CREDENHILL PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 15th JANUARY 2025

PRESENT:
Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Paul Beechey (PA), Councillor Mr. Andrew Slater (AS), Councillor Mrs Kelly Edwards (KE), Councillor Mr. Chris Lewis (CL), Councillor Mr. Dan Fellows (DF), Councillor Mrs Sandra Cheasley (SC), Councillor Miss. Deanna Pennington (DE), Councillor Mr Paul Warrington (PW).

Ward Councillor Mrs. Charlotte Taylor (CT)
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

14 Members of the Press /Public present.

The Chair opened the meeting at 7.30 pm.

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

Councillor Mrs Dot Pullen (DP), Councillor Revd. Rana Davies-James (RD), Councillor Mr. Paul Burridge (PB).

2. Declarations of Interest & Dispensations

2.1. No declarations of interest in agenda items from Councillors.
2.2. No written applications for dispensation considered.

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

3.1. Update from Ward Cllr Charlotte Taylor

- Council Tax increase to be 4.99%, still being debated.
- Cllr Nick Mason (Ward Councillor for Weobley, Cabinet Support) is running the first flood groups meeting this month for Parish Councils and Local Flood Groups.
- Glebe Close/Field Drainage – see item 6.2
- Council is ploughing ahead with plans for the Southern Link Road, now being referred to as Phase 1 of the by-pass. However, the Independents for Hereford Group are concerned that full due diligence has not been completed and have been challenging the Conservative administration.

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

6 Members of public (MP) and the applicant were present in relation to planning application P242989/F. The chair therefore allowed free discussion and debate relating to the application so that the council could make a decision for item 8 on the agenda.

The following items of concern were raised by members of the public and councillors:

i. CL raised a concern that there appeared to be limited car parking within the site for visitors. CL gave details of his own experience of a development and the noise nuisance and disruption to the enjoyment of his home and was insistent that this should not be replicated and strongly asked for restrictions on working times and no weekend working
ii. MP raised concern that there only appeared to be 2 parking spaces per property when at least 3 is required for 4-bedroom properties. Garages are not big enough to be classed as doubles.
iii. MP raised concern about visibility and access onto busy station road, concern about safety. Highways have asked for additional plans showing the junction/visibility splays.
iv. MP raised concern about surface water drainage particularly the presence of 2 Wells, have they been considered?
v. MP suggested that a footpath in front of the Station Road properties may in the long term resolve narrow path issue further up the road should the other sites on the north side of Station Road be developed.
vi. MP was concerned about the length of time that would be needed onsite due to self-build element, raised concern about working hours; should be 9am – 5pm; the suggested 7am to 6pm was

unreasonable and that delivery traffic should not be during school run times for safety reasons. All deliveries should be taken within the site and access road created first.

vii. MP raised concern about loss of historic building and heritage but accepted that if the necessary surveys had concluded that it was unworkable then it was the only way forward.

viii. DA – Raised concern about waste management location, are they collecting from within site, is the vehicle able to turn? Clerk confirmed that the transport comments were incorrect and that the planning statement said that the Waste would be collected from Station Road.

ix. MP raised concerns about the use of the workshops for sole trader business – will there be a noise problem once complete.

x. MP raised concerns about privacy/overlooking, the 2 properties on Station Road will overlook 1-3 The Cresent and are in an elevated position.

Mrs Brown, the applicant was able to confirm the following in relation to those matters raised:

i. We will review the visitor parking but are sure that there will be enough parking within the site. The access road is 5m wide allowing vehicles to pass parked visitor cars.

ii. Unsure but am sure that the plans comply to the requirements and will increase to requirements if needed. Separate cycle storage is now being provided so the garages are adequate size.

iii. Traffic surveys have been completed, and plans have been submitted showing the new junction.

iv. All surface water will be managed onsite and the wells dealt with. Consultants have done the required calculations and sizes for the soakaway crate sizes. We will be living there so are keen to get this right so have left it in the hands of the experts.

v. We will consider any suggestions at the planning state and implement suitable ones.

