CREDENHILL PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL COMMUNITY HALL ON 15th JULY 2026

PRESENT:
Councillor Mr Paul Beechey Chair (PA), Councillor Mr Paul Burridge (PB), Councillor Mrs Sandra Cheasley (SC), Councillor Mrs Dot Pullen BEM (DP), Councillor Miss Consuelo Abel (CA), Councillor Mr Paul Warrington (PW), Councillor Mr Andrew Slater (AS).

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

0 Members of the Press /Public present.

The Chair opened the meeting at 7.32 pm.

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

Councillor Mr Martin Leaton (ML), Councillor Mr Chris Lewis (CL), Councillor Mr Dan Fellows (DF), Councillor Mrs Kelly Edwards (KE).

2. Declarations of Interest & Dispensations

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

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

3.1. Nigel Koch (NK) – S106 Delivery Manager - Update on Sports Facility Improvements at Roman Park – Multi Use Games Arena (MUGA)

NK shared a presentation showing the feasibility work completed to use £45k to fund a MUGA. 3 supplies had provided indicative pricing confirming that the project is possible and assuming that the parish councils are in support of the plans then he would move to the formal tender stage of the project. NK noted that the side nearest to the football pitch would be 1.2m high to be more inclusive to spectators. The designs included a large bench which may or may not be possible to fund using the S106 monies. The council liked the ideas presented and asked NK to proceed with the bench included and should further funds be required then this would be agreed following the formal tender process.

3.2. Update from Ward Councillor Charlotte Taylor.

- Teddar Avenue fencing– CT has made good progress with Connexus this month and just waiting on install date.
- Double Yellow lines in Dovecote Lane are in the forward plan and just waiting for a date.
- CT witnessed Fly Tipping near Magnis when visiting to check status of dead tree. A contractor was putting spoil on green open space. CT gave them an informal warning; it will be removed and grass re-seeded ASAP. CT to monitor.
- CT had a meeting with PCSO Rachael Mohoney to review local policing matters, generally quiet in the parish.
- A480 Tree Bus Shelter Window has been broken since December 2025; still ongoing as been negotiating with new contractor for the county.
- A480 meeting with traffic and police ongoing issues with speeding, signage to be added along A480.
- CT is still receiving concerns about the 250 houses
- No update on the FAS

CREDENHILL PARISH COUNCIL

4. Public Question Time

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

None

5. Minutes

SC proposed to approve and sign the minutes of the Ordinary Parish Council Meeting held on 17th June 2026, seconded by DP.

6. Matters arising since last meeting:

6.1. TRO Dovecote Lane – Double Yellow Lines – Awaiting date.

6.2. Damaged bench in Backhouse Park – Front slate broken, reported 19th June by local resident, repaired on 20th June by local carpenter at a cost of £50.

6.3. Consider grant applications received:

- PB proposed to support the grant application from Credenhill Community Hall for £1524 to complete the repairs to the Hall curtains, seconded by CA. Fully supported by the council.
- SC proposed to support the grant application from St Marys CofE Primary School PTFA for £1440.00 to complete the renovations to the garden area, seconded by PW. Fully supported by the council.

6.4. Consider quotes received for:

- Fencing between Social Club & Community Hall consisting of 10m of concrete post and gravel board fencing with a 1.2m high close boarded panel a with a 1m wide gate to match existing fencing. Fence to run along boundary between the Hall Lease and the Club Lease. Best price received – Proctor Brothers Ltd £1,315.68
- Community Hall and Resource Centre - 21m of 1.8m high Exempla fencing and 1 pair of 4.0m wide gates in green to match existing. Fence to run along boundary between the Hall Lease and the Club Lease. Best price received – Proctor Brothers Ltd £3,336.51

PW proposed to approve both quotes, seconded by AS. Fully supported by the council.

6.5. The parish council considered using the space between the Resource Centre & Community Hall as a Dog exercise area. Debate took place raising the below pro's and con's:

Pros

- Makes good use of land that cannot be developed due to covenants.
- Provides a safe, enclosed area for dogs to exercise.
- Should reduce reliance on Oak & Elm private area and trespass on private farm land.
- Benefits local dog owners and promotes responsible ownership.
- One-off installation cost of approximately £2,800.
- Existing bin can be used for the dog waste, reducing additional costs.
- CCTV and signage can help deter misuse and improve safety.

