

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 16th OCTOBER 2024

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Paul Beechey (PA), Councillor Mr. Andrew Slater (AS), Councillor Miss. Deanna Pennington (DE), Councillor Revd. Rana Davies-James (RD), Councillor Mr. Paul Burrige (PB), Councillor Mr. Chris Lewis (CL).

Ward Councillor Charlotte Taylor (CT)

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

1 Member of the Press /Public present.

The Chair opened the meeting at 7.33 pm.

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

Councillor Mrs. Kelly Edwards (KE), Councillor Mrs Sandra Cheasley (SC), Councillor Mr Paul Warrington (PW), Councillor Mr. Dan Fellows (DF), Councillor Mrs Dot Pullen (DP).

2. Ward Councillor Election- Confirmation of Ward Councillor Election results. (full result Appendix B)

ML congratulated Ward Councillor Charlotte Taylor on the election result and welcomed her to the Parish Council meeting.

3. Declarations of Interest & Dispensations

3.1. No declarations of interest in agenda items from Councillors.

3.2. No written applications for dispensation received.

4. Speakers

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

4.1. Update from Ward Cllr Charlotte Taylor

- Since election CT has been on a full program of training and induction with Herefordshire Council
- Herefordshire Council are now looking at mapping all drains/gulleys/ditches in one central database to help understand flooding issues and to improve the network.
- Shared the Parish Council's concerns about the lack of maintenance at the Flood Alleviation Scheme which is causing significant issues for Kenchester and Bishopstone.
- £1.3m Grant Funding to help families and older people – CT to forward details to Clerk

5. Public Question Time

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

None

6. Minutes

RD proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 18th September 2024, seconded by PA.

7. Matters arising since last meeting:

7.1. TRO Dovecote Lane/Station Road is now moving to the statutory consultation phase which will be complete by 7th November 2024. Assuming no objections from the emergency services then we will move to the work phase of the project.

7.2. New Parish Footpath Officer Scheme introduced by Herefordshire Council – PB stepped down as the role requires more work than time able to give. Clerk to circulate details to councillors for consideration of the role. ML thanked PB for his work in the role.

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- 7.3. The clerk informed councillors about the Net Zero/Energy Efficiency grants to businesses and community buildings. It was agreed that we would work with the Life and Soul Kitchen to obtain funding for Solar at the Resource Centre. Clerk to follow up.
- 7.4. 2025/2026 Precept – an open discussion about projects for next year to include in the draft budget took place. Councillors discussed the following:
- Include better quality Grass cutting.
 - Consider Quarterly Road Sweeping – Check HC funding through Lengthsman scheme
 - Solar for the resource centre - 10% of the total budget
 - War Memorial Seats and planters
 - Seat by School
 - Roman Park Play Equipment
 - Backhouse Park Fencing and Wall

Draft budget to be presented at the next meeting where there will be a further chance for projects to be included.

- 7.5. Confirm arrangements for Remembrance Sunday 10th November 2024, 10:45 at the War Memorial – DA will purchase the Wreath. ML/DA to agree who will lay it for the Parish Council.
- 7.6. Yazor Brook overflow and balancing pond maintenance was discussed, no change since the last meeting with BBLP where it was noted that the silt and weeds will be removed next year. At that meeting it was confirmed that prior to any heavy rain an inspection of the overflow is completed and any debris cleared by BBLP.
- Yesterday (15th October 2024) a flood alert was issued by Herefordshire Council, heavy rain followed, and it was noted that nobody had cleared the debris prior to the heavy rain arriving. Contractors did arrive at lunch time today however the debris had been cleared twice by volunteers prior to this visit. The remaining large debris was cleared from the grill by BBLP and the contractors remained onsite for 90 minutes to monitor the overflow. The contractors confirmed that they had been redirected to Credenhill following instruction from head office that day. A call had been made that morning by a concerned resident asking for the overflow to be cleared.
- The PC expressed ongoing concern about the lack of maintenance and that there appeared to be only a reactive response to the storm rather than a proactive inspection of the overflow prior to the storm. It was **resolved** that the Parish Clerk would prepare a storm incident report to gather information about all areas of concern in the Parish as was done in 2020 to look at ways to improve the flood risk going forward.

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.

Clerk requested that we pay Border Contracts once the gate is installed, cost previously agreed.

PB proposed we approve the financial report and authorise the listed payments along with Border Contracts, seconded by PA.

9. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P241862/FH	6 Halton Way - Proposed two storey extension to rear of dwelling.	Support with construction conditions	Comments by 30/08/2024 Extension granted to 19/09/2024	Approved with Conditions (PC comments not considered)

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Noted that an apology from Herefordshire Council planning department was received for not including our comments on the above application. Reassurance given that it will not happen again.