vi. We do not want to cause any issues with neighbours as we will be living there and want to get the project completed as quickly as possible, ideally 12 months from getting permission.

vii. Initially we wanted to redevelop the old house and build the others around it however as you will see from the survey that we had completed the house requires significant structural work throughout making it unviable.

viii. There is a turning circle at the top in our private driveway however the bins for plots 3 and 4 will be stored halfway down the drive in the bin storage area. I am unsure if the refuse lorry will come onto site or collect from Station Road. Clerk confirmed it was from Station Road so the turning circle was not required.

ix. My husband is a one-man band and will be doing a small amount of joinery work from home in the workshops for his Carpentry and Property business. We are very keen to live a quiet life in the village with our children and get on with our neighbours. We do not envisage the noise levels to be any more than from DIY projects completed at home.

x. Will check with the planning consultant to determine if they distances are within guidance and adjust accordingly.

It was noted that Bats had been identified as being present in some of the building and that a licence from Natural England is required.

The chair closed the public debate and moved to item 8.

Member of pubic from Glebe Close asked for an update following drainage issues during storm Bert. ML confirmed that this would be provided later in the agenda.

5. Minutes

DF proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 18th December 2024, seconded by CL.

6. Matters arising since last meeting:

6.1. TRO Dovecote Lane/Station Road Update – no objections received during public consultation period; external consultant is recommending that the County Council proceed with the scheme.

6.2. Update on Glebe Close surface water issues: Road drainage issues are being investigated as there is a discrepancy between Welsh Water and Herefordshire Council regarding ownership. Field drainage issues are being followed up by CT. Tenant unwilling to do any work until trespass and fly tipping issues are resolved. CT working to get fence reinstated and then meet with landowner. Both issues have been raised with Herefordshire council. Clerk provided information about the Herefordshire Council's Local Drainage Fund which is accessible through the Lengthsman scheme which the Parish Council are members of. Clerk to investigate if the parish drainage issues (i.e. Glebe Close, Mill Lane, Station Road/School and A480/Barlands Cottage/Camp drainage issues can be addressed through this grant scheme.

6.3. Review and adopt the following tender documents for 2025/26:

- Grass Cutting
- Weed Control
- Hedge Trimming
- Parish Newsletter Printing
- Parish Maintenance Contract

DF proposed to approve and adopt the tender documents, seconded by SC. Clerk to advertise tenders with deadline of 28th February 2025.

6.4. Review and adopt the following policies and forms for 2025/26:

- Policy on Grants under Section 137 of the Local Government Act 1972
- Application form for grants

AS proposed to approve and adopt the grants policy and form for 2025, seconded by SC. Clerk to share information about the main round of grants to have a deadline of 31st March 2025. Council will however consider grants at any time during the year.

7. Financial Reports – Appendix A

7.1. Confirmation of Bank Balances
7.2. Receipts
7.3. Invoices for Payment
7.4. Comparison of year-to-date actual spend compared to budget.

DF proposed to approve the finance reports 7.1-7.4, seconded by KE.

8. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P242989/F	Lower House Station Road - Proposed demolition of existing farmhouse and barns, with the construction of four residential dwellings (C3), including one self-build unit, along with detached garages, associated infrastructure and landscaping.	NEW	NEW	Comments by 30/01/2025

The council noted that there is a shortage of larger houses in the Parish and that this small development of larger executive homes was in keeping with the area. Loss of the older house was unfortunate however the design and stature of the proposed houses blended well with those nearby and they are well presented. Other such sites in the county have seen 8-10 houses put in a plot of a similar size which would be out of place in this location.

AS proposed to support application P242989/F as long as the concerns raised during public question time can be addressed by the applicant. Proposal seconded by SC. All in support. Clerk to finalise comments with PA and submit on behalf of the council.

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9. To receive reports from working groups

9.1. Finance & Asset Management (AS, ML, PW, PB) - Clerk confirmed that the Precept for 2025/26 has been submitted to Herefordshire Council.

