

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 16<sup>th</sup> MARCH 2022**

### **PRESENT:**

Councillor Miss. Jenni Hurcomb Chair (JH), Councillor Mr. Martin Leaton Deputy Chair (ML), Councillor Mr. Andrew Slater (AS), Miss. Deanna Pennington (DE), Councillor Miss. Rebecca Norton (RN), Councillor Mr. Paul Burrige (PB), Councillor Mr Paul Beechey (PA), Councillor Mrs Dot Pullen (DP), Councillor Mrs Sandra Cheasley (SC).

Ward Councillor Mr. Bob Matthews (BM).

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

1 Members of the Press /Public present.

**The Chair opened the meeting at 7.31 pm.**

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

Councillor Mr. Paul Warrington (PW), Councillor Revd. Rana Davies-James (RD).

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.

- Bus Pull in – Draft plans received for approval (item 9.1); BM has been pushing HC to get progress.
- 100 Houses South of A480 near the School– Still in legal for Centurion Way Access.
- Orchard House – Drainage is being looked at with EA; Yazor Brook /City Flooding/Wye SSSI.
- Large Number of key officers are leaving the Council, loosing lots of local knowledge.
- Glebe Close Surface water flooding issues – Meeting with Mr Kirby of Sunderland's and landowners needed to move things forward.

4. **Public Question Time**

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

None

5. **Minutes**

Proposed by PB, to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 16<sup>th</sup> February 2022, seconded by PA.

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

The clerk reported an additional invoice for the Kitchen in the Community Hall that had been previously agreed for £5,750.00 had been received.

Proposed by ML to accept the financial reports with the additional invoice as a true record. Seconded by PA.

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Proposed by AS, to look at options for Youth shelter or seating to allocate the funds held on the balance sheet from the Youth Club, seconded by RN.

SC asked what the situation was regarding Watkins Carpentry CCN Advert. Clerk confirmed that the advert was removed because it hadn't been paid and no correspondence received despite chasing. It was agreed to chase the money again.

## 7. **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 09/02/2022	Determination by 03/03/2022
P214642/AM	Land at Orchard House - To rationalise the wording of conditions 5 & 27 to be consistent with application P214671/F	No Comment Required	Comments by 19/01/2022	Determination by 03/03/2022
P214671/F	Planning application for off-site surface water connection in relation to application P211291/RM for residential development.	Comments Submitted – Mixed	Comments by 10/02/2022	Determination by 03/03/2022
P214133/A	Community Centre - Proposed new sign.	N/a	Comments by 23/03/2022	Determination by TBC
P220005/F	23 Teddar Avenue - Erection of a 4-bedroom house onto the side of existing house.	Comments Submitted – Object	Comments by 07/03/2022	Determination by 18/03/2022

- 100 Houses South of A480 near the School– Still in legal for Centurion Way Access.
- Orchard House – Drainage is being looked at with EA; Yazor Brook /City Flooding/Wye SSSI.

## 8. **To receive reports from working groups**

- 8.1. Finance (AS, JH, ML) - Grants deadline is 31/03/2022
- 8.2. Community Hall (DE) – Nothing to report
- 8.3. Footpaths (PB) – No reports received
- 8.4. Shops/Businesses (DP) – No urgent matters raised.
- 8.5. War Memorial (DE) – 1 quote received for the paved area, chasing another business. Clerk has requested permission from Herefordshire Council, awaiting confirmation.
- 8.6. Flood Alleviation Scheme (PB) – Clerk to chase
- 8.7. Schools (RD) – No updates
- 8.8. Roman Park (JH, RN) – RoSPA report is due, currently no matters arising.
- 8.9. Social Club (PW) – No updates
- 8.10. Asset Management (ML, PW, JH) – Clerk to arrange a meeting to review asset management plan.
- 8.11. COVID19 (All) – Possible change of meeting room back to resource centre from April/May, Clerk to discuss with Nursery.
- 8.12. Community Centre Sign (ML, PA, PW, JH) – Revised costs received for the sign due to general increases in materials costs since original quote, there is an increase of £275.00 + VAT. ML proposed to accept this, seconded by AS.
- 8.13. A480 Bus Shelter (PW, PA, DE & ML) – See Item 9.1

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

9.1. Review and agree draft plan for the A480 bus stop received from Balfour Beatty.

The draft plan, appendix C, was reviewed and discussed. DP proposed to accept the draft plan, seconded by ML. Clerk to inform BBLP and request a detailed quote.