Cons

- Funded through the parish precept, so all residents contribute.
- Ongoing maintenance costs.
- May generate noise or complaints from nearby residents.
- Primarily benefits dog owners rather than the wider community.
- Parish Council remains responsible for safety, inspections and liability.
- Potential for misuse if users do not follow the site rules.

It was agreed that a public consultation to local Credenhill residents to see if this is widely supported or not. To be included in September CCN and shared on social media. This would then allow the Council to include in the 2027 budget.

6.6. Noted that on 25th July there will be a local firework display in the late eventing that may cause local disruption.

6.7. Noted use of Community Centre Carpark and Roman Park for future events:

- Mini Athletics Hereford and Worcester – Saturday mornings July/August
- Credenhill Classics and Customs – 1 per month May – Sept dates 13th/20th September
- Credenhill Canter – Sunday 27th September

7. Financial Reports – Appendix A

7.1. Confirmation of Bank Balances
7.2. Receipts
7.3. Invoices for Payment
7.4. Comparison of YTD Actual Spend to Budget

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

AS gave his apologies and left the meeting.

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 - Object	Comments by 02/07/2026	Unknown
P251909/L	Land at Town Well – Listed building consent for application P251908/F	Comments Submitted – Object RECONSULTATION - Object	Comments by 02/07/2026	Unknown
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	Ongoing Drainage
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	Determine by 26/05/2026	Unknown
P261136/F	Land at Lower House - to amend the design of dwelling occupying plot 4.	Comments Submitted – Support	Comments by 11/06/2026	Determine by 24/07/202
P261671/L	Town Well Listed building consent - Creation of a WC within the utility room on the ground floor through the insertion of a partition wall and installation of a toilet and sink	NEW	NEW	Comments by 19/07/2026

PW proposed to submit comments and support for application P261671/L as outlined in Appendix B, seconded by AC. Fully supported by all present.

CREDENHILL PARISH COUNCIL

9. To receive reports from working groups

9.1. Finance & Asset Management (AS, ML, PW, PA) – The first quarterly update of the actual to budget report has been published showing a slight overspend of £64. An additional £3k overspend on grants will be allocated from the repairs and renewals budget. No invoices received from grounds maintenance contractors to date however they are within budget.

9.2. Community Hall (SC, AS) – Appendix C

9.3. Footpaths (SC, DF) – SC still not received equipment from HC footpaths team.

9.4. Shops/Businesses (DP, KE) – No update

9.5. War Memorial (ML, CL) – No update

9.6. Schools (CA) – No contact from school, awaiting meeting date.

9.7. Roman Park (DF, ML, SC) – Mini Athletics dates noted above. Clerk to produce tender for new play equipment.

9.8. Social Club (PA) – Party under the Bridge was the all-time most successful event for the club. Currently recruiting a Social media and marketing administrator.

9.9. Climate Change (SC, DF, EJ) – Awaiting meeting with grounds maintenance contractor for Wildflower area.

9.10. Credenhill Community Club (PW) – Toilet has been installed using the Parish Council's grant money.

9.11. Resource Centre/Life & Soul Kitchen (PA/ML/SC/CT) – Fencing agreed and in support of dog exercise area, have opened for recent Car Events as well as Saturdays. ML to pass on details about the fence once date confirmed.

10. Public Question Time

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

The chairman thanked DP for inviting the councillors to her B.E.M award ceremony held in the Officers Mess at the Camp. The event showed how much she has contributed to the armed forces as well as to the local community, a well-deserved award.

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

The next ordinary Parish Council meeting will be at 7.30 pm, 16th September 2026, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:12.

Councillor Mr Paul Beechey Chair

Signed…….

Date…….