10. To receive reports from working groups

- 10.1. Finance & Asset Management (AS, ML, PW, PB) - Draft budget will be prepared for the next meeting, working group will meet prior to the meeting to prepare the budget.
- 10.2. Community Hall (SC, AS) – No update
- 10.3. Footpaths (PB) – No reports
- 10.4. Shops/Businesses (DP, KE) – No update
- 10.5. War Memorial (ML) – A donation for £2,250 from a local organisation that wishes to remain anonymous has been received which covers the balance of the funds need to complete the project. The parish council expressed its gratitude for the kind donation. The contractor will complete the work in time for remembrance Sunday on 10th November 2024.
- 10.6. Schools (RD) – No Update
- 10.7. Roman Park (DF, ML, SC) – Football team appear to be using the park less frequently. Clerk to monitor.
- 10.8. Social Club (PA) – The Social Club (and Hall) celebrated its 50th year since opening and good progress is being made financially when compared to last year although cash remains tight. A busy events calendar to Christmas should help continue this upward trend.
- 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.

Mike Forty – Chair Credenhill Social & Sports Club – Introduced himself to the PC and thanked the PC for ongoing support through grants and buildings improvements. Club is now in a better position turning a small surplus rather than losses like in previous 3 years. Still more work to do to bring the building up to modern standards. PA (Vice Chair Credenhill Social & Sports Club) has been a big help, and we are looking forward to further improvements for the local community.

PB asked if the drainage issues from the A480 had caused an issue a 2 The Barlands? Reminded the council that the majority of the village surface water drainage goes into the Yazor Brook at the end of Mill Lane, the pipe diameter being just 18 inches. Confirmed that surface water at the fishery and stables was not as bad as in previous heavy rain.

12. Confirmation of the next Meetings, Time, Date & Place.

The next Ordinary Parish Council meeting will be at 7.30 pm, 20th November 2024, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:52.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure

		Lloyds Current	Lloyds Reserve	Total
31/08/2024	Opening Balance	2,157.13	21,164.75	23,321.88
Receipts				
02/09/2024	RO Stars – Hire of Changing Rooms	50.00		50.00
03/09/2024	RO Stars – Hire of Changing Rooms	100.00		100.00
04/09/2024	Magna Drama - Blinds	750.00		750.00
09/09/2024	Magna Drama - Blinds/Projector	3,395.50		3,395.50
09/09/2024	Lloyds - Interest Received		17.75	17.75
09/09/2024	Life & Soul Kitchen – Rent	633.00		633.00
02/09/2024	Herefordshire Council – Precept 2/2		21,928.50	21,928.50
30/09/2024	MF Freeman Ltd - CCN Advertising	150.00		150.00
	Total Received in Period	5,078.50	21,946.25	27,024.75
Payments				
03/09/2024	Valda Energy – Carpark & Changing Rooms Electricity	-59.72		-59.72
03/09/2024	AE Hereford Ltd – Hall Projector 50% Balance	-2,047.80		-2,047.80
03/09/2024	Hillarys Blinds – Blinds for Hall/Magna	-879.00		-879.00
13/09/2024	NEST - Pension Payment	-77.70		-77.70
18/09/2024	Mrs E Jones – Wages September 2024	-357.62		-357.62
18/09/2024	Mrs E Jones – Expenses August 2024	-22.96		-22.96
18/09/2024	Mr L Harper-Smith – Wages August 2024	-907.50		-907.50
18/09/2024	Mr L Harper-Smith – Expenses August 2024	-54.32		-54.32
18/09/2024	Craig Powell – Maintenance August 2024	-217.89		-217.89
18/09/2024	Barrington Print – CCN Printing September 2024	-433.00		-433.00
18/09/2024	Marches Grounds Maintenance – 5/7 Grass Cutting	-488.57		-488.57
18/09/2024	Weathersheid – Community Hall Repair	-450.00		-450.00
18/09/2024	Good n Property Maintenance - War Memorial	-900.00		-900.00
18/09/2024	Welsh Water - Waste & Main Site Plans	-13.56		-13.56
25/09/2024	British Gas - Carpark Lights	-23.70		-23.70
26/09/2024	Valda Energy - Electricity Carpark/Changing Rooms	-71.66		-71.66
30/09/2024	Welsh Water – Water Rates Community Centre	-125.00		-125.00
	Total Spent in Period	-7,130.00	0.00	-7,130.00
Transfers				
	Total Transfers in Period	1,000.00	-1,000.00	0.00
30/09/2024	Closing Balance	1,105.63	42,111.00	43,216.63
Payments to Authorise				
04/10/2024	Defib World – Pads & Battery	-130.99		-130.99
04/10/2024	Gedney Bulb Company Ltd – Bulbs	-302.10		-302.10
16/10/2024	Mrs E Jones – Wages October 2024	-357.62		-357.62
16/10/2024	Mrs E Jones – Expenses September 2024	-20.79		-22.96
16/10/2024	Mr L Harper-Smith – Wages September 2024	-907.50		-907.50
16/10/2024	Mr L Harper-Smith – Expenses September 2024	-54.81		-54.81
16/10/2024	Craig Powell – Maintenance September 2024	-151.60		-151.60
16/10/2024	Credenhill Community Hall – Hall Hire September 2024	-36.00		-36.00
16/10/2024	Barrington Print – CCN Printing October 2024	-502.00		-502.00
16/10/2024	Marches Grounds Maintenance – 6/7 Grass Cutting	-488.57		-488.57
	Total Payments to Authorise	-2,951.98	0.00	-2,951.98
Transfers to Authorise				
16/10/2024	Transfer from Reserve to Current Account	3,000.00	-3,000.00	0.00
	Total Transfers to Authorise	3,000.00	-3,000.00	0.00

