

CREDENHILL PARISH COUNCIL



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING **HELD AT CREDENHILL COMMUNITY HALL ON 17th JUNE 2026**

PRESENT:

Councillor Mr Paul Beechey Chair (PA), Councillor Mr Martin Leaton (ML), Councillor Mrs Sandra Cheasley (SC), 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)

3 Members of the Press /Public present.

The Chair opened the meeting at 7.34 pm.

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

Councillor Mr Paul Burrige (PB), Councillor Mr Paul Warrington (PW), Councillor Mrs Kelly Edwards (KE), Councillor Mr Andrew Slater (AS).

2. Declarations of Interest & Dispensations

2.1. ML declared an interest in item 8 having a property adjacent to P251908.

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 Councillor Charlotte Taylor.

- Dead Tree in Dovecote Lane green open space has been reported
- Attended Community speed watch in Stretton Sugwas in the 30mph, average 36mph.
- Road safety meeting with Police planned reference A480 road safety
- Many people have contact, with regards to the potential 250 development in the parish.
- Attended the official opening of Oak & Elm play park. A big thank you to Sarah Lewis and Citizen Housing on an excellent outcome for young families – Just a reminder the dog exercise area is for local residents.

3.2. Wye Ventures CIC: A Holistic Wellbeing Project for under 12-year-olds, 12 - 16-year-olds, and 16 – 25 year olds. Presented by Michaela da Cunha - Executive Director - Wye Ventures CIC

A short presentation introducing a proposed demonstration in Credenhill of an upstream approach to children and young persons' long-term wellbeing, skills development, community participation and preventative healthcare. The project will run for 94 days from the Summer Solstice to the Autumn Equinox and will be seeking community support, partnerships and fundraising opportunities. The achievements by the children and young people in Credenhill will be presented in September.

ML how do you recruit children? – School assemblies

SC – have you approached the Woodland Trust? Yes, have good relationships with Richard the area manager, we are looking to use the Forest school's area.

CT – have you connected with Growing Point who operate a similar scheme at Stretton to get children from city out to countryside?

Clerk confirmed that this year's grant funding is fully allocated, next year the grant forms will be available from January. If you have a particular project in mind that may be over and above our normal grants budget it would be advisable to provide the parish council for this prior to setting the budget for next year which is done in December; initial budgeting starts in October.

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4. Public Question Time

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

None

5. Minutes

CL proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 20th May 2026, seconded by DF.

6. Matters arising since last meeting:

- 6.1. TRO Dovecote Lane – Double Yellow Lines – No update
- 6.2. Update on Sports Facility Improvements at Roman Park – Site meetings have been conducted and some quotes/designs received, scoping/design/cost work to be complete for next meeting for council decision.
- 6.3. Agreed to form a working group for Resource Centre/Life & Soul Kitchen, consisting of PA/ML/SC /CT.
- 6.4. Consider grant applications received:
 - Credenhill Community Hall – Grant application for £1500 presented with a total cost of £2500 to replace curtain runners; quote reviewed – Councillors unhappy with only receiving one quote and the cost of labour on that quote appeared to be too high. Application refused at this stage, if more quotes can be obtained to show value for money, then the council will review.
 - Magna Performing Arts – Grant application for £1000 presented with a total cost of £1817 for three laptops (Projector/Sound/Script Writing) due to using personal devices. DF proposed to fully fund one laptop at a cost of £700, seconded by CA – all in support.
 - St Marys CofE Primary School PTFA – Application received for £3200 with a total project cost of £3200 for refurbishment of the outside garden area. In principle the parish council agreed to fund £1600 once further information has been provided. Clerk to follow up.
- 6.5. Statutory Consultation: traffic regulation order scheme to implement stopping restrictions on Station Road - St Mary's C of E Primary School (Mandatory School Keep Clear Markings). All in support of the proposals.

7. Financial Reports – Appendix A

- 7.1. Confirmation of Bank Balances
- 7.2. Receipts
- 7.3. Invoices for Payment

CL proposed to approve the financial reports, seconded by ML.

