

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 18th MARCH 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 Burridge (PB), Councillor Mrs Kelly Edwards (KE), Councillor Mr Paul Warrington (PW), Councillor Mr Chris Lewis (CL), Councillor Mr Dan Fellows (DF), Councillor Mrs Dot Pullen BEM (DP), Councillor Miss Consuelo Abel (CA).

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

2 Members of the Press /Public present.

The Chair opened the meeting at 7.31 pm.

1. Apologies for Absence - To receive and accept apologies for absence.

Ward Councillor Mrs. Charlotte Taylor (CT)

2. Declarations of Interest & Dispensations

- 2.1. No declarations of interest in agenda items from Councillors.
- 2.2. No written applications for dispensation

3. Speakers

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

- 3.1. Update from Ward Cllr Charlotte Taylor – No update

4. Public Question Time

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

Local resident, Sarah Lewis (SL), gave an update on the Dog Exercise Area and Play Park in the Oak & Elm Estate managed by Citizen Housing. SL mentioned that a lot of people from the village use the area, including people from outside the estate (which is unadopted private land funded by the housing association). SL asked the Parish Council to consider setting up another area for dogs in the parish to alleviate pressure on this small area. Noted that the Play Equipment is nearly complete with just 1 accessible item to add, thanked the PC for their support through the whole process and acknowledged that once the issue was escalated in Citizen that they had been very supportive of the local needs within the estate and the areas have been well maintained since.

CA agreed to help with any new areas created within the Parish for Dog walkers, can the Roman park be considered?

Clerk noted that the Roman Park as well as the play area in Dovecote Lane both have Public Space Protection Order for Dog Control in place and that both areas fully exclude dogs under law; this order would need to be amended before allowing any dogs into the park. Additionally, the Parish Council would need to consider safeguarding legislation as the children's play areas are not fenced therefore a fenced area for dog exercise would be required. We would need to investigate the required specification for any fencing and look at the costs involved however it is all possible.

The Parish Council thanked Sarah Lewis for her persistence in working with Citizen Housing to bring the play area and dog exercise area back into use — an essential amenity for local families. Well done, Sarah.

5. Minutes

PB proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 18th February 2026, seconded by DF.

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6. Matters arising since last meeting:

- 6.1. TRO Dovecote Lane – Double Yellow Lines – no update. ML asked the clerk to escalate through CT & the community charter.
- 6.2. Water Leak in Community Centre – The clerk has managed to get the lost water totalling £19,000 credited and we have received a normal bill based on previous usage, clerk to rebill to tenants.
- 6.3. Play Area Capital Investment Grant – Herefordshire Council have provisionally accepted the Community Asset transfer of Dovecote Lane Play Area to the Parish Council with an initial offer of £20,000 to the Parish Council to pay for upgrades to the park post transfer. The finer details of the asset transfer need to be looked at before a decision is made by the Parish Council.
- 6.4. Consider conducting a Hydrological survey in conjunction with Breinton & Stretton Sugwas Parish Council's, clerk will include in the CCN again for feedback from residents. Clerk has spoken to the drainage team during the parish council summit where it was agreed that Section 137 spending by the Parish was not a suitable use, they will look to see if it meets the criteria of the Drainage Grants or if any alternative routes are available.
- 6.5. Update on new website hosting, domain name, email addresses and email storage arrangements – all parish emails are live and the old email address/domain will expire by the end of March. New emails, website and storage are all fully operational, any further issues refer to the clerk.
- 6.6. Update on Lengthsman works:
 - Grit bin on A480 near junction with Jellicoe Way has been completed.
 - Grips/Ditching Tillington Road has been completed.Clerk has submitted the Lengthsman grant application for the works as well as other items covered by grounds maintenance contracts, the grant application totals £1728.00 which should be received before the end of March.
- 6.7. The tenders received for the 2026/2029 grounds maintenance contracts were reviewed, SC proposed to award the contracts as follows, seconded by KE and supported unanimously:
 - Grass Cutting – OTM Grounds Care Ltd
 - Weed Control - Countrywide Grounds Maintenance Ltd
 - Hedge Trimming - Countrywide Grounds Maintenance LtdThe tenders received for the 2026/2029 Parish Newsletter Printing were reviewed, PW proposed to award the contracts to Signworx, seconded by PA and supported unanimously.
- 6.8. Update on Oak & Elm Road Play Area and Dog Exercise Area. Discuss options for other dog exercise areas in the parish – Item covered during public question time, Item 4 above.
- 6.9. Police Community Charter Contract Renewal 2026-2027 – Agree priorities. Various policing matters were discussed, it was agreed that exiting priorities should be kept as: Speeding, Drugs and Anti-Social behaviour.
- 6.10. The Parish Council considered the request to use Roman Park on Sunday 27th September for the 2026 Credenhill Canter. It was agreed that the facilities would be provided free of charge due to the canter being organised for charitable purposes. Clerk to liaise with organisers.