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ASSETS	Cash & Bank	Balance		
	Lloyds – Current Account (after payments)			1,153.65
	Lloyds – Reserve Account (after transfers)			39,111.00
	Petty Cash			0.00
	Total Cash & Bank			40,264.65
	Debtors	No Due	Overdue	Total
	The Life & Soul Kitchen Ltd – Rent/Water Recharge	871.87		871.87
	RO-Stars Hereford – Roman Park Hire Fees	50.00		50.00
	MF Freeman – CCN Advert		35.00	35.00
	MDR Electrical – CCN Advert	105.00		105.00
	Fishwick Auto Services – CCN Advert	185.00		185.00
	Coach House Interiors – CCN Advert	185.00		185.00
	Credenhill Community Hall – Water Recharge	82.90		82.90
	Credenhill Social & Sports Club – Water Recharge	422.33		422.33
	Total Debtors	1,902.10	35.00	1,937.10
	Other Debtors			
	HMRC – VAT Return 01/04/2024-30/09/2024	4,960.04		4,960.04
	Total Other Debtors	4,960.04	0.00	4,960.04
	TOTAL ASSETS			47,161.79
LIABILITIES	Creditors	Not Due	Overdue	Total
	Herefordshire Council – Trade Waste/Recycling	179.74		179.74
	Welsh Water – Water Rates Changing Rooms	24.29		24.29
	Total Trade Creditors	204.03	0.00	204.03
	Other Liabilities			
	HMRC - PAYE Owing (DD)	161.04		161.04
	NEST Pension Payments Owing (DD)	77.70		77.70
	Youth Club Funds	762.06		762.06
	VAT at 20% to be reclaimed from HMRC	-25.78		-25.78
	VAT at 5% to be reclaimed from HMRC	0.00		0.00
	Total Other Liabilities	975.02	0.00	975.02
	TOTAL LIABILITIES			1,179.05
	TOTAL			45,982.74

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2024-2025 Budget/Actual Comparison YTD

