

## EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Thursday 10 January 2019 at 7.30 pm  
in Eardisland Village Hall

**Present:** Cllrs Maryan Hanson (Chair), Phil Milchard, Richard Kirby, Shelley Connop, Reg Curtis and Merry Albright.

**In Attendance:** Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; and no members of public.

1. **Apologies of absence** – Cllr David Weir; Footpath Officers Sue Wallis and Jo Watson.
2. **Declarations of interest** – None declared.
3. **Minutes of the previous meeting** – 22 November 2018. These were ADOPTED and signed.
4. **Public Forum** –
  - 4.1. West Mercia Police – Report in Clerk's Information Sheet (CIS) NOTED.
  - 4.2. Ward Councillor – Report in the CIS NOTED. Update NOTED: Confirmed with residents that road from 93009 to Lower Hardwick unadopted and responsibility of residents to maintain; plan for improvements to Lawton Cross, another accident today, cost approx. £100,000 for suggested works. AGREED to support proposed plan, Ward Cllr attending on 2 February at consultation event to explain plan to residents.
  - 4.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £33,526.16 as at 7 December 2018 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess. Actual payments and receipts REVIEWED and AGREED against budget as in appendix 1:
  - 5.1. Eardisland Village Hall, PC hall hire, S137, Feasibility Study hire, £30, C/N 100907 – Paid 22/11/18 under Clerk's delegated powers.
  - 5.2. Community First, Membership and fee for EVH health check, £100, C/N 100908 – Paid 11/12/18 under Clerk's delegated powers.
  - 5.3. Roundabout Stationery, Paper, £19.19 (inc. £3.20 VAT), C/N 100909 – Paid 11/12/18 under Clerk's delegated powers.
  - 5.4. Bearwood Associates, Tree survey, £540 (inc. £90 VAT), C/N 100910 – Paid 11/12/18 under Clerk's delegated powers.
  - 5.5. Hitrees Ltd, Lengthsman work, £429.60 (inc. £71.60 VAT), C/N 100911.
  - 5.6. C Bivand, Magazine expenses, £10.99, C/N 100912.
  - 5.7. Eardisland Village Hall, Hire for PC, Feasibility Study and S137, £30, C/N 100913.
  - 5.8. Numbers Plus Ltd, Emergency call number for defib, £118.80 (inc. £19.80 VAT), C/N 100914.
  - 5.9. Alison Sutton, Contracted hours salary, extra hours and expenses, £1,427.88, C/N 100915.
  - 5.10. HM Revenue and Customs, PAYE paid on behalf of Clerk, £305.00, C/N 100916.
  - 5.11. Income from magazine advertising, £320.
6. **Planning Applications** –
  - 6.1. P184182/FH, Viner Lodge, Eardisland, HR6 9BP – Proposed conservatory – RESOLVED support principle but consider materials used should be either wood or aluminium to be in full conformity with Eardisland NDP policy E1 (o), particularly as application site is next door to the church, a Grade 2\* listed building.
  - 6.2. NOTED P183967/PA7, Grove House, Monkland, HR6 9DF – Application for prior notification of proposed agricultural building – Prior Approval (full planning application) not required, development can proceed.
  - 6.3. NOTED P181244/F, The Granary, Lynch Court, Eardisland, HR6 9AR – Proposed erection of new dwelling – Approved with conditions.
  - 6.4. NOTED P184404/K, Overbush, Eardisland, HR6 9BP – Propose to remove one spruce, two evergreens of leylandi type, one laurel, and one unidentified prunus type. The evergreens have

outgrown their positions and are of little or no amenity value. The prunus is diseased and may be replaced if I am advised a replacement would thrive – RESOLVED to support under Minor Planning Matters Policy.

