



**MINUTES OF THE ANNUAL MEETING
HELD AT CREDENHILL COMMUNITY HALL ON 20th MAY 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).

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

30 Members of the Press /Public present.

The Chair opened the meeting at 7.00pm

1. Apologies for Absence

All present

2. Minutes

DF proposed to approve the minutes of the Annual Meeting of the Parish Council held on 21st May 2025, seconded by PW.

3. Chair

- 3.1. ML presented the chairman's report for 2025/26, Appendix A.
- 3.2. Election of Chair for 2026/27 - ML nominated PA as Chair for 2026/27, seconded by DF. No further nominations, PA unanimously elected as chair.
- 3.3. PA signed the declaration of acceptance of office of Chair

4. Vice Chair

- 4.1. Election of Vice Chair for 2026/27:
PA nominated ML, seconded by SC.
CL nominated PB, seconded by KE.
By a show of hands ML received 4 votes and PB received 6 votes. PB elected as vice chair.
- 4.2. PB signed the declaration of acceptance of office of Chair

5. To review and adopt Policies and Procedures:

- 5.1. Standing Orders
- 5.2. Finance Regulations
- 5.3. Code of Conduct
- 5.4. Information Policy
- 5.5. Approve Risk Assessment schedule

PB proposed to approve 5.1 to 5.5, seconded by DF.

6. Finances:

- 6.1. The RFO presented the Accounts for the Financial Year ended 31st March 2026 (Appendix B). PB proposed to adopt the accounting statements, seconded by PW.
- 6.2. PB proposed to approve and sign Section 1 – The Annual Governance Statement, seconded by PW.
- 6.3. PB proposed to approve and sign Section 2 – The Accounting Statements, seconded by PW.
- 6.4. Current Bank Signatories and Banking Arrangements were noted. PB proposed to retain the existing bank signatories, seconded by PW.
- 6.5. DF proposed to retain Mr David McKirdy as the internal Auditor for the financial year, seconded by PW.

CREDENHILL PARISH COUNCIL



6.6. PB proposed to accept the insurance quote from Zurich for £ 1,776.76 for the year from 1st June 2026, seconded by PW.

6.7. CL proposed to approve Land and Assets Register, seconded by KE.

7. The following Parish Working Groups were agreed for the year:

- Finance & Asset Management (AS, ML, PW, PA)
- Community Hall (SC, AS)
- Footpaths (SC, DF)
- Shops/Businesses (DP, KE)
- War Memorial (ML, CL)
- Schools (CA)
- Roman Park (DF, ML, SC)
- Social Club (PA)
- Climate Change (SC, DF, EJ)
- Credenhill Community Club (PW)

8. Agree meeting dates for the coming year.

3rd Wednesday of the month except for August (No meeting) apart from the following meetings to be adjusted:

October 2026 - 14th October 2026

April 2027 - 14th April 2027

The Chair declared the meeting closed at 19:18.

Name.....

Signed.....

Date.....



Appendix A – Annual Report 2025/26

The year saw the retirement of two councillors - Denna Pennington and Rana Davies-James and the co-option of two new ones – Consuela Abel and Paul Nicholas.

Dot Pullen was congratulated on being awarded the BEM.

Emma Jones has continued her splendid work of keeping the village free of litter and enhancing areas with bulbs and planters. Craig Powell has continued with us on a reduced capacity due to ill health on maintenance. We thank them both for their work.

Financially, again through the skill of our Clerk, we kept the precept rise to 0% and gave grants to local organisation of £6600 and provided a seat, a silhouette and new bunting for the war memorial.

We commissioned a new Asset Management Plan for the next 5-year maintenance of all our buildings. A lot has been achieved over the last 5 years, and no major issues were identified. The ongoing items will be included in each year's budget.

Some of the flooding issues identified last year were attended to with grants obtained from Herefordshire Council totalling £20,300 but outside the school and the field behind Glebe Close remain unsolved.

Major planning applications were considered in detail and commented on for Lower House site and Town Well Barn.

On a wider front the idea of a Hydrological Survey for Credenhill, Stretton and Breinton has been discussed but not yet agreed.

Issues relating to our roads are ongoing with Hereford Council.

The double yellow lines for Dovecote Lane have been approved, finance agreed but await action.

The narrow dangerous footpaths at the top Station Road either side of the school have been highlighted and a new road layout suggested.

A new grit bin has been provided by the parish council at the entrance to Jellicoe Way.