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.

PB proposed to approve the financial reports and make the payments with the additional payment of £314.40 to Playsafety Ltd for the Roman park inspection, seconded by PW.

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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
P260199/CD4	St Marys Primary School - Erection of hexagonal shelter within existing "forest school" area, to provide sheltered area for learning.	Comments Submitted – Support	Comments by 13/03/2026	Determine by 20/03/2026
P260689/FH	3 Meadow Drive - Replacement extension	New	New	Comments by 10/04/2026

P260689/FH was received after the agenda was set and the comments are required by 10/04/2026. The Parish Council agreed to delegate the power to comment on the application to PA to ensure that the comments are submitted prior to the deadline.

9. To receive reports from working groups

- 9.1. Finance & Asset Management (AS, ML, PW, PA) – The working group had met to review the tenders in preparation for item 6.7, a further meeting will take place prior to the next meeting to review the Section 137 local grant applications received. The VAT return and year end accounts will be completed by the clerk for the next meeting.
- 9.2. Community Hall (SC, AS) – No meeting since the last Parish Council meeting. Table sale went well raising funds for the hall however not well attended due to it being on Mother’s Day and the weather was poor however good feedback, and further events may be arranged. The Electrical testing is still in date despite previously being sent an out-of-date report, the electrician was very understanding when they were cancelled at the last minute. Hall are looking at options for repairing the curtain headers for the Parish Council grant.
- 9.3. Footpaths (SC, DF) – SC attended the induction. There is now a page to order items from Herefordshire Council’s website and a form to log all walks/inspections of PROW’s. Further to the recent works at the balancing pond a resident in Waterside has complained about Brambles growing into their garden from the area around the pond. Refer to CT.
Noted that the footpath near Headway also has overhanging brambles, clerk to follow up with new manager.
- 9.4. Shops/Businesses (DP, KE) – Salon appears to be making good progress, unsure on opening date.
- 9.5. War Memorial (ML, CL) - Nothing to report.

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- 9.6. Schools (TBC) – ML requested the Clerk send a letter to the PTFA asking for a Council representative.
- 9.7. Roman Park (DF, ML, SC) – RoSpa has been completed, just 1 high risk item for investigation, clerk to follow up. Fencing repairs to be completed soon, clerk looking at purchasing the materials directly to claim the VAT back.
- 9.8. Social Club (PA) – Lots going on internally; the Chair & Marketing Events Co-ordinator have resigned, currently recruiting for these roles. New secretary offered position and to start this month. Club continues to make good progress and are currently getting quotes for submission of a grant application to the Parish Council.
- 9.9. Climate Change (SC, DF, EJ)- no update
- 9.10. Credenhill Community Club (PW) - Committee continue to meet regularly; electrical survey, completed recently. Grant application submitted.

10. Public Question Time

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

ML – mentioned that CT is looking at getting a new bus stop for Oakfield view, CT will provide an update at the next meeting.

