CREDENHILL PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 21st MAY 2025

PRESENT:
Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater (AS), Councillor Mr. Chris Lewis (CL), Councillor Mr. Dan Fellows (DF), Councillor Mrs Sandra Cheasley (SC), Revd. Rana Davies-James (RD), Councillor Mrs Kelly Edwards (KE), Councillor Mrs Dot Pullen (DP).

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

4 Members of the Press /Public present.

The Chair opened the meeting at 7.31 pm.

1. **Councillor Resignation** - To receive and accept the resignation of Deanna Pennington. The Parish Council thanked Deanna for time as parish councillor.

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

Councillor Mr. Paul Burridge (PB), Councillor Mr. Paul Beechey (PA), Councillor Mr Paul Warrington (PW).

3. **Declarations of Interest & Dispensations**

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

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

4.1. Update from Ward Councillor Charlotte Taylor.

- The boundary fence in Teddar Avenue will be repaired by Connexus in June.
- I had a day with the Locality Steward to see what the job entails and asked him to look at the A480 pavement at the Tillington junction. We spent a lot of time marking potholes.
- Met with highways to look at the Narrow path on Station Road which is less than 1m wide in places, this will be reviewed and a scheme proposed in due course.
- Been looking into Speed Watch – we need 6 volunteers from each Parish, once trained there is the possibility to share the resource across parishes in the Ward. Clerk to advertise in CCN for volunteers.
- Transport Plan Consultation is ongoing please share and complete as this doesn't appear to be widely known about.

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

A member of the public asked for an update on the Double yellow lines – Clerk confirmed that it would be completed this year, it is with Herefordshire Council to complete.

A member of the public as what the recent drainage investigation work on station road was for. – Clerk confirmed that Herefordshire Council were surveying the drains in Station Road to assess if the 2 drains outside the school could be re-routed into the main system down Station Road as the existing route is untraceable, possibly collapsed hence they keep backing up during heavy storms and had recently flooded some of the school.

6. **Minutes**
RD proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 16th April 2025, seconded by KE.

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7. Matters arising since last meeting:

7.1. Pharmacy Appeal Update – The appeal has been submitted, and various letters of support have been included to support the appeal, we will have to await the outcome.

7.2. Credenhill Drainage Update – Waiting for instructions from Herefordshire Council.

7.3. S106 Contributions from P190089 – Land at Orchard House – It was noted that the first of four Section 106 payment had been received by Herefordshire Council from Freeman Homes:

Payment towards	Payment amount received
Education - Enhanced Educational infrastructure at St Mary's Primary School and Weobley High School	£62,370.37
Waste and Recycling - One waste collection bin and one recycling collection bin to be provided for each dwelling	£1,573.39
Sports - Sports facility improvements at Roman Park	£11,211.02
Transport - Means any or all of the following facilities to be used to serve the Development and the monies shall be used by Herefordshire Council, in consultation with the Parish Council, at its option for any or all of the following purposes: Installation of gateway features, lining of carriageway and Speed Indicator devices; Provision of dropped kerbs on footpaths through the village; Cycle infrastructure improvements; Bus infrastructure improvements.	£31,733.52

Clerk to arrange meeting with Herefordshire Council and Roman Park working group to discuss options for the Sports facility improvements.

7.4. RBLI Unknown Tommy Statue update – The RBLI had lost our order, so it was not delivered by VE Day however it has now been received and installed. CL offered to install it.

8. Financial Reports – Appendix A

8.1. Confirmation of Bank Balances

8.2. Receipts

8.3. Invoices for Payment

AS proposed to approve the financial reports and make the payments with the addition of the insurance payment of £1737.12 to Zurich Municipal, seconded by DF.

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9. 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.	Comments Submitted – Support	Determine by 05/02/2025	Re-consultation Comments by 30/05/2025
P251035/PAK	16 Meadow Drive - Prior notification for the change of first floor commercial building to dwelling.	NEW	NEW	Comments by 05/06/2025
P251335/PA4	Notification for prior approval for a proposed change of use of an existing steel portal frame agricultural building to a larger dwelling (Class C3) and for associated operational development.	NEW	NEW	Comments by 02/06/2025

SC proposed to submit the following comments on P242989/F: The Parish Council have reviewed the changes to the original plans for Lower House Farm. We are pleased to see that the applicants have addressed some of the points made by the various consultees on the application and they have shown a willingness to listen to local concerns. The Parish Council requests the planning authority to carefully consider any further objections raised by local residents. The Parish Council remain in support of the proposed development and our original comments remain applicable. Seconded by AS, passed unanimously.