It was agreed that the clerk would inform local residents of the plans.

9.2. Consultation on the Draft Environmental Building Standards Supplementary Planning Document (EBS SPD) runs to 13 April 2022. Noted.

9.3. Update on Roman Park Fitness Zone and to agree location(s).

Proposed by PB to use the locations advised by suppliers and published in the CCN (Appendix D), seconded by RN.

9.4. 2 Representatives required for the Parish Summit on 22<sup>nd</sup> March at 7pm via Zoom. The main focus will be around changes that are being made for a greener future, including the new rubbish and recycling collection arrangements. We will be joined by guest speakers from the Waste Initiative team who will be updating us on the waste strategy. Clerk and PA to attend.

9.5. Ongoing Parking issues in Trenchard Avenue were reported to SC by a resident, it is believed that a business is being operated out of residential premises. Clerk to follow up with resident to establish if this is the case and to raise with planning enforcement if applicable.

9.6. To award the following contracts to suppliers:

- a) Grass Cutting 2022-23 – Proposed PB to award the contract to Highground Maintenance, seconded by RN.
- b) Hedge Trimming 2022-23– Proposed PB to award the contract to Highground Maintenance, seconded by RN.
- c) Weed Control 2022-23– Proposed PB to award the contract to Highground Maintenance, seconded by RN.
- d) Newsletter Printing 2022-23 – Proposed AS to award the contract to Signworx, seconded by PB.
- e) Parish Maintenance 2022-25 – Agreed to meet with Mr Powell to agree the contract.

## **10. Public Question Time**

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

Complaints received from residents of Waterside about the football players/supporters parking on Station Road and on the grass outside the bungalows on station road. Clerk to follow up with the managers; it is in the hire agreement and a condition of hire that the parking is at the Community Centre

## **11. Confirmation of the next Ordinary Parish Council Meeting, Time, Date & Place.**

7.30 pm, 20<sup>th</sup> April 2022, at Credenhill Community Hall; a summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:52

Councillor Miss Jenni Hurcomb Chair

Signed.....

Date.....