@ Sep 30, 2024

	A	B	C	D	E	F	G	H	Notes	
	b/fwd. Reserve	Year Budget	Total Budget (inc Reserve)	YTD Comparable Budget Total	YTD Actual Spent/ Receipt	YTD Variance	Agreed Budget Movements	YTD Comparable Budget Change	Revised YTD Variance	
Wages (inc Employers NI)		16,126	16,126	6,719	7,079	- 359	361	361	2	Street Cleaner paid 1 month in advance
Employer Pension Contribution		474	474	197	208	- 11	11	11	0	Street Cleaner paid 1 month in advance
Staffing Costs		16,600	16,600	6,917	7,287	- 370	372	372	2	
Software		95	95	40	43	- 4	-	-	4	Budget incorrect should be £104
Travel & Subsistence		120	120	50	73	- 23	-	-	23	
Printing		144	144	144	163	- 19	-	-	19	New Printer Purchased with 3 years worth of ink
Telephone		60	60	25	25	-	-	-	-	
Postage		12	12	9	9	0	-	-	0	
Stationary		60	60	45	53	- 8	-	-	8	
Homeworking Allowance		180	180	75	75	-	-	-	-	
Meeting Room Hire/File Storage		540	540	160	144	16	-	-	16	
Office & Meeting Costs		1,211	1,211	548	586	- 39			39	
Website Hosting Fee		82	82	34	50	- 16	-	-	16	Budget Incorrect should be £130
Printing CCN		4,807	4,807	2,383	2,470	- 87	-	-	87	Contract over budget approx 5%
Advertising & Promotion		4,889	4,889	2,417	2,520	- 103			103	
Insurance		1,700	1,700	1,700	1,674	26	-	-	26	
Internal Audit		180	180	180	180	-	-	-	-	
External Audit		420	420	420	315	105	-	-	105	
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	2,300	2,169	131			131	
Changing Rooms - Electric		204	204	85	116	- 31	17	17	14	
Changing Rooms - Water Rates		90	90	-	-	-	-	-	-	
Community Centre - Waste Disposal		700	700	350	359	- 9	-	-	9	
Community Centre - Water		-	-	-	517	- 517	517	517	0	To be recharged to utilities recharges
Community Centre - Electric		360	360	150	119	31	-	-	31	
Utility & Waste Management Costs		1,354	1,354	585	1,112	- 527	534	534	7	
Outsourced Maintenance Costs										
Maintenance		1,952	1,952	645	607	38	-	-	38	
Materials		240	240	100	99	1	-	-	1	
Cleaning		413	413	172	95	77	-	-	77	
Hedge Cutting		500	500	-	-	-	-	-	-	
Weed Control		1,068	1,068	534	510	24	-	-	24	
Grass Cutting		4,061	4,061	2,984	2,443	541	-	-	541	
Tree Maintenance		1,000	1,000	-	-	-	-	-	-	
Outsourced Maintenance Costs		9,234	9,234	4,435	3,754	681			681	
Total Operating Costs		35,757	35,757	17,201	17,428	- 227	906	906	679	
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	645	-	645	645	645	-	
Asset Repairs & Renewals	6,681	2,153	8,834	1,088	5,234	- 4,146	4,146	4,146	0	
Hall/Resource Centre Boundary Fence	3,000	-	3,000	-	-	-	-	-	-	Signs/Bin/Gate/Install Costs to buy £455/?/£1,580/£100 - funded from Land & Building Fund
Backhouse Park - Capital	18,000	2,150	20,150	20,150	20,807	- 657	645	645	12	
Backhouse Park - Revenue		290	290	60	-	60	-	-	60	
Blooming Credenhill Project		500	500	138	157	- 19	-	-	19	
War Memorial Improvement Fund	2,000	1,000	3,000	-	-	-	-	-	-	
Exceptional/Planned Costs		40,903	23,039	63,942	28,581	32,569	- 3,988	4,146	4,146	157
Total Projected/Actual Costs		40,903	58,796	99,699	45,782	49,997	- 4,215	5,051	5,051	836
Income										
Precept		43,857	43,857	21,929	21,929	-	-	-	-	
Rent		7,567	7,567	3,798	3,769	29	-	-	29	
Bank Interest		540	540	225	231	6	-	-	6	
CCN Adverts		1,785	1,785	845	978	133	-	-	133	
Hire of Changing Rooms		600	600	300	300	-	-	-	-	Bus stop fence recharge received - to be reallocated. Magna/Hall refund for Projector and Blinds timing.
Donations/Other Income		-	-	-	616	616	4,146	4,146	3,530	
Grants Income		-	-	-	-	-	-	-	-	
Utilities Recharges		-	-	-	-	-	517	250	250	To be recharged to Community Centre - Water
Total Income		54,349	54,349	27,097	27,822	725	4,663	4,396	3,670	
YTD Budget/Actual Variance						- 3,490			- 2,834	

CREDENHILL PARISH COUNCIL



Appendix B – Ward Councillor Poll Result



Herefordshire Council

Election of a District Councillor
for the Credenhill Ward

DECLARATION OF RESULT OF POLL

Date of Election : Thursday, 26th September 2024

I, Paul Walker, being the Returning Officer at the above election, **DO HEREBY GIVE NOTICE** that the number of votes recorded for each candidate at the said election is as follows:

Name of Candidates	Description	Votes Recorded (E): Elected
Crofts, Michael Seth <i>Known as Mike Crofts</i>	Labour Party	19
Evans, Brian Michael	Reform UK	89
Hobbs, Deborah Louise <i>Known as Debbie Hobbs</i>	Liberal Democrats	27
Johnston, Gareth Edward	Local Conservatives	108
Jones, Michael John <i>Known as Mike Jones</i>	Independent	150
Taylor, Charlotte Emma <i>Known as Charlie Taylor</i>	Independent	201 (E)

The Number of Ballot Papers Rejected was as follows:	
(a) Want of Official Mark	
(b) Voting for more candidates than the voter was entitled to	1
(c) Writing or mark by which the voter could be identified	
(d) Being unmarked or wholly void for uncertainty	3
(e) Rejected in part	
Total spoilt votes	4

AND I HEREBY DECLARE that Charlotte Emma Taylor has been duly elected.

Percentage Turnout: 22.2 %

Paul Walker
Returning Officer

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Published and printed by Paul Walker, Returning Officer, Herefordshire Council, Electoral Services Office, Blueschool House, Blueschool Street, Hereford, HR1 2LX