public Question Time

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

None raised.

5. Minutes

It was resolved to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 15th July 2020. Proposed by PW and seconded by ML.

6. Financial Report – Appendix A & B

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Comparison to Budget
- 6.5. Amendments completed to the AGAR for 2019/20

Proposed by RN and seconded by PW to accept the finances as a true record.

7. Planning Applications

| Reference | Details | CPC Status | HC Previous Status | HC New Status |
|-----------|--|--------------------------------|-------------------------|-----------------|
| P202065/J | St Marys CofE School – Works to trees covered by TPO's. | Comments Submitted – Support | Comments by 30/07/2020 | Consent Granted |
| P201299/F | 81 Ecroyd Park- Proposed replacement of a double garage with a 2 storey dwelling | Comments Submitted – Objection | Determine by 07/08/2020 | Undecided |
| P193794/O | Land South of A480 – Up to 100 Houses – Re-consultation | Comments Submitted - Mixed | Determine by 31/07/2020 | Undecided |

PB proposed to write to the School to raise concerns that the trees to the rear of 32/33/34 Centurion Way are still a HSE concern and are overhanging by 5m and request that they confirm when this will be addressed. Seconded by RN. Clark to draft letter for councillors to approve prior to sending.

8. To receive reports from working groups

- 8.1. Finance (AS, TS, ML) – Preparations for 2021-22 precept need to be put in place for next meeting.
- 8.2. Community Hall (TS) – See Appendix E for update.
- 8.3. Footpaths (PB) – No reports
- 8.4. Shops/Businesses (DP) – ML raised a concern about the general upkeep of the shops area, it lets the village down badly. Resolved to write to the owners about the various issues and to organise a meeting. Resolved to ask if the Hereford Community Clean Up Group to see if immediate action can be done.

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- 8.5. War Memorial (DE) – 1 Quote received for restoration works, awaiting second quote. General tidy up of the area completed.
- 8.6. Flood Alleviation Scheme (JB) – No updates
- 8.7. Schools (RD) – No matters arising.
- 8.8. Roman Park (JH, RN) – Antisocial behaviour and litter still an issue. Redevelopment plan is with suppliers to provide quotes/ideas, met with 3 suppliers on site, 1 quote received so far. Meeting to be arranged once all 3 received to rationalise final plan.
- 8.9. Social Club (PW) – PW to find out when next committee meeting is following restrictions meaning no meetings previously.
- 8.10. Asset Management (ML, PW, TS) – Working through survey reports, Clerk to meet with Craig to look at routine maintenance tasks and update schedule with completed one off tasks. Group to meet to look at next priorities.
- 8.11. COVID19 Emergency (All) – No matters arising since last update, group to meet if any major changes affect parish matters.

9. Matters carried forward from previous meeting(s):

9.1. Tree Council Branching Out Fund

Grant open until March 2021, tree advisor required – clerk has followed this up awaiting response. Proposed by ML to obtain professional advice if required, seconded by AS. RD confirmed that the Horse Chestnut sapling is being looked after until planted in the Roman Park.

9.2. Credenhill Flood Report - Update

Report was circulated to all stakeholders (Herefordshire Council, Landowner, Tenanted Farmer). Only response received from Tenanted Farmer. Farmer is unwilling to engage with us until residents treat the land with respect and stop fly tipping on the land.

Gully's in Mill Lane, Station Road and Mill Lane have all been jetted.

The Clerk has found an App that residents can download called "River App". This lists the Yazor Brook at Three Elms where residents can monitor and set an alarm that will notify them when the Brook gets to a level that could be considered as a flood risk. It is suggested that residents set an alarm for 0.3m as this is the level where flooding becomes a risk.

PB reported that they have been advise that a grant will be available for property hardening from Herefordshire Council.

Proposed by PB to follow up with Herefordshire Council to see if they have a response, seconded by RN.

9.3. Replacement of Village Bins

All parish council owned bins have been replaced, the old bins have been rationalised with the best 5 being used on the Roman Park and arrangements are being made to have the old bins removed. The budget was slightly over by £94.

