CREDENHILL PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 17th JULY 2024

PRESENT:
Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater (AS), Councillor Mrs Sandra Cheasley (SC), Councillor Miss. Deanna Pennington (DE), Councillor Revd. Rana Davies-James (RD).

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

2 Member of the Press /Public present.

The Chair opened the meeting at 7.33 pm.

The chair opened the meeting and asked everyone to stand for a minute's silence to remember Ward Councillor Bob Matthews.

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

Councillor Mr. Dan Fellows (DF), Councillor Mrs Dot Pullen (DP), Councillor Mr Paul Beechey Deputy Chair (PA), Councillor Mr. Paul Burridge (PB), Councillor Mr Paul Warrington (PW).

2. Co-option of new councillor

2.1. RD proposed to co-opt Kelly Edwards (KE) on to the Parish Council, seconded by DE.
2.2. KE signed the declaration of acceptance of office of councillor form.
The chair invited KE to join the council and thanked her for becoming a member.

3. Declarations of Interest & Dispensations

3.1. No declarations of interest in agenda items from Councillors received.
3.2. No written applications for dispensation received.

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

No speakers. It was noted that the vacancy notice for the Credenhill Ward seat had now been advertised and that during the vacancy the Bromyard West Ward Councillor Clare Davies, of the True Independents would represent Credenhill.

5. Public Question Time
Opportunity for members of the public to raise issues or ask the Parish Council questions.

None

6. Minutes
AS proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 19th June 2024, seconded RD.

7. Matters arising since last meeting:
7.1. Ecroyd Park Play Area, update:

- Play Equipment Installed
- Rospa inspection complete and remedial works completed
- Signs on order to be installed next week
- 2 x Benches ordered to be installed next week
- Gate ordered awaiting install date
- Clerk to order bin
- Small beech tree is rotten, to be removed.

7.2. Update following attendance of the Parish Summit, Herefordshire Council, Plough Lane:

- Attended by Clerk & PA from Credenhill plus approx. 150 others from other PC's.
- Re-boot session since new administration in place.

- Discussed creating a New Parish Charter to create an agreement between HC and Parish Councils
- Presentations from each department received
- Good Q&A session at the end
- Next meeting will have a more focused agenda.

8. Financial Reports – Appendix A

8.1. Confirmation of Bank Balances
8.2. Receipts
8.3. Invoices for Payment
8.4. Comparison of year to date actual spend compared to budget.

KE proposed to approve the financial reports, seconded by SC.

9. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P240032/F	Land at 23 Teddar Av - Proposed demolition of playroom and undercover storage area and erection of 3 bedroom dwelling.	Comments Submitted – Mixed	Comments by 25/05/2024	Comments by 25/05/2024
P241730/FH	Proposed single storey kitchen and day room extension with micro garden to rear of 3 Mill Cottages to replace the existing timber and concrete block outbuildings.	NEW	NEW	Comments by 02/08/2024

SC proposed to delegate the power to respond on behalf of the Parish Council to PA in relation to P241730, seconded by KE.

10. To receive reports from working groups

10.1. Finance & Asset Management (AS, ML, PW, PB) – External audit of 2023 accounts is underway. Meeting required to review spending priorities for the year.
10.2. Community Hall (SC, AS) – Hall meeting is next week, new booking for weekly band.
10.3. Footpaths (PB) – Clerk raised roman road issue with BBLP, not sorted yet.
10.4. Shops/Businesses (DP) – KE added to group.
10.5. War Memorial (ML) – ML has gained permission from the Diocese of Hereford (landowners around the War Memorial) to proceed with the planned improvements to the War Memorial. The addition of section 19A to the Local Government Act 1894 in December 2023 empowers the Parish Council to fund works to property relating to affairs of the church or held for an ecclesiastical charity through Section 137 grants. Clerk to circulate specification, look at funding options and obtain further quotes. A meeting has been arranged by the school on 10th September to discuss further.
DE requested that a new storage location for the decorations is found, clerk to add to agenda for meeting with school.
10.6. Schools (RD) – Nothing to report
10.7. Roman Park (DF, ML, SC) – Clerk to arrange a meeting when DF is back.
10.8. Social Club (PA) – Good trade taken from the football, Life and Soul Kitchen provided the food and both had good takings for the final. Next big event is the 50th Anniversary Party on 24th August.
10.9. Climate Change (SC, DF, EJ) – No update
10.10. Credenhill Community Club (PW) – No update

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 Meetings, Time, Date & Place.

No meeting in August.
The next Ordinary Parish Council meeting will be at 7.30 pm, 18th September 2024, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:42.

Councillor Mr Martin Leaton Chair

Signed…….

Date…….