Cllr Charlie Taylor has settled well into her new role, and we appreciate her proactive interest in our parish and update on Hereford Council. In particular, Charlie has worked on getting the FAS cleared of vegetation and silt and a more active maintenance plan.

A major success completed by Charlie was the rerouting of the afternoon return school bus from Weobley back into the village.

My thanks go to the Clerk, the Deputy Chair and all the Councillors for their continued support.

On a personal note, my term of office ends in May 2027 when I shall retire, so I shall not offer for re-election as Chair this year but offer to support the new Chair as Deputy, if that is the wish of the council.

Martin J Leaton
May 2026

CREDENHILL PARISH COUNCIL



Appendix B – Accounts 2025/26

Balance Sheet
Credenhill Parish Council

20th May 2026

UNAUDITED ACCOUNTS	31st March 2026		31st March 2025	
Assets				
Cash and Bank				
Lloyds Bank - Current Account		£4,273.74	£	2,248.24
Lloyds Bank - Reserve Account		£35,793.79	£	27,093.72
Total Cash and Bank	£	40,067.53	£	29,341.96
Other Current Assets				
Accounts Receivable	£	768.23	£	313.43
Prepayments	£	662.14	£	684.13
Other Debtors - HMRC VAT	£	2,810.36	£	1,267.36
Total Other Current Assets	£	4,240.73	£	2,264.92
Total Assets	£	44,308.26	£	31,606.88
Liabilities				
Current Liabilities				
Accounts Payable	£	3,736.21	£	1,547.16
Accruals	£	1,285.06	£	1,131.44
HMRC - PAYE Owing	£	309.81	£	82.58
VAT 20%	-£	52.40	-£	23.13
VAT 5%	-£	3.60	£	-
Youth Club Funds	£	771.13	£	765.79
Total Current Liabilities	£	6,046.21	£	3,503.84
Long-term Liabilities	£	-	£	-
Total Liabilities	£	6,046.21	£	3,503.84
Reserves				
Reserves b/f	£	28,103.04	£	45,349.28
Current Year Change in Reserve	£	10,159.01	-£	17,246.24
Total Reserves	£	38,262.05	£	28,103.04
Breakdown of Total Reserve Carried Forward				
Roman Park	£	21,086.00	£	17,222.00
Land & Buildings Improvement Fund	£	-	£	2,029.00
Community Hall Fire Route/Boundary	£	2,500.00		
Repairs and Renewals	£	7,649.05	£	5,852.04
Backhouse Park - Fencing/Wall	£	3,645.00		
Resource Centre/Hall Boundary Fence	£	3,000.00	£	3,000.00
Blooming Credenhill Project	£	382.00		
	£	38,262.05	£	28,103.04

