

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 17th NOVEMBER 2021

PRESENT:

Councillor Miss. Jenni Hurcomb Chair (JH), Councillor Mr. Martin Leaton Deputy Chair (ML), Councillor Mrs. Dot Pullen (DP), Councillor Miss. Rebecca Norton (RN), Councillor Mr. Andrew Slater (AS), Miss. Deanna Pennington (DE), Councillor Mr. Paul Warrington (PW).

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

0 Member of the Press or Public present.

The Chair opened the meeting at 7.32 pm.

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

Councillor Mr. Paul Burrige (PB), Councillor Mr. John Beavan (JB), Councillor Mr. Terry Smissen (TS), Councillor Mr Paul Beechey (PA). Ward Councillor Mr. Bob Matthews (BM), Councillor Revd. Rana Davies-James (RD).

It was noted that this was the sixth meeting that JB had not attended and that this has resulted in him stepping down. Cllr Beavan's resignation for non-attendance was accepted. Clerk to notify Herefordshire Council.

It was agreed that a thank you message would be printed in Decembers CCN and a letter of thanks would be sent to JB by the Clerk.

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.

3. Speakers

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

- 3.1. Update from Ward Councillor Bob Matthews. BM absent due to illness, no reports received.

4. Public Question Time

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

None

5. Minutes

Proposed by PW to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 20th October 2021 seconded by DP.

6. Financial Reports – Appendix A & B

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Comparison to Budget

Noted by the Clerk that the Signworx invoice was listed as £370 instead of £355 in error.

Proposed by AS to accept the financial reports with the CCN printing payment to Signworx amended from £370 to £355. Seconded by DE.

CREDENHILL PARISH COUNCIL



7. Draft Budget & Precept for 2022/23

The year-end reserve calculation and draft budget (appendix C) was presented by the FRO and principles listed in the notes section discussed. It was noted that once the tax based had been received the final draft budget would be prepared and distributed to councillors for review. The budget and precept will be finalised in December's meeting so any proposals to adjust the budget would need to be received in time for the agenda.

8. Planning

Reference	Details	CPC Status	HC Previous Status	HC New Status
P211291/RM	Land at Orchard House - Reserved matters following Ref P190089/O for residential development comprising 69 no. units, access, landscaping and associated works	Comments Submitted – Mixed	Comments by 20/10/2021	Determination by 12/11/2021

No updates received on planning applications, clerk to follow up with BM for an update.

9. To receive reports from working groups

- 9.1. Finance (AS, TS, ML) - The budget and precept for 2022/23 will be finalised in December.
- 9.2. Community Hall (TS) – No update.
- 9.3. Footpaths (PB) – No reports received by PB. PROW not reinstated in Credenhill Park Woods following the path and tree work – Clerk to follow up.
- 9.4. Shops/Businesses (DP) – A complaint about the bin at the Credenhill Fish Bar had been received and would be passed on by DP to the business owners.
- 9.5. War Memorial (DE) – Remembrance was well attended and live streamed to the CCN Facebook page. The service was held outside due to COVID transmission reduction measures.
- 9.6. Flood Alleviation Scheme (JB) – The solicitor had confirmed that the land registrations will be complete in the new year and it is expected that the County Council will complete their side of the easement then. Clerk to follow up in January 2022.
- 9.7. Schools (RD) – The school PTFA is organising a Village Advent, maps can be purchased and 24 windows around the village can be found. Clerk to share information on social media and in CCN.
- 9.8. Roman Park (JH, RN) – It was agreed that a meeting to discuss the draft plans to improve the park would be arranged.
- 9.9. Social Club (PW) – No update
- 9.10. Asset Management (ML, PW, TS) – Quotes for removal of the tanks and upgrade of the toilets to a high-pressured system to be obtained. Clerk to action.
- 9.11. COVID19 (All) – The Parish Council meeting venue was discussed, and it was agreed that the Community Hall would continue to be used while COVID rates were high. It was acknowledged that this did pose issues with sound levels and that the decision would be continually reviewed.
- 9.12. Community Centre Sign (ML, PA, PW, TS) – The planning application for the Community Centre Sign had been submitted to Herefordshire Council; the planning officer had asked for an additional drawing. Clerk to action.
- 9.13. A480 Bus Shelter (PW, PA, DE & TS) – No progress, Clerk to follow up with BM.