Lee Harper-Smith –Parish Clerk and Responsible Finance Officer Email: clerk@credenhill-pc.org.uk

CREDENHILL PARISH COUNCIL

Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/05/2024	**Opening Balance**	**1,363.34**	**54,019.01**	**55,382.35**
Receipts				
07/06/2024	Life & Soul Kitchen – Rent	628.00		628.00
10/06/2024	Lloyds - Interest Received		61.93	61.93
25/06/2024	Life & Soul Kitchen – Rent	623.00		623.00
	Total Received in Period	**1,251.00**	**61.93**	**1,312.93**
Payments				
17/06/2024	NEST – Pension	-77.70		-77.70
19/06/2024	Mrs E Jones – Wages June 2024	-357.62		-357.62
19/06/2024	Mrs E Jones – Expenses May 2024	-11.70		-11.70
19/06/2024	Mr L Harper-Smith – Wages May 2024	-907.50		-907.50
19/06/2024	Mr L Harper-Smith – Expenses April 2024	-77.08		-77.08
19/06/2024	Craig Powell – Maintenance May 2024	-171.00		-171.00
19/06/2024	Barrington Print Ltd – CCN Printing June 2024	-475.00		-475.00
19/06/2024	Marches Grounds Maintenance – 2/7 Grass Cutting	-488.57		-488.57
19/06/2024	David McKirdy – Internal Audit Fee	-180.00		-180.00
19/06/2024	Credenhill Community Hall – April/May/Consultation	-108.00		-108.00
19/06/2024	Martin Leaton - Expenses June 2024	-76.44		-76.44
24/06/2024	British Gas - Electricity Carpark Lights	-21.37		-21.37
21/06/2024	British Gas - Electricity Changing Rooms	-16.67		-16.67
28/06/2024	Welsh Water – Water Rates Community Centre	-125.00		-125.00
	Total Spent in Period	**-3,093.65**	**0.00**	**-3,093.65**
Transfers				
	Total Transfers in Period	**3,000.00**	**-3,000.00**	**0.00**
30/06/2024	**Closing Balance**	**2,520.69**	**51,080.94**	**53,601.63**
Payments to Authorise				
17/07/2024	Mrs E Jones – Wages July 2024	-357.62		-357.62
17/07/2024	Mr L Harper-Smith – Wages June 2024	-907.50		-907.50
17/07/2024	Mr L Harper-Smith – Expenses June 2024	-296.62		-296.62
17/07/2024	Roy Crew – Expenses June 2024	-22.99		-22.99
17/07/2024	Signworx – Social Club Sign	-216.00		-216.00
17/07/2024	Craig Powell – Maintenance June 2024	-112.96		-112.96
17/07/2024	The Handy Handyman – 3 x Benches 1 x Tree Surround Bench	-1,020.00		-1,020.00
17/07/2024	Barrington Print Ltd – CCN Printing July 2024	-502.00		-502.00
17/07/2024	Marches Grounds Maintenance – 3/7 Grass Cutting	-488.57		-488.57
17/07/2024	Creative Play (UK) Ltd – Play Equipment Backhouse Park	-21,594.00		-21,594.00
	Total Payments to Authorise	**-25,518.26**	**0.00**	**-25,518.26**
Transfers to Authorise				
17/07/2024	Transfer from Reserve to Current Account	25,000.00	-25,000.00	0.00
	Total Transfers to Authorise	**25,000.00**	**-25,000.00**	**0.00**

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ASSETS	**Cash & Bank**			**Balance**
	Lloyds – Current Account (after payments)			2,002.43
	Lloyds – Reserve Account (after transfers)			26,080.94
	Petty Cash			0.00
		Total Cash & Bank		**28,083.37**
	Debtors	**No Due**	**Overdue**	**Total**
	The Life & Soul Kitchen Ltd – Rent/Water Recharge	5.00		5.00
	RO-Stars Hereford – Roman Park Hire Fees	50.00	100.00	150.00
	Lloyd Instant Plumbing – CCN Advert	60.00		60..00
	Total Debtors	**115.00**	**100.00**	**215.00**
	Other Debtors			
	Total Other Debtors	**0.00**	**0.00**	**0.00**
	TOTAL ASSETS			**28,298.37**
LIABILITIES	**Creditors**	**Not Due**	**Overdue**	**Total**
	British Gas – Electricity Changing Rooms (DD)	16.29		16.29
	British Gas – Electricity Carpark Lights (DD)	18.90		18.90
	Total Trade Creditors	**35.19**	**0.00**	**35.19**
	Other Liabilities			
	HMRC - PAYE Owing (DD)	146.10		146.10
	NEST Pension Payments Owing (DD)	77.70		77.70
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-3,863.13		-3,863.13
	VAT at 5% to be reclaimed from HMRC	-7.77		-7.77
	Total Other Liabilities	**-2,901.84**	**0.00**	**-2,901.84**
	TOTAL LIABILITIES			**-2,866.66**
	TOTAL			**31,165.03**