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## Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
<b>31/01/2022</b>	<b>Opening Balance</b>	<b>13,283.51</b>	<b>100,668.91</b>	<b>113,952.42</b>
<b>Receipts</b>				
01/02/2022	Credenhill Nursery Ltd – Rent February 2022	550.00		550.00
09/02/2022	Lloyds Bank – Interest		0.83	0.83
10/02/2022	Credenhill Nursery Ltd – Rent January 2022	550.00		550.00
14/02/2022	Credenhill FC – Pitch Hire	60.00		60.00
15/02/2022	Nessential Footcare – CCN Advertising	48.00		48.00
<b>Total Received in Period</b>		<b>1,208.00</b>	<b>0.83</b>	<b>1,208.83</b>
<b>Payments</b>				
11/02/2022	NEST – Pension Jan 2022	-173.88		-173.88
16/02/2022	Mr C Powell – Litter/Maintenance/Cleaning Jan 2022	-525.00		-525.00
16/02/2022	Mr L Harper-Smith – Expenses Jan 2022	-108.38		-108.38
16/02/2022	Mr L Harper-Smith – Wages Jan 2022	-611.40		-611.40
16/02/2022	Signworx – CCN Printing February 2022	-417.00		-417.00
16/02/2022	Credenhill Community Hall – Jan/Feb	-64.00		-64.00
16/02/2022	Credenhill Bloomers Group (Emma Jones) – Plants	-53.84		-53.84
22/02/2022	British Gas – Electricity Changing Rooms	-16.69		-16.69
22/02/2022	British Gas – Electricity Carpark Lights	-31.49		-31.49
<b>Total Spent in Period</b>		<b>-2,001.68</b>	<b>0.00</b>	<b>-2,001.68</b>
<b>Transfers</b>				
<b>Total Transfers in Period</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>31/01/2022</b>	<b>Closing Balance</b>	<b>12,489.83</b>	<b>100,669.74</b>	<b>113,159.57</b>
<b>Payments to Authorise</b>				
08/03/2022	Curry's PC World – New Laptop	-648.99		-648.99
16/03/2022	Mr C Powell – Litter/Maintenance/Cleaning Feb 2022	-429.00		-429.00
16/03/2022	Mr L Harper-Smith – Expenses Feb 2022	-42.43		-42.43
16/03/2022	Mr L Harper-Smith – Wages Feb 2022	-590.00		-590.00
16/03/2022	Signworx – CCN Printing March 2022	-417.00		-417.00
16/03/2022	Credenhill Community Hall – March 2022	-32.00		-32.00
16/03/2022	Westdown – Community Hall Kitchen*	-5,750.00		-5,750.00
<b>Total Payments to Authorise</b>		<b>-7,909.42</b>	<b>0.00</b>	<b>-7,909.42</b>
<b>Transfers to Authorise</b>				
<b>Total Transfers to Authorise</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*Item added after the initial agenda was send out. A donation of £4791.67 has been received from the community hall on 14/03/2022 to offset against this and the Parish Council can reclaim the VAT.

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ASSETS	Cash & Bank	Balance			
	Lloyds – Current Account (after payments)			10,330.41	
	Lloyds – Reserve Account (after transfers)			100,669.74	
	Uncleared Cheques			0.00	
	<b>Total Cash &amp; Bank</b>			<b>112,290.64</b>	
	<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>	<b>Total</b>	
	Credenhill FC – Pitch Hire		210.00	210.00	
	D&A Motors – CCN Advertising	85.00		85.00	
	<b>Total Debtors</b>	<b>85.00</b>	<b>210.00</b>	<b>295.00</b>	
	<b>Other Debtors</b>				
	Other Debtors - HMRC PAYE	17.98		17.98	
	<b>Total Other Debtors</b>	<b>17.98</b>	<b>0.00</b>	<b>17.98</b>	
	<b>TOTAL ASSETS</b>			<b>111,313.13</b>	
<b>LIABILITIES</b>	<b>Creditors</b>	<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>	
	1 & 1 Internet Ltd – Web Hosting	8.40		8.40	
	British Gas – Changing Rooms	15.14		15.14	
	British Gas – Electricity Carpark Lights	27.83		27.83	
	<b>Total Trade Creditors</b>	<b>51.36</b>	<b>0.00</b>	<b>51.36</b>	
	<b>Other Liabilities</b>				
	Defibrillator Fund	423.90		423.90	
	NEST Pension Payments Owing	165.60		165.60	
	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	-214.24		-214.24	
	VAT at 5% to be reclaimed from HMRC	-9.17		-9.17	
	<b>Total Other Liabilities</b>	<b>1,561.37</b>	<b>0.00</b>	<b>1,561.37</b>	
	<b>TOTAL LIABILITIES</b>			<b>1,612.73</b>	
	<b>TOTAL</b>			<b>109,700.42</b>	
		<b>Current Budget</b>	<b>Income/ Reallocation of Funds</b>	<b>Expense's</b>	
				<b>Budget Remaining</b>	
	<b>Restricted Reserves/Budget</b>				
	Road Safety Improvement Fund	38,863.09		-926.95	37,936.14
	<b>Un-Restricted Reserves/Budget – per Budget/Agreed Movement</b>				
	Roman Park	21,817.00	+20,408.54	-5,711.07	36,514.47
	Blooming Credenhill Project (formerly Plant Bulbs/Flowers)	700.00		-526.98	173.02
	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	-3,220.53	5,771.20
	<b>Total Projects Budget Requirement</b>				<b>107,574.50</b>
	<b>Operating Fund (Cashflow)</b>				<b>3,390.69</b>
	<b>TOTAL</b>				<b>110,965.19</b>

