

## EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Thursday 13 February 2020 at 7.30 pm  
in Eardisland Village Hall

**Present:** Cllrs Richard Kirby (Vice Chair), David Weir, Reg Curtis and Merry Albright.

**In Attendance:** Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; 0 members of public.

1. **Apologies of absence** – Cllrs Hanson, Harper and Connop.
2. **Declarations of interest** – Cllr Curtis DECLARED an interest in item 7.10 and did not vote on the item.
3. **Minutes of the previous meetings** – 9 and 29 January 2020. These were ADOPTED and signed.
4. **Public Forum** –
  - 4.1. West Mercia Police – Police contact details in Clerk's Information Sheet (CIS) NOTED.
  - 4.2. Ward Councillor – Report in the CIS NOTED. Update NOTED: Work on Lawton Cross start in April/May, hedge out in next few weeks; phosphate issue, legal opinion obtained, householder extensions to be determined, new development still on hold, 11 wetland systems being installed using £2.2 mill from New Homes Bonus funding, hoped that Natural England will then agree to new development determinations; council tax increasing by 3.9%; discussing issue of riparian responsibility for clearing ditches and culverts; river walk, would like manager from River Lugg Internal Drainage Board invited and walk of Southalls Brook, liaise with Clerk to arrange.
  - 4.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £41,354.49 as at 31/1/2020 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess and £20,000 for EVH development work. RESOLVED to undertake virements of £600 from Planning Contingency to Maintenance and of £7,200 from Reserves to Village hall refurbishment and repair. Actual payments, receipts and variances against budget REVIEWED and AGREED as in appendix:
  - 5.1. J Knight, Bus shelter cleaning, £30, C/N 100996 – Paid 9/1/20 under Clerk's delegated powers.
  - 5.2. Eardisland Village Hall, Room hire PC and EVHDG, £24, C/N 100997 – Paid 9/1/209 under Clerk's delegated powers.
  - 5.3. Vinyl Fencing Ltd, Village gates, £768 (inc. £128 VAT), C/N 100998 – Paid 16/1/20 under Clerk's delegated powers.
  - 5.4. Hereford Heating Ltd, EVH heating 10% deposit, £892.80 (inc. £148.80 VAT), C/N 100999 – Paid 2/2/20 under Clerk's delegated powers.
  - 5.5. Hitrees Ltd, Lengthsman and parish maintenance, £183.60 (inc. £30.60 VAT), C/N 101000.
  - 5.6. Roundabout Stationery, Postage and stationery, £36.77 (inc. £3.33 VAT), C/N 101001.
  - 5.7. Leominster Community Resource Centre, Magazine printing, £170.60, C/N 101002.
  - 5.8. Hereford Heating Ltd, EVH heating 40% deposit, £3,574.40 (inc. £595.73 VAT), C/N 101003.
  - 5.9. Income from magazine advertising, £84.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
  - 6.1. NOTED P193070/FH, Burton Firs, Eardisland, HR6 9DN – Demolish existing single storey utility area and proposed single storey extension – Approved with conditions.
7. **Parish Reports and Issues** –
  - 7.1. Lengthsman Scheme – Report in CIS NOTED: work in February – clearing drain tops and white lines, cleaning pavement on School Lane one-way road, checking grit bins. Clerk INSTRUCTED to arrange washing of road signs when vegetation cut back in March and clearing of pavement and kerb from turning to houses on Green Elms to Haven Drive.
  - 7.2. Eardisland Village Hall Development Group – Report NOTED: recommendations from recent Development Group meeting and phone call from planning officer – 1. Submit planning

