

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 18 July 2019 at 7.30 pm
in Eardisland Village Hall

Present: Cllrs Maryan Hanson (Chair), Elaine Harper (part), Richard Kirby and Shelley Connop (part).

In Attendance: Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; 4 members of public.

1. **Apologies of absence** – Cllrs Reg Curtis, David Weir and Merry Albright; Footpath Officers Sue Wallis and Jo Watson.
2. **Declarations of interest** – Cllr Hanson DECLARED a Schedule 1 Interest in item 9.1 and left the meeting.
3. **Minutes of the previous meeting** – 13 June 2019. These were ADOPTED and signed.
4. **Public Forum** –
 - 4.1. West Mercia Police – Report in Clerk's Information Sheet (CIS) NOTED.
 - 4.2. Update from Arrowbank Caravan Park on future plans – NOTED: owned site since 2012, customers mostly 55+ age group, travelling 1.5 hrs to site; Open Gardens good event and lots of visitors to site; plans for extra caravans in area of gas tanks, no enlargement to boundary of site just increase in numbers; dog wash area of chemical disposal building may need retrospective application, negotiating with planning currently. Footpath issue – would consider permissive route away from river, along fields; feels issue with security, Cllr NOTED all residents with footpaths vulnerable but very low incident rate. Clerk INSTRUCTED to add working party for footpath on next agenda. Issue of lights and dark sky policy – willing to try and mitigate problem.
 - 4.3. Ward Councillor – Report in the CIS NOTED. Update: caravan site neighbours have papers for planning enquiry for previous major expansion of site, Cllr Connop approach, request for copying; following up on Lawton's Cross scheme.
 - 4.3. Local Residents – Query why legal advice confidential, Clerk INSTRUCTED to send rationale to resident. Parish event for presentation of Queens Award on 10 September at 3.00 pm, RESOLVED to give grant of £100 to PCC for portable toilet.
5. **Financial Procedures** – The balance of the current account of £35,905.97 as at 13 July 2019 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess. Actual payments, receipts and variances against budget REVIEWED and AGREED as in appendix:
 - 5.1. Hitrees Ltd, Lengthsman and maintenance, ££216 (inc. £36 VAT), C/N 100959 – paid 13/6/19 under Clerk's delegated powers.
 - 5.2. Hitrees Ltd, Lengthsman and parish maintenance, £465.00 (inc. £77.50 VAT), C/N 100960.
 - 5.3. Eardisland Village Hall, Hall hire for PC, £18.00, C/N 100961.
 - 5.4. Roundabout Stationery, Stationery and leaflet dispensers, £38.56 (inc. £6.43 VAT), C/N 100962.
 - 5.5. Richard Mills, New sign to the church at war memorial, £108 (inc. £18 VAT) – Not paid, Clerk INSTRUCTED to arrange new sign or amended sign.
 - 5.6. C Bivand, Paper for magazine, £5.99, C/N 100964.
 - 5.7. Income from Eardisland Bowls Club, rent for 2019-20, £130.
 - 5.8. Income from Western Power Distribution, Wayleave, £7.26.
6. **Recommendation from Financial Advisory Working Group to adopt document dated July 2019** – Risk Register and Actions. Recommendation NOTED, RESOLVED to ADOPT and SIGN Risk Register.
7. **Policies and documents dated July 2019** – Internal Audit, Electronic Banking and Relations with Press and Media policies; Complaints Procedure; Privacy, Subject Access and Data Management and Audit Policies; General Privacy Notice, Privacy Notice for Staff Councillors and Role Holders and Consent Form – RESOLVED to ADOPT and SIGN.

8. Payment of allowances for Parish Councillors – AGREED that scheme not currently required.

9. Planning Applications –

- 9.1. P192345/F, Home Farm, Eardisland, HR6 9DN – Proposed agricultural cattle housing building – RESOLVED to support, conforms to Eardisland NDP policy E14.
- 9.2. NOTED P190847/F and P190848/L, Arrow Lawn, Broome Lane, Eardisland, HR6 9BS – Change of use to short term holiday accommodation. Reinstatement of kitchen to original 19th Century position next to dining room and reversion of present kitchen to library – Approved with conditions.
- 9.3. NOTED P191488/F, Folley Farm, Broome Lane, Eardisland, HR6 9BS – Proposed extension to existing building for use as additional workshop and storage space in connection with a business – Approved with conditions.
- 9.4. NOTED P191652/FH, The Oaks, Eardisland, HR6 9BG – Proposed conversion of garage to form annexed accommodation to main house – Approved with conditions.