CREDENHILL PARISH COUNCIL

Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
31/05/2026	**Closing Balance**	**1,182.51**	**52,327.21**	**53,509.72**
Receipts				
01/06/2026	Credenhill Community Hall – Water Recharge	138.75		138.75
10/06/2026	The Life & Soul Kitchen – Rent	680.00		680.00
09/06/2026	Lloyds Bank – Interest		21.01	21.01
23/06/2026	Lloyd Instant Plumbing - CCN Advertising	60.00		60.00
23/06/2026	Heritage Roofing - CCN Advertising	105.00		105.00
	Total Received in Period	**983.75**	**21.01**	**1004.76**
Payments				
15/06/2026	NEST - Pension Payment	-86.85		-86.85
18/06/2026	Magna Drama Group – S137 Grant	-700.00		-700.00
18/06/2026	David McKirdy – Internal Audit Fee	-200.00		-200.00
18/06/2026	Mrs E Jones – Wages June 2026	-397.43		-397.43
18/06/2026	Mrs E Jones – Expenses May 2026	-33.95		-33.95
18/06/2026	Mr L Harper-Smith – Wages May 2026	-1,012.80		-1,012.80
18/06/2026	Mr L Harper-Smith – Expenses May 2026	-48.60		-48.60
18/06/2026	C Powell - Parish Maintenance May 2026	-110.00		-110.00
18/06/2026	Credenhill Community Hall – May Room Hire	-252.00		-252.00
18/06/2026	Signworx – CCN Printing June 2026 Edition	-430.00		-430.00
19/06/2026	Lloyds Bank - Bank Fees	-4.25		-4.25
26/06/2026	Valda Energy - Electricity Carpark/Changing Rooms	-61.56		-61.56
	Total Spent in Period	**-3337.44**	**0.00**	**-3337.44**
Transfers	**Total Transfers in Period**	**3,000.00**	**-3,000.00**	**0.00**
30/06/2026	**Closing Balance**	**1,828.82**	**49,348.22**	**51,177.04**
Payments to Authorise				
15/07/2026	Mrs E Jones – Wages July 2026	-397.63		-397.63
15/07/2026	Mr L Harper-Smith – Wages June 2026	-1,012.80		-1,012.80
15/07/2026	Mr L Harper-Smith – Expenses June 2026	-35.77		-35.77
15/07/2026	C Powell - Parish Maintenance June 2026	-40.00		-40.00
15/07/2026	Credenhill Community Hall – June/July Room Hire	-88.00		-88.00
15/07/2026	Signworx – CCN Printing July 2026 Edition	-470.00		-470.00
15/07/2026	Lloyd Grafton – Hall Curtains S137 Grant	-1,828.80		-1,828.80
15/07/2026	KHS Carpentry – Bench Repair Backhouse Park	-50.00		-50.00
	Total Payments to Authorise	**-3923.00**	**0.00**	**-3923.00**
Transfers to Authorise				
		4,000.00	-4,000.00	0.00
	Total Transfers to Authorise	**4,000.00**	**-4,000.00**	**0.00**

Lee Harper-Smith –Parish Clerk and Responsible Finance Officer Email: clerk@credenhill-pc.gov.uk

CREDENHILL PARISH COUNCIL

ASSETS

Cash & Bank	**Balance**
Lloyds – Current Account (after payments)	1,905.82
Lloyds – Reserve Account (after transfers)	45,348.22
Petty Cash	0.00
Total Cash & Bank	**47,254.04**

Debtors	**No Due**	**Overdue**	**Total**
The Life & Soul Kitchen Ltd – Rent	680.00		680.00
RO-Stars Hereford – Roman Park Hire	50.00	100.00	150.00
Mini Athletics Hereford and Worcester – Roman Park Hire	60.00		60.00
Total Debtors	**790.00**	**100.00**	**890.00**
Other Debtors			
Total Other Debtors	**0.00**	**0.00**	**0.00**
TOTAL ASSETS			**48,144.04**

LIABILITIES

Creditors	**Not Due**	**Overdue**	**Total**
Total Trade Creditors	**0.00**	**0.00**	**0.00**
Other Liabilities			
HMRC - PAYE Owing (DD)	436.79		436.79
NEST Pension Payments Owing (DD)	86.85		86.85
Youth Club Funds	771.13		771.13
VAT at 20% to be reclaimed from HMRC	-507.74		-507.74
VAT at 5% to be reclaimed from HMRC	-12.51		-12.51
Total Other Liabilities	**774.52**	**0.00**	**774.52**
TOTAL LIABILITIES			**774.52**
TOTAL			**47,369.52**