- application now with Flood Risk Statement (rather than Flood Risk Assessment) prepared by parishioner, 2. Agree parishioner as agent on application, 3. Split tender into 2, stage 1 refurbishment (rewire, insulation, new windows and doors, decoration) action as soon as possible and stage 2 new kitchen, drains and external works from survey action when planning permission given. RESOLVED that: thermostatic locking valves should be included in central heating, extra cost approx. £213; submit planning with parishioner as agent; 2 tenders but arrange so can be done as one project, as believed that planning permission should not be delayed; prepare grant applications but only submit to Kingspan (EVHMC to submit before 31 March) until planning timescale known; add work from Fire and safety reports into tenders.
- 7.3. Play area – Report in CIS NOTED: Clerk unable to find another installer and proposed mowing plan of wildflower area. RESOLVED that Cllr Weir meet with relevant parishioners to agree mowing. Clerk INSTRUCTED to contact company re obligation under Sale of Goods Act.
- 7.4. Flag raising dates – Report in CIS NOTED. Suggested dates AGREED.
- 7.5. Policy on inserts in parish magazine – RESOLVED to adopt and sign draft policy.
- 7.6. Replacement parish laptop and use of Clerk's laptop – Report in CIS NOTED: suitable replacement laptop cost approx. £700-800; if Clerk uses own laptop working on current external hard drive, second larger hard drive required for back up cost approx. £57; Clerk's contract states sum should be paid for use of home equipment and utilities. RESOLVED to: pay £100 per annum to Clerk for use of own equipment and utilities; purchase new hard drive for back up storage.
- 7.7. Permission for overflow parking on recreation ground if required – Report in CIS NOTED: Tree Warden running event, talk by Jon Stokes, director at The Tree Council, on "The Importance of Hedgerows and Their Trees to The Herefordshire Landscape", 7.00 pm Monday 30 March. RESOLVED that extra parking agreed.
- 7.8. Neighbourhood Development Plan – NOTED Settlement Hierarchy Review document received and draft responses AGREED with additional information.
- 7.9. VE Day 75 trees – Report in CIS NOTED: Tree Warden happy to help with project and can source trees. NOTED: offer from Border Oak to pay for trees; consent given by landowners on Pembridge side for trees in hedge line. RESOLVED: to ask Tree Warden to price oaks 1.2-1.5m high; that Cllr Albright contact landowner on Leominster side for consent. Clerk INSTRUCTED to add to next agenda.
- 7.10. The Dovecote buildings insurance – NOTED community shop pay this year. Clerk INSTRUCTED to clarify ownership of carpark.
8. **Sign NatWest account documents** – SIGNED as required.
9. **Correspondence** – Correspondence in CIS NOTED.
10. **Matters for the next agenda or action under Clerk's delegated powers** –  
 Next agenda:
  - March agenda – Environmental Group – NOTED Cllrs Kirby and Albright interested in joining group
  - As above.
 Clerk's action:
  - Pay invoice for Herefordshire Tree Warden Network, £25
  - As above.
11. **Date of next meeting** – Thursday 12 March 2020 at 7.30 pm.

This meeting was declared closed at 9.14 pm.

SIGNED.....*J. A. Gowan*.....  
 (Chair)

DATE...*2/3/20*.....