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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 – Object RECONSULTATION	Determine by 08/05/2026	Comments by 02/07/2026
P251909/L	Land at Town Well – Listed building consent for application P251908/F	Comments Submitted – Object RECONSULTATION	Determine by 08/05/2026	Comments by 02/07/2026
P252968/X A2	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	Ongoing Drainage
P260689/F H	3 Meadow Drive - Replacement extension	Comments Submitted – Support	Determine by 25/05/2026	Approved with Conditions
P260978/F	The Hollies, Crowmoor Lane - The reuse of a redundant rural building for two, 2-bed holiday lets (retrospective).	Comments Submitted – More Information Required	Comments by 13/05/2026	Determine by 26/05/2026
P260467/F H	67 Ecroyd Park - Conversion of existing garage, construction of a rear extension which will include the replacement of the current conservatory to form additional living areas.	Comments Submitted – Support	Comments by 22/05/2026	Approved with Conditions
P261136/F	Land at Lower House - to amend the design of dwelling occupying plot 4.	NEW	NEW	Comments by 11/06/2026

ML left the room during the discussion on Town Well having declared an interest.

P251908/F & P251909/L

Residents from Sommer barn still have major concerns over privacy.

CT will support concerns raised by the Parish Council & local residents when it goes to planning committee

PA read out the comments that he had prepared for the Parish Council, see Appendix B.

DF proposed to submit the comments unchanged to Herefordshire Council, seconded by CA, carried unanimously. Clerk to submit comments.

9. To receive reports from working groups – Item 9 was taken before item 8

- 9.1. Finance & Asset Management (AS, ML, PW, PA) – Internal audit has been completed with no issues raised. Annual return submitted to external auditor.
- 9.2. Community Hall (SC, AS) – See Appendix C. Clerk to follow up MCS and gutter/roofing works.
- 9.3. Footpaths (SC, DF) – Complaint received regarding CN2. Resident reported that it was difficult to pass due to drainage works completed by the landowner. Clerk contacted landowner and the work has been completed in the corner of the field however the footpath goes diagonally across the field not along the hedge line – Resident informed about this. SC walked the path, no clear way markers where the path diverts and crops at waist height with no route through. Route needs better way markers and a clear route through crops.
- 9.4. Shops/Businesses (DP, KE) – No Update

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- 9.5. War Memorial (ML, CL) – No update
- 9.6. Schools (CA) – ML to follow up contact with governors. Clerk has started contact to arrange a termly meeting with CA/CT/Clerk & School.
- 9.7. Roman Park (DF, ML, SC) – Contractor meeting still outstanding reference Wildflower Meadow Area, clerk to follow up.
- 9.8. Social Club (PA) – Club continues to run community events and is open for the world cup, next event is Party Under the Bridge on 27th June with live music.
- 9.9. Climate Change (SC, DF, EJ) – No Update
- 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 ordinary Parish Council meeting will be at 7.30 pm, 15th July 2026, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:15.

Councillor Mr Paul Beechey Chair

Signed.....

Date.....