10. Matters arising since last meeting:

10.1. Ongoing concerns with School Transport from Credenhill to High Schools was discussed.

The following items were raised:

- Hereford Council School Bus to Weobly High costs £280 per term on a spare seat basis.
- Sergeants Public Bus to Weobly costs £180 per term; it was originally £140 per term when the service was setup and has increased by £10 per term per year to the current value.
- Concerns about overcrowding on the Weobly and Whitecross services was raised
- Ongoing issues with the second Weobly Bus being late in the morning, sometimes as late at 9am.
- Seems unfair for transport to catchment school to be a paid service when Whitecross is a free service.

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It was agreed that RN will work with the clerk to see if the issue can be highlighted to Herefordshire Council in a way that get something done.

- 10.2. The play park in Oak/Elm Road remains closed as annual HSE inspection due to COVID. Citizen will open the park once the annual inspection is done.
- 10.3. Proposed by DE to investigate adopting and registering the Triangle of land in Ecroyd Park as the land has been maintained by the Parish Council for many years. Seconded by RD. 1 Objection by PB; carried by majority.
- 10.4. It was agreed that the Annual Letter to Glebe Close Residents adjacent to Roman Park be drafted with amendments in relation to ladder access to the park and a separate letter be drafted for the resident that has a newly planted hedge on Parish Council land.
- 10.5. An update was given on the damage in Credenhill Park Woods.
- 10.6. Damage to play equipment at Roman Park is being looked at by supplier under warranty.
- 10.7. Request to reduce speed limit and add concealed entrance signs on C1103 near Holly Tree Cottage.
- 10.8. Concerns raised about the balancing pool in Dovecote Lane in relation to loss of wildlife habitat due to the area being used by children. It was agreed by the Parish Council that the balancing pond should remain as a public open space and not be fenced off. Proposed by AS and seconded by ML, supported unanimously. It was noted that councillors would prefer children to play in this area than on the roads.
- 10.9. TS asked councillors to think about the CCN distribution and think about new ways to do this and come back at the next meeting with new ideas.
- 10.10. Future meeting arrangements were discussed, Headway has the space and the possibility of streaming. The clerk and chair will keep meeting arrangements under review and advice accordingly.

11. Public Question Time

Further Opportunity for members of the public to raise issues or ask the Parish Council questions.
None raised.

12. Confirmation of the next Ordinary Parish Council Meeting, Time, Date & Place.

7.30 pm, 21st October 2020, will be by LIVE Video Conference Call at <https://www.facebook.com/Credenhill/> or <https://youtu.be/OQvpzYOU3TY> unless conditions allow then it will be held at Youth and Resource Centre or another suitable location; a summons and notice will be provided nearer the time.

The Chairman declared the meeting closed at 21:16

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

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Appendix A - Financial Information

