

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** **HELD AT CREDENHILL COMMUNITY HALL ON 18<sup>th</sup> FEBRUARY 2026**

### **PRESENT:**

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

ML noted receipt of the resignation of RD, noted and accepted. ML asked the clerk to record thanks in the Community News and to inform the elections office.

### **2. Co-opt New Councillor** – KE proposed to co-opt Consuelo Abel on to the Parish Council, seconded by PW and supported unanimously.

### **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 Cllr Charlotte Taylor**

- CT conducted drive around with Liaison Officer – known issue on Tillington Road lack of raised verge – safety issue logged.
- The roundabout at Stretton Sugwas needs complete resurfacing, it's pointless completing patch repairs. Noted that it was originally caused by a Snow plough several years ago.
- CT is having regular meetings with surrounding ward councillors and liaison Steward to deal with wider area issues.
- Meetings for the transition between BBLP to M Group are ongoing - please can all feedback to CT with any suggestions for new contract (not potholes or cleaning gulleys – we know about these issues!).
- FAS - Undergrowth cleared, channel cleared, banks profiled - Ecology better since last checked. Showing that the ecology is better now it's being managed and silt cleared will help justify better maintenance regime going forward.
- Local Nature Recovery Strategy has started – open day at Queenswood. FAS could be included in the plan in a positive way.

### **5. Public Question Time**

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

None

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## **6. Minutes**

PA proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 21st January 2026, seconded by SC.

## **7. Matters arising since last meeting:**

- 7.1. TRO Dovecote Lane – Double Yellow Lines – No update, clerk to request for next meeting.
- 7.2. A480 planned surface water flood risk improvements has been completed and grant application completed and paid.
- 7.3. Water Leak in Community Centre – Clerk has requested the bill from Welsh Water.
- 7.4. Community Hall storm damage – Leaks in several locations relate to known roof and box gutter issues that the Parish Council have agreed to repair.
- 7.5. Consider conducting a Hydrological survey in conjunction with Breinton & Stretton Sugwas Parish Council's. Ongoing discussions took place and it was agreed to obtain public opinion by requesting feedback in the Community Newsletter. It was agreed that the most legal route to fund the survey would be through grants; clerk to establish if it can be funded from the 2026/27 Drainage grant scheme.
- 7.6. An update on new website hosting, domain name, email addresses and email storage arrangements was given. Individual email addresses will be setup with forwarding to private email addresses so that Parish Councillors get notice of any public emails. Individual councillors can ask for the forwarding to be removed; login details and device setup details will be provided.
- 7.7. Next Parish Council Summit Tuesday 3rd March 2026 held at Plough Lane offices 6:30pm – 8:30pm, up to 2 people from Credenhill. PA & Clerk to attend.
- 7.8. Local Nature Recovery Strategy (LNRS) Restoring and protecting nature across Herefordshire consultation - Herefordshire Council – a major new plan with 15 habitat priorities designed to protect, enhance and reconnect the landscapes, habitats and species that make Herefordshire special. Local consultation events 21st February at Queenswood and 14th March at Hereford Market

## **8. Financial Reports – Appendix A**

- 8.1. Confirmation of Bank Balances
- 8.2. Receipts
- 8.3. Invoices for Payment
- 8.4. Comparison of year-to-date actual spend compared to budget.

PB proposed to approve the financial reports and make the payments, seconded by AS.

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### 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 & 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 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
P260199/F	St Mary’s Primary School - Erection of hexagonal shelter within existing "forest school" area, to provide sheltered area for learning.	NEW	NEW	Comments by 04/03/2026

P260199/F – It was agreed that the power to comment on behalf of the Parish Council would be delegated to PA. PA to send comments to the clerk to submit prior to the deadline.

### 10. To receive reports from working groups

- 10.1. Finance & Asset Management (AS, ML, PW, PA) – ML asked the clerk to arrange a meeting with the maintenance contractor. Meeting to review and agree contract tenders for 2026/27 to be setup following the deadline.
- 10.2. Community Hall (SC, AS) – See Appendix B. Clerk agreed to share Table Sale flyer.
- 10.3. Footpaths (SC, DF) – SC is scheduled to attend Induction training on 27<sup>th</sup> February.
- 10.4. Shops/Businesses (DP, KE) – Members of the public continue to leave clothes at the side of the clothes recycling point.
- 10.5. War Memorial (ML, CL) - Flags and bunting have now been taken down and stored.
- 10.6. Schools (TBC) – Now that RD has resigned, we have no contact with the school, Clerk to write to the school to see if a member of the PTFA or a Governor would consider joining the PC to provide better connections with the school.
- 10.7. Roman Park (DF, ML, SC) – More football teams are using the pitch due to flooding at other grounds.
- 10.8. Social Club (PA) – Secretary has resigned currently recruiting a new one, financial position still healthy.
- 10.9. Climate Change (SC, DF, EJ) – No Update
- 10.10. Credehill Community Club (PW) – 3 new members have joined, and the club is now running fine.

### 11. Public Question Time

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

A member of the public highlighted a couple of items:

- Biodiversity; it may be useful to look at the following online resource [natureemergency.com](http://natureemergency.com)
- Worth noting PC can use FOI when needing info from HC.
- Traffic at camp is bad but already discussed during the meeting.