## 7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: liaise with Locality Steward re poor quality of road repair by Cadent on School Lane/Church Lane; report road surface breaking up C1035 between Posh Sheds and Kingfisher House; arrange Lengthsman to install permanent dog fouling signs.
- 7.2. Footpath Officers – No report. Bird boxes returned to donor.
- 7.3. Weir on Millstream and silting on river – Environment Agency Officer: states that silting under river bridge riparian responsibility of Highways as owner of bridge, Balfour Beatty contacted but no response yet; no comment about extension of land from silt build-up from Arrowbank to bridge; waiting for geomorphologist to see millstream. RESOLVED to note that parish council identified silting under bridge and extension of land from silt build-up from Arrowbank to bridge as significant flood risk for residential development and that issue has been identified with Balfour Beatty and Environment Agency. Clerk INSTRUCTED to contact Environment Agency Officer and Balfour Beatty to arrange urgent crisis meeting with parish and ward councillors, copy in Bill Wiggin. Ward Cllr highlight issue with Herefordshire Council Highways Officer.
- 7.4. Eardisland Village Hall Improvement Plan – Report on Feasibility Study NOTED: Consultation 2 February, questionnaire agreed, display being drafted. RESOLVED that every resident on electoral register to be consulted not every household. Clerk INSTRUCTED to alter form and process of collecting data in line with resolution.
- 7.5. Tree condition report – Report NOTED. Clerk INSTRUCTED to arrange quotes to undertake 3 high risk, 2 medium risk and 1 pollarding tasks.
- 7.6. AA box – Update NOTED: not being donated, therefore not responsibility of parish council.

8. National salary rate from 1.4.19 for Clerk – NOTED new rate, new pay spine and increase of £34 probably required in budget.

9. Representation at HC Leader's PC Summit Meeting – AGREED Cllr Hanson to attend.

10. Correspondence – Correspondence in CIS NOTED.

11. Matters for the next agenda or action under Clerk's delegated powers –

Clerk's action:

- As above.

12. Date of next meeting – Thursday 21 February 2019 at 7.30 pm.

This meeting was declared closed at 9.07 pm.

SIGNED.....*J. Hanson*.....  
(Chairman)

DATE.....*21/2/18*.....

