



**MINUTES OF THE ANNUAL 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 7.03pm

1. Apologies for Absence

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

2. Minutes

RD proposed to approve the minutes of the Annual Meeting of the Parish Council held on 17th May 2024, seconded by SC.

3. Chair

- 3.1. Receive report from Chair for 2024/25 (See Appendix A)
- 3.2. SC nominated ML as Chair for 2025/26, seconded by DF. No further nominations, ML unanimously elected as chair.
- 3.3. ML signed the declaration of acceptance of office of Chair

4. Vice Chair

- 4.1. RD nominated PA as Vice Chair for 2025/26, seconded by KE. No further nominations, PA unanimously elected as Vice Chair.
- 4.2. In PA's absence the declaration of acceptance of office of Vice Chair will be signed after the meeting.

5. To review and adopt Policies and Procedures:

- 5.1. Standing Orders
- 5.2. Finance Regulations
- 5.3. Code of Conduct
- 5.4. Information Policy
- 5.5. Approve Risk Assessment schedule

DF proposed to approve 5.1 to 5.5, seconded by KE.

6. Finances:

- 6.1. The RFO presented the Accounts for the Financial Year ended 31st March 2025 (Appendix B). RD proposed to adopt the accounting statements, seconded by DF.
- 6.2. DF proposed to approve and sign Section 1 – The Annual Governance Statement, seconded by SC.
- 6.3. DF proposed to approve and sign Section 2 – The Accounting Statements, seconded by SC.
- 6.4. Current Bank Signatories and Banking Arrangements were noted. RD proposed to retain the existing bank signatories, seconded by KE.
- 6.5. KE proposed to retain Mr David McKirdy as the internal Auditor for the financial year, seconded by DF.
- 6.6. SC proposed to accept the insurance quote from Zurich for £ 1,737.12 for the year from 1st June 2025, seconded by KE.
- 6.7. SC proposed to approve Land and Assets Register, seconded by DF.

CREDENHILL PARISH COUNCIL



7. RD proposed to retain the existing Parish Working Groups, seconded by CL.

- Finance & Asset Management (AS, ML, PW, PA)
- Community Hall (SC, AS)
- Footpaths (PB)
- Shops/Businesses (DP)
- War Memorial (ML)
- Schools (RD)
- Roman Park (DF, ML, SC)
- Social Club (PA)
- Climate Change (SC, DF, EJ)
- Credenhill Community Club (PW)

8. Agree meeting dates for the coming year.

3rd Wednesday of the month except for August (No meeting), February 2025 moved forward to 11th February 2026 due to school holidays, December 2025 moved forward to 10th December 2025 due to Christmas Holidays.

The Chair declared the meeting closed at 19:23.

Name.....

Signed.....

Date.....



Appendix A – Annual Report 2024/25

The year began with the unexpected and sad death of Cllr Bob Matthews. He has been our District Councillor since 2011 and on Hereford Council since 1998. He was a good friend of our Council and had succeeded in getting funding for several local projects and would always take up issues on our behalf.

His successor was elected in September and so we welcomed Cllr Charlotte (Charlie) Taylor to represent us. She lives nearby in Bishopstone and was soon active on local issues not least the serious flooding from the Yazor Brook and the clearing of silt from the FAS.

Flooding is one of the main problems we have been trying to get solved and the Clerk has identified five key areas and with Hereford Council plans are now in place to resolve these.

The other related issue that preoccupied the Council is a letter of complaint from a couple about the effect of our flood report. As this is still sub-judice, all I can say is that it has taken up a lot of time and money because it has necessitated legal advice.

On the financial front, we again balanced the books due to the skill of our Clerk and kept the precept increase to 0% for 23-24.

The recently acquired piece of land in Ecroyd Park, to be known as Backhouse Park, had play equipment installed with a grant of £18000.

Other grant totalling over £6000 were given to :

Community Hall	: £1000 for window blinds
Magna	: £1000 for storage
Social Club	: £2271 for remedial work, heaters, lighting
Community Club	: £1000 for new furniture
Parish Church	: £800 for churchyard maintenance

With the help of a substantial local donation the War Memorial Area was paved with stone from Versailles. This was done just in time for Remembrance Sunday. It was later edged with white posts and solar lights. A seat and silhouette are planned for this year.

