

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 21st JANUARY 2026

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 BEM (DP), Councillor Mr. Andrew Slater (AS), Councillor Mr. Dan Fellows (DF), Councillor Mr. Paul Burridge (PB), Revd. Rana Davies-James (RD), Councillor Mrs Kelly Edwards (KE).

Ward Councillor Mrs. Charlotte Taylor (CT)

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

1 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 Warrington (PW).

Congratulations to Cllr Dot Pullen BEM

ML congratulated Cllr Dot Pullen BEM on her recent award of the British Empire Medal in the New Years Honours List 2026 for services to Military Personnel and read out the letter kindly shared with us from HM Lord-Lieutenant of Herefordshire, Edward Harley CBE (See Appendix B). We look forward to hearing about the awards ceremony.

2. Declarations of Interest & Dispensations

2.1. No declarations of interest in agenda items from Councillors received.

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

- Currently looking into options for a Bus Stop near to the new Oakfield View estate following several requests from residents.
- Ongoing issues with A480 congestion in the mornings causing the Weobley school bus to be late by up to 30mins. Noted that until the new camp entrance is operational this will be an intermittent problem.
- Attended a site meeting for the new bus shelter on the A480 opposite Jellicoe Way, have requested that it is moved back from the road slightly due to how busy the road is to improve safety.
- Ongoing concerns about costs for the preliminary work for the Bypass.
- Breinton and Stretton Parish Councils are preparing a Biodiversity Plan, do Credenhill wish to do this?

CL thanked CT for making the changes to the school bus route on the way home.

SC asked if there had been any progress with the Connexus fence in Teddar Avenue? CT confirmed no update and will follow up again.

4. Public Question Time

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

Consuelo Abel (Connie) introduced herself and explained that she had come to the meeting because she had reduced her work commitments and is interested in helping out in the community. ML thanked her for attending and explained that there are vacancies should she wish to join.

Clerk agreed to send some information about the council as well as other local organisations that may be of interest.

5. Minutes

DF proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 17th December 2025, seconded by DP.

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6. Matters arising since last meeting:

- 6.1. TRO Dovecote Lane – Clerk explained that the quote from BBLP was now out of date and due to the contract changes Herefordshire Council will be re-tendering the work for the Double Yellow Lines. Clerk has forwarded details of the other quotes obtained from other contractors.
- 6.2. A480 planned surface water flood risk improvements – All permits and permissions are in place, lights are booked and works are scheduled for 29th/30th January.
- 6.3. Water Leak in Community Centre has been repaired free of charge by Welsh Water, Clerk to take meter readings and establish quantity of lost water and see if a credit can be obtained.
- 6.4. Play Area Capital Investment Grant - Expression of Interest completed awaiting next stage of process.
- 6.5. Consider conducting a Hydrological survey in conjunction with Breinton & Stretton Sugwas Parish Council's. 1 quote received, the cost would be approx. £3/4k per Parish or £7/8k for all 3 Parishes completed together. A debate took place considering the pros and cons of completing the survey noting that ultimate responsibility for flood risk sits with the lead flood authority (Herefordshire Council). It was agreed that another quote is required before a final decision is made.
- 6.6. An update on new website hosting, domain name, email addresses and email storage arrangements was given by the clerk. Website and clerk email are now credenhill-pc.gov.uk with the emails and website data transferred successfully. The old domain and email now forward to the new and an auto responder is setup to let people know about the change. The next step is to update all logins, accounts and registrations with outside organisations to the new details and then to give all councillors new email addresses.
- 6.7. AS proposed to install a grit bin on A480 near junction with Jellicoe Way, seconded by PB. Clerk to follow up.
- 6.8. Review and adopt the following tender documents for 2026/2029:
 - Grass Cutting
 - Weed Control
 - Hedge Trimming
 - Parish Newsletter PrintingKE proposed to adopt the tender documents, seconded by SC.
- 6.9. Review and adopt the following policies and forms for 2026/2029:
 - Policy on Grants under Section 137 of the Local Government Act 1972
 - Application form for grantsDF proposed to adopt the grant documents, seconded by SC.

