

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 17th DECEMBER 2025**

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Paul Beechey (PA), Councillor Mr. Chris Lewis (CL), Councillor Mrs Sandra Cheasley (SC), Councillor Mrs Dot Pullen (DP), Councillor Mr. Andrew Slater (AS), Councillor Mr. Dan Fellows (DF) Councillor Mr Paul Warrington (PW).

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

2 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 Mr. Paul Burrige (PB), Revd. Rana Davies-James (RD), Councillor Mrs Kelly Edwards (KE).

2. Declarations of Interest & Dispensations

2.1. The following declarations of interest in agenda items were received from Councillors:

- ML item 9, neighbour of planning applications P251908 & P251909.
- PW item 6.6, contractor provided quotes for the 2 fencing contracts.

Both councillors signed the declarations of interest's book and left the meeting during the respective items.

2.2. No written applications for dispensation received.

3. Speakers

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

3.1. Update from Ward Cllr Charlotte Taylor

- 5th January the 461 Weobley School Bus will now drop off at Waterside. Communications to go out from transport team.
- Hereford Western Bypass Phase 1 (Southern Link Road) – Negotiation with landowners for purchase of land with compulsory purchase order alongside has started. Tenders going out this month. Design phase to July, aim to start construction work in December 2026.
- FAS meeting to agree maintenance schedule has taken place. Also working with riparian owners to get the Brook clear, one small section downstream and one large section upstream needs to be cleared, hoping for progress soon.
- Transport plan – Western Bypass main topic, I voted against it, plan needs more cycling and pedestrian infrastructure.
- Fencing in Tedder Avenue – No update despite chasing Connexus.

4. Public Question Time

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

SC highlighted 2 blocked drains on the Tillington Road – clerk to log for jetting.

5. Minutes

CL proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 19th November 2025, seconded by PA.

CREDENHILL PARISH COUNCIL



6. Matters arising since last meeting:

- 6.1. TRO Dovecote Lane – Double Yellow Lines funding shortfall will be covered by the Section 106 monies received for highways/transport improvements. Clerk to monitor progress.
- 6.2. Water Leak in Community Centre located by Welsh Water near Social Club. Confirmation that Welsh water will complete the repair at no cost due to the site being publicly funded. No date for repair yet, clerk to monitor and keep tenants informed.
- 6.3. Play Area Capital Investment Grant - Expression of Interest completed for Dovecote Lane play area, further information to follow in February 2026.
- 6.4. Local Government Boundary Commission for England review of Herefordshire Council. To review and feedback any matters in relation to the parish boundary. A few suggested changes to the parish boundary were discussed and agreed in principle (See Appendix D) as long as no material concerns are raised by the residents concerned. CT to follow up with residents.
- 6.5. Conducting a Hydrological survey in conjunction with Breinton & Stretton Sugwas Parish Council's was discussed. Still awaiting a second quote for the survey however it was agreed that if funding could be obtained through the drainage grants from Herefordshire Council, then we would go ahead if not then further evidence to justify the cost would be needed to use Parish funds.
- 6.6. AS proposed to accept both quotes received from Good n' Property Maintenance for fencing repairs at the Roman Park (£792.84) and Resource Centre (£550.80), seconded by DF and agreed unanimously.
- 6.7. Clerk informed the council that it was now best practice (as issued by the Practitioners' Guide 2025) for all parish councils to have a .gov.uk domain and for all councillors to use email addresses issued by the council for council communications. The clerk has reviewed the options and recommended a package by UK Host4U at £50 per year for the domain (credehill-pc.gov.uk) and £110 per year for hosting (100GB storage, unlimited email accounts). This would also solve our storage issue for 50GB of parish council emails since 2009. PW proposed to go forward with the clerk's recommendation, seconded by DF and supported unanimously.

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.

PA proposed to approve the financial reports and payments, seconded by DF.

8. Final Draft Budget 2026/27 – Appendix B

- 8.1. Agree final budget for 2026/27
- 8.2. Review impact of Parish Tax Base 2026/27
- 8.3. Approve precept for 2026/27

PW proposed to agree the final budget as presented and to keep the per household precept the same as last year with a gross precept of £48,622, seconded by AS and approved unanimously.

CREDENHILL PARISH COUNCIL



9. Planning (PA, AS)

Reference	Details	CPC Status	HC Previous Status	HC New Status
P251908/F	Land at Town Well - Proposed conversion of stable outbuilding into a residential dwelling. Works include a two-storey extension, single storey extension, balcony and balustrade. Internal works including insulation. Proposed carport to include removal of wall.	Comments Submitted on original – Object NEW	Determine by 11/12/2025	Re-consultation Comments by 02/01/2026
P251909/L	Land at Town Well – Listed building consent for application P251908/F	Comments Submitted on original – Object NEW	Determine by 11/12/2025	Re-consultation Comments by 02/01/2026
P252968/XA2	Lower House – Discharge of conditions 10, 17 and Biodiversity Net Gain Plan attached to planning permission 242989	No Comments required	Determine by 09/12/2025	Approved

PA chaired the meeting and provided a draft report to the parish council on planning applications P251908/F & P251909/L (Appendix E).

The revised plans were discussed in depth by councillors who were in support of the comments and shared the same concerns raised in the draft report.

PA invited the residents from Summer Barn, Gareth and Lisa to share their views on the revised application:

Main points are:

1. Options of windows overlooking our property. Although The Alternate option 3 (last for them but arguably the only viable option) states the windows are fully blocked off on the N/W aspect. The image doesn't match the statement and (in my opinion) open for interpretation/misunderstanding if planning granted. If it goes ahead without correction, they can argue the window is as it should be allowed off the proposal images etc. poor due diligence from the drafting/planning.
2. We don't want the car port directly next to our property (it's a bedroom wall) and the removal of a wall to make access. They have excessive open area to make parking/free standing carport within the property.
3. The real world disruption (this will be at least 18 month build even if it goes to plan), noise and dirt pollution that will affect the outdoor as well as into our property and the other closely positioned properties. I also work from home so this would be considerable disruption for me and my family. Due to the roof needing removal workers will have direct line of sight into the property but unsure what could be done to safeguard the privacy of us and our children; this will cause significant disruption.
4. Concern about working hours, dust and noise disruption, please can these be mitigated through conditions on working times?
5. If this is developed as a short-term rental property (airBnB), I fear safeguarding issues with families associated to the camp, never mind the potential issues that would affect the properties surrounding the outbuilding from noise and possible antisocial behaviour.

It was agreed that the draft report would be amended to incorporate mitigations for the additional points raised.

AS proposed to give PA the power to amend the report and submit it to Herefordshire Council prior to the comment's deadline. Seconded by CL and supported unanimously.

CREDENHILL PARISH COUNCIL



10. To receive reports from working groups

- 10.1. Finance & Asset Management (AS, ML, PW, PA) – Clerk to submit precept.
- 10.2. Community Hall (SC, AS) – See Appendix C
- 10.3. Footpaths (SC, DF) – Overhanging bushes on Station Road from Trenchard Avenue properties – Clerk has already reported to Balfour Beatty.
- 10.4. Shops/Businesses (DP, KE) – No update
- 10.5. War Memorial (ML, CL) – Bunting and flag to stay up till after Christmas.
- 10.6. Schools (RD) – No update
- 10.7. Roman Park (DF, ML, SC) – No update
- 10.8. Social Club (PA) – Club remain busy with lots of events planned resulting in good returns. Committee are actively looking at repairs and maintenance reports.
- 10.9. Climate Change (SC, DF, EJ) – No update
- 10.10. Credenhill Community Club (PW) - AGM on 18th December, 2 new members, still progressing well.