9.2. Community Hall (SC, AS) – SC confirmed that there is still a leak in the kitchen – they will contact the contractor as it is under a 5-year guarantee. Treasurer is looking at obtaining funding for the ramps and paths through the Community Spaces Capital Grant Scheme.

9.3. Footpaths (SC, DF) – No update

9.4. Shops/Businesses (DP, KE) – No update

9.5. War Memorial (ML) – Solar lights have been installed, posts to be painted when weather permits.

9.6. Schools (RD) – No update

9.7. Roman Park (DF, ML, SC) – Clerk to obtain quotes for fence repair options and check status of Section 106 monies from the Orchard House development.

9.8. Social Club (PA) – PA confirmed that events are being well attended, and the club continues to make progress. Next event is an Under 16's Darts competition, chairman also in attendance at the PC meeting.

9.9. Climate Change (SC, DF, EJ) – No update

9.10. Credenhill Community Club (PW) – PW confirmed that there have been some committee changes at the recent AGM and the club are looking ahead to make further improvements.

10. To receive reports from sub-committee

10.1. To received progress update from the 2020 Flood report Investigation sub-committee (PA, KE, AS, DF) – PA confirmed that a meeting about the letter of complaint received from members of the public concerning the report with the solicitor had taken place and legal advice received.

10.2. It was resolved that the Council will move into closed session to consider legal matters in accordance with the Public Bodies (Admission to Meetings) Act 1960.
Proposed by DF and seconded by KE, unanimously passed.

The public and press left the meeting at this stage

10.3. KE proposed to follow legal advice received from the solicitor, DF seconded. 7 For, 1 Abstention (SC). Motion carried by majority. Clerk to inform solicitor.

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.

The next Ordinary Parish Council meeting will be at 7.30 pm, 12th February 2025, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:39.

Councillor Mr Martin Leaton Chair

Signed…….

Date…….

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
30/11/2024	**Opening Balance**	**2,484.11**	**38,181.24**	**40,665.35**
Receipts				
09/12/2024	Lloyds - Interest Received		29.65	29.65
10/12/2024	RO Stars - Hire of Changing Rooms	100.00		100.00
16/12/2024	Life & Soul Kitchen – Rent	628.00		628.00
	Total Received in Period	**728.00**	**29.65**	**757.65**
Payments				
02/12/2024	ICO - Annual Data Protection Fee	-35.00		-35.00
17/12/2024	NEST - Pension Payment	-77.70		-77.70
18/12/2024	Mrs E Jones – Wages December 2024	-357.62		-357.62
18/12/2024	Mr L Harper-Smith – Wages November 2024	-907.50		-907.50
18/12/2024	Mr L Harper-Smith – Expenses November 2024	-118.85		-118.85
18/12/2024	Craig Powell – Maintenance November 2024	-204.92		-204.92
18/12/2024	Credenhill Community Hall – Hall Hire November 2024	-36.00		-36.00
18/12/2024	Barrington Print – CCN Printing December 2024	-488.00		-488.00
18/12/2024	Marches Grounds Maintenance – Hedges/Weed Control 2/2	-910.00		-910.00
18/12/2024	Marches Grounds Maintenance – Backhouse Park Grass Cutting x 2/Weed Control x 1	-80.00		-80.00
27/12/2024	Valda Energy - Electricity Carpark/Changing Rooms	-68.71		-68.71
30/12/2024	Welsh Water – Water Rates Community Centre	-109.50		-109.50
	Total Spent in Period	**-3,393.80**	**0.00**	**-3,393.80**
Transfers				
	Total Transfers in Period	**2,500.00**	**-2,500.00**	**0.00**
31/12/2024	**Closing Balance**	**2,318.31**	**35,710.89**	**35,710.89**
Payments to Authorise				
02/01/2025	Marches Grounds Maintenance – 7/7 Grass Cutting	-488.57		-488.57
07/01/2025	Gabbs - Legal Fees	-354.00		-354.00
15/01/2025	Mrs E Jones – Wages January 2025	-389.42		-389.42
15/01/2025	Mrs E Jones – Expenses December 2024	-4.00		-4.00
15/01/2025	Mr L Harper-Smith – Wages December 2024	-907.50		-907.50
15/01/2025	Mr L Harper-Smith – Expenses December 2024	-56.09		-118.85
15/01/2025	Craig Powell – Maintenance December 2024	-75.80		-75.80
15/01/2025	Radbournes – Sandbags	-492.15		-492.15
	Total Payments to Authorise	**-2,767.53**	**0.00**	**-2,767.53**
Transfers to Authorise				
15/01/2025	Transfer from Reserve to Current Account	-2,800.00	2,800.00	0.00
	Total Transfers to Authorise	**-2,800.00**	**2,800.00**	**0.00**