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Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
30/04/2026	Closing Balance	7,449.69	54,309.02	61,758.71
Receipts				
05/05/2026	The Life & Soul Kitchen – Rent	680.00		680.00
06/05/2026	Mandys Mobile Hair Dressing - CCN Advertising	60.00		60.00
11/05/2026	Lloyds Bank – Interest		18.19	18.19
27/05/2026	The Life & Soul Kitchen – Water Recharge	192.44		192.44
Total Received in Period		932.44	18.19	950.63
Payments				
01/05/2026	Credenhill Community Club - Section 137 Grant	-1,000.00		-1,000.00
01/05/2026	Life & Soul Kitchen - Section 137 Grant	-1,000.00		-1,000.00
01/05/2026	Credenhill Social & Sports Club - Section 137 Grant	-1,750.00		-1,750.00
01/05/2026	PCC of Credenhill - Section 137 Grant	-800.00		-800.00
14/05/2026	Headway - Section 137 Grant	-690.00		-690.00
19/05/2026	Lloyds Bank - Bank Fees	-4.25		-4.25
20/05/2026	Mrs E Jones – Wages May 2026	-397.43		-397.43
20/05/2026	Mrs E Jones – Expenses April 2026	-11.34		-11.34
20/05/2026	Mr L Harper-Smith – Wages April 2026	-1,012.80		-1,012.80
20/05/2026	Mr L Harper-Smith – Expenses April 2026	-54.94		-54.94
20/05/2026	C Powell - Parish Maintenance April 2026	-40.00		-40.00
20/05/2026	Credenhill Community Hall – April Room Hire	-44.00		-44.00
20/05/2026	Signworx – CCN Printing May 2026 Edition	-470.00		-470.00
20/05/2026	Zurich Municipal – Insurance	-1,776.76		-1,776.76
21/05/2026	NEST - Pension Payment	-86.85		-86.85
28/05/2026	Valda Energy - Electricity Carpark/Changing Rooms	-61.25		-61.25
Total Spent in Period		-9,199.62	0.00	-9,199.62
Transfers				
Total Transfers in Period		2,000.00	-2,000.00	0.00
31/05/2026	Closing Balance	1,182.51	52,327.21	53,509.72
Payments to Authorise				
17/06/2026	Mrs E Jones – Wages June 2026	-397.43		-397.43
17/06/2026	Mrs E Jones – Expenses May 2026	-33.95		-33.95
17/06/2026	Mr L Harper-Smith – Wages May 2026	-1,012.80		-1,012.80
17/06/2026	Mr L Harper-Smith – Expenses May 2026	-48.60		-48.60
17/06/2026	C Powell - Parish Maintenance May 2026	-110.00		-110.00
17/06/2026	Credenhill Community Hall – May Room Hire	-44.00		-44.00
17/06/2026	Signworx – CCN Printing June 2026 Edition	-430.00		-430.00
Total Payments to Authorise		-2,076.78	0.00	-2,076.78
Transfers to Authorise				
		2,000.00	-2,000.00	0.00
Total Transfers to Authorise		2,000.00	-2,000.00	0.00
17/06/2026	Credenhill Community Hall – June Room Hire/File Storage*	-208.00		-208.00
17/06/2026	David McKirdy – Internal Audit Fee 2025/26*	-200.00		-200.00
17/06/2026	Magna Performing Arts – Section 137 Grant ~	-700.00		-200.00

* Items received after the agenda was published but within budget so added during the meeting

~ Items added following agreement under agenda item 6.4

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ASSETS

Cash & Bank			Balance
Lloyds – Current Account (after payments)			1,105.73
Lloyds – Reserve Account (after transfers)			50,327.21
Petty Cash			0.00
Total Cash & Bank			51,432.94
Debtors	No Due	Overdue	Total
The Life & Soul Kitchen Ltd – Rent/Water Recharge	680.00		680.00
Credenhill Community Hall – Water Recharge		138.75	138.75
RO-Stars Hereford – Roman Park Hire Fees	50.00	50.00	50.00
Lloyd Instant Plumbing – CCN Advertising	60.00		60.00
Total Debtors	790.00	188.75	978.75
Other Debtors			
Total Other Debtors	0.00	0.00	0.00
TOTAL ASSETS			52,411.69

LIABILITIES

Creditors	Not Due	Overdue	Total
Total Trade Creditors	0.00	0.00	0.00
Other Liabilities			
HMRC - PAYE Owing (DD)	322.75		322.75
NEST Pension Payments Owing (DD)	86.85		86.85
Youth Club Funds	771.13		771.13
VAT at 20% to be reclaimed from HMRC	-201.24		-201.24
VAT at 5% to be reclaimed from HMRC	-9.58		-9.58
Total Other Liabilities	969.91	0.00	969.91
TOTAL LIABILITIES			969.91
TOTAL			51,441.78