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## Appendix B – Budget to Actuals Comparison

### 2021-2022 Budget/Actual Comparison YTD

@ Mar 31, 2022

	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	
<b>Staffing Costs</b>	-	9,734	9,734	8,911	9,184	-	273	Overtime required for extra meeting
Software		245	245	224	187	-	38	
Travel		60	60	55	84	-	29	
Printing		144	144	132	133	-	1	
Telephone		60	60	55	55	-	-	
Postage		24	24	22	-	-	22	
Stationary		60	60	55	39	-	16	
Homeworking Allowance		180	180	165	165	-	-	
Meeting Room Hire/Setup Cost		510	510	330	332	-	2	
<b>Office &amp; Meeting Costs</b>	-	1,283	1,283	1,038	996	-	43	
Website Hosting Fee		60	60	55	65	-	10	
Printing CCN		3,074	3,074	3,074	3,280	-	206	
<b>Advertising &amp; Promotion</b>	-	3,134	3,134	3,129	3,345	-	216	
Insurance		1,900	1,900	1,900	1,270	-	630	Budgeted for extra cover but decided not to take it. Used for Grants.
Internal Audit		160	160	160	160	-	-	
External Audit		315	315	315	300	-	15	
ICO Membership Fee		40	40	40	35	-	5	
Professional Fees	85	65	150	65	32	-	33	
Fire Extinguisher Inspections		100	100	100	75	-	25	
Fire Alarm Inspections		180	180	180	170	-	10	
Playground Inspection		150	150	-	-	-	-	
<b>Insurance, Legal &amp; Professional Cos</b>	85	2,910	3,830	2,760	2,042	-	718	
<b>Changing Room Costs</b>								
Electric		360	360	330	391	-	61	
Water Rates		90	90	45	17	-	28	
<b>Community Centre Costs</b>								
Waste Disposal		460	460	460	464	-	4	
Electric		200	200	183	84	-	99	
<b>Utility &amp; Waste Management Costs</b>	-	1,110	1,110	1,018	957	-	61	
<b>Village Costs</b>								
Litter Picking		5,319	5,319	4,875	4,614	-	261	
Cleaning		288	288	264	72	-	192	
Maintenance		648	648	588	1,071	-	483	
Training		-	-	-	20	-	20	Asbestos Awareness Training
Materials		240	240	220	77	-	143	
Hedge Cutting		1,199	1,199	1,199	1,142	-	57	Actual per contract
Weed Control		392	392	392	524	-	132	Actual per contract
Grass Cutting		4,249	4,249	4,249	3,672	-	576	Budget includes additional cuts, 1 used.
Tree Maintenance		500	500	-	-	-	-	
<b>Asset Management Costs</b>	-	12,835	12,835	11,787	11,192	-	595	
<b>Total Operating Costs</b>	85	31,005	31,925	28,643	27,715	-	929	

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## 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	4,302	5,711	-	1,409	Contra Other Income - Tree Grant
Asset Repairs & Renewals	3,671	4,346	8,017	1,746	3,221	-	1,475	Contra Income - Donations £1.475k
New Signs for Community Centre	1,250	-	1,250	155	155	-	0	
Blooming Credenhill Project	700	-	700	482	527	-	45	
School Sign	90	-	90	-	218	-	218	Contra Income - Donations
<b>Exceptional/Planned Costs</b>		<b>79,891</b>	<b>20,846</b>	<b>100,737</b>	<b>12,112</b>	<b>16,059</b>	<b>3,947</b>	