10. Parish Reports and Issues –

- 10.1. Lengthsman Scheme – Report in CIS and defects from drive-round NOTED: work in June, strimming one-way road, new post for footpath sign at entrance to village hall car park, repair of parish notice board. Clerk INSTRUCTED to: arrange replacement oak post for recreation ground gate and strimming of footpath to church; contact Accident Engineer re signage on A44 by Burton Lane junction.
- 10.2. Footpath Officers – Report in CIS NOTED: Caravan Site open during Open Gardens, able to enjoy walk on path round lake, though official footpath remains closed; problems with ED7 over cement bridge, landowner co-operative; ED7 towards Pembridge well maintained. Update: ED7 now strimmed to right of cement bridge, as recommended by Locality Steward; issue with cattle in field on ED3 appearing aggressive – Clerk INSTRUCTED to contact land owner and request speaks to tenant about recent incidents, suggest sign saying 'Cattle in field'; following Locality Steward putting up way markers x9 on drive-round, instruction given that future issues to be taken up with landowners, Footpath Officer informed and will contact Locality Steward as required to undertake any contact.
- 10.3. Eardisland in Bloom – Report in CIS NOTED: weeding and trimming and boat refurbished for Open Gardens, trees in car park pruned to allow additional parking for event. RESOLVED to give grant up to £500, once final cost of project known.
- 10.4. Eardisland Village Hall Development Group – Report in CIS NOTED: arranging accurate costs for repairs to infrastructure, gas boiler, rewire and move boards, detached storage unit outside, refurbished/replacement windows, kitchen refit/extension, hall insulation and new lighting, internal storage in small room. Building surveyor duties and scope of works agreed. Update: offer from parishioner to help with required drawings and plans, meeting next week.
- 10.5. Request from EVHMC – Report in CIS: request to change shower into cupboard/messy sink space. RESOLVED to give permission for work.
- 10.6. Defibrillator – Report in CIS NOTED: request from West Midlands Ambulance Service (WMAS) to register defibrillator on national network; 2 emails from Community Heartbeat Trust, stating already provides WMAS with data on defibrillator sites and new system not required. Clerk INSTRUCTED to register on national network.
- 10.7. White Swan car park – Report in CIS NOTED: previous agreement with Leominster District Council for public use of car park for certain hours expired, Herefordshire Council informed car park private and no issue with arrangement having expired.
- 10.8. Village entry gates – Report in CIS NOTED: process much easier now, cost approx. £3,000. Clerk INSTRUCTED to arrange site visit with JACS Gateways.
- 10.9. Overgrown hedges – Clerk INSTRUCTED to send letters to various landowners; Cllr Kirby to speak to one landowner; Cllr Weir to speak to one landowner.

11. Training for Councillors and Clerk – Report in CIS noted. RESOLVED: Cllr Hanson attending suggested session on 22 July; Clerk attend SLCC conference 2-3 October, max. pro-rata cost £156 +VAT.

12. Small Grants application form – Clerk INSTRUCTED to draft form for next meeting.

13. Correspondence – Correspondence in CIS NOTED: Freedom of Information request re services and training accessed from HALC and cost in 2018-19; Annual Canvass; new application pending on site in village.

14. Matters for next agenda or action under Clerk’s delegated powers (no discussion)

Next agenda:

- Legal advice
- Legal basis for confidential items at meeting
- As above.

Clerk’s action:

- Request from EVHMC to use recreation ground for overflow parking 31 July 9-2.30 AGREED
- As above.

15. Date of next meeting – Thursday 12 September at 7.30 pm

16. Excluding the public from item 17 – RESOLVED to exclude the public from item 17.

17. Legal advice re silting on river by bridge – Confidential minutes.

This meeting was declared closed at 10.00 pm.

SIGNED..... J.W. Hewson
(Chair)