10. Matters arising since last meeting:

- 10.1. An update on the Tree Council Grant application and project to plant 15 trees in the Roman Park was received. The Grant Application had been successful and all orders for trees, materials and tools had been placed. The Trees will be planted on 4th December following the excavation work on 3rd December when the Archaeologist would be present to oversee and log any finds. Clerk to advertise both events.

CREDENHILL PARISH COUNCIL



- 10.2. Concerns have been raised about the grass verge being eroded on Station Road opposite the Glebe Close entrance: it used to be 4ft wide and is now 2ft. The item was discussed at length having been previously discussed some time ago. It was agreed that the verge was now at a stage where a kerb was required to protect the remaining verge and adjacent properties fence line from being damaged. Clerk to raise with BM.
- 10.3. The clerk had followed up the PC request for a 2-year guarantee from the contractor selected for the Community Hall steel beam painting works. It was noted that the original quote had included paint that required an annual maintenance cycle and the clerk had met with the contractor and paint rep to discuss the options. Proposed by PW to increase the budget to include option B with an addition to the budget of £150, seconded by ML. Clerk to establish if this was acceptable by the contractor.
- 10.4. The clerk provided an update on the fence and hedge damage in the Roman Park that has been reported to the police. Proposed by RN to allocate a small budget of £250 to the clerk to arrange for the repairs to be completed, seconded by ML. It was noted that the hedge is located on a small strip of land that was not under the ownership of the Parish Council and was retained by the original landowners. It was agreed that the owner should be informed of the damage and police incident number. Clerk to contact landowner.
- 10.5. The next Parish Council Summit is scheduled for 6th December 2021, Clerk to forward information to councillors.

11. Public Question Time

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

None

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

7.30 pm, 15th December 2021, at Credenhill Community Hall; a summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:50.

Councillor Miss Jenni Hurcomb Chair

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
30/09/2021	b/f Balance	3,913.24	110,665.41	114,578.65
Receipts				
01/10/2021	Credenhill Nursery – Rent Oct 2021	550.00		550.00
11/10/2021	Lloyds Bank – Interest		0.93	0.93
Total Received in Period		550.00	0.93	550.93
Payments				
01/10/2021	Herefordshire Council – Sulo Bin 01/10-31/12/2021	-115.96		-115.96
12/10/2021	NEST – Pension Sept 2021	-182.16		-182.16
14/10/2021	Mr C Powell – Litter/Maintenance/Cleaning Sept 2021	-588.00		-588.00
14/10/2021	Mr L Harper-Smith – Expenses Sept 2021	-95.80		-95.80
14/10/2021	Mr L Harper-Smith – Wages Sept 2021	-633.00		-633.00
14/10/2021	HMRC – NI/PAYE Sept 2021	-8.19		-8.19
14/10/2021	Signature Sign & Print – Oct CCN Printing	-370.00		-370.00
14/10/2021	Highground Maintenance – 1/6 Grass cutting Contract	-716.71		-716.71
14/10/2021	Westdown Bathroom Centre– Community Hall Kitchen Deposit	-1,770.00		-1,770.00
14/10/2021	Herefordshire Fire Protection – Extinguisher Service	-89.99		-89.99
14/10/2021	Credenhill Community Hall – Hall Hire Sept/Oct	-56.00		-56.00
20/10/2021	British Gas – Electricity Carpark Lights	-23.60		-23.60
22/10/2021	British Gas – Electricity Changing Rooms	-18.54		-18.54
Total Spent in Period		-4,667.95	0.00	-4,667.95
Transfers				
13/10/2021	Transfer from Reserve to Current Account	4,000.00	-4,000.00	0.00
Total Transfers in Period		4,000.00	-4,000.00	0.00
31/10/2021	Closing Balance	3,795.29	110,666.34	114,461.63
Payments to Authorise				
08/11/2021	Wyevale Nurseries – 15 Trees	-939.60		-939.60
08/11/2021	Planning Portal – Community Hall Sign Planning Fee	-160.00		-160.00
09/11/2021	Ultimate One Ltd – Tree Guards	-480.09		-480.09
17/11/2021	Credenhill Community Hall – Room Hire	-28.00		-28.00
17/11/2021	Mr C Powell – Litter/Maintenance/Cleaning Oct 2021	-576.00		-576.00
17/11/2021	Mr L Harper-Smith – Expenses Oct 2021	-352.22		-352.22
17/11/2021	Mr L Harper-Smith – Wages Oct 2021	-608.80		-608.80
17/11/2021	Signature Sign & Print – Nov CCN Printing	-370.00		-370.00
17/11/2021	Timberplay Ltd – Cableway Repair	-2,614.80		-2,614.80
Total Payments to Authorise		-6,129.51		-6,129.51
Transfers to Authorise				
17/11/2021	Transfer from Reserve to Current Account	6,000.00	-6,000.00	0.00
Total Transfers to Authorise		6,000.00	-6,000.00	0.00

