

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Monday 2 March 2020 at 7.30 pm
in Eardisland Village Hall

Present: Cllrs Maryan Hanson (Chair), Richard Kirby, Shelley Connop and Merry Albright.

In Attendance: Parish Clerk Alison Sutton; 4 members of public.

1. **Apologies of absence** – Ward Cllr Roger Phillips; Cllrs David Weir, Reg Curtis and Elaine Harper.
2. **Declarations of interest** – Cllr Hanson DECLARED an interest in item 6.1 and left the meeting during the item.
3. **Minutes of the previous meetings** – 13 and 24 February 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 NOTED: Balfour Beatty unable to remove hedge at Lawtons Cross as ground too wet, should be removed this week.
 - 4.3. Local Residents – Re 6.1: Road unsuitable for large HGVs, has weak foundations, no passing places; no size on application form but from scale on plans, 988m², just under maximum allowed under Permitted Development and just over 3km from Shobdon Airfield; grass seed imported for drying in current units in last 2 years, produce to be stored likely to be coming from outside, seems to be designed as potato store; development based on improvement to access track not in applicant's ownership; application refers to reduction in vehicles but inconsistent with importing crops to store.
5. **Financial Procedures** – The balance of the current account of £40,461.69 as at 12/2/2020 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess and £12,800 for EVH development work. RESOLVED to undertake Virement to Clerk's salary of £265 and to Clerk's expenses of £35 (required to cover hrs and expenses for flood response work) from Contingency. RESOLVED to appoint Paul Russell as Internal Auditor for 2019-20 accounts, cost £99 +VAT:
 - 5.1. Herefordshire Tree Warden Network, Subscription, £25, C/N 101004 – Paid 13/2/20 under Clerk's delegated powers.
 - 5.2. Gleamclean Cleaning Services, EVH floor cleaning, £1,321.92 (inc. £220.32 VAT), C/N 101005 – Paid 24/2/20 under Clerk's delegated powers.
 - 5.3. SLCC, Clerk's pro-rata membership 10/24 ths, £67.08, C/N 101006.
 - 5.4. Alison Sutton, Salary, extra hours, expenses & refund for PC expenses, £1,364.07, C/N 101007 – dated 6.3.20.
 - 5.5. HM Revenue and Customs, PAYE/NIC paid on behalf of Clerk, £297.00, C/N 100108 – dated 6.3.20.
 - 5.6. J Knight, Bus shelter cleaning for Jan-March, £30, C/N 101009.
6. **Planning Applications** –
 - 6.1 P200490/PA7, Court House Farm, Eardisland, HR6 9BW – Prior notification for proposed agricultural building – Item Chaired by Vice Chair – RESOLVED to object and comment: holding does not have capacity to farm all identified crops at once; farmer has other land better served with main road access for such a development; significant issues with access either end of Burton Lane; verges and ditches part of drainage infrastructure, damage by HGVs would reduce drainage; no measurements given, but scale on plans show very large and high building, equivalent in size to small estate of houses but much higher; external lighting would breach dark skies policy; landscaping not enough to remedy; does not conform to NDP policies E14 and probably E6; if full application not prior approval, PC would object strongly on grounds of access,

size, location, scale and drainage, as any development – housing or agricultural – is unsustainable in Flood Zone 2-3 in or around village.

- 6.2. P200524/PA7, Lower Burton Farm, Lower Burton, HR6 9DJ – Prior notification for proposed agricultural storage building with concrete yard – RESOLVED to support as conforms to NDP policy E14.
- 7. Parish Reports and Issues –**
- 7.1. Lengthsman Scheme – Report NOTED: RESOLVED to submit Expression of Interest form for 2020-21 Lengthsman and P3 and continue in scheme with current Lengthsman; AGREED wait till April to see if get extra funds for ditching, if not instruct Lengthsman if not done by riparian landowner. Clerk INSTRUCTED to: report blocked drains on Lime Lane by caravan park entrance and damaged verge on Burton Lane; put note in magazine re ditches and drainage damaged by floods, riparian landowners need to clear, please inform PC of work done.
- 7.2. Eardisland Village Hall Development Group – Report NOTED: heating due for completion this week, very good work; AGREED no grilles on radiators at present, monitor situation.
- 7.3. PROW – Report in CIS about accessibility NOTED. RESOLVED that new kissing gates recently installed and currently not possible to do more for accessibility on paths over farmland. Clerk INSTRUCTED to put request for volunteer as PFO in magazine.
- 7.4. Play area – Report NOTED: no response to email sent by Clerk re work under Sale of Goods Act. Clerk INSTRUCTED to send follow-up email, put on next agenda when response received.
- 7.5. Environment Group – Defer to next agenda.
- 7.6. VE Day 75 trees – Report in CIS NOTED: Costs obtained by tree warden for 1.2-1.5m trees, £3/tree. Clerk INSTRUCTED to request Tree Warden to reserve 1.5m x75 trees at Bucknell Nursery, until able to lift and plant in autumn.
- 7.7. Extra flag flying days – RESOLVED to fly flag on 8 May VE75 and 2 September VJ75.
- 7.8. Carpark at the war memorial – Report NOTED: waiting for response from Herefordshire Council on whether it has lease with The Dovecote or anyone else for use or maintenance of carpark, which is owned by Herefordshire.
- 7.9. HC Parish Council Summit 2 April – Cllrs Hanson, Kirby and Albright to attend.
- 8. Arrangements for Flood Resilience Group –** RESOLVED to have first meeting at 2.00pm at hall, name of group Eardisland Flood Resilience Group. Clerk INSTRUCTED to: advertise Group in magazine, ask for apologies if unable to make meeting but wish to volunteer for Group; arrange meeting with group from Bodenham.
- 9. Correspondence –** Correspondence in CIS NOTED.
- 10. Matters for the next agenda or action under Clerk's delegated powers –**
Next agenda:
 - As above.
Clerk's action:
 - Pay HALC invoice when arrives
 - As above.
- 11. Date of next meeting –** Thursday 9 April 2020 at 7.30 pm.