DATE..... 12/9/19

Eardisland Parish Council
Receipts and Payments against Budget 2019-20

APPENDIX FOR MINUTES OF 18 JULY 2019

Budget 2018-19 at 1.4.18	2018-2019 Actual	Budget 2019-20 at 1.4.19	2019-20 Actual	Receipts	Variance 2019-20 budget to actual	% Variance 2019-20 budget to actual	Notes	Budget 2020-21
£25,408 00	£25,408 00	£25,408 00	£17,704 00	Precept	-£7,704 00	-30.3%	Due September	
£395 00	£0 00		£395 00	Lengthsman and P3 from HC	£395 00		Paid in arrears from 2018-19	
£400 00	£603 00	£400 00	£334 00	Parish magazine and other advertising	£34 00		As received, no budget	
£130 00	£130 00	£130 00	£130 00	Bowling Club rent	£0 00	-100.0%	Due June	
£7 00	£7 26	£7 00	£7 26	Wayleaves	£0 26	-100.0%	Due July	
£3,592 48	£4,147 63		£4,161 69	Heritage Lottery Fund Grant Eardisland Memorial Walks	£4,161 69		Due now	
	£0 00		£11,145 32	VAT reclaim			Paid in arrears from 2018-19	
	£217 34		£0 00	Community Housing Fund grant				
			£0 00	Donation for work by shop				
£29,932 48	£30,513 43	£25,945 00	£24,825 32		-£5,619 66			
				Payments				
				STAFF AND CLERK				
£4,500 00	£6,278 39	£5,500 00	£1,418 39	Salary & PAYE	£4,083 62	25.7%	Ongoing	
£600 00	£559 70	£500 00	£200 81	Clerks expenses - mileage, parking, SLCC	£299 09	40.2%	Ongoing	
£400 00	£166 23	£400 00	£0 00	Training	£400 00	0.0%	Not yet arranged	
				ADMINISTRATION AND MANAGEMENT				
£200 00	£350 00	£600 00	£0 00	Audit	£500 00	0.0%	Not yet invoiced	
£1,000 00	£688 65	£1,000 00	£694 92	Insurance	£105 08	89.5%	No further payments due	
£550 00	£484 84	£550 00	£40 00	Subscription - ALC CD Community First HWalks	£510 00	7.3%	Due in March	
£10 00	£10 00	£10 00	£10 00	Car park	£0 00	100.0%	No further payments due	
79 00	£7 38	£6 00	£7 79	Drainage rates	£1 21	86.6%	No further payments due	
£900 00	£603 45	£700 00	£165 88	Parish Expenses - postage stationery surones	£534 32	23.6%	Ongoing	
£500 00	£0 00	£1,000 00	£0 00	Election	£1,000 00	0.0%	Not yet invoiced	
£250 00	£226 50	£250 00	£56 50	Room hire for PC meetings	£193 50	22.6%	Ongoing	
£100 00	£0 00	£100 00	£75 34	Website	£24 66	76.0%	Ongoing	
	£1,173 24	£300 00	£0 00	GDPR	£300 00	0.0%	No work yet	
				MAINTENANCE				
£4,814 00	£2,979 06	£3,500 00	£1,129 00	Lengthsman and P3	£2,371 00	33.2%	Ongoing	
£4,000 00	£3,491 80	£4,000 00	£1,846 50	Maintenance - mowing, S Ds, bus shelter, other	£2,153 50	46.1%	Ongoing	
£500 00	£82 52	£500 00	£0 00	Play area	£500 00	0.0%	No work yet	
£3,007 00	£1,895 00	£2,200 00	£0 00	Village hall refurbishment and repairs	£2,200 00	0.0%	No work yet	
				GRANTS				
£1,500 00	£416 00	£1,500 00	£12 00	Grants/donations	£1,488 00	1.0%	Ongoing	
£900 00	£695 89	£1,200 00	£190 19	Parish magazine	£1,009 81	15.6%	Ongoing	
£1,000 00	£1,000 00	£0 00	£0 00	Burial ground mowing	£0 00			
				VAT AND CONTINGENCY				
	£4,161 69		£319 17	VAT	-£319 17			
£1,000 00	£189 14	£1,628 00	£0 00	Contingency	£1,628 00	0.0%	Ongoing	
£500 00	£0 00	£600 00	£0 00	Planning contingency	£600 00	0.0%	Ongoing	
				PREVIOUS EXPENSES				
	£217 34			Projects - work by shop				
£3,592 48	£3,592 48			Eardisland Memorial Walks				
	£11,145 32			Community Housing Fund grant				
£29,932 48	£40,773 43	£25,945 00	£6,384 38		£19,580 62	24.5%		

Payments and receipts for current meeting included

Bank reconciliation

Balance per bank statement at 13 July 2019	£35,935 97	£
Includes		£35,905 97
Committed reserves for flood excess £2,000		
Less, un-presented cheques at 31 May 2019		
C/N		£0 00
C/N		£0 00
Net balances as at 13/7/19		£35,905 97
Cash book		
Opening balance at 1 April 2019	£16,963 22	£16,968 22
Add receipts in the year	£24,666 58	
Less payments in the year	-£5,728 83	
Closing balance per cash book as at 13 July 2019		£35,905 97

Uncommitted reserves approx. £29,028 at 18.7.19 - includes paying VAT

SALARY ANALYSIS gross figures

	Budget	Current month	Running total
Contracted hrs at £10.57/hr for 10hrs/wk	£4,500 00		£1,374 10
Extra hours at £10.57/hr			£42 28
TOTAL COST ALL HRS			£1,416 38