**Eardisland Parish Council**  
Receipts and Payments against Budget 2019-20

APPENDIX FOR MINUTES OF 13 FEBRUARY 2020

Budget 2019-19 at 1.4.19	2018-2019 Actual	Budget 2019-20 at 1.4.19	Budget 2019-20 at 13.2.20	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	£25,408.00	£25,408.00	Precept	£0.00	0.0%	Received in full	£25,408.00
£396.00	£0.00			£395.00	Lengthsman and P3 from HC	£395.00		Paid in arrears from 2018-19	
£400.00	£603.00	£400.00	£400.00	£667.00	Parish magazine and other advertising	£667.00		As received, no budget	
£130.00	£130.00	£130.00	£130.00	£130.00	Bowling Club rent	£0.00	0.0%	Received in full	
£7.00	£7.26	£7.00	£7.00	£7.26	Wayleaves	£0.26	0.0%	Received in full	
£3,592.48					Heritage Lottery Fund Grant Eardisland Memorial Walks				
	£4,147.83			£4,161.69	VAT reclaim	£4,161.69		Paid in arrears from 2018-19	
	£0.00			£11,145.32	Community housing Fund grant	£11,145.32		Paid in arrears from 2018-19	
	£217.34			£18.00	Refund	£18.00			
				£0.00	Donation for work by shop				
					From reserves for EDH heating				
					From reserves for NDP climate work Bunal Ground				£3,430.00
<b>£26,932.48</b>	<b>£30,513.43</b>	<b>£26,945.00</b>	<b>£33,145.00</b>	<b>£42,132.27</b>		<b>£16,587.27</b>			<b>£28,838.00</b>
					<b>Payments</b>				
					<b>STAFF AND CLR</b>				
£4,500.00	£6,278.39	£5,500.00	£5,750.00	£4,629.24	Salary & PAYE	£1,220.76	78.6%	3 of 4 payments made	£6,819.00
£800.00	£588.70	£500.00	£750.00	£612.65	Clerks expenses - mileage parking S.L.C.C	£137.15	81.7%	3 of 4 payments made	£600.00
£400.00	£166.20	£400.00	£400.00	£3.00	Training	£400.00	0.0%	Not yet arranged	£400.00
					<b>ADMINISTRATION AND MANAGEMENT</b>				
£300.00	£360.00	£500.00	£500.00	£400.00	Audit	£100.00	80.0%	2 out of 3 paid	£500.00
£1,000.00	£866.85	£1,000.00	£1,000.00	£894.92	Insurance	£105.08	89.5%	No further payments due	£1,000.00
£550.00	£484.54	£550.00	£550.00	£40.00	Subscriber - HA&C ICO Community First, HTWN	£510.00	7.3%	Due in March	£550.00
£10.00	£19.00	£10.00	£10.00	£10.00	Car park	£0.00	100.0%	No further payments due	£10.00
£9.00	£7.38	£9.00	£9.00	£7.78	Drainage rates	£1.21	86.6%	No further payments due	£9.00
£900.00	£503.45	£700.00	£700.00	£432.20	Parish Expenses - postage stationery supplies	£267.80	61.7%	5 of 12 mths paid	£700.00
£500.00	£0.00	£1,000.00	£1,000.00	£0.00	Election	£1,000.00	0.0%	Not yet invoiced	£0.00
£250.00	£226.50	£250.00	£250.00	£104.50	Room hire for PC meetings	£145.50	41.8%	4 of 12 mths paid	£250.00
£100.00	£0.00	£442.00	£442.00	£441.51	Website	£0.49	99.9%	Ongoing	£200.00
	£1,173.24	£300.00	£300.00	£0.50	GDPR	£300.00	0.0%	No work yet	£100.00
					NDP review				£2,500.00
					Climate/nature emergency				£1,000.00
					<b>MAINTENANCE</b>				
£4,814.00	£2,979.00	£3,500.00	£3,500.00	£2,957.50	Lengthsman and P3	£542.50	84.5%	9 of 12 mths paid	£3,300.00
£4,000.00	£3,491.80	£4,000.00	£4,000.00	£4,312.50	Maintenance - mowing SIDs bus shelter other	£287.50	93.8%	5 of 12 mths paid	£4,500.00
£500.00	£82.52	£500.00	£500.00	£58.60	Play area	£441.40	11.7%	Ongoing	£500.00
£3,007.00	£1,895.00	£2,200.00	£2,200.00	£5,054.91	Village hall refurbishment and repair	£4,345.09	53.8%	Ongoing	£2,200.00
					<b>GRANTS</b>				
£1,500.00	£416.00	£1,900.00	£1,500.00	£12.00	Grants/donations	£1,488.00	3.6%	Ongoing	£1,500.00
£900.00	£995.89	£1,200.00	£1,200.00	£986.19	Parish magazine	£313.81	73.8%	3 of 6 payments made	£1,200.00
£1,000.00	£1,000.00	£0.00	£0.00	£0.00	Bunal ground mowing	£0.00			£1,000.00
					<b>VAT AND CONTINGENCY</b>				
	£4,161.69		£784.00	£1,873.46	VAT	£1,873.46			
£1,000.00	£169.14	£1,284.00	£1,284.00	£0.00	Contingency	£784.00	0.0%	Ongoing	£0.00
£500.00	£0.00	£600.00	£600.00	£0.00	Planning contingency	£0.00			£0.00
	£217.34				<b>PREVIOUS EXPENSES</b>				
£3,592.48	£3,592.48				Projects - work by shop				
	£11,145.32				Eardisland Memorial Walks				
					Community Housing Fund grant				
<b>£26,932.48</b>	<b>£40,773.43</b>	<b>£26,945.00</b>	<b>£33,145.00</b>	<b>£22,628.11</b>		<b>£10,516.89</b>	<b>87.2%</b>		<b>£28,838.00</b>

*Payments and receipts for current meeting included*

% in bold = virement may be required

**Bank reconciliation**

	£
Balance per bank statement at 31 January 2020	£41,354.49
Includes	£41,354.49
Committed reserves for flood excess £2,000	
Committed reserves for EVH development work £12,800	
Less unrepresented cheques at 31 January 2020	
DIN 100997	£24.00
DIN 100999	£692.80
Net balances as at 31/1/20	£40,437.69
Cash book	
Opening balance at 1 April 2019	£16,968.22
	£16,968.22
Add receipts in the year	£42,132.27
Less payments in the year	£18,662.80
Closing balance per cash book as at 31 January 2020	£40,437.69

Uncommitted reserves approx. £12,800 at 13.2.20 - includes paying VAT

**SALARY ANALYSIS gross figures**

	Budget	Current month	Running total
Contracted hrs at £11.57/hr for 10hrs/week	£4,500.00		£4,122.30
Extra hours at £11.57/hr			£406.94
TOTAL COST ALL HRS			£4,529.24

*Self*