| Income & Expenditure | | Lloyds Current | Lloyds Reserve | Nat West Current | Nat West Reserve | Total |
|-------------------------------|--|-------------------|-------------------|---------------------|---------------------|------------------|
| 01/07/2020 | b/f Balance | 5,160.42 | 0.00 | 807.13 | 76,023.85 | 81,991.40 |
| Receipts | | | | | | |
| 06/07/2020 | Lloyd Plumbing – CCN Advertising | | | 48.00 | | 48.00 |
| 10/07/2020 | Western Power – Wayleave Rent | 16.62 | | | | 16.62 |
| 21/07/2020 | Hair by Caroline – CCN Advertising | 48.00 | | | | 48.00 |
| 23/07/2020 | Natwest – Interest Received | | | | 0.48 | 0.48 |
| 28/07/2020 | Fishwick Autos – CCN Advertising | 150.00 | | | | 150.00 |
| | Total Received in Period | 214.62 | 0.00 | 48.00 | 0.48 | 263.10 |
| Payments | | | | | | |
| 14/07/2020 | NEST – Pension | -182.16 | | | | -182.16 |
| 15/07/2020 | ABC Printing – CCN July 2020 | -254.00 | | | | -254.00 |
| 15/07/2020 | Highground Maint'–1/6 Grass Cutting Contract | -702.66 | | | | -702.66 |
| 15/07/2020 | Mr C Powell – Litter/Maintenance June 2020 | -699.80 | | | | -699.80 |
| 15/07/2020 | Mr L Harper-Smith - Expenses June 2020 | -73.97 | | | | -73.97 |
| 15/07/2020 | Mr L Harper-Smith – Wages June 2020 | -633.60 | | | | -633.60 |
| 15/07/2020 | HMRC – PAYE June 2020 | -8.28 | | | | -8.28 |
| 15/07/2020 | St Martin –COVID19 June 2020 | -415.00 | | | | -415.00 |
| 15/07/2020 | Edwards Diving Services Ltd – Culvert Survey | -1,320.00 | | | | -1,320.00 |
| 22/07/2020 | British Gas – Electricity Carpark Lights | -19.99 | | | | -19.99 |
| 22/07/2020 | British Gas – Electricity Changing Rooms | -15.21 | | | | -15.71 |
| | Total Spent in Period | -4,324.67 | 0.00 | 0.00 | 0.00 | -4,324.67 |
| Transfers | | | | | | |
| 23/07/2020 | Close Natwest Current A/c | | | -855.13 | 855.13 | 0.00 |
| 23/07/2020 | Close Natwest Reserve A/c | | 76,879.46 | | -76,879.46 | 0.00 |
| | Total Received in Period | 0.00 | 76,879.46 | -855.13 | -76,024.33 | 0.00 |
| 01/07/2020 | Closing Balance | 1,050.37 | 76,879.46 | 0.00 | 0.00 | 77,929.83 |
| Payments to Authorise | | | | | | Ref |
| 13/08/2020 | PCC of Credenhill – S137 Grant | -800.00 | | | | BACS |
| 13/08/2020 | Credenhill Social & Sports Club – S137 Grant | -2,500.00 | | | | BACS |
| 13/08/2020 | Credenhill Community Hall – S137 Grant | -1,500.00 | | | | BACS |
| 13/08/2020 | Magna Performing Arts – S137 Grant | -1,575.00 | | | | BACS |
| 13/08/2020 | Highground Maint'–1/6 Grass Cutting Contract | -702.66 | | | | BACS |
| 13/08/2020 | Mr C Powell – Litter/Maintenance July 2020 | -1,084.56 | | | | BACS |
| 13/08/2020 | Mr L Harper-Smith - Expenses July 2020 | -78.60 | | | | BACS |
| 13/08/2020 | Mr L Harper-Smith – Wages July 2020 | -658.08 | | | | BACS |
| 13/08/2020 | HMRC – PAYE July 2020 | -17.57 | | | | BACS |
| | Total Payments to Authorise | -8,916.47 | | 0.00 | 0.00 | -8,916.47 |
| Transfers to Authorise | | | | | | |
| 13/08/2020 | Transfer from Reserve to Current | 9,000.00 | -9,000.00 | | | 0.00 |
| | Total Payments to Authorise | 9,000.00 | -9,000.00 | 0.00 | 0.00 | 0.00 |

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| | | | | | |
|--------------------|---|------------------|-------------------------|--------------------|------------------|
| ASSETS | Cash & Bank | | | | Balance |
| | Lloyds – Current Account (after payments) | | | | 1,133.90 |
| | Lloyds – Reserve Account (after transfers) | | | | 67,879.46 |
| | Natwest – Current Account | | | | 0.00 |
| | Natwest – Reserve Account | | | | 0.00 |
| | Uncleared Cheques | | | | 0.00 |
| | Total Cash & Bank | | | | 69,013.36 |
| | Debtors | Not Due | < 30 Days | >30 Days | Total |
| | Total Debtors | 0.00 | 0.00 | 0.00 | 0.00 |
| | Other Debtors | | | | |
| | Total Other Debtors | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL ASSETS | | | | 69,013.36 |
| LIABILITIES | Creditors | Not Due | < 30Days | >30 Days | Total |
| | 1 & 1 Internet Ltd – Web Hosting | 5.99 | | | 5.99 |
| | Digital River – Cisco Webex | 15.00 | | | 15.00 |
| | British Gas – Electricity Carpark Lights | 20.96 | | | 20.96 |
| | British Gas – Electricity Changing rooms | 15.71 | | | 15.71 |
| | Total Trade Creditors | 57.66 | 0.00 | 0.00 | 57.66 |
| | 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 |
| | VAT to be reclaimed from HMRC | -1,246.94 | | | -1,246.94 |
| | Total Other Liabilities | -1,056.50 | 0.00 | 1,619.16 | 562.66 |
| | TOTAL LIABILITIES | | | | 620.32 |
| | TOTAL | | | | 68,393.04 |
| RESERVES | Restricted Reserves | | | | |
| | Road Safety Improvement Fund | | | | 38,863.09 |
| | Breakdown of Un-Restricted Reserves – per Budget | Budget | Income | Costs | |
| | Roman Park | 5,300.00 | | 528.00 | 4,772.00 |
| | Culvert Repairs | 15000.00 | | 1,100.00 | 13,900.00 |
| | Roman Park Changing Rooms Planning Fee | 85.00 | | | 85.00 |
| | Fence Repairs – Resource Centre & Roman Park | 667.00 | | 167.00 | 500.00 |
| | Embankment Repairs | 5,000.00 | | | 5000.00 |
| | New Litter Bins | 2,000.00 | | 1,748.00 | 252.00 |
| | Legal Fees – Register Land | 1,500.00 | | | 1500.00 |
| | Charitable Grant Provision | 4,000.00 | 2,500.00 | 8,747.00 | -2247.00 |
| | New Signs for Community Centre | 1,000.00 | | | 1000.00 |
| | Repairs & Renewals | 3,700.00 | | 883.12 | 2,816.88 |
| | TOTAL BUDGETED EXPENDITURE (Exc Operating Costs) | | | | 66,441.97 |
| | Working Capital for Operating Costs | | | | 1,951.07 |
| | TOTAL RESERVES | | | | 68,393.04 |