This meeting was declared closed at 9.12 pm.

SIGNED.....
(Chair)

DATE 28/5/20.....

Eardisland Parish Council
Receipts and Payments against Budget 2019-20

APPENDIX FOR MINUTES OF 2 MARCH 2020

Budget 2019-19 at 1.4.19	2019-2019 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			£396.00	Lengthman and P3 from HC	£396.00		Paid in arrears from 2018-19	
£400.00	£603.00	£400.00	£400.00	£867.00	Parish magazine and other advertising	£867.00		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			£4,161.89	VAT reclaim	£4,161.89		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 EVH heating				
					From reserves for NDP, climate work, Burial Ground				
£29,932.48	£30,513.43	£25,945.00	£33,145.00	£42,132.27		£16,587.27			£3,430.00
					Payments				£26,838.00
					STAFF AND CLLR				
£4,500.00	£6,278.39	£5,500.00	£8,015.00	£6,014.32	Salary & PAYE	£0.68	100.0%	4 of 4 payments made	£6,819.00
£800.00	£558.70	£500.00	£785.00	£784.33	Clerk's expenses - mileage, parking, SLCC	£0.67	99.9%	3 of 4 payments made	£800.00
£400.00	£166.20	£400.00	£400.00	£0.00	Training	£400.00	0.0%	Not yet arranged	£400.00
					ADMINISTRATION AND MANAGEMENT				
£200.00	£350.00	£500.00	£500.00	£400.00	Audit	£100.00	80.0%	2 out of 3 paid	£500.00
£1,000.00	£888.85	£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	£85.00	Subscription - HALC, ICO, Community First, HTWN	£485.00	11.8%	Due in March	£550.00
£10.00	£10.00	£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	£7.79	Drainage rates	£1.21	86.6%	No further payments due	£9.00
£900.00	£503.45	£700.00	£700.00	£533.79	Parish Expenses - postage, stationery, sundries	£166.21	76.3%	6 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
£260.00	£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	£0.00	GDPR	£300.00	0.0%	No work yet	£100.00
					NDP review				£2,500.00
					Climate/nature emergency				£1,000.00
					MAINTENANCE				
£4,814.00	£2,979.00	£3,500.00	£3,500.00	£2,957.50	Lengthman and P3	£542.50	84.5%	9 of 12 mths paid	£3,300.00
£4,000.00	£3,481.80	£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	£58.80	Play area	£441.40	11.7%	Ongoing	£500.00
£3,007.00	£1,895.00	£2,200.00	£9,400.00	£6,156.51	Village hall refurbishment and repair	£3,243.49	65.5%	Ongoing	£2,200.00
					GRANTS				
£1,500.00	£416.00	£1,500.00	£1,500.00	£12.00	Grants/donations	£1,488.00	0.8%	Ongoing	£1,500.00
£900.00	£995.89	£1,200.00	£1,200.00	£886.19	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	Burial ground mowing	£0.00			£1,000.00
					VAT AND CONTINGENCY				
	£4,161.89			£2,093.78	VAT	£2,093.78			
£1,000.00	£169.14	£1,284.00	£484.00	£0.00	Contingency	£484.00	0.0%	Ongoing	£0.00
£600.00	£0.00	£600.00	£0.00	£0.00	Planning contingency	£0.00			£0.00
					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	£33,145.00	£25,733.24		£7,411.76	99.2%		£26,838.00

Payments and receipts for current meeting included

% in bold = virement may be required

Bank reconciliation

	£
Balance per bank statement at 12 February 2020	£40,461.89
Includes:	
Committed reserves for food excess £2,000	£40,461.89
Committed reserves for EVH development work £12,800	
Less: unrepresented cheques at 31 January 2020	
C/N 100997	-£24.00
C/N 100100-101005	-£5,312.29
Net balances as at 31/1/20	£35,125.40
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	-£23,975.09
Closing balance per cash book as at 12 February 2020	£35,125.40

Uncommitted reserves approx. £12,800 at 2.3.20 - includes paying VAT

SALARY ANALYSIS gross figures			
Contracted hrs at £10.57/hr for 10hrs/wk	Budget	Current month	Running total
Extra hours at £10.57/hr	£4,500.00	£1,374.10	£5,496.40
TOTAL COST ALL HRS		£110.98	£517.92
			£6,014.32