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**12. Confirmation of the next Meetings, Time, Date & Place.**

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

The Chair declared the meeting closed at 21:16.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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## Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
<b>31/12/2025</b>	<b>Closing Balance</b>	<b>3,174.32</b>	<b>41,740.55</b>	<b>44,914.87</b>
<b>Receipts</b>				
09/01/2026	Lloyds Bank – Interest		21.27	21.27
15/01/2026	Kemble Care at Home - CCN Advert	105.00		105.00
19/01/2026	The Life & Soul Kitchen – Rent	650.00		650.00
28/01/2026	Burghill Golf Club - CCN Advertising	60.00		60.00
<b>Total Received in Period</b>		<b>815.00</b>	<b>21.27</b>	<b>836.27</b>
<b>Payments</b>				
02/01/2026	Herefordshire Council - Trade Waste/Recycling	-185.13		-185.13
19/01/2026	Lloyds Bank - Bank Fees	-4.25		-4.25
19/01/2026	NEST - Pension Payment	-80.11		-80.11
21/01/2026	Mrs E Jones – Wages Jan 2026	-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
23/01/2026	HMRC – PAYE/NI	-281.41		-281.41
26/01/2026	Valda Energy - Electricity Carpark/Changing Rooms	-75.93		-75.93
<b>Total Spent in Period</b>		<b>-2,055.19</b>	<b>0.00</b>	<b>-2,055.19</b>
<b>Transfers</b>				
<b>Total Transfers in Period</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>31/01/2026</b>	<b>Closing Balance</b>	<b>1,934.13</b>	<b>41,761.82</b>	<b>43,695.95</b>
<b>Payments to Authorise</b>				
06/02/2026	APS Hereford Ltd – Drainage Works A480/Barlands	-10,920.00		-10,920.00
18/02/2026	Mrs E Jones – Wages Feb 2026	-384.30		-384.30
18/02/2026	Mrs E Jones – Expenses Jan 2026	-3.99		-3.99
18/02/2026	Mr L Harper-Smith – Wages Jan 2026	-963.54		-963.54
18/02/2026	Mr L Harper-Smith – Expenses Jan 2026	-69.28		-69.28
18/02/2026	C Powell - Parish Maintenance Jan 2026	-40.00		-40.00
18/02/2026	Signworx – CCN Printing February 2026 Edition	-470.00		-470.00
<b>Total Payments to Authorise</b>		<b>-12,851.11</b>	<b>0.00</b>	<b>-12,851.11</b>
<b>Transfers to Authorise</b>				
		13,000.00	-13,000.00	0.00
<b>Total Transfers to Authorise</b>		<b>13,000.00</b>	<b>-13,000.00</b>	<b>0.00</b>

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## ASSETS

<b>Cash &amp; Bank</b>				<b>Balance</b>
Lloyds – Current Account (after payments)				2,083.02
Lloyds – Reserve Account (after transfers)				28,761.82
Petty Cash				0.00
	<b>Total Cash &amp; Bank</b>			<b>30,844.84</b>
<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>	<b>Total</b>	
The Life & Soul Kitchen Ltd – Rent	650.00		650.00	
Electrics Fixed – CCN Advertising	180.00		180.00	
Herefordshire Council – Drainage Grant	9,100.00		9,100.00	
Nessential Foothealth – CCN Advertising	60.00		60.00	
RO-Stars Hereford – Roman Park Hire Fees	50.00	50.00	100.00	
	<b>Total Debtors</b>			
	<b>10,040.00</b>	<b>50.00</b>	<b>10,090.00</b>	
<b>Other Debtors</b>				
	<b>Total Other Debtors</b>			
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL ASSETS</b>			<b>40,934.84</b>

## LIABILITIES

<b>Creditors</b>		<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>
	<b>Total Trade Creditors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Liabilities</b>				
HMRC - PAYE Owing (DD)		206.54		206.54
NEST Pension Payments Owing (DD)		82.76		82.76
Youth Club Funds		765.79		765.79
VAT at 20% to be reclaimed from HMRC		-2,373.87		-2,373.87
VAT at 5% to be reclaimed from HMRC		-13.52		-13.52
	<b>Total Other Liabilities</b>	<b>-1,332.30</b>	<b>0.00</b>	<b>-1,332.30</b>
	<b>TOTAL LIABILITIES</b>			<b>-1,332.30</b>
	<b>TOTAL</b>			<b>42,267.14</b>





**Appendix B – Community Hall meeting 9th February**

1. Bookings are looking good with a few children's parties being held recently. Also, the group booking are continuing with The Martial Arts group booking some weekend dates well ahead.
2. Magna are meeting this week and are hoping to put on a production in May.
3. David advised the electrical bills are coming in monthly at an expected level but still only estimated even though there is a smart meter.
4. David didn't provide the accounts for this month but said the hall was managing to cover the costs at present.
5. Water leaks, David has been in touch with the insurance company but could do with some photos taken at the time of damage. Did you manage to take any on the day? Also, the insurance company asked about future repairs of the building. Have you been able to start the process of organising the quotes for the repairs that the PC agreed to fund from the recent building survey.
6. We will start to organise for the EICR certificate to be done.
7. The Table sale date will be Sunday 15th March, are you able to put the poster on the Next-Door website for me please if I send it over to you?