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Appendix B - Financial Information

| Income & Expenditure | | Lloyds Current | Lloyds Reserve | Total |
|------------------------------------|--|-------------------|-------------------|------------------|
| 31/07/2020 | b/f Balance | 1,050.37 | 76,879.46 | 77,929.83 |
| Receipts | | | | |
| 01/08/2020 | Credenhill Nursery Ltd – Rent August 2020 | 550.00 | | 550.00 |
| 10/08/2020 | Lloyds Bank – Interest Received | | 1.33 | 1.33 |
| 01/09/2020 | Credenhill Nursery Ltd – Rent September 2020 | 550.00 | | 550.00 |
| Total Received in Period | | 1,100.00 | 1.33 | 1,101.33 |
| Payments | | | | |
| 17/08/2020 | NEST – Pension | -190.44 | | -190.44 |
| 18/08/2020 | PCC of Credenhill – S137 Grant | -800.00 | | -800.00 |
| 18/08/2020 | Credenhill Social & Sports Club – S137 Grant | -2,500.00 | | -2,500.00 |
| 18/08/2020 | Credenhill Community Hall – S137 Grant | -1,500.00 | | -1,500.00 |
| 18/08/2020 | Magna Performing Arts – S137 Grant | -1,575.00 | | -1,575.00 |
| 18/08/2020 | Highground Maint'–1/6 Grass Cutting Contract | -702.66 | | -702.66 |
| 18/08/2020 | Mr C Powell – Litter/Maintenance July 2020 | -1,084.56 | | -1,084.56 |
| 18/08/2020 | Mr L Harper-Smith - Expenses July 2020 | -78.60 | | -78.60 |
| 18/08/2020 | Mr L Harper-Smith – Wages July 2020 | -658.08 | | -658.08 |
| 18/08/2020 | HMRC – PAYE July 2020 | -17.57 | | -17.57 |
| 21/08/2020 | British Gas – Electricity Carpark Lights | -20.96 | | -20.96 |
| 21/08/2020 | British Gas – Electricity Changing Rooms | -15.71 | | -15.71 |
| Total Spent in Period | | -9,143.58 | 0.00 | -9,143.58 |
| Transfers | | | | |
| 13/08/2020 | Transfer from Reserve to Current Account | 9,000.00 | -9,000.00 | 0.00 |
| Total Transfers in Period | | 9,000.00 | -9,000.00 | 0.00 |
| 01/09/2020 | Closing Balance | 2,006.79 | 67,880.79 | 69,887.58 |
| Payments to Authorise | | | | Ref |
| 16/09/2020 | The Helping Hand Company – S137 Grant (Clean Up Group) | -279.04 | | BACS |
| 16/09/2020 | ABC Printing – Sept CCN | -254.00 | | BACS |
| 16/09/2020 | Highground Maintenance–1/6 Grass Cutting Contract | -702.66 | | BACS |
| 16/09/2020 | Mr C Powell – Litter/Maintenance Aug 2020 | -781.90 | | BACS |
| 16/09/2020 | Mr L Harper-Smith - Expenses Aug 2020 | -50.47 | | BACS |
| 16/09/2020 | Mr L Harper-Smith – Wages Aug 2020 | -604.80 | | BACS |
| 16/09/2020 | HMRC – PAYE Aug 2020 | -3.31 | | BACS |
| Total Payments to Authorise | | -2676.18 | 0.00 | -2676.18 |
| Transfers to Authorise | | | | |
| 16/09/2020 | Transfer from Reserve to Current | 3,000.00 | -3,000.00 | 0.00 |
| Total Payments to Authorise | | 3,000.00 | -3,000.00 | 0.00 |