CL proposed to submit the following comments on P251035/PAK as noted by PA: We have reviewed the plans, completed a site visit and observed comments from outside agencies regarding this application. The application is for a change of use to living accommodation to the first floor only. In our opinion the development would contribute towards the current demand for housing stock in the village. The only concern is parking as there is nothing on the site plan which confirms parking provision for occupants. If 2 designated car parking spaces are created to the rear of the proposed first floor flat then the Parish Council are in full support of the application. Seconded by KE, passed unanimously.

RD proposed to submit the following comments on P251335/PA4: The parish council reviewed the proposed change of use at its meeting on 21st May 2025. The location of the proposed dwelling does not impact on any other properties and an additional residential dwelling in the Parish is welcomed given the new housing targets set by government. The parish council are therefore in support of the application. Seconded by KE, passed unanimously.

10. To receive reports from working groups

10.1. Finance & Asset Management (AS, ML, PW, PB) – 2024/25 Financial records are with the Internal Auditor for signoff prior to external audit.

10.2. Community Hall (SC, AS) – Clerk has got an updated quote for the path however its now coming out at over £6000. Clerk to get further quotes.

10.3. Footpaths (SC, DF) – Suspicious behaviour/activity on the Roman Road bridle path was reported to the police following a report from a resident. SC mentioned that the hedge into the Community Centre need tidying, clerk to follow up.

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

10.5. War Memorial (ML) – Flags from VE day will be left for a while before removing.

10.6. Schools (RD) – No update

10.7. Roman Park (DF, ML, SC) – Clerk to follow up Fencing quotes as previous contractor has not completed the works. SC mentioned that following the success of the yard sale EJ had suggested maybe running the next one on the Roman Park or possibly a Car boot sale.

10.8. Social Club (PA) – The club thanked the Parish Council grant money which has now been spent, the club has invited councillors to come to see the new darts facility which the grant has funded. Party under the bridge is on 7th June and then there are 2 darts events planned for the end of June including a Junior Darts competition which the new facilities will be used for.

10.9. Climate Change (SC, DF, EJ) – RD mentioned that the area around the Bus Shelter has been planted out with new plants. It was agreed that the Parish Council would write letter of thanks to Mr Reece.

10.10. Credenhill Community Club (PW) – No updates.

11. To receive reports from sub-committee

11.1. To received update from the 2020 Flood report Investigation sub-committee (PA, KE, AS, DF) – It was confirmed that a letter from our solicitor to the other party confirming that the complaint was not upheld had been sent; this letter also provided the complainant with details of the appeals process.

12. Public Question Time

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

A member of the public asked if residents will be consulted on how the Section 106 money will be spent on the Roman Park. Clerk confirmed that the Parish Council intent to follow a similar process to the Backhouse Park project.

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

The next ordinary Parish Council meeting will be at 7.30 pm, 18th June 2025, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:35.

Councillor Mr Martin Leaton Chair

Signed…….

Date…….