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 meeting is the Ordinary Parish Council meeting at 7.30 pm, 21st January 2026; at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:09.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

CREDENHILL PARISH COUNCIL



Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/10/2025	Closing Balance	1,313.25	48,694.24	50,007.49
Receipts				
04/11/2025	MDR Electrical – CCN Advertising	105.00		105.00
11/11/2025	RO Stars - Changing Rooms Hire	50.00		50.00
11/11/2025	Flowers of the Field - CCN Advertising	35.00		35.00
13/11/2025	The Life & Soul Kitchen – Rent	650.00		650.00
10/11/2025	Lloyds Bank – Interest		25.22	25.22
21/11/2025	Maids Domestic Services - CCN Advertising	60.00		60.00
21/11/2025	Hereford Centre for Natural Health - CCN Advertising	60.00		60.00
Total Received in Period		960.00	25.22	985.22
Payments				
14/11/2025	NEST - Pension Payment	-82.75		-82.75
18/11/2025	Lloyds Bank - Bank Fees	-4.25		-4.25
19/11/2025	Mrs E Jones – Wages Nov 2025	-379.50		-379.50
19/11/2025	Mrs E Jones – Expenses Oct 2025	-2.50		-2.50
19/11/2025	Mr L Harper-Smith – Wages Oct 2025	-963.74		-963.74
19/11/2025	Mr L Harper-Smith – Expenses Oct 2025	-98.54		-98.54
19/11/2025	C Powell - Parish Maintenance Oct 2025	-201.80		-201.80
19/11/2025	OTM Groundscare Ltd – Grass Cutting 7 of 7	-755.15		-755.15
19/11/2025	OTM Groundscare Ltd – Weed Control 2 of 2	-852.00		-852.00
19/11/2025	OTM Groundscare Ltd – Hedge Trimming 1 of 1	-492.00		-492.00
19/11/2025	Signworx – CCN Printing November 2025	-470.00		-470.00
27/11/2025	Valda Energy - Electricity Carpark/Changing Rooms	-68.68		-68.68
28/11/2025	Welsh Water – Water Rates Community Centre	-115.00		-115.00
Total Spent in Period		-4,485.91	0.00	-4,485.91
Transfers		Total Transfers in Period		
		5,000.00	-5,000.00	0.00
30/11/2025	Closing Balance	2,787.34	43,719.46	46,506.80
Payments to Authorise				
17/12/2025	Mrs E Jones – Wages Dec 2025	-421.90		-421.90
17/12/2025	Mrs E Jones – Expenses Nov 2025	-28.57		-28.57
17/12/2025	Mr L Harper-Smith – Wages Nov 2025	-963.54		-963.54
17/12/2025	Mr L Harper-Smith – Expenses Nov 2025	-48.61		-48.61
17/12/2025	C Powell - Parish Maintenance Nov 2025	-40.00		-40.00
17/12/2025	Credenhill Community Hall – Hall Hire Oct/Nov	-80.00		-80.00
17/12/2025	Signworx – CCN Printing December 2025	-470.00		-470.00
17/12/2025	Host 4U Ltd - .gov.uk Domain 2 yrs & Hosting 1 yr	-201.59		-201.59
Total Payments to Authorise		-2,254.21	0.00	-2,254.21
Transfers to Authorise				
		2,000.00	-2,000.00	0.00
Total Transfers to Authorise		2,000.00	-2,000.00	0.00

CREDENHILL PARISH COUNCIL



ASSETS

Cash & Bank				Balance
Lloyds – Current Account (after payments)				2,533.22
Lloyds – Reserve Account (after transfers)				41,719.46
Petty Cash				0.00
	Total Cash & Bank			44,252.68
Debtors		No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent		650.00		650.00
Lal Bagh (Hereford) Ltd – CCN Advertising		185.00		185.00
RO-Stars Hereford – Roman Park Hire Fees		50.00		50.00
	Total Debtors	885.00		885.00
Other Debtors				
	Total Other Debtors	0.00	0.00	0.00
	TOTAL ASSETS			45,137.68

LIABILITIES

Creditors		Not Due	Overdue	Total
	Total Trade Creditors	0.00	0.00	0.00
Other Liabilities				
HMRC - PAYE Owing (DD)		281.41		281.41
NEST Pension Payments Owing (DD)		82.76		82.76
Youth Club Funds		765.79		765.79
VAT at 20% to be reclaimed from HMRC		-496.24		-496.24
VAT at 5% to be reclaimed from HMRC		-6.66		-6.66
	Total Other Liabilities	627.06	0.00	627.06
	TOTAL LIABILITIES			627.06
	TOTAL			44,510.62

CREDENHILL PARISH COUNCIL



Appendix B – 2026-2027 Budget – Final Draft

2026-2027 Budget - Final Draft

11th December 2025

	Prior Year Total Budget	Year Total Budget	Change	%	Notes
Clerk Wages/PAYE	12,209	12,734	525	4.3%	Based on 15 hour @£15.61 per hour per week plus CPI Sept 2025 = £16.28 Based on 7 hour @£12.50 per hour per week plus increase to bring above Living Wage £13.65 reduce hours to 6.75
Street Cleaner Wages/PAYE	4,612	4,808	196	4.3%	
Employers NI	1,083	1,161	79	7.3%	
Employers Pension Contribution	505	526	22	4.3%	3% on Gross
Staffing Costs	18,408	19,229	821	4.5%	Staff Costs
Microsoft Office 365	120	102	- 18	-14.9%	
Travel	156	156	-	0.0%	Estimated Travel per month
Printing	50	50	-	0.0%	Ink if needed
Telephone	60	60	-	0.0%	Lebara Mobile Contract
Postage	12	12	-	0.0%	Stamps
Stationary	84	84	-	0.0%	Envelopes, Paper, Folders, Dividers, stationary.
Homeworking Allowance	185	240	55	29.7%	Statutory amount of £20 per month
Room Hire	420	484	64	15.2%	Community Hall Hire for Meetings
File Storage Cost	100	100	-	0.0%	Hire of storage for files in Hall
Office & Meeting Costs	1,187	1,288	101	8.5%	Postage, Printing, Stationary, Telephone, Broadband & Travel.
Website Hosting Fee	120	182	62	51.7%	Based on actual need to move to .gov.uk domain and emails. Ukhost4u.com
Printing CCN	5,541	5,333	- 208	-3.8%	Based on 2025/26 plus 10% (970 copies)
Advertising & Promotion	5,661	5,515	- 146	-2.6%	Website & CCN
Insurance	1,843	1,911	68	3.7%	Based on 2025 actual plus increase 10%
Bank Fees	60	60	-	0.0%	Based on existing plus small increase
Internal Audit	190	200	10	5.3%	2025 plus £10 increase
External Audit	331	331	-	0.0%	Based on 2025 plus 5%
ICO Membership Fee	35	47	12	34.3%	Actual
Playground Inspection	201	300	99	49.3%	
Insurance, Legal & Professional Costs	2,659	2,849	189	7.1%	Insurance, Audits & Inspections.
Changing Room Costs					
Electric	300	315	15	5.0%	Based on current unit cost +5%
Water Rates	90	113	23	25.0%	Based on 2025 + 25%
Community Centre Costs					
Waste Disposal	755	778	23	3.0%	Based on 2025 + 5%
Electric	480	504	24	5.0%	Based on current unit cost +5%
Utility & Waste Management Costs	1,625	1,709	84	5.2%	Sulo Bin, Carpark Lights, Changing Room Electric & Water.
Village Costs					
Maintenance	2,014	2,097	82	4.1%	103 hours from Maint Plan @ £20.00 per hour plus CPI
Materials	240	300	60	25.0%	A general provision for materials needed for planned maintenance.
Cleaning	427	448	22	5.1%	1 hour linked to pitch hire @ £17.22 per hour plus CPI
War memorial Improvement Fund	800	150	- 650	-81.3%	Planters/Plants/Wreath (Moved from projects to running costs) Annual maintenance of planters and verges (Moved from projects to running costs)
Credenhill Bloomers	500	500	-	0.0%	
Hedge Cutting	516	426	- 90	-17.5%	Once per year plus safety cut at existing price plus CPI
Weed Control (inc Backhouse Park)	1,404	1,474	70	5.0%	Twice per year at existing price plus CPI
Grass Cutting (inc Backhouse Park)	5,021	4,806	- 215	-4.3%	Current cost plus CPI Apr-Oct plus provision for 3 extra cuts of Roman Park.
Tree Maintenance	1,200	1,000	- 200	-16.7%	Awaiting quotes for works on 4 trees. Additional to reserve.
Asset Management Costs	12,121	11,201	- 920	-7.6%	
Total Operating Costs	41,661	41,791	129	0.3%	Total Operating Costs
Exceptional/Planned Costs					
Charitable Grant Provision	6,500	7,000	500	7.7%	Section 137(4)(a) of the L'I G'ment Act 1972 for local councils in England for <u>2025-26</u> is £11.10 per elector. 1504 electors @2025 = £16,694 limit plus RPI increase. (register update requested 18/11/2025)
Roman Park	4,000	4,000	-	0.0%	Addition to reserve - New play equipment
Backhouse Park - Fencing/Wall	3,645	400	- 3,245	-89.0%	Top up reserve to quote received for fencing.
Asset Repairs & Renewals	2,000	4,933	2,933	146.7%	To carry out works detailed in Asset management plan following surveys.
Exceptional/Planned Costs	16,145	16,333	188	1.2%	
Total Projected/Actual Costs	57,806	58,124	318	0.5%	Total Projected/Actual Costs
Income					
Precept	47,459	47,459	0.00	0.0%	Gross Precept - factored by Band D equivalent to calc per house impact
Rent	7,777	8,160	383	4.9%	LSK Lease as agreed (Rent+CPI), Wayleave, Hall & Social Club.
Bank Interest	180	120	- 60	-33.3%	
CCN Adverts	1,785	1,785	-	0.0%	Based on existing adverts
Hire of Changing Rooms	600	600	-	0.0%	Football/Hire of the changing rooms - agreed @ £50 per month currently.
Total Income	57,801	58,124	323	0.6%	Total Income
Projected Reserves Bought Forward from 2025/26					
Tree Maintenance		1,200			If budget not spent in 2025/26
Roman Park		21,086			
Backhouse Park - Fencing/Wall		3,645			
Repairs & Renewals		4,702			
Hall - Exit ramp to rear (Balance of Land & Buildings Improvement Fund plus top up from Repairs & Maintenance)		2,500			Agreed to fund from Parish Funds during local grants review April 2025
Resource Centre Fence		3,000			
Projected Reserves B/F from 2025/26		36,133			
Tax Year	No. of Band D equivalent properties	Gross precept	Precept Per Property (Band D Equiv.)		
2025/26	667	47,459	71.18		
2026/27	683	48,623	71.18		
Year on Year change	2.45%	£ 1,164	0.00%		

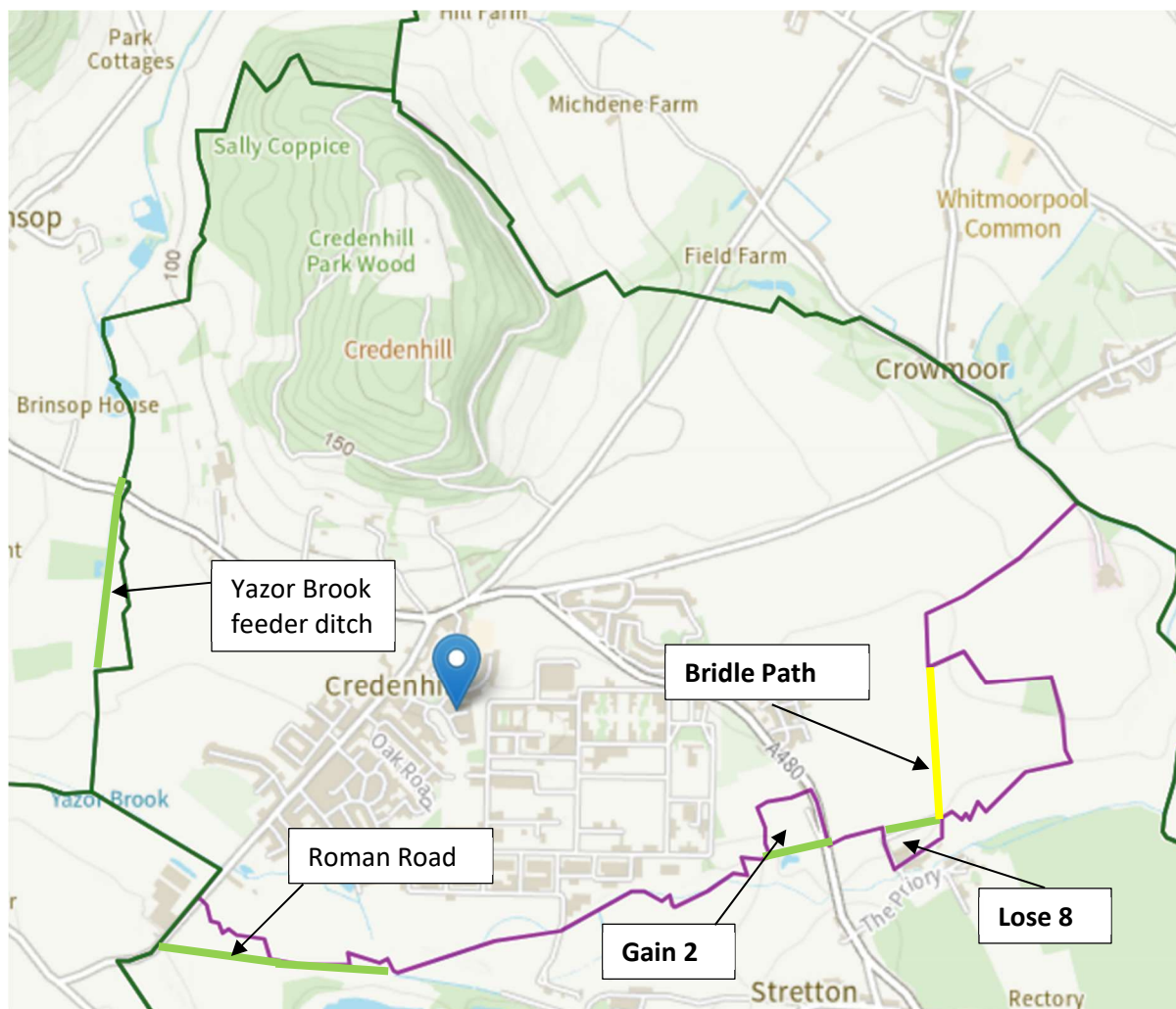


Appendix C – Community Hall Report

1. Xmas Fayre was very successful making £360 on the stalls and £120 for the raffle. It was a good day and nice to see everyone enjoying it and catching up, it had a good community feel!
2. Magna have plans for a workshop to include some of the workers from Life & Soul to see if there is any possibility of them working together and putting on a little concert in the New Year. They also plan to put on a couple of plays throughout the year with adult magna.
3. We talked about raising the hire fee to cover the raising costs of running the hall. I did suggest the meter reading should be monitored for groups to see if there is much difference in cost like Baby Sensory will require more heating than the Pilates class. I am told that some halls the users have to put money in a meter at the start of the session!
4. David is continuing to monitor the utility costs which seems to have stabilised at this point in time. He is trying to set up a contract so electric can be sold back to a supplier. But he needs the sign off document for the solar panels which the contractor has not yet provided a couple of years beyond completion. David says he has tried to contact him and set up a meeting, but the chap did not turn up. Since then, he has emailed asking for this document and to date had no reply. I suggested he writes to his home address.
5. Betty is working on obtaining a grant for repair of the curtains so has asked the user groups for support by writing in why they think repairs are essential. I will ask the Pilates organiser.
6. Bridges Electrical have not yet replied to Pauls e-mails regarding EICR so he will chase up and if not successful will have to contact another contractor.
7. Betty was very pleased and extremely grateful that the PC are paying some of the costs from the items which were picked up in the survey. I did advise that the costs in the survey may differ and if they exceed, further discussions would have to take place about what work would be carried out. Hopefully though, it will be within the budget allowed!
8. We talked about having an indoor boot sale in February before the main car boot starts in April so hopefully people will be interested in hiring a table to get rid of a bit of excess clutter after xmas!



Appendix D: Suggested changes to Parish Boundary



Appendix E: Draft Comments for Town Well Planning Application

Application Reference: P251908/F & P251909/L **Location:** Town Well

Credenhill Parish Council has reviewed the revised application for the Grade II listed building. The Council notes that the applicant has completely overhauled the previous plans and acknowledges the council's preferred more sympathetic approach to the restoration of the building. These revisions now meet most of the expectations previously outlined and provide the Parish Council with good reason to work with and support the applicant in principle.

However, the parish council wishes to put forward its comments and highlight the following points for clarification and consideration by Herefordshire Council:

Point 1 – First Floor Window (South-East Elevation)

- **Concern:** The addition of a first-floor window on the south-east elevation will overlook the adjacent property and intrude on their privacy.
- **Policy Reference:** **SD1 (Herefordshire Core Strategy)** requires development to safeguard residential amenity.
- **Suggested Action:** Consider repositioning or use of obscured glazing to mitigate overlooking.



- Given the close proximity to surrounding neighbours and privacy issues raised previously, the parish council considers Option 3 offered by the applicant as an alternative solution for point 1 to be the most favourable.
- Policy Reference: **SD1** supports safeguarding residential amenity.

Point 2 – Chimney Omission/Relocation

- Concern: The original proposal showed a chimney on the north-west elevation, which has now been omitted from the revised plans.
- Question: Is this omission intentional, or will the chimney be relocated to the south-east elevation (suggested by the revised plans for internal development)?
- Risk: If relocated, there may be potential air quality and pollution issues with neighbouring property opposite being in such close proximity?
- Policy Reference: **SS6 (Environmental quality and local distinctiveness)** requires development to avoid adverse impacts on neighbouring amenity.

Point 3 – Car Port Siting and Safety

- Concern: The proposed siting of the car port remains problematic due to its close proximity to the neighbouring property.
- Risks: Safety to life and property, as well as concerns about construction methods and materials.
- Request: Confirmation on these matters, with preference for re-siting or omitting the car port.
- Policy Reference: **SS3 (Infrastructure)** and **SD1** require that development does not compromise safety or amenity.

Point 4 – Conservatory (South-West Elevation)

- Concern: The revised conservatory has increased significantly in size compared to the original proposal, bringing it much closer to 7 Centurion Way.
- Risk: Potential noise impact on the neighbouring property.
- Request: Confirmation that adequate insulation will be included to protect neighbouring amenity.
- Policy Reference: **SD1** requires development to safeguard residential amenity.

Credenhill Parish Council welcomes the applicant's sympathetic revisions and recognises the significant improvements made to the restoration of the Grade II listed building. While the revised application now meets most expectations and provides good reasons to support the applicant, the Council maintains that the above issues require clarification and mitigation to ensure full compliance with the Herefordshire Core Strategy (Policies SD1, SS3, SS6) and the principles of the Credenhill Neighbourhood Development Plan.