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| | | | |
|--------------------|---|------------------|------------------|
| ASSETS | Cash & Bank | | Balance |
| | Lloyds – Current Account (after payments) | | 2,330.61 |
| | Lloyds – Reserve Account (after transfers) | | 64,880.79 |
| | Natwest – Current Account | | 0.00 |
| | Natwest – Reserve Account | | 0.00 |
| | Uncleared Cheques | | 0.00 |
| | Total Cash & Bank | | 67,211.40 |
| | Debtors | Not Due | Overdue |
| | Foot Health Practitioner – CCN Ad | 48.00 | 48.00 |
| | Gareth Higgs Tree Services – CCN Ad | 48.00 | 48.00 |
| | Jim the IT guy – CCN Ad | 48.00 | 48.00 |
| | MDR Electrical – CCN Ad | 85.00 | 85.00 |
| | Total Debtors | 229.00 | 0.00 |
| | Other Debtors | | |
| | Total Other Debtors | 0.00 | 0.00 |
| | TOTAL ASSETS | | 67,440.40 |
| LIABILITIES | Creditors | Not Due | Overdue |
| | 1 & 1 Internet Ltd – Web Hosting | 5.99 | 5.99 |
| | Digital River – Cisco Webex | 15.00 | 15.00 |
| | Herefordshire Council – Trade Waste | 110.44 | 110.44 |
| | British Gas – Electricity Changing rooms | 15.71 | 15.71 |
| | Total Trade Creditors | 147.14 | 147.14 |
| | Other Liabilities | | |
| | Defibrillator Fund | | 423.90 |
| | NEST Pension Payments Owing | 173.88 | 173.88 |
| | Credenhill Nursery Ltd - Resource Centre Deposit | | 450.00 |
| | Youth Club Funds | | 745.26 |
| | VAT to be reclaimed from HMRC | -1,416.38 | -1,416.38 |
| | Total Other Liabilities | -1,242.50 | 376.66 |
| | TOTAL LIABILITIES | | 523.80 |
| | TOTAL | | 68,393.04 |
| RESERVES | Restricted Reserves | | |
| | Road Safety Improvement Fund | | 38,863.09 |
| | Un-Restricted Reserves – per Budget | Budget | Spent |
| | Roman Park | 5,300.00 | 528.00 |
| | Culvert Repairs | 15,000.00 | 1,100.00 |
| | Roman Park Changing Rooms Planning Fee | 85.00 | 85.00 |
| | Fence Repairs – Resource Centre & Roman Park | 667.00 | 167.00 |
| | Embankment Repairs | 5,000.00 | 5,000.00 |
| | New Litter Bins | 2,000.00 | 2,094.90 |
| | Legal Fees – Register Land | 1,500.00 | 1,500.00 |
| | Charitable Grant Provision | 4,000.00 | 8,979.53 |
| | New Signs for Community Centre | 1,000.00 | 1,000.00 |
| | Repairs & Renewals | 3,000.00 | 883.00 |
| | TOTAL BUDGETED EXPENDITURE (Exc Operating Costs) | | 67,737.09 |
| | Working Capital for Operating Costs (Cashflow Indicator) | | -296.69 |
| | TOTAL RESERVES | | 67,440.40 |

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Appendix C – Comparison of Actual to Budget