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CREDENHILL PARISH COUNCIL

2024-2025 Budget/Actual Comparison YTD

@ Jul 31, 2024

	b/fwd. Reserve	A Year Budget	B Total Budget (inc Reserve)	C YTD Comparable Budget Total	D YTD Actual Spent/ Receipt	E YTD Variance	F Agreed Budget Movements	G YTD Comparable Budget Change	H Revised YTD Variance	Notes
Wages (inc Employers NI)		16,126	16,126	4,032	4,392	-360	361	361	1	Street Cleaner paid 1 month in advance
Employer Pension Contribution		474	474	118	129	-11	11	11	0	Street Cleaner paid 1 month in advance
Staffing Costs	-	16,600	16,600	4,150	4,521	-371	372	372	1	
Software		95	95	24	26	-2	-	-	2	Budget incorrect should be £104
Travel & Subsistence		120	120	30	60	-30	-	-	30	
Printing		144	144	144	163	-19	-	-	19	New Printer Purchased with 3 years worth of ink
Telephone		60	60	15	15	-	-	-	-	
Postage		12	12	9	9	0	-	-	0	
Stationary		60	60	45	43	2	-	-	2	
Homeworking Allowance		180	180	45	45	-	-	-	-	
Meeting Room Hire/File Storage		540	540	80	72	8	-	-	8	
Office & Meeting Costs	-	1,211	1,211	392	433	-41	-	-	41	
Website Hosting Fee		82	82	21	30	-10	-	-	10	Budget Incorrect should be £130
Printing CCN		4,807	4,807	1,923	2,037	-114	-	-	114	Contract over budget approx 5%
Advertising & Promotion	-	4,889	4,889	1,944	2,067	-123	-	-	123	
Insurance		1,700	1,700	1,700	1,674	26	-	-	26	
Internal Audit		180	180	180	180	-	-	-	-	
External Audit		420	420	-	-	-	-	-	-	
ICO Membership Fee		35	35	-	-	-	-	-	-	
Professional/Planning		-	-	-	-	-	-	-	-	
Election Costs		-	-	-	-	-	-	-	-	No budget for Ward Election Costs
Legal Fees		-	-	-	-	-	-	-	-	
Playground Inspection		134	134	-	-	-	-	-	-	
Insurance, Legal & Professional Cost	-	2,469	2,469	1,880	1,854	26	-	-	26	
Changing Rooms - Electric		204	204	51	70	-19	17	17	-2	
Changing Rooms - Water Rates		90	90	-	-	-	-	-	-	
Community Centre - Waste Disposal		700	700	175	180	-5	-	-	5	
Community Centre - Water		-	-	-	267	-267	267	267	0	To be recharged to utilities recharges
Community Centre - Electric		360	360	90	86	4	-	-	4	
Utility & Waste Management Costs	-	1,354	1,354	316	603	-287	284	284	-3	
Outsourced Maintenance Costs										
Maintenance		1,952	1,952	450	446	4	-	-	4	
Materials		240	240	100	99	1	-	-	1	
Cleaning		414	414	-	-	-	-	-	-	
Hedge Cutting		500	500	-	-	-	-	-	-	
Weed Control		1,068	1,068	534	510	24	-	-	24	
Grass Cutting		4,061	4,061	1,790	1,466	325	-	-	325	
Tree Maintenance		1,000	1,000	-	-	-	-	-	-	
Outsourced Maintenance Costs	-	9,235	9,235	2,874	2,521	354	-	-	354	
Total Operating Costs	-	35,757	35,757	11,556	11,998	-442	656	656	214	
Exceptional/Planned Costs										
Charitable Grant Provision		6,500	6,500	6,500	6,372	128	-	-	128	
Roman Park	11,222	6,000	17,222	-	-	-	-	-	-	
Land & Buildings Improvement Fund	4,446	-	4,446	-	-	-	-	-	-	
Asset Repairs & Renewals	6,681	2,153	8,834	997	997	-0	-	-	0	
Hall/Resource Centre Boundary Fence	3,000	-	3,000	-	-	-	-	-	-	
Backhouse Park - Capital	18,000	2,150	20,150	20,150	20,340	-190	-	-	190	Signs/Bin/Gate/Install Costs to buy £455/?/£1,580/£100 - where from?
Backhouse Park - Revenue		290	290	-	-	-	-	-	-	
Blooming Credenhill Project		500	500	78	78	0	-	-	0	
War Memorial Improvement Fund	2,000	1,000	3,000	-	-	-	-	-	-	
Exceptional/Planned Costs	45,349	18,593	63,942	27,725	27,787	-62	-	-	62	
Total Projected/Actual Costs	45,349	54,350	99,699	39,281	39,785	-504	656	656	151	
Income										
Precept		-43,857	-43,857	-21,929	-21,929	-	-	-	-	
Rent		-7,567	-7,567	-2,524	-2,513	-11	-	-	11	
Bank Interest		-540	-540	-135	-147	12	-	-	12	
CCN Adverts		-1,785	-1,785	-297	-213	-84	-	-	84	
Hire of Changing Rooms		-600	-600	-200	-200	-	-	-	-	
Donations/Other Income		-	-	-	599	599	-	-	599	Bus stop fence recharge received - to be reallocated.
Grants Income		-	-	-	-	-	-	-	-	
Utilities Recharges		-	-	-	-	-	267	-	-	To be recharged to Community Centre - Water
Total Income	-	-54,349	-54,349	-25,084	-25,601	516	267	-	516	
				YTD Budget/Actual Variance		12			668	

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