During the year we welcomed two new Parish Councillors:
Kelly Edwards and Chris Lewis.

Emma Jones has continued diligently to keep the village tidy and enhance areas with bulbs and planters.

Craig Powell works with us on regular maintenance work.

We are grateful to both for all they do.

The Life and Soul Kitchen has made their mark as a valued facility for the village and works well with the Hall and Social Club.

The new houses at Orchard View are nearing completion with 40 occupied to date. 4 new houses are planned for the Lower House site. No other development is planned.

As ever, my sincere thanks go to all the Councillors and our Deputy Chair for their support and to our Clerk who has again worked so efficiently and effectively on our behalf, in a year that has been busy, successful and yet challenging.

Martin J Leaton
Chair

CREDENHILL PARISH COUNCIL



Appendix B – Accounts for 2024/25

Income & Expenditure 2023/24 – Detailed

Income & Expenditure

08 May 2025

Credehill Parish Council

UNAUDITED ACCOUNTS

2024-2025

2023-2024

Income

Advertising - CCN	£	1,836.00		£	2,010.00
Bank - Interest	£	410.91		£	460.97
Grants Income	£	2,250.00		£	18,000.00
Hire of Changing Rooms	£	600.00		£	400.00
Donations	£	615.72		£	-
Precept	£	43,857.00		£	43,700.00
Rent	£	7,538.00		£	7,216.62
Utilities Recharges	£	113.17		£	-
Total Income	£	57,220.80		£	71,787.59

Staff Costs

Payroll - Employee Pension Contributions	£	458.64		£	1,168.00
Payroll - Employer NI	£	327.12		£	255.84
Payroll - Employer Pension Contributions	£	473.76		£	452.52
Payroll - PAYE	£	108.40		£	127.60
Payroll - Salary & Wages	£	15,229.04		£	13,790.65
Total Staff Costs	£	16,596.96		£	15,794.61

Gross Surplus

	£	40,623.84		£	55,992.98
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Operating Expenses

Advertising & Promotion - Newsletter	£	5,036.50		£	4,483.90
Advertising & Promotion - Website	£	130.00		£	106.00
Asset Mgmt - Cleaning	£	129.15		£	181.35
Asset Mgmt - Grass Cutting	£	3,419.99		£	3,419.99
Asset Mgmt - Hedge Cutting	£	660.00		£	400.00
Asset Mgmt - Maintenance	£	1,256.69		£	592.77
Asset Mgmt - Materials	£	133.31		£	64.75
Asset Mgmt - Tree Maintenance	£	580.00		£	-
Asset Mgmt - Weed Control	£	1,020.00		£	1,020.00
Backhouse Park - Capital	£	22,387.36		£	-
Backhouse Park - Revenue	£	80.00		£	-
Bank Fees	£	4.25		£	-
Blooming Credehill Project	£	579.72		£	484.21
Defibrillator Costs	£	-		£	9.66
Election Costs	£	-		£	216.20
Entertainment Expenses	£	-		£	38.08
Land & Buildings Improvement Fund	£	-		£	23,190.25
Local Grants	£	6,371.68		£	6,859.90
Office Costs - Homeworking Allowance	£	180.00		£	180.00
Office Costs - Postage	£	8.95		£	-
Office Costs - Printing	£	163.33		£	122.87
Office Costs - Room Hire/Setup	£	536.00		£	585.50
Office Costs - Software	£	103.20		£	98.30
Office Costs - Stationary & Equipment	£	90.14		£	35.85
Office Costs - Telephone	£	60.00		£	60.00
Professional Fees - External Audit	£	315.00		£	420.00
Professional Fees - Internal Audit	£	180.00		£	170.00
Professional Fees - Legal Fees	£	452.50		£	950.00
Professional Fees - Planning/Surveys	£	34.00		£	1,365.33
Professional Fees - Playground Inspections	£	256.00		£	194.00
Memberships & Subscriptions	£	35.00		£	35.00
Insurance	£	1,673.85		£	1,542.79

CREDENHILL PARISH COUNCIL



Income & Expenditure
Creddenhill Parish Council

08 May 2025

UNAUDITED ACCOUNTS	2024-2025	2023-2024
Repairs and Renewals	£ 5,029.05	£ 1,865.83
Road Safety Improvement Costs	£ -	£ 1,284.63
Roman Park	£ -	£ 2,209.00
Staff Costs - Travel & Subsistence	£ 119.47	£ 101.13
Utilities - Changing Rooms Water	£ 44.48	£ 36.11
Utilities - Electricity Carpark Lights	£ 388.74	£ 298.07
Utilities - Electricity Changing Rooms	£ 315.45	£ 242.51
Utilities - Sulo Bins	£ 718.96	£ 660.32
War Memorial	£ 5,377.30	£ -
Total Operating Expenses	£ 57,870.07	£ 53,524.30
Net Surplus	-£ 17,246.23	£ 2,468.68

Income & Expenditure 2024/25 - Summary

Income & Expenditure
Creddenhill Parish Council

08 May 2025

UNAUDITED ACCOUNTS	2024	2023
Income		
Precept	£ 43,857	£ 43,700
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 13,364	£ 28,088
Total Income	£ 57,221	£ 71,788
Total Staff Costs	£ 16,597	£ 15,795
Gross Surplus	£ 40,624	£ 55,993
Operating Expenses		
Advertising & Promotion - CCN/Website	£ 5,167	£ 4,590
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 7,199	£ 5,679
Local Grants	£ 6,372	£ 6,860
Office Costs	£ 1,261	£ 1,184
Professional Fees (Audit, Fire, Playground, Planning, Legal, Bank)	£ 1,242	£ 3,099
Memberships & Subscriptions	£ 35	£ 35
Insurance	£ 1,674	£ 1,543
Repairs and Renewals	£ 5,609	£ 25,550
Road Safety Improvement Costs	£ -	£ 1,285
Roman Park	£ -	£ 2,209
Backhouse Park	£ 22,467	£ -
War Memorial	£ 5,377	£ -
Utilities - Light & Heat	£ 749	£ 577
Trade Waste	£ 719	£ -
Total Operating Expenses	£ 57,870	£ 52,864
Net Surplus	-£ 17,246	£ 3,129

CREDENHILL PARISH COUNCIL



Year End Balance Sheet & Year End Reserve Breakdown

Balance Sheet
Credenhill Parish Council

08 May 2025

UNAUDITED ACCOUNTS	31st March 2025		31st March 2024	
Assets				
Cash and Bank				
Lloyds Bank - Current Account	£	2,248.24	£	3,194.26
Lloyds Bank - Reserve Account	£	27,093.72	£	36,128.58
Total Cash and Bank	£	29,341.96	£	39,322.84
Other Current Assets				
Accounts Receivable	£	313.43	£	227.58
Prepayments	£	684.13	£	681.74
Other Debtors - HMRC VAT	£	1,267.36	£	7,873.79
Total Other Current Assets	£	2,264.92	£	8,783.11
Total Assets	£	31,606.88	£	48,105.95
Liabilities				
Current Liabilities				
Accounts Payable	£	1,547.16	£	879.46
Accruals	£	1,131.44	£	1,033.39
HMRC - PAYE Owing	£	82.58	£	98.56
VAT 20%	-£	23.13	£	-
VAT 5%	£	-	£	-
Youth Club Funds	£	765.79	£	745.26
Total Current Liabilities	£	3,503.84	£	2,756.67
Long-term Liabilities	£	-	£	-
Total Liabilities	£	3,503.84	£	2,756.67
Reserves				
Reserves b/f	£	45,349.28	£	42,880.60
Current Year Change in Reserve	-£	17,246.24	£	2,468.68
Total Reserves	£	28,103.04	£	45,349.28
Breakdown of Total Reserve Carried Forward				
Roman Park	£	17,222.00	£	11,222.00
Land & Buildings Improvement Fund	£	2,029.00	£	4,446.00
War Memorial Improvement Fund	£	-	£	2,000.00
Repairs and Renewals	£	5,852.04	£	6,681.28
Backhouse Park Lottery Grant	£	-	£	18,000.00
Resource Centre/Hall Boundary Fence	£	3,000.00	£	3,000.00
	£	28,103.04	£	45,349.28