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

The next meeting is the Ordinary Parish Council meeting at 7.30 pm, 15th April 2026; at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 20:33.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/01/2026	Closing Balance	1,934.13	41,761.82	43,695.95
Receipts				
09/02/2026	Lloyds Bank – Interest		18.13	18.13
12/02/2026	Electrics Fixed - CCN Advertising	180.00		180.00
13/02/2026	The Life & Soul Kitchen – Rent	650.00		650.00
16/02/2026	Nessential Foot health - CCN Advertising	60.00		60.00
16/02/2026	Herefordshire Council - Drainage Grant	9,100.00		9,100.00
17/02/2026	RO Stars - Roman Park Hire	100.00		100.00
	Total Received in Period	10,090.00	18.13	10,108.13
Payments				
06/02/2026	APS Hereford Ltd – Drainage Works A480/Barlands	-10,920.00		-10,920.00
16/02/2026	NEST - Pension Payment	-82.76		-82.76
17/02/2026	Lloyds Bank - Bank Fees	-4.25		-4.25
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
26/02/2026	Valda Energy - Electricity Carpark/Changing Rooms	-71.97		-71.97
	Total Spent in Period	-13,010.09	0.00	-13,010.09
Transfers				
28/02/2026	Closing Balance	2,014.04	38,779.95	40,793.99
Payments to Authorise				
18/03/2026	Mr L Harper-Smith – Wages Feb 2026	-963.54		-963.54
18/03/2026	Mr L Harper-Smith – Expenses Feb 2026	-34.76		-34.76
18/03/2026	C Powell - Parish Maintenance Feb 2026	-121.80		-121.80
18/03/2026	Credehill Community Hall – Dec/Jan/Feb/March	-176.00		-176.00
18/03/2026	Signworx – CCN Printing March 2026 Edition	-470.00		-470.00
18/03/2026	Marches Grounds Maintenance – Grit Bin & Ditching	-900.00		-900.00
18/03/2026	Playsafety Ltd – Roman Park Inspection*	-314.40*		-314.40*
	Total Payments to Authorise	-2,666.10	0.00	-2,666.10
Transfers to Authorise				
		3,000.00	-3,000.00	0.00
	Total Transfers to Authorise	3,000.00	-3,000.00	0.00

* Item added during the meeting, totals have not been adjusted to include this figure.

ASSETS

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Cash & Bank

	Balance
Lloyds – Current Account (after payments)	2,347.94
Lloyds – Reserve Account (after transfers)	35,779.95
Petty Cash	0.00
Total Cash & Bank	38,127.89

Debtors

	No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent	650.00		650.00
Herefordshire Council – Lengthsman Grant	1,728.00		1,728.00
RO-Stars Hereford – Roman Park Hire Fees	50.00		50.00
Total Debtors	2,428.00	0.00	2,428.00

Other Debtors

Total Other Debtors	0.00	0.00	0.00
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TOTAL ASSETS	40,555.89
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LIABILITIES

Creditors

	Not Due	Overdue	Total
Herefordshire Council – Trade Waste/Recycling	192.14		192.14
Welsh Water – Changing Rooms Water	37.70		37.70
Total Trade Creditors	229.84	0.00	229.84

Other Liabilities

HMRC - PAYE Owing (DD)	309.81		309.81
NEST Pension Payments Owing (DD)	71.23		71.23
Youth Club Funds	765.79		765.79
VAT at 20% to be reclaimed from HMRC	-2,375.57		-2,375.57
VAT at 5% to be reclaimed from HMRC	-16.95		-16.95
Total Other Liabilities	-1,245.69	0.00	-1,245.69