CREDENHILL PARISH COUNCIL



ASSETS	Cash & Bank	Balance			
	Lloyds – Current Account (after payments)			3,665.78	
	Lloyds – Reserve Account (after transfers)			100,666.34	
	Uncleared Cheques			0.00	
	Total Cash & Bank			104,332.12	
	Debtors	No Due	Overdue	Total	
	Credenhill FC – Pitch Hire	60.00	120.00	180.00	
	AARDVARK – CCN Advertising	85.00	0.00	85.00	
	Hereford Centre for Natural Health – CCN Advertising	48.00	0.00	48.00	
	Maid Domestic Services – CCN Advertising	48.00	0.00	48.00	
	Watkins Carpentry – CCN Advertising	48.00	0.00	48.00	
	Total Debtors	289.00	120.00	409.00	
	Other Debtors				
	HMRC – PAYE Balance	1.38		1.38	
	HMRC – VAT Reclaim 01/04/2021-30/09/2021	1,908.33		1,908.33	
	Total Other Debtors	1,909.71	0.00	1,909.71	
	TOTAL ASSETS			106,650.83	
LIABILITIES	Creditors	Not Due	Overdue	Total	
	1 & 1 Internet Ltd – Web Hosting	5.99		5.99	
	Digital River – Webex Subscription	15.00		15.00	
	British Gas – Electricity Changing Rooms	28.16		28.16	
	Total Trade Creditors	51.36	0.00	51.36	
	Other Liabilities				
	Defibrillator Fund	423.90		423.90	
	NEST Pension Payments Owing	173.88		173.88	
	Credenhill Nursery Ltd - Resource Centre Deposit	450.00		450.00	
	Youth Club Funds	745.26		745.26	
	VAT at 20% to be reclaimed from HMRC	-751.15		-751.15	
	VAT at 5% to be reclaimed from HMRC	-4.45		-4.45	
	Total Other Liabilities	1,037.44	0.00	1,037.44	
	TOTAL LIABILITIES			1,088.80	
	TOTAL			105,562.03	
		Current Budget	Income/ Reallocation of Funds	Expense's	
	Restricted Reserves/Budget			Budget Remaining	
	Road Safety Improvement Fund	38,863.09		-926.95	37,936.14
	Un-Restricted Reserves/Budget – per Budget/Agreed Movement				
	Roman Park	21,817.00	+9,000.00	-5,711.07	25,105.93
	Blooming Credenhill Project (formerly Plant Bulbs/Flowers)	700.00		-482.11	217.89
	Culvert Repairs	26,000.00			26,000.00
	Charitable Grants	4,500.00		-5,300.00	0.00
	Roman Park Changing Rooms Planning Fee	85.00			85.00
	New Signs for Community Centre	1,250.00		-155.33	1,094.67
	School Sign	90.00	+128.00	-218.00	0.00
	Repairs & Renewals	7,516.73	+1,475.00	-2,547.99	6,443.74
	Total Projects Budget Requirement				96,883.37
	Operating Fund (Cashflow)				8,678.66
	TOTAL				105,562.03