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 financial reports and make the payments, seconded by CL.

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8. 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 & re-consultation – Object | Re-consultation Comments by 27/12/2026 | Determine by 11/12/2025 |
| P251909/L | Land at Town Well – Listed building consent for application P251908/F | Comments Submitted on original & re-consultation – Object | Re-consultation Comments by 27/12/2026 | Determine by 11/12/2025 |
| 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 | Determine by 09/12/2025 |

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW, PA) – No update
- 9.2. Community Hall (SC, AS) – No update. SC – Concerns about the future of the hall with lack of volunteers and committee members. RD suggested a social media campaign to push for volunteers. Clerk to assist.
- 9.3. Footpaths (SC, DF) – DF completed induction. SC was unable to book an induction as no dates, clerk to request more dates.
- 9.4. Shops/Businesses (DP, KE) – No issues. New Jasmine House closing at the end of the month.
- 9.5. War Memorial (ML, CL) – Agreed to remove flags and bunting
- 9.6. Schools (RD) – No update.
- 9.7. Roman Park (DF, ML, SC) – No update.
- 9.8. Social Club (PA) – Social Club continues to improve, and early reports are that 2025 finances are showing a significant improvement on the previous years.
- 9.9. Climate Change (SC, DF, EJ) – RD noted that fruit trees have been planted near the Bus Stop and thanked Mr Reece for continued improvement to the area.
- 9.10. Credenhill Community Club (PW) – No update.

10. Public Question Time

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

None

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

The next meeting is the Ordinary Parish Council meeting at 7.30 pm, 18th February 2026; at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:34.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

| Income & Expenditure | | Lloyds Current | Lloyds Reserve | Total |
|-------------------------------|---------------------------------------------------|----------------------------------|-------------------|------------------|
| 30/11/2025 | Closing Balance | 2,787.34 | 43,719.46 | 46,506.80 |
| Receipts | | | | |
| 02/12/2025 | The Life & Soul Kitchen – Rent | 650.00 | | 650.00 |
| 09/12/2025 | RO Stars - Changing Rooms Hire | 50.00 | | 50.00 |
| 09/12/2025 | Lloyds Bank – Interest | | 21.09 | 21.09 |
| 16/12/2025 | Magna Drama - Donation for Mixer | 205.00 | | 205.00 |
| 23/12/2025 | Lal Bagh - CCN Advertising | 185.00 | | 185.00 |
| | Total Received in Period | 1,090.00 | 21.09 | 1,111.09 |
| Payments | | | | |
| 02/12/2025 | ICO - Annual Data Protection Fee | -47.00 | | -47.00 |
| 09/12/2025 | NEST - Pension Payment | -82.76 | | -82.76 |
| 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 |
| 17/12/2025 | AE Hereford Ltd - Mixer for Hall | -246.00 | | -246.00 |
| 19/12/2025 | Lloyds Bank - Bank Fees | -4.67 | | -4.67 |
| 29/12/2025 | Valda Energy - Electricity Carpark/Changing Rooms | -68.38 | | -68.38 |
| | Total Spent in Period | -2,703.02 | 0.00 | -2,703.02 |
| Transfers | | Total Transfers in Period | 2,000.00 | -2,000.00 |
| 31/12/2025 | Closing Balance | 3,174.32 | 41,740.55 | 44,914.87 |
| Payments to Authorise | | | | |
| 21/01/2026 | Mrs E Jones – Wages Jan 2025 | -295.86 | | -295.86 |
| 21/01/2026 | Mr L Harper-Smith – Wages Dec 2025 | -963.54 | | -963.54 |
| 21/01/2026 | Mr L Harper-Smith – Expenses Dec 2025 | -78.06 | | -78.06 |
| 21/01/2026 | C Powell - Parish Maintenance Nov 2025 | -90.90 | | -90.90 |
| | Total Payments to Authorise | -1,428.36 | 0.00 | -1,428.36 |
| Transfers to Authorise | | | | |
| | | 0.00 | 0.00 | 0.00 |
| | Total Transfers to Authorise | 0.00 | 0.00 | 0.00 |