Eardisland Parish Council  
Receipts and Payments against Budget 2018-19

2016-2017 Actual	2017-2018 Actual	Budget 2018-19 1.4.18	Budget at 2018-19 at 7.6.18	Budget 2018-19 at 10.10.18	2018-2019 Actual	Receipts	Draft budget 2018-20
£25,408.00	£25,408.00	£25,408.00	£25,408.00	£25,408.00	£25,408.00	Precept	£25,408.00
£3,909.75	£633.96	£395.00	£395.00	£395.00	£0.00	Lengthsman and P3 from HC	
£1,104.00	£616.00	£400.00	£400.00	£400.00	£521.00	Parish magazine and other advertising	£400.00
£0.00	£130.00	£130.00	£130.00	£130.00	£130.00	Bowling Club rent	£130.00
£900.00	£0.00				£0.00	Sponsorship for website	
£7.26	£7.26	£7.00	£7.00	£7.00	£7.26	Wayleaves	£7.00
£650.00	£0.00				£0.00	Defibrillator funds	
£9,200.00	£9,200.00	£3,606.73	£3,606.73	£3,606.73	£4,147.83	Heritage Lottery Fund Grant Eardisland Memorial Walks	
£7,056.53	£1,589.82				£0.00	VAT reclaim	
£490.00	£0.00				£0.00	Donations for Dovecote turfing	
	£369.38				£0.00	Donations for new path	
	£10,000.00		£17,462.00	£17,462.00	£0.00	Lottery grant for EVH work	
					£0.00	Community Housing Fund grant	
					£217.34	Donation for work by shop	
£39,525.54	£47,934.42	£29,946.73	£47,408.73	£47,408.73	£30,431.43		£25,945.00
						<b>Payments</b>	
£300.00	£200.00	£200.00	£200.00	£500.00	£350.00	Audit	£500.00
£0.00	£20.00	£10.00	£10.00	£10.00	£10.00	Car park	£10.00
£6.76	£6.97	£9.00	£9.00	£9.00	£7.38	Drainage rates	£9.00
£820.82	£775.61	£900.00	£900.00	£900.00	£490.42	Parish Expenses - postage, stationery, sundries	£700.00
£1,776.88	£130.00	£1,500.00	£1,500.00	£1,500.00	£132.00	S.137 - grants and donations	£1,500.00
£1,332.49	£781.31	£1,000.00	£1,000.00	£1,000.00	£668.65	Insurance	£1,000.00
£4,493.50	£2,134.75	£4,814.00	£4,814.00	£4,814.00	£1,999.50	Lengthsman and P3	£3,500.00
£789.95	£934.80	£900.00	£900.00	£900.00	£663.59	Parish magazine	£1,200.00
£3,523.82	£3,240.23	£4,000.00	£4,000.00	£4,000.00	£2,891.60	Maintenance - mowing, SiDs, bus shelter, other	£4,000.00
£50.60	£58.60	£500.00	£500.00	£500.00	£82.52	Play area	£500.00
£190.00	£220.00	£250.00	£250.00	£250.00	£210.00	Room hire for PC meetings	£250.00
£3,850.96	£3,761.48	£4,500.00	£4,500.00	£4,500.00	£4,486.03	Salary & PAYE	£5,500.00
£692.15	£565.36	£600.00	£600.00	£600.00	£361.50	Clerk's expenses - mileage, parking, SLCC	£500.00
£790.06	£463.15	£550.00	£550.00	£550.00	£85.00	Subscription - HALC, IGO, Community First, HTWN	£550.00
£0.00	£60.00	£400.00	£400.00	£400.00	£166.20	Training	£400.00
£1,054.64	£62.98	£100.00	£100.00	£100.00	£0.00	Website	£100.00
£265.91	£0.00				£0.00	NDP (excl salary)	
£372.43	£0.00				£0.00	NDP salary (exc PAYE)	
£880.00	£1,005.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Burial ground mowing	£0.00
£0.00	£0.00	£500.00	£500.00	£0.00	£0.00	Election	£1,000.00
£1,589.82	£4,162.08	£1,000.00	£1,000.00	£700.00	£2,519.08	VAT	
£507.00	£2,355.57	£1,000.00	£1,000.00	£700.00	£169.14	Contingency	£1,626.00
£1,135.00	£0.00				£0.00	Projects - defibrillator, Dovecote turfing	
	£359.38				£217.34	Projects - work by shop (new path 2017)	
	£0.00	£600.00	£600.00	£600.00	£0.00	Planning contingency	£600.00
	£5,607.52	£3,592.48	£3,592.48	£3,592.48	£3,592.48	Eardisland Memorial Walks	
	£10,000.00	£3,007.00	£2,207.00	£2,207.00	£50.00	Village hall refurbishment and repair	£2,200.00
			£17,462.00	£17,462.00	£5,610.40	Community Housing Fund grant	
			£600.00	£1,300.00	£1,173.24	GDPR	£300.00
£24,402.79	£36,900.54	£29,932.48	£47,394.48	£47,394.48	£27,136.47		£25,945.00

*Includes receipts and payments from current meeting*

S137 allocation (£7.66 x 393)                      Total = £3,128.28

**Bank reconciliation**

	£	£
Balance per bank statement as at 7 December 2018		£33,526.16
Includes:		
Committed reserves for food excess £2,000		
		£33,526.16
Less: unrepresented cheques at 7 December 2018 100899	-£21.52	-£21.52
Net balances as at 16/11/18		£33,504.64
Cash book		
Opening balance at 1 April 2018	£27,513.98	
Add: receipts in the year	£30,431.43	
Less: payments in the year	-£24,440.77	
Closing balance per cash book as at 7 December 2018		£33,504.64

*Uncommitted reserves £26,800 at 10/1/19 - includes funds for Feasibility Study payments upfront and VAT*

**SALARY ANALYSIS gross figures**

	Budget	Hrs this month	Running total
Contracted hrs at £10.301/hr for 8hrs/wk	£4,500.00	£1,205.21	£3,615.63
Feasibility Study	£849.00	£226.62	£494.44
GDPR	£500.00	£92.70	£375.96
TOTAL COST ALL HRS			£4,486.03

*Jay Hanson*