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

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ASSETS	Cash & Bank			Balance
	Lloyds – Current Account (after payments)			2,350.78
	Lloyds – Reserve Account (after transfers)			32,910.89
	Petty Cash			0.00
	Total Cash & Bank			**35,261.67**

	Debtors	**No Due**	**Overdue**	**Total**
	The Life & Soul Kitchen Ltd – Rent	628.00		628.00
	Electrics Fixed – CCN Advertising	180.00		180.00
	Kemble at Home – CCN Advertising	105.00		105.00
	Mill Farm Fishery – Sandbags Recharge	136.71		136.71
	RO-Stars Hereford – Roman Park Hire Fees	50.00		50.00
	Total Debtors	**1,099.71**		**1,099.71**
	Other Debtors			
	Total Other Debtors	**0.00**	**0.00**	**0.00**
	TOTAL ASSETS			**36,361.38**

LIABILITIES	**Creditors**	**Not Due**	**Overdue**	**Total**
	Herefordshire Council – Trade Waste/Recycling	179.74		179.74
	Total Trade Creditors	**179.74**	**0.00**	**179.74**
	Other Liabilities			
	HMRC - PAYE Owing (DD)	129.24		129.24
	NEST Pension Payments Owing (DD)	77.70		77.70
	Youth Club Funds	762.06		762.06
	VAT at 20% to be reclaimed from HMRC	-610.25		-610.25
	VAT at 5% to be reclaimed from HMRC	-9.64		-9.64
	Total Other Liabilities	**349.11**	**0.00**	**349.11**
	TOTAL LIABILITIES			**528.85**
	TOTAL			**35,832.53**

Reserves	**Current Budget**	**Income**	**Expense's**	**Budget Remaining**
Local Grants	6,500		6,372	128
Roman Park	17,222			17,222
Land & Buildings Improvement Fund	4,446		2,237	2,209
Repairs & Renewals	8,834	4,146	6,661	6,319
Resource Centre Fence	3,000			3,000
Backhouse Park – Capital	20,150	2,237	22,387	0
Blooming Credenhill	500		448	52
War Memorial Improvement Fund	3,000	2,250	5,250	0
			Total Projects Budget Requirement	**28,930**
			TOTAL	**35,833**
			Operating Fund (Cashflow)	**6,903**
			Less Operational Budget Balance (Rest of the year)	**5,294**
			Operating Budget Excess/Deficit	**1,609**

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2024-2025 Budget/Actual Comparison YTD