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/03/2025	**Closing Balance**	**2,248.24**	**27,093.72**	**29,341.96**
Receipts				
04/04/2025	HMRC - VAT Reclaim	1,267.36		1,267.36
04/04/2025	RO Stars - Changing Rooms Hire	100.00		100.00
07/04/2025	The Wasp Guys - CCN Advertising	105.00		105.00
07/04/2025	Tolley Holdings - CCN Advertising	60.00		60.00
07/04/2025	Julie Howes - CCN Advert	18.00		18.00
09/04/2025	Lloyds Bank – Interest		22.58	22.58
10/04/2025	Hair at Home - CCN Advert	60.00		60.00
10/04/2025	The Life & Soul Kitchen – Rent	650.00		650.00
11/04/2025	Yvette Pitchforth - Donation Credenhill Bloomers	100.00		100.00
17/04/2025	Herefordshire Council – Precept		23,729.50	23,729.50
30/04/2025	The Life & Soul Kitchen - Water Rates	185.43		185.43
	Total Received in Period	**2,545.79**	**23,752.08**	**26,297.87**
Payments				
01/04/2025	Herefordshire Council - Trade Waste/Recycling	-185.13		-185.13
07/04/2025	NEST - Pension Payment	-78.41		-78.41
09/04/2025	Mrs E Jones – Wages April 2025	-379.70		-379.70
09/04/2025	Mrs E Jones – Expenses March 2025	-149.12		-149.12
09/04/2025	Mr L Harper-Smith – Wages March 2025	-916.70		-916.70
09/04/2025	Mr L Harper-Smith – Expenses March 2025	-86.98		-86.98
09/04/2025	Craig Powell – Maintenance March 2025	-37.90		-37.90
09/04/2025	Signworx – CCN Printing April 2025	-499.00		-499.00
09/04/2025	Marches Grounds Maintenance – Tree Works	-400.00		-400.00
09/04/2025	Credenhill Community Hall – File Storage	-120.00		-120.00
09/04/2025	Agri- Wildlife Management – Pest Control	-136.00		-136.00
09/04/2025	Magna Performing Arts Group – S 137 Grant	-1,000.00		-1,000.00
09/04/2025	The Life & Soul Kitchen – S 137 Grant	-1,500.00		-1,500.00
09/04/2025	Credenhill Sports & Social Club	-2,000.00		-2,000.00
09/04/2025	Credenhill Community Club – S 137 Grant	-1,000.00		-1,000.00
09/04/2025	Parish Church Committee of Credenhill – S 137 Grant	-800.00		-800.00
09/04/2025	PTFA St Marys CofE Primary School – S 137 Grant	-300.00		-300.00
09/04/2025	RBLI – Unknown Tommy Statue	-200.00		-200.00
22/04/2025	Lloyds Bank - Bank Fees	-4.25		-4.25
25/04/2025	HMRC - PAYE	-82.58		-82.58
28/04/2025	Valda Energy - Electricity Carpark/Changing Rooms	-53.86		-53.86
28/04/2025	Welsh Water – Water Rates Community Centre	-109.50		-109.50
	Total Spent in Period	**-10,039.13**	**0.00**	**-10,039.13**
Transfers	**Total Transfers in Period**	**8,600.00**	**-8,600.00**	**0.00**
30/04/2025	**Closing Balance**	**3,354.90**	**42,245.80**	**45,600.70**
Payments to Authorise				
14/05/2025	Gabbs Solicitors – Legal Fees	-848.58		-848.58
21/05/2025	Mrs E Jones – Wages May 2025	-379.70		-379.70
21/05/2025	Mr L Harper-Smith – Wages April 2025	-963.54		-963.54
21/05/2025	Mr L Harper-Smith – Expenses April 2025	-43.82		-43.82
21/05/2025	Craig Powell – Maintenance April 2025	-100.00		-100.00
21/05/2025	Marches Grounds Maintenance – Tree Maintenance	-180.00		-180.00
21/05/2025	Signworx – CCN Printing May 2025	-499.00		-499.00
21/05/2025	Zurich Municipal – Insurance*	-1,737.12		-1,737.12
	Total Payments to Authorise	**-3,014.64**	**0.00**	**-3,014.64**

*** Payment added during the meeting following confirmation at the Annual Meeting.**

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

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Transfers to Authorise

21/05/2025	Transfer between accounts	1,000.00	-1,000.00	0.00
	Total Transfers to Authorise	**0.00**	**0.00**	**0.00**

ASSETS

Cash & Bank	**Balance**
Lloyds – Current Account (after payments)	1,340.26
Lloyds – Reserve Account (after transfers)	41,245.80
Petty Cash	0.00
Total Cash & Bank	**42,586.06**

Debtors	**No Due**	**Overdue**	**Total**
The Life & Soul Kitchen Ltd – Rent	650.00		650.00
RO-Stars Hereford – Roman Park Hire Fees	50.00		50.00
Total Debtors	**700.00**	**0.00**	**700.00**
Other Debtors			
Total Other Debtors	**0.00**	**0.00**	**0.00**
TOTAL ASSETS			**43,286.06**

LIABILITIES

Creditors	**Not Due**	**Overdue**	**Total**
Total Trade Creditors	**0.00**	**0.00**	**0.00**
Other Liabilities			
HMRC - PAYE Owing (DD)	73.66		73.66
NEST Pension Payments Owing (DD)	95.35		95.35
Youth Club Funds	765.79		765.79
VAT at 20% to be reclaimed from HMRC	-204.05		-204.05
VAT at 5% to be reclaimed from HMRC	-2.56		-2.56
Total Other Liabilities	**728.19**	**0.00**	**728.19**
TOTAL LIABILITIES			**728.19**
TOTAL			**42,557.87**

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