<b>Total Projected/Actual Costs</b>	<b>79,976</b>	<b>51,851</b>	<b>132,662</b>	<b>40,755</b>	<b>43,774</b>	<b>-</b>	<b>3,018</b>
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## Income

Precept	-	44,000	-	44,000	-	44,000	-	44,000	0
Rent	-	6,600	-	6,600	-	6,050	-	6,067	17
Bank Interest	-	12	-	12	-	11	-	9	2
CCN Adverts	-	1,050	-	1,050	-	1,050	-	991	59
Hire of Changing Rooms	-	240	-	240	-	240	-	420	180
Donations	-	-	-	-	-	-	-	2,603	2,603
Grants Income	-	-	-	-	-	-	-	19,409	19,409

£128 St Marys for Sign  
 £1k Roman Park Donation  
 £1.475k Hall Kitchen  
 Restart Grant for Changing Rooms £8k  
 Tree Council Grant £1409  
 Fitness Zone Grant £10k

<b>Total Income</b>	<b>-</b>	<b>-</b>	<b>51,902</b>	<b>-</b>	<b>51,902</b>	<b>-</b>	<b>51,351</b>	<b>-</b>	<b>73,498</b>	<b>22,148</b>
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YTD Budget/Actual Variance **19,129**

Defibrillator Fund	627	-	627	-	-	-	-
Credenhill Nursery - Rent Deposit	450	-	450	-	-	-	-
Credenhill Youth Club	745	-	745	-	-	-	-
<b>Ring Fenced Funds</b>	<b>1,823</b>	<b>-</b>	<b>1,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

C/fwd Balance	-	-	81,798	81,798	81,171	-	627
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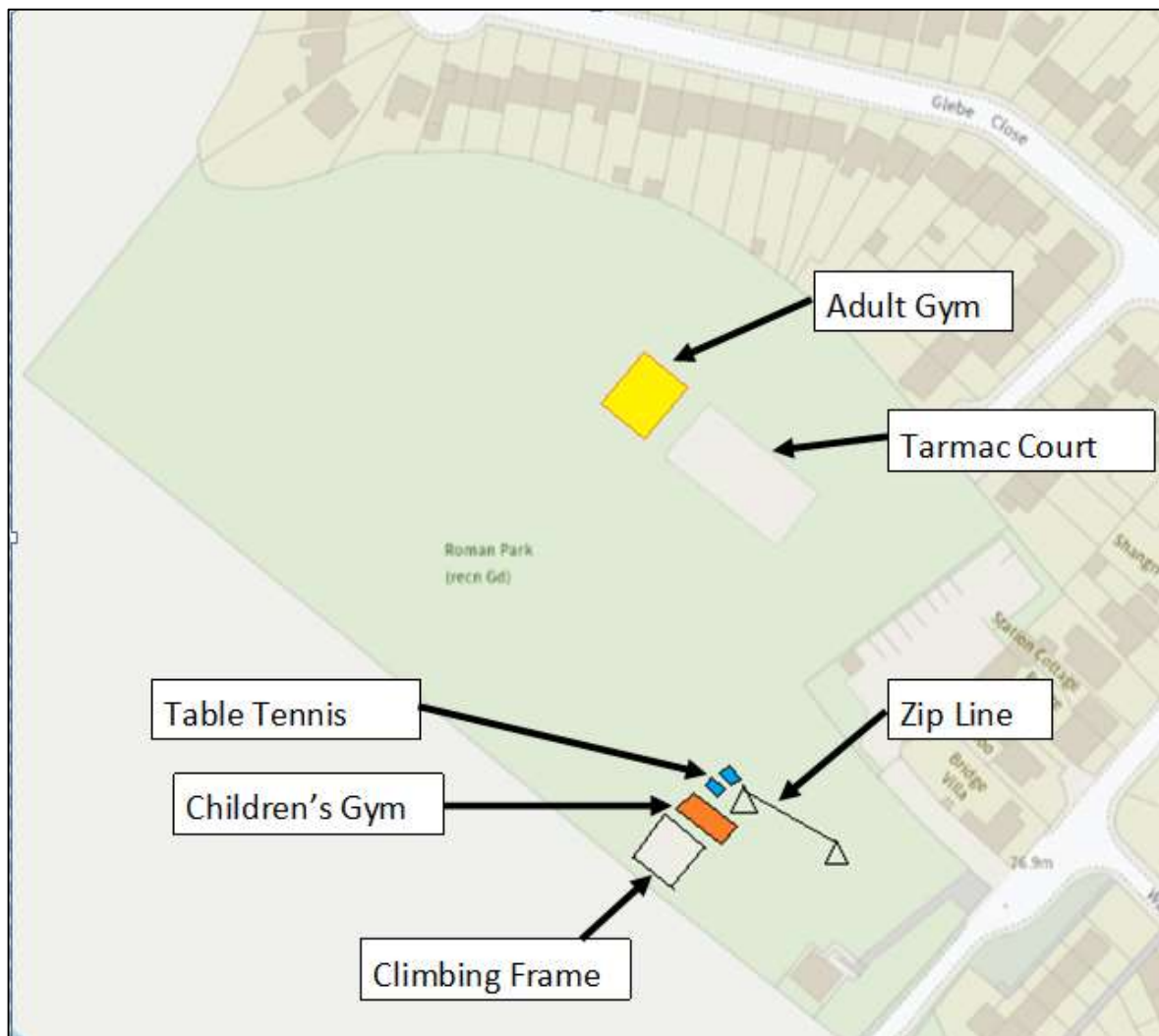
<b>Cash Flow</b>	<b>81,798</b>	<b>-</b>	<b>103,753</b>	<b>-</b>	<b>104,588</b>	<b>-</b>	<b>10,308</b>	<b>-</b>	<b>36,101</b>	<b>24,538</b>
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**Roman Park Fitness Zone**