CREDENHILL PARISH COUNCIL



2021-2022 Budget/Actual Comparison YTD

@ Nov 30, 2021

	A	B	C	D	E		
	b/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	5,472	5,528	-	56
Pension		374	374	219	164	-	55
Staffing Costs	-	9,734	9,734	5,691	5,692	-	1
Software		245	245	143	155	-	13
Travel		60	60	35	57	-	22
Printing		144	144	84	28	-	57
Telephone		60	60	35	35	-	
Postage		24	24	14	-	-	14
Stationary		60	60	35	73	-	38
Homeworking Allowance		180	180	105	105	-	
Meeting Room Hire/Setup Cost		510	510	180	168	-	12
Office & Meeting Costs	-	1,283	1,283	631	620	-	10
Website Hosting Fee		60	60	35	37	-	2
Printing CCN		3,074	3,074	2,064	2,091	-	27
Advertising & Promotion	-	3,134	3,134	2,099	2,128	-	29
Insurance		1,900	1,900	1,900	1,270	-	630
Internal Audit		160	160	160	160	-	
External Audit		315	315	315	300	-	15
ICO Membership Fee		40	40	40	-	-	40
Professional Fees	85	65	150	-	32	-	32
Fire Extinguisher Inspections		100	100	100	75	-	25
Fire Alarm Inspections		180	180	90	85	-	5
Playground Inspection		150	150	-	-	-	
Insurance, Legal & Professional Costs	85	2,910	3,830	2,605	1,922	-	683
Changing Room Costs							
Electric		360	360	210	187	-	23
Water Rates		90	90	45	17	-	28
Community Centre Costs							
Waste Disposal		460	460	345	348	-	3
Electric		200	200	116	84	-	32
Utility & Waste Management Costs	-	1,110	1,110	716	636	-	80
Village Costs							
Litter Picking		5,319	5,319	3,103	2,958	-	145
Cleaning		288	288	144	36	-	108
Maintenance		648	648	348	801	-	453
Training		-	-	-	20	-	20
Materials		240	240	140	77	-	63
Hedge Cutting		1,199	1,199	-	-	-	
Weed Control		393	393	196	262	-	66
Grass Cutting		4,249	4,249	4,249	3,584	-	665
Tree Maintenance		500	500	-	-	-	
Asset Management Costs	-	12,835	12,835	8,180	7,738	-	442
Total Operating Costs	85	31,006	31,926	19,921	18,736	-	1,186

Budgeted for extra cover but decided not to take it. Used for Grants.

Asbestos Awareness Training

Budget includes additional cuts if required.

CREDENHILL PARISH COUNCIL



2021 - 2022 Budget-Actual

Exceptional/Planned Costs

Charitable Grant Provision		4,500	4,500	4,500	5,300	-	800	
A480 Bus Stop Improvements	38,863	-	38,863	927	927		0	Design & Scope Costs
Repair Culverts	15,000	10,000	25,000	-	-		-	
Roman Park	20,317	2,000	22,317	5,711	5,711	-	0	Includes Tree Cost which will be refunded later £1.5k
Asset Repairs & Renewals	3,671	4,346	8,017	1,065	2,548	-	1,483	Contra Income - Donations £1.475k
New Signs for Community Centre	1,250	-	1,250	-	155	-	155	
Blooming Credenhill Project	700	-	700	-	482	-	482	
School Sign	90	-	90	-	218	-	218	Contra Income - Donations
Exceptional/Planned Costs		79,891	20,846	100,737	12,203	15,341	-	3,138
Total Projected/Actual Costs		79,976	51,852	132,662	32,124	34,077	-	1,952