2020 - 2021 Budget-Actual

2020-2021 Budget/Actual Comparison YTD

@ 30th September 2020

| | A | B | C | D | E | | |
|--|------------------|----------------|----------------------------------|-----------------------------------|------------------------------------|------------------|--------------|
| | c/fwd Reserve | Year Budget | Total Budget (inc Reserve) | YTD Comparable Budget Total | YTD Actual Spent/ Receipt | Year Variance | Notes |
| Clerk Wages | | 9,360 | 9,360 | 3,924 | 3,960 | - | 36 |
| Pension | | 281 | 281 | 118 | 118 | - | |
| Staffing Costs | - | 9,641 | 9,641 | 4,042 | 4,078 | - | 36 |
| Software | | 95 | 95 | 40 | 77 | - | 38 |
| Travel | | 144 | 144 | 60 | 9 | - | 51 |
| Printing | | 180 | 180 | 75 | 32 | - | 43 |
| Telephone | | 60 | 60 | 25 | 25 | - | |
| Postage | | 37 | 37 | 15 | - | - | 15 |
| Stationary | | 84 | 84 | 35 | 26 | - | 9 |
| Homeworking Allowance | | 180 | 180 | 75 | 75 | - | |
| Meeting Room Hire/Setup Cost | | 150 | 150 | - | - | - | |
| Office & Meeting Costs | - | 929 | 929 | 325 | 244 | - | 80 |
| Adverts | | 250 | 250 | - | - | - | |
| Website Hosting Fee | | 60 | 60 | 25 | 25 | - | |
| Printing CCN | | 3,960 | 3,960 | 1,595 | 1,077 | - | 518 |
| Advertising & Promotion | - | 4,020 | 4,020 | 1,620 | 1,102 | - | 518 |
| Insurance | | 1,200 | 1,200 | 1,200 | 1,244 | - | 44 |
| Internal Audit | | 105 | 105 | 105 | 100 | - | 5 |
| External Audit | | 210 | 210 | - | - | - | |
| ICO Membership Fee | | 40 | 40 | - | - | - | |
| Fire Extinguisher Inspections | | 100 | 100 | - | - | - | |
| Fire Alarm Inspections | | 170 | 170 | - | 85 | - | 85 |
| Playground Inspection | | 130 | 130 | - | - | - | |
| Insurance, Legal & Professional Costs | - | 1,955 | 2,710 | 1,305 | 1,259 | - | 46 |
| Changing Room Costs | | | | | | | |
| Electric | | 264 | 264 | 110 | 113 | - | 3 |
| Water Rates | | 100 | 100 | - | - | - | |
| Community Centre Costs | | | | | | | |
| Waste Disposal | | 440 | 440 | 220 | 221 | - | 1 |
| Electric | | 288 | 288 | 120 | 44 | - | 76 |
| Utility & Waste Management Costs | - | 1,092 | 1,092 | 450 | 378 | - | 72 |
| Village Costs | | | | | | | |
| Litter Picking | | 5,319 | 5,319 | 2,216 | 1,227 | - | 989 |
| Cleaning | | 288 | 288 | 120 | - | - | 120 |
| Maintenance | | 288 | 288 | 120 | 399 | - | 279 |
| Materials | | 240 | 240 | 100 | 62 | - | 38 |
| Hedge Cutting | | 1,351 | 1,351 | - | - | - | |
| Weed Control | | 392 | 392 | - | - | - | |
| Grass Cutting | | 3,681 | 3,681 | 3,067 | 3,101 | - | 33 |
| Tree Maintenance | | 550 | 550 | - | - | - | |
| Asset Management Costs | - | 12,108 | 12,108 | 5,623 | 4,789 | - | 834 |
| Total Operating Costs | - | 29,745 | 30,500 | 13,365 | 11,851 | - | 1,513 |
| Exceptional/Planned Costs | | | | | | | |
| Charitable Grant Provision | 128 | 4,000 | 3,872 | 4,000 | 8,980 | - | 4,980 |
| New Signs for Community Centre | | 1,000 | 1,000 | | | | |
| Plant Flowers/Bulbs | | 500 | 500 | | | | |
| Deal with Rabbit Holes | | 200 | 200 | - | - | - | |
| Legal Fees (to register Land) | 85 | 1,500 | 1,585 | - | - | - | |

Cisco Webex Additional Cost

Due to COVID 19 no litter picking, budget to be offset to Maintenance/Repairs, Materials, Maintenance.