CREDENHILL PARISH COUNCIL



20th May 2026

Income & Expenditure
Credenhill Parish Council
UNAUDITED ACCOUNTS

	2025-2026	2024-2025
Income		
Advertising - CCN	£ 1,935.00	£ 1,836.00
Bank - Interest	£ 235.67	£ 410.91
Grants Income	£ 22,028.00	£ 2,250.00
Hire of Changing Rooms	£ 600.00	£ 600.00
Donations	£ 399.30	£ 615.72
Precept	£ 47,459.00	£ 43,857.00
Rent	£ 7,817.62	£ 7,538.00
Utilities Recharges	£ -	£ 113.17
Total Income	£ 80,474.59	£ 57,220.80
Staff Costs		
Payroll - Employee Pension Contributions	£ 488.40	£ 458.64
Payroll - Employer NI	£ 1,134.36	£ 327.12
Payroll - Employer Pension Contributions	£ 502.49	£ 473.76
Payroll - PAYE	£ 149.20	£ 108.40
Payroll - Salary & Wages	£ 15,713.74	£ 15,229.04
Total Staff Costs	£ 17,988.19	£ 16,596.96
Gross Surplus	£ 62,486.40	£ 40,623.84
Operating Expenses		
Advertising & Promotion - Newsletter	£ 4,747.00	£ 5,036.50
Advertising & Promotion - Website	£ 267.23	£ 130.00
Asset Mgmt - Cleaning	£ -	£ 129.15
Asset Mgmt - Grass Cutting	£ 4,405.03	£ 3,419.99
Asset Mgmt - Hedge Cutting	£ 410.00	£ 660.00
Asset Mgmt - Maintenance	£ 1,024.50	£ 1,256.69
Asset Mgmt - Materials	£ 71.90	£ 133.31
Asset Mgmt - Tree Maintenance	£ 2,080.00	£ 580.00
Asset Mgmt - Weed Control	£ 1,420.00	£ 1,020.00
Backhouse Park - Capital	£ -	£ 22,387.36
Backhouse Park - Revenue	£ -	£ 80.00
Bank Fees	£ 52.26	£ 4.25
Blooming Credenhill Project	£ 217.81	£ 579.72
Ditching & Drainage Works	£ 20,800.00	
Litter Bins	£ 400.00	£ -
Local Grants	£ 6,600.00	£ 6,371.68
Office Costs - Homeworking Allowance	£ 180.00	£ 180.00
Office Costs - Postage	£ -	£ 8.95
Office Costs - Printing	£ 144.00	£ 163.33
Office Costs - Room Hire/Setup	£ 648.00	£ 536.00
Office Costs - Software	£ 102.66	£ 103.20
Office Costs - Stationary & Equipment	£ 25.05	£ 90.14
Office Costs - Telephone	£ 60.00	£ 60.00
Professional Fees - External Audit	£ 315.00	£ 315.00
Insurance	£ 1,737.12	£ 1,673.85
Professional Fees - Internal Audit	£ 180.00	£ 180.00
Professional Fees - Legal Fees	£ 707.15	£ 452.50
Professional Fees - Planning/Surveys	£ 1,720.50	£ 34.00
Professional Fees - Playground Inspections	£ 262.00	£ 256.00
Professional Fees - Subscriptions	£ 47.00	£ 35.00
Repairs and Renewals	£ 1,258.47	£ 5,029.05
Roman Park	£ 136.00	£ -

CREDENHILL PARISH COUNCIL



20th May 2026

Income & Expenditure
Credenhill Parish Council

UNAUDITED ACCOUNTS	2025-2026		2024-2025	
Staff Costs - Travel & Subsistence	£	93.95	£	119.47
Utilities - Changing Rooms Water	£	65.87	£	44.48
Utilities - Community Centre Water	£	0.01	£	-
Utilities - Electricity Carpark Lights	£	419.44	£	388.74
Utilities - Electricity Changing Rooms	£	314.82	£	315.45
Utilities - Sulo Bins	£	740.52	£	718.96
War Memorial	£	674.10	£	5,377.30
Total Operating Expenses	£	52,327.39	£	57,870.07
 Net Surplus		£ 10,159.01		-£ 17,246.23



Income & Expenditure
Credenhill Parish Council

20th May 2026

UNAUDITED ACCOUNTS	2025		2024	
Income				
Precept	£	47,459	£	43,857
Other Income (Rent, Advertising, VAT, Hire Fees.)	£	33,016	£	13,364
Total Income	£	80,475	£	57,221
 Total Staff Costs	£	17,988	£	16,597
 Gross Surplus		£ 62,486		£ 40,624
 Operating Expenses				
Advertising & Promotion - CCN/Website	£	5,014	£	5,167
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£	9,411	£	7,199
Ditching & Drainage Works	£	20,800	£	-
Local Grants	£	6,600	£	6,372
Office Costs	£	1,254	£	1,261
Professional Fees (Audit, Fire, Playground, Planning, Legal, Bank)	£	3,237	£	1,242
Memberships & Subscriptions	£	47	£	35
Insurance	£	1,737	£	1,674
Repairs and Renewals	£	1,876	£	5,609
Roman Park	£	136	£	-
Backhouse Park	£	-	£	22,467
War Memorial	£	674	£	5,377
Utilities - Light & Heat	£	800	£	749
Trade Waste	£	741	£	719
Total Operating Expenses	£	52,327	£	57,870
 Net Surplus		£ 10,159		-£ 17,246



CREDENHILL PARISH COUNCIL



Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

CREDENHILL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2026

and recorded as minute reference:

6.2 MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.CREDENHILL-PC.GOV.UK AVAILABLE WEBSITE/WEBPAGE ADDRESS

CREDENHILL PARISH COUNCIL



Section 2 – Accounting Statements 2025/26 for

CREDENHILL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	45,349	28,103	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	43,857	47,459	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	13,364	33,016	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	16,597	17,988	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	57,870	52,327	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	28,103	38,262	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	29,342	40,068	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,440,011	1,440,369	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 19/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2026

as recorded in minute reference:

6.3 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED