

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	0.00
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

2025-2026 Budget/Actual Comparison YTD										
	A	B	C	D	E	F	G	H		
	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	Notes
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	0	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	1,627	205	Hall Mixer. Agreed Budget Move to Surveys.
Ditching & Drainage Works	-	-	-	-	11,200	- 11,200	11,200	11,200	-	Funded through drainage grant
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	

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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@harleyestate.co.uk

29 December 2025

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

DL BEM,
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.*

Edward Harley CBE
HM Lord-Lieutenant of Herefordshire