£2500 Spent on COVID 19 Lunches. Remainder of overspend on S137

CREDENHILL PARISH COUNCIL



2020 - 2021 Budget-Actual

| | | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|--------------|---------------|
| Repair Culverts | 12,200 | 2,800 | 15,000 | 1,100 | 1,100 | - | |
| Roman Park Maintenance Fund | 2,500 | 2,000 | 4,500 | 528 | 528 | - | |
| Replace Village Bins | | 2,000 | 2,000 | 2,000 | 2,095 | - | 95 |
| Embankment Repairs | | 5,000 | 5,000 | - | - | - | - |
| Asset Repairs & Renewals | 667 | 3,000 | 3,667 | 1,050 | 1,050 | - | 0 |
| Exceptional/Planned Costs | 15,324 | 22,000 | 37,324 | 8,678 | 13,753 | - | 5,075 |
| Total Projected/Actual Costs | 15,324 | 51,745 | 67,824 | 22,043 | 25,604 | - | 3,561 |
| Income | | | | | | | |
| Precept | | 43,591 | 43,591 | - | 21,796 | - | 21,976 |
| Rent | | 6,950 | 6,950 | - | 3,350 | - | 3,317 |
| Bank Interest | | 120 | 120 | - | 50 | - | 25 |
| CCN Adverts | | 600 | 600 | - | 500 | - | 571 |
| Grants Income | | - | - | - | - | - | 10,000 |
| Electricity Recharges | | 184 | 184 | - | 92 | - | - |
| Hire of Changing Rooms | | 300 | 300 | - | 100 | - | - |
| Total Income | - | 51,745 | 51,745 | - | 25,888 | - | 35,888 |
| Road Safety Fund | 38,863 | - | 38,863 | - | - | - | - |
| Defibrillator Fund | 627 | - | 627 | - | - | - | - |
| Credenhill Nursery Ltd - Rent Deposit | 450 | - | 450 | - | - | - | - |
| Credenhill Youth Club | 745 | - | 745 | - | - | - | - |
| Ring Fenced Funds | 40,686 | - | 40,686 | - | - | - | - |
| C/fwd Balance | 2,242 | 2,242 | 58,252 | 58,252 | 57,827 | - | 424 |
| Cash Flow (inc Projected 2019/20 Surplus) | 58,252 | 2,242 | 1,487 | 10,321 | - | 3,664 | 13,137 |

Reserve from prior year is for Roman Park Fence and Resource Centre Fence Repairs

CREDENHILL PARISH COUNCIL



Appendix D – Amended AGAR 2019/2020

Section 2 – Accounting Statements 2019/20 for

CREDENHILL PARISH COUNCIL

| | Year ending | | Notes and guidance | |
|---|--------------------|--------------------|---|---|
| | 31 March 2019 £ | 31 March 2020 £ | | |
| 1. Balances brought forward <i>2019/2020 High</i> | 29,249 | 28,697 | 27,549 | <i>2019/2020 High</i> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 23,000 | | 31,000 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts <i>2019/2020 High</i> | 9,091 | 9,699 | 48,092 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | | 7,599 | 10,269 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 26,242 | | 39,739 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 27,549 | | 56,633 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 28,881 | | 59,356 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 1,378,770 | | 1,380,970 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. | |
| | | ✓ | | |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 20/05/2020

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2020

as recorded in minute reference:

20/05/2020 Item 7.3

Signed by Chairman of the meeting where the Accounting Statements were approved

CREDENHILL PARISH COUNCIL



Appendix E – Community Hall Meeting Report

HALL MEETING 14th September 2020 19.30pm

The meeting was held on the ZOOM Platform as a virtual meeting. 6 Members attended. The Chairman (Betty) advised members that the hall has been struggling with just a few regular bookings. Notice was sent to all groups to give notifications of their intentions to re-book. She has received only a few replies. She also had a call from one of the scout teams who were averse to give details for contact tracing and indeed was quite rude and arrogant. I advised them to write to the groups and say that the rules apply to everyone and they must rebook their place.

The treasurer advised the members that there have been no changes to his last report.

The heating was discussed, and it was agreed to pursue the new quote received regarding the new overhead heating. A request to the Parish Council to eventually make the order as the purveyors for major work in the hall.

The meeting closed at 20.05pm.