	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	12,095	12,453	- 358	361	361	3	Street Cleaner paid 1 month in advance
Employer Pension Contribution		474	474	355	366	- 11	11	11	0	Street Cleaner paid 1 month in advance
Staffing Costs	-	16,600	16,600	12,450	12,819	- 369	372	372	3	
Software		95	95	71	77	- 6	-	-	- 6	Budget incorrect should be £104
Travel & Subsistence		120	120	90	91	- 1	-	-	- 1	
Printing		144	144	144	163	- 19	-	-	- 19	New Printer Purchased with 3 years worth of ink
Telephone		60	60	45	45	-	-	-	-	
Postage		12	12	9	9	0	-	-	0	
Stationary		60	60	60	69	- 9	-	-	- 9	
Homeworking Allowance		180	180	135	135	-	-	-	-	
Meeting Room Hire/File Storage		540	540	280	272	8	-	-	8	
Office & Meeting Costs	-	1,211	1,211	834	862	- 27	-	-	- 27	
Website Hosting Fee		82	82	62	90	- 29	-	-	- 29	Budget Incorrect should be £130
Printing CCN		4,807	4,807	3,845	3,975	- 130	-	-	- 130	Contract over budget approx 5%
Advertising & Promotion	-	4,889	4,889	3,907	4,065	- 158	-	-	- 158	
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	35	35	-	-	-	-	
Professional/Planning		-	-	-	-	-	-	-	-	
Election Costs		-	-	-	-	-	-	-	-	
Legal Fees		-	-	-	295	- 295	-	-	- 295	
Playground Inspection		134	134	-	-	-	-	-	-	
Insurance, Legal & Professional Cost	-	2,469	2,469	2,335	2,499	- 164	-	-	- 164	
Changing Rooms - Electric		204	204	170	247	- 77	17	17	- 60	
Changing Rooms - Water Rates		90	90	45	24	21	-	-	21	
Community Centre - Waste Disposal		700	700	700	719	- 19	-	-	- 19	
Community Centre - Water		-	-	-	344	- 344	345	345	1	To be recharged to utilities recharges
Community Centre - Electric		360	360	300	272	28	-	-	28	
Utility & Waste Management Costs	-	1,354	1,354	1,215	1,606	- 391	362	362	- 30	
Outsourced Maintenance Costs										
Maintenance		1,952	1,952	1,441	1,014	426	-	-	426	
Materials		240	240	180	133	47	-	-	47	
Cleaning		413	413	310	129	181	-	-	181	
Hedge Cutting		500	500	500	400	100	-	-	100	
Weed Control		1,068	1,068	1,068	1,020	48	-	-	48	
Grass Cutting		4,061	4,061	3,821	3,420	401	-	-	401	
Tree Maintenance		1,000	1,000	-	-	-	-	-	-	
Outsourced Maintenance Costs	-	9,234	9,234	7,319	6,117	1,202	-	-	1,202	
Total Operating Costs	-	35,757	35,757	28,060	27,968	92	733	733	826	
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	2,237	-	2,237	- 2,237	- 2,237	-	
Asset Repairs & Renewals	6,681	2,153	8,834	2,516	6,661	- 4,145	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	22,387	- 2,237	2,237	2,237	- 0	
Backhouse Park - Revenue		290	290	145	80	65	-	-	65	
Blooming Credenhill Project		500	500	448	448	- 0	-	-	- 0	
War Memorial Improvement Fund	2,000	1,000	3,000	3,000	5,352	- 2,352	2,250	2,250	- 102	
Exceptional/Planned Costs	40,903	23,039	63,942	34,996	41,301	- 6,305	6,396	6,396	91	
Total Projected/Actual Costs	40,903	58,796	99,699	63,056	69,268	- 6,212	7,129	7,129	916	
Income										
Precept		- 43,857	- 43,857	- 43,857	- 43,857	-	-	-	-	
Rent		- 7,567	- 7,567	- 6,311	- 6,281	- 30	-	-	- 30	
Bank Interest		- 540	- 540	- 405	- 332	- 73	-	-	- 73	
CCN Adverts		- 1,785	- 1,785	- 1,545	- 1,533	- 12	-	-	- 12	
Hire of Changing Rooms		- 600	- 600	- 500	- 500	-	-	-	-	
										Bus stop fence recharge received - to be reallocated. Magna/Hall refund for Projector and Blinds.
Donations/Other Income		-	-	-	- 7,148	7,148	6,396	6,396	752	
Grants Income		-	-	-	-	-	-	-	-	
Utilities Recharges		-	-	-	- 107	107	-	-	107	
Total Income	-	- 54,349	- 54,349	- 52,618	- 59,758	7,140	6,396	6,396	744	
					YTD Budget/Actual Variance	927			1,661	

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