Income

Precept	-	44,000	-	44,000	-	44,000	-	0		
Rent	-	6,600	-	6,600	-	3,850	-	3,867	17	
Bank Interest	-	12	-	12	-	7	-	6	1	
CCN Adverts	-	1,000	-	1,000	-	850	-	858	8	
Hire of Changing Rooms	-	240	-	240	-	240	-	330	90	
Donations	-	-	-	-	-	-	-	2,603	2,603	
Grants Income	-	-	-	-	-	-	-	8,000	8,000	
Total Income	-	-	51,852	-	51,852	-	48,947	-	59,663	10,717

£128 St Marys for Sign
 £1k Roman Park Donation
 £1.475k Hall Kitchen
 Restart Grant for Changing Rooms

YTD Budget/Actual Variance **8,764**

Defibrillator Fund	627	-	627	-	-	-	-	-	
Credenhill Nursery Ltd - Rent Deposit	450	-	450	-	-	-	-	-	
Credenhill Youth Club	745	-	745	-	-	-	-	-	
Ring Fenced Funds	1,823	-	1,823	-	-	-	-	-	
C/fwd Balance	-	-	81,798	81,798	81,171	-	627		
Cash Flow	81,798	-	103,703	-	104,538	727	-	12,569	12,042

CREDENHILL PARISH COUNCIL



Appendix C

Calculation of 2021/22 Year End Reserve

@ Nov 30, 2021

Total Current Assets (Banks plus Debtors less uncleared cheques)	106,651
<i>Creditors</i>	
Accounts Payable	- 51
NEST Pension Payments Owing	- 174
VAT to be Reclaimed 20%	751
VAT to be Reclaimed 5%	4
Income - Rent for rest of year	2,750
income - Tree Grant	1,400
Income - Other	155
Operating Costs for rest of year per Budget	- 11,399
Operating Costs estimated saving on budget	500
Accrued Costs (Clerk Wages March paid April 2022)	- 800
Accrued Costs (Handyman March paid April 2022)	- 700
Expected Year End Balance	99,087
<i>Unrestricted Reserves</i>	
Roman Park	25,106
Culvert Repair Fund	26,000
Roman Park Planning	85
New Signs for Community Centre	1,095
Repairs & Renewals	6,444
<i>Restricted Reserves</i>	
Credenhill Bloomers Group	218
A480 Bus Stop Improvements	37,936
Defibrillator Fund	424
Resource Centre - Rent Deposit	450
Youth Club Funds	745
	98,503
Reserve shortfall/surplus	- 585

CREDENHILL PARISH COUNCIL



2022-2023 Budget - DRAFT Version 2

	Year Total Budget	Notes
Clerk Wages/PAYE	10,296.00	Based on 15 hour @£13 per hour per week
Employers Pension Contribution	308.88	3% on Gross
Staffing Costs	10,605	Parish Clerk & Responsible Finance Officer
Microsoft Office 365	95	
Webex meeting Software	-	
Travel	60	Estimated Travel per month
Printing	144	Paper & Cartridges
Telephone	60	EE Mobile Contract
Postage	24	Stamps
Stationary	60	Envelopes, Paper. Folders, Dividers, stationary.
Homeworking Allowance	180	Statutory amount of £15 per month
Meeting Room Hire/Setup Cost	372	Assumed Hall Usage for whole year.
Office & Meeting Costs	995	Postage, Printing, Stationary, Telephone, Broadband & Travel.
Website Hosting Fee	82	Based on actual
Printing CCN	3,620	Estimated Increased Rate - retender in Feb 2022
Advertising & Promotion	3,702	Website & CCN
Insurance	1,430	Based on 2020 plus increase 10%
Internal Audit	160	Increased to reflect 50% of external audit fee
External Audit	315	Based on current cost plus 5%
ICO Membership Fee	35	Actual
Annual Boiler Service	65	Actual
Fire Extinguisher Inspections	100	Based on worst case
Fire Alarm Inspections	180	Based on current cost plus 5%
Playground Inspection	123	Based on current cost plus 5%
Insurance, Legal & Professional Costs	2,408	Insurance, Audits & Inspections.
Changing Room Costs		
Electric	360	Based on current unit cost
Water Rates	90	Based on current cost and increased usage.
Community Centre Costs		
Waste Disposal	500	Based on current cost plus 5% increase
Electric	200	Based on current cost plus 5% increase
Utility & Waste Management Costs	1,150	Sulo Bin, Carpark Lights, Changing Room Electric & Water.
Village Costs		
Litter Picking	5,319	8.5 Hours per week @ £12 per hour.
Cleaning	288	2 Hours per month @ £12 per hour.
Maintenance	648	51 hours from Maint Plan plus 9 contingency @ £12 per hour.
Materials	240	A general provision for materials.
Hedge Cutting	1,199	Once per year plus safety cut at existing price plus 5%
Weed Control	550	Twice per year at existing price plus 5%
Grass Cutting	4,249	Current cost plus 5% Apr-Oct plus provision for 2 extra cuts at the start and end of the season.
Tree Maintenance	610	Contingency
Asset Management Costs	13,103	Grass, Hedge, Tree, Litter & General Maintenance
Total Operating Costs	31,962	
Exceptional/Planned Costs		
Charitable Grant Provision	3,000	Section 137(4)(a) of the L'I G'ment Act 1972 for local councils in England for <u>2021-22</u> is £8.41 per elector. 1512 electors @ sept 2020 = £12,716 limit plus RPI increase.