As you can see after our recent procurement exercise, we have now been able to include a children’s fitness area and table tennis tables to complete the fitness zone. The adult’s zone will need to be placed 25m away from the existing play equipment and we are proposing the below location in the park:



We will finalise the location of the Gym at our meeting on 16th March 2022. Please let us know what you think by then or if you have any alternative suggestions.



## Appendix E- Tenders for 2022/23 Contracts Summary

### 2022/23 Contract Tenders

We have only received one quote for each tender apart from the Community News Printing tender which I have summarised below:

Company	Cost (£ per edition per 890 copies)			
	28 pages	32 pages	36 pages	40 pages
Orphans	697.00	683.00	837.00	566.00
Phoenix Printers	570.00	593.00	755.00	772.00
PIP Printing	375.93	412.69	454.62	503.62
Signworx	365.00	399.00	432.00	475.00

The price increases from Highground maintenance for Grass Cutting, Weed Control & Hedge Trimming are comparable to this year plus inflation; although Weed Control is slightly higher than anticipated in the budget (Quoted £670, budgeted £550)

The Parish Maintenance costs from Craig Powell have increased significantly, Litter Picking & Cleaning from £12 per hour to £15 per hour, Maintenance from £12 per hour to £16.50 and additional tasks are £18 per hour, previously £12 although I don't expect to use these. This is significantly over budget, and we would need to adjust the planned repairs and maintenance schedule to allow for it – we don't have any other quotes, 1 individual/self-employed company showed an interest but did not submit a tender; the only other option would be to employ somebody.

### Parish Maintenance Contract

	Annual Hours	Rate Proposed	Total		Budget		Variance
Litter	443	15.0	6648.21		5318.57		-1329.64
Maintenance	99	16.5	1633.50		1224.00		-409.50
Cleaning	10	15.0	150.00		288.00		138.00
			<b>8431.714</b>		<b>6830.57</b>		<b>-1601.14</b>