Lee Harper-Smith –Parish Clerk and Responsible Finance Officer Email: clerk@credenhill-pc.gov.uk

CREDENHILL PARISH COUNCIL

2026-2027 Budget/Actual Comparison YTD

	b/fwd. Reserve	A Year Budget	B Total Budget (inc Reserve)	C YTD Comparable Budget Total	D YTD Actual Spent/ Receipt	@ E YTD Variance	F Agreed Budget Movements	G YTD Comparable Budget Change	H Revised YTD Variance	Notes
Wages (inc Employers NI)		18,703	18,703	4,676	5,099	- 424	401	401	- 23	Street Cleaner paid 1 month in advance
Employer Pension Contribution		526	526	132	132	- 1	-	-	- 1	Street Cleaner paid 1 month in advance
Staffing Costs	-	19,229	19,229	4,807	5,232	- 424	401	401	- 23	
Software		102	102	26	26	- 0	-	-	- 0	
Travel & Subsistence		156	156	39	28	11	-	-	11	
Printing		50	50	-	-	-	-	-	-	
Telephone		60	60	15	15	-	-	-	-	
Postage		12	12	3	-	3	-	-	3	
Stationary		84	84	21	12	9	-	-	9	
Homeworking Allowance		240	240	60	45	15	-	-	15	
Meeting Room Hire/File Storage		584	584	232	252	- 20	-	-	- 20	
Office & Meeting Costs	-	1,288	1,288	396	378	18	-	-	18	
Website Hosting Fee		182	182	-	-	-	-	-	-	
Printing CCN		5,333	5,333	1,980	1,840	140	-	-	140	
Advertising & Promotion	-	5,515	5,515	1,980	1,840	140	-	-	140	
Insurance		1,911	1,911	1,911	1,777	134	-	-	134	
Bank Fees		60	60	15	13	2	-	-	2	
Internal Audit		200	200	200	200	-	-	-	-	
External Audit		331	331	-	-	-	-	-	-	
ICO Membership Fee		47	47	-	-	-	-	-	-	
Professional/Planning		-	-	-	-	-	-	-	-	
Election Costs		-	-	-	-	-	-	-	-	
Legal Fees		-	-	-	-	-	-	-	-	
Playground Inspection		300	300	-	-	-	-	-	-	
Insurance, Legal & Professional Cost	-	2,849	2,849	2,126	1,990	136	-	-	136	
Changing Rooms - Electric		315	315	79	79	- 0	-	-	- 0	
Changing Rooms - Water Rates		113	113	-	-	-	-	-	-	
Community Centre - Waste Disposal		778	778	194	192	2	-	-	2	
Community Centre - Water		-	-	-	-	-	-	-	-	
Community Centre - Electric		504	504	126	99	27	-	-	27	
Utility & Waste Management Costs	-	1,709	1,709	399	370	29	-	-	29	
Outsourced Maintenance Costs										
Maintenance		2,097	2,097	311	290	21	-	-	21	
Materials		300	300	-	7	- 7	-	-	- 7	
Cleaning		448	448	-	-	-	-	-	-	
War Memorial Improvement Fund		150	150	-	-	-	-	-	-	
Blooming Credenhill Project	382	500	882	35	35	- 0	-	-	- 0	
Hedge Cutting		426	426	-	-	-	-	-	-	
Weed Control		1,474	1,474	-	-	-	-	-	-	
Grass Cutting		4,806	4,806	-	-	-	-	-	-	No invoices received
Tree Maintenance		1,000	1,000	-	-	-	-	-	-	
Outsourced Maintenance Costs	382	11,200	11,582	346	333	14	-	-	14	
Total Operating Costs	382	41,790	42,172	10,054	10,142	- 88	401	401	313	
Exceptional/Planned Costs										
Charitable Grant Provision		7,000	7,000	7,000	7,464	- 464	-	-	- 464	
Roman Park	21,086	4,000	25,086	-	-	-	-	-	-	
Community Hall Fence/Exit Ramp	2,500	-	2,500	-	-	-	-	-	-	
Asset Repairs & Renewals	7,649	6,097	13,746	1,022	1,022	-	-	-	-	
Hall/Resource Centre Boundary Fence	3,000	-	3,000	-	-	-	-	-	-	
Backhouse Park - Fencing/Wall	3,645	400	4,045	-	-	-	-	-	-	
Exceptional/Planned Costs	37,880	17,497	56,173	16,044	8,022	- 464	-	-	- 464	
Total Projected/Actual Costs	38,262	59,287	98,345	26,098	18,164	- 552	401	401	- 151	
Income										
Precept		-48,623	- 48,623	- 24,312	- 24,311	- 1	-	-	- 1	
Rent		- 8,160	- 8,160	- 2,720	- 2,720	-	-	-	-	
Bank Interest		- 120	- 120	- 120	- 54	- 66	-	-	- 66	
CCN Adverts		- 1,785	- 1,785	- 297	- 390	93	-	-	93	
Hire of Changing Rooms		- 600	- 600	- 200	- 260	60	-	-	60	
Donations/Other Income		-	-	-	-	-	-	-	-	
Grants Income		-	-	-	-	-	-	-	-	
Utilities Recharges		-	-	-	-	-	-	-	-	
Total Income	-	-59,288	- 59,288	- 27,649	- 27,735	87	-	-	87	
				YTD Budget/Actual Variance		- 465			- 64	