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ASSETS

| Cash & Bank | | | | Balance |
|--------------------------------------------|------------------------------|----------------|-----------------|------------------|
| Lloyds – Current Account (after payments) | | | | 1,745.96 |
| Lloyds – Reserve Account (after transfers) | | | | 41,740.55 |
| Petty Cash | | | | 0.00 |
| | Total Cash & Bank | | | 43,486.51 |
| Debtors | No Due | Overdue | Total | |
| The Life & Soul Kitchen Ltd – Rent | 650.00 | | 650.00 | |
| Burghill Golf Club – CCN Advertising | 60.00 | | 60.00 | |
| Electrics Fixed – CCN Advertising | 180.00 | | 60.00 | |
| Kemble at Home – CCN Advertising | 105.00 | | 60.00 | |
| Nessential Foothealth – CCN Advertising | 60.00 | | 60.00 | |
| RO-Stars Hereford – Roman Park Hire Fees | 50.00 | | 50.00 | |
| | Total Debtors | | 1,105.00 | 1,105.00 |
| Other Debtors | | | | |
| | Total Other Debtors | 0.00 | 0.00 | 0.00 |
| | TOTAL ASSETS | | | 44,591.51 |

LIABILITIES

| Creditors | | Not Due | Overdue | Total |
|-----------------------------------------------|--------------------------------|----------------|----------------|------------------|
| Herefordshire Council – Trade Waste/Recycling | | 185.13 | | 185.13 |
| | Total Trade Creditors | 185.13 | 0.00 | 185.13 |
| Other Liabilities | | | | |
| HMRC - PAYE Owing (DD) | | 384.68 | | 384.68 |
| NEST Pension Payments Owing (DD) | | 80.11 | | 80.11 |
| Youth Club Funds | | 765.79 | | 765.79 |
| VAT at 20% to be reclaimed from HMRC | | -546.92 | | -546.92 |
| VAT at 5% to be reclaimed from HMRC | | -9.91 | | -9.91 |
| | Total Other Liabilities | 673.75 | 0.00 | 673.75 |
| | TOTAL LIABILITIES | | | 858.88 |
| | TOTAL | | | 43,732.63 |

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2025-2026 Budget/Actual Comparison YTD

| | 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) | 17,903 | 17,903 | 13,428 | 13,776 | - 348 | 437 | 437 | 89 | Street Cleaner paid 1 month in advance |
| Employer Pension Contribution | 505 | 505 | 378 | 387 | - 9 | 12 | 12 | 3 | Street Cleaner paid 1 month in advance |
| Staffing Costs | - 18,408 | 18,408 | 13,806 | 14,163 | - 357 | 449 | 449 | 92 | |
| Software | 120 | 120 | 90 | 77 | 13 | - | - | 13 | |
| Travel & Subsistence | 156 | 156 | 117 | 68 | 49 | - | - | 49 | |
| Printing | 50 | 50 | 50 | 144 | - 94 | - | - | 94 | Carnival Banners |
| Telephone | 60 | 60 | 45 | 45 | - | - | - | - | |
| Postage | 12 | 12 | 9 | - | 9 | - | - | 9 | |
| Stationary | 84 | 84 | 63 | 19 | 44 | - | - | 44 | |
| Homeworking Allowance | 180 | 180 | 135 | 135 | - | - | - | - | |
| Meeting Room Hire/File Storage | 520 | 520 | 312 | 340 | - 28 | - | - | 28 | |
| Office & Meeting Costs | - 1,182 | 1,182 | 821 | 828 | - 7 | - | - | 7 | |
| Website Hosting Fee | 120 | 120 | 90 | 267 | - 177 | - | - | 177 | gov domain & hosting |
| Printing CCN | 5,541 | 5,541 | 4,442 | 3,807 | 635 | - | - | 635 | |
| Advertising & Promotion | - 5,661 | 5,661 | 4,532 | 4,074 | 458 | - | - | 458 | |
| Insurance | 1,843 | 1,843 | 1,843 | 1,737 | 105 | - | - | 105 | |
| Bank Fees | 60 | 60 | 45 | 40 | 5 | - | - | 5 | |
| Internal Audit | 190 | 190 | 190 | 180 | 10 | - | - | 10 | |
| External Audit | 331 | 331 | 331 | 315 | 16 | - | - | 16 | |
| ICO Membership Fee | 35 | 35 | 35 | 47 | - 12 | - | - | 12 | Agreed Budget Movement from Repairs & Renewals |
| Professional/Planning | - | - | - | 1,721 | - 1,721 | 1,721 | 1,721 | - | |
| Election Costs | - | - | - | - | - | - | - | - | |
| Legal Fees | - | - | - | 707 | - 707 | - | - | 707 | |
| Playground Inspection | 201 | 201 | - | - | - | - | - | - | |
| Insurance, Legal & Professional Cost | - 3,000 | 2,659 | 2,443 | 4,746 | - 2,303 | 1,721 | 1,721 | 583 | |
| Changing Rooms - Electric | 300 | 300 | 225 | 221 | 4 | - | - | 4 | |
| Changing Rooms - Water Rates | 90 | 90 | 45 | 28 | 17 | - | - | 17 | |
| Community Centre - Waste Disposal | 755 | 755 | 755 | 741 | 14 | - | - | 14 | |
| Community Centre - Water | - | - | - | 1,598 | - 1,598 | 1,598 | 1,598 | - | To be recharged to utilities recharges |
| Community Centre - Electric | 480 | 480 | 360 | 301 | 59 | - | - | 59 | |
| Utility & Waste Management Costs | - 1,625 | 1,625 | 1,385 | 2,889 | - 1,504 | 1,598 | 1,598 | 94 | |
| Outsourced Maintenance Costs | | | | | | | | | |
| Maintenance | 2,014 | 2,014 | 825 | 863 | - 38 | - | - | 38 | |
| Materials | 240 | 240 | 180 | 72 | 108 | - | - | 108 | |
| Cleaning | 427 | 427 | - | - | - | - | - | - | |
| Hedge Cutting | 516 | 516 | 516 | 410 | 106 | - | - | 106 | |
| Weed Control | 1,404 | 1,404 | 1,404 | 1,420 | - 16 | - | - | 16 | |
| Grass Cutting | 5,021 | 5,021 | 4,781 | 4,405 | 376 | - | - | 376 | |
| Tree Maintenance | 1,200 | 1,200 | - | - | - | - | - | - | |
| Outsourced Maintenance Costs | - 10,821 | 10,821 | 7,705 | 7,170 | 536 | - | - | 536 | |
| Total Operating Costs | - 40,697 | 40,356 | 30,693 | 33,870 | - 3,177 | 3,768 | 3,768 | 590 | |
| Exceptional/Planned Costs | | | | | | | | | |
| Charitable Grant Provision | 6,500 | 6,500 | 6,500 | 6,600 | - 100 | - | - | 100 | |
| Roman Park | 17,222 | 4,000 | 21,222 | 136 | 136 | - | - | - | |
| Land & Buildings Improvement Fund | 2,029 | - | 2,029 | - | - | - | - | - | |
| Asset Repairs & Renewals | 5,852 | 2,000 | 7,852 | 2,680 | 1,258 | 1,421 | 1,627 | 205 | Hall Mixer. Agreed Budget Move to Surveys. Funded through drainage grant |
| Ditching & Drainage Works | - | - | - | 11,200 | - 11,200 | 11,200 | 11,200 | - | |
| Hall/Resource Centre Boundary Fence | 3,000 | - | 3,000 | - | - | - | - | - | |
| Backhouse Park - Fencing/Wall | 3,645 | 3,645 | - | - | - | - | - | - | |
| Blooming Credenhill Project | 500 | 500 | 88 | 198 | - 110 | 100 | 100 | - 10 | |
| War Memorial Improvement Fund | 800 | 800 | 674 | 674 | - 0 | - | - | 0 | |
| Exceptional/Planned Costs | 28,103 | 17,445 | 45,548 | 10,078 | 20,066 | - 9,989 | 9,674 | 9,674 | 315 |
| Total Projected/Actual Costs | 28,103 | 58,142 | 85,904 | 40,771 | 53,937 | - 13,166 | 13,441 | 13,441 | 275 |
| Income | | | | | | | | | |
| Precept | -47,459 | - 47,459 | - 47,459 | - 47,459 | - | - | - | - | |
| Rent | - 7,777 | - 7,777 | - 6,481 | - 6,517 | 36 | - | - | 36 | |
| Bank Interest | - 180 | - 180 | - 150 | - 188 | 38 | - | - | 38 | |
| CCN Adverts | - 1,785 | - 1,785 | - 1,725 | - 1,935 | 210 | - | - | 210 | |
| Hire of Changing Rooms | - 600 | - 600 | - 500 | - 500 | - | - | - | - | |
| Donations/Other Income | - | - | - | 399 | 399 | 194 | 194 | 205 | Donation to Credenhill Bloomers from Resident |
| Grants Income | - | - | - | 11,200 | 11,200 | 11,200 | 11,200 | - | Hall for mixer |
| Utilities Recharges | - | - | - | 1,368 | 1,368 | 1,598 | 1,368 | 0 | Drainage grant |
| Total Income | - 57,801 | - 57,801 | - 56,315 | - 69,566 | 13,251 | 12,992 | 12,762 | 489 | |
| YTD Budget/Actual Variance | | | | | | 85 | | 764 | |