CREDENHILL PARISH COUNCIL



Repair Culverts (addition to reserve)	6,500	Repairs to the Yazor brook culverts are required totalling approx. £80k.
Roman Park		
Maintenance/Improvement Fund		
(addition to reserve)	1,500	
War memorial Improvement Fund	1,000	Hard Surfacing and cabinet refurbish.
Asset Repairs & Renewals	2,500	To continue with repairs and maint. Schedule.
Exceptional/Planned Costs	14,500	
Total Projected/Actual Costs	46,462	

Income

		Currently £44,000, increased by 3% in 2021/22 - should have been 0%. A pay back of £1320 this year would redress this? So £42,680.00 assuming tax base remains the same.
Precept	42,680	
Rent	2,200	Assuming only 4 months rent
Bank Interest	12	
CCN Adverts	1,000	
Hire of Changing Rooms	570	Credenhill FC hire the changing rooms.
Total Income	46,462	

Projected Reserves Bought Forward from 2021/22

Roman Park	28,693	
Road Safety Improvement Fund	37,936	
Culvert Repairs	26,000	
Roman Park Planning Fee	85	
New Signs for Community Centre	1,250	
Repairs & Renewals	6,444	Includes new Parish Laptop
Credenhill Bloomers Group	218	
Defibrillator Fund	424	
Credenhill Nursery Ltd - Rent Deposit	450	Deposit
Credenhill Youth Club	745	Balance of funds
Projected Reserves B/F from 2020/21	102,245	

Notes:

1. The income is based on the tax base rate remaining the same, we will know this by the end of November.
2. The rent income is assumed to end in May and start again in February 2023
3. Additional running costs of the Resource Centre if empty need to be considered. (e.g. Gas/Elec/Water)
4. Only exceptional/planned project costs/reserves have been reduced due to loss of rent; the only operational cost reductions feasible are:
 - I. Reduce my hours – currently 15 hours x 52 wks x £12
 - II. Reduce the litter Picking Hours (not essential nor legally our responsibility) – currently 8.5hours x 52 wks x £12
 - III. Stop the weed control (not legally our responsibility and current treatment routine appears ineffective due to chemicals that can be used) £550
 - IV. Stop cutting grass verges (not essential nor legally our responsibility)
 - V. Reduce the number of CCN prints – currently 10 months.
5. If a new tenant is found and rent is received then a principle of adding back to these reserves noted in 4 needs to be established.
6. Additional costs may be incurred preparing Resource Centre for new tenant and/or getting new tenant (Decorating/Advertising/Change of Use Legal Costs).
7. The precept has been made to equal 0% increase but redress the 3% raised in error last year (due to tax base fall not known about).
8. New Parish Laptop required.
9. War memorial improvement costs unknown at present - a fund raiser for this could be done to raise the balance.