Appendix B - Town Well Credenhill Revised Application (01/06/26) P251908/F

Credenhill Parish Council has reviewed the revised plans submitted on 1st June 2026. The Parish Council acknowledges the changes since the previous application and wishes to highlight its remaining concerns:

South-East Elevation

- The heritage roof window remains unchanged from previous submissions; however, the Parish Council understands the need for some natural light to be included within any living accommodation.
- The solar panels have been removed from the roof and are now proposed to be located at ground level in the outdoor space of Town Well.
- The proposed addition of a first-floor window on the south-east elevation remains unchanged. Nothing has been done to mitigate overlooking of the neighbouring property and therefore privacy issues (SD1) have not been addressed.
- There is a suggestion for Herefordshire Council to refer to the Heritage Officer's report (paragraph 2), which highlights the sensitivity of adding modern interventions to historic structures.

South-West Elevation

- The glass house details have been expanded, providing more clarity on materials and construction. (Policy ref SD1&LD4)
- However, the overall size and footprint remain unchanged, and the structure continues to appear large in scale relative to the listed barn.
- No acoustic insulation or noise-mitigation measures have been added, despite the structure being predominantly glazed and positioned close to neighbouring properties.

The Parish Council remains concerned that the glass house:

- May cause noise disturbance to neighbours.
- Is not in keeping with the character of the Grade II listed barn and
- Has not been reconsidered in response to earlier objections.

North-West Elevation

- One window has been changed to obscured glass and fitted with internal secondary glazing with lift-out frames. This is a positive amendment.
- However, one window remains clear and openable, and the ground-floor re-opened windows continue to present significant privacy concerns for neighbouring properties.

As mentioned in previous comments, the Parish Council maintains that:

- Clear-glazed, openable windows at ground level on this elevation introduce direct overlooking into private garden and living areas. (Policy ref SD1)
- These remaining window with clear glazing should be reconsidered or amended to obscured glazing and/or restricted opening to protect residential amenity.



Parking Layout

Although the carport has been removed, the proposed parking bay remains immediately beside a neighbouring bedroom wall and within a confined space.

Concerns include:

- Fire-risk from petrol/diesel vehicles and EVs.
- Restricted emergency access due to the tight layout.
- Noise and disturbance from vehicle movements.

Request: That the parking layout be reconsidered to reduce amenity and safety impacts.

Policy Reference: SD1, SS3, SS6.

While some amendments have been made — including the relocation of solar panels and the introduction of obscured glazing to one window — the Parish Council considers that some key concerns remain unresolved, particularly regarding:

- Privacy impacts from clear-glazed, openable windows.
- The scale and noise impact of the glass house.
- The heritage impact on a Grade II listed ancillary building.
- Parking Layout, Combustible Hazards, and Emergency Access.

The Parish Council respectfully requests that Herefordshire Council consider these issues in full when determining the application and wishes to remind them of section 16 of the National Planning Policy framework (NPPF) “any harm or significance of a heritage asset must be clearly justified and demonstrably outweighed by public benefits”.

In this case, the revised application still appears to prioritise residential convenience over the conservation of heritage value, with no compelling public benefit to justify the harm.

Appendix C – Community Hall Report (SC)

1. Hall accounts received, David advised we are £1k up compared to last year.
2. Bookings are looking healthy. Groups are all running well and Martial Arts are requesting additional dates. A few party booking coming in. A wedding has booked on a Saturday and Sunday morning.
3. Hall Curtains - I advised Betty that the PC will decide about the grant on the upcoming meeting. Betty is waiting for a date from the contractor to carry out the works.
4. Guttering Works - Any update on organising the work for over the summer period?
5. Lee - David is concerned about the loss in revenue with being unable to sell back any electric back to the grid from the solar installation. Did you manage to contact the contractor re MCS certificate? David will try and be available to contact Octopus Energy as they did have an offer running to provide a certificate for £250.