CREDENHILL PARISH COUNCIL



Appendix B – Letter to Cllr Pullen BEM



Edward Harley CBE
HM Lord-Lieutenant of Herefordshire

BRAMPTON BRYAN HALL
BUCKNELL
HEREFORDSHIRE
SY7 0DH

Telephone: 01547 530280
Email: emh@harleystate.co.uk

29 December 2025

Miss Dorothy Jean Pullen BEM
32 Waterside
Credenhill
Hereford
Herefordshire
HR4 7ET

DJ Pullen,

I should like to be among the first to congratulate you most warmly on your award of a British Empire Medal (BEM), announced in the New Year's Honours list. I was truly delighted to learn of your success and, as His Majesty's representative in Herefordshire, it is my pleasure to congratulate you on a much-deserved honour.

It has been a delight to have met you at the camp on several occasions. It is quite clear that your many years of service have been enormously appreciated by generations. It has been heartwarming to see the great affection with which you are held - and your contribution to the wellbeing of this very special regiment has been immense.

Since the British Empire Medal is primarily locally earned, it is also locally presented, and it will be my privilege to do this on behalf of His Majesty the King. We will have to liaise as to what is the best way to make the presentation. Usually, the ceremony takes place in a public building such as a church or parish hall. It is an opportunity to invite friends and family and generally there is some form of celebration – often a tea party – after the presentation.

I suggest that in due course, you are in touch with my office (lieutenancy@herefordshire.gov.uk, Ceri Charnick 01432 260024) to make a start in discussing how we might make the presentation.

Many people are put forward for such Honours, but few are considered sufficiently outstanding. I very much hope that this recognition brings you much justified pride.

May I finish by thanking you most sincerely for all the good that you have done in upholding Herefordshire's traditions.

*I am so pleased / many congratulations
Love
Ed Harley.*

Edward Harley CBE
HM Lord-Lieutenant of Herefordshire