TOTAL LIABILITIES	-1,015.85
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TOTAL	41,571.74
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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	16,411	16,375	36	437	437	473	Street Cleaner paid 1 month in advance
Employer Pension Contribution		505	505	463	460	3	12	12	15	Street Cleaner paid 1 month in advance
Staffing Costs	-	18,408	18,408	16,874	16,835	39	449	449	488	
Software		120	120	110	94	16	-	-	16	
Travel & Subsistence		156	156	143	84	59	-	-	59	
Printing		50	50	50	144	- 94	-	-	94	Carnival Banners
Telephone		60	60	55	55	-	-	-	-	
Postage		12	12	11	-	11	-	-	11	
Stationary		84	84	77	25	52	-	-	52	
Homeworking Allowance		180	180	165	165	-	-	-	-	
Meeting Room Hire/File Storage		520	520	384	516	- 132	-	-	132	
Office & Meeting Costs	-	1,182	1,182	995	1,084	- 89	-	-	89	
Website Hosting Fee		120	120	110	267	- 157	-	-	157	.gov domain & hosting 2 years up front
Printing CCN		5,541	5,541	5,541	4,747	794	-	-	794	
Advertising & Promotion	-	5,661	5,661	5,651	5,014	637	-	-	637	
Insurance		1,843	1,843	1,843	1,737	105	-	-	105	
Bank Fees		60	60	55	48	7	-	-	7	
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 Election Costs		-	-	-	1,721	- 1,721	1,721	1,721	-	
Legal Fees		-	-	-	707	- 707	-	-	707	
Playground Inspection		201	201	-	-	-	-	-	-	
Insurance, Legal & Professional Cost	-	3,000	2,659	2,453	4,755	- 2,302	1,721	1,721	581	
Changing Rooms - Electric		300	300	275	277	- 2	-	-	2	
Changing Rooms - Water Rates		90	90	45	66	- 21	-	-	21	
Community Centre - Waste Disposal		755	755	755	933	- 178	178	178	0	
Community Centre - Water		-	-	-	1,598	- 1,598	1,598	1,598	- 0	To be recharged to utilities recharges
Community Centre - Electric		480	480	440	385	55	-	-	55	
Utility & Waste Management Costs	-	1,625	1,625	1,515	3,259	- 1,744	1,776	1,776	32	
Outsourced Maintenance Costs										
Maintenance		2,014	2,014	1,623	1,025	598	-	-	598	
Materials		240	240	220	72	148	-	-	148	
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	4,941	4,405	536	-	-	536	
Tree Maintenance		1,200	1,200	-	-	-	-	-	-	
Outsourced Maintenance Costs	-	10,821	10,821	8,703	7,331	1,372	-	-	1,372	
Total Operating Costs	-	40,697	40,356	36,191	38,278	- 2,087	3,946	3,946	1,858	
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.
Ditching & Drainage Works		-	-	-	-	20,800	20,800	20,300	500	Funded through drainage grant
Bins/Grit Bins		-	-	-	400	400	400	400	-	Funded through lengthsman grant
Hall/Resource Centre Boundary Fence	3,000	-	3,000	-	-	-	-	-	-	
Backhouse Park - Fencing/Wall		3,645	3,645	-	-	-	-	-	-	
Blooming Credenhill Project		500	500	88	218	- 130	100	100	30	
War Memorial Improvement Fund		800	800	674	674	- 0	-	-	0	
Exceptional/Planned Costs	28,103	17,445	45,548	10,078	30,086	- 20,009	19,174	19,174	835	
Total Projected/Actual Costs	28,103	58,142	85,904	46,269	68,365	- 22,096	23,119	23,119	1,023	
Income										
Precept		-47,459	- 47,459	- 47,459	- 47,459	-	-	-	-	
Rent		- 7,777	- 7,777	- 7,777	- 7,817	39	-	-	39	
Bank Interest		- 180	- 180	- 180	- 227	47	-	-	47	
CCN Adverts		- 1,785	- 1,785	- 1,785	- 1,935	150	-	-	150	
Hire of Changing Rooms		- 600	- 600	- 600	- 600	-	-	-	-	
Donations/Other Income		-	-	-	399	399	194	194	205	Donation to Credenhill Bloomers from Resident & Hall for mixer
Grants Income		-	-	-	22,028	22,028	20,700	20,700	1,328	Drainage & Lengthsman Grants
Utilities Recharges		-	-	-	1,368	1,368	1,598	1,598	230	
Total Income	-	-57,801	- 57,801	- 57,801	- 81,834	24,032	22,492	22,492	1,540	
YTD Budget/Actual Variance						1,936			2,563	