Lee Harper-Smith –Parish Clerk and Responsible Finance Officer Email: clerk@credenhill-pc.gov.uk

Appendix B – Application number 261671 Town Well.

Credenhill Parish Council has reviewed the submitted Design and Access Statement and Ground Floor Plan for the proposed installation of a ground floor WC within the utility room of Town Well, a Grade II listed building. The Council considers the proposal to be modest, sensitively designed, and appropriate for the historic context of the property.

Town Well contains significant historic features, none of these features are affected by the proposed works. The utility room is an appropriate location for a small service installation that does not compromise the building's architectural or historic character.

The addition of a ground floor WC will provide a meaningful accessibility benefit for visitors with mobility issues and therefore qualifies as a public benefit within Herefordshire Council Core Strategy (LD4.SD1) . The Council considers this a positive enhancement that supports the continued practical use of the building.

Therefore, Credenhill Parish Council supports this application because the works are low impact, reversible, and respectful of the building's heritage significance, while providing a clear functional improvement. The Council is satisfied that the proposal meets the expectations for sensitive alterations to a Grade II listed building.

Appendix C – Community Hall Report (SC)

1. Airband - David tried to find a claim form on the Airband website but was unable to locate. He has contacted them by e-mail but to date no response.
2. MCS Certificate - Thanks Lee for chasing up the contractor, David has filled in all the appropriate paperwork now and sent off so hopefully soon Hall should be able to claim some costs for the solar.
3. Corona Energy - This is the latest supplier for Hall and David reported a large bill of £1300 had been sent in June as previous bills were only off estimated reading. He is wondering if the Smart Meter is working correctly. He has been in touch with the company and as usual waiting for a response. Just when we thought these issues were sorted.
4. Booking - All ok, a wedding and 18th Birthday Party booked, and Martial Arts continue to use at weekends. Louise reported that the Children's Athletics will be in Roman Park over the summer and she has arranged with PC for use of shower block at a cost of £20 per week. She has advised parents to park in Hall Car Park.
5. Another Table Sale planned for the Autumn and Xmas Fair in November. Magna hoping to do another production soon.
6. Dog Run - I did advise that PC was considering a dog run next to the hall. Betty has concerns for the users and David's main concern was the fire escape route would be into the run. I couldn't remember the exact position of where the gates would be. But I advised that this was only proposal at present and yet to be officially discussed and was sure neighbours would be consulted before a decision was taken.
7. Accounts were presented at the meeting by the treasurer showing a surplus for the year so far of £760.72 against a loss of £553.45 in 2025/26.

Lee Harper-Smith –Parish Clerk and Responsible Finance Officer Email: clerk@credenhill-pc.gov.uk