

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 11 February at 7.00 pm
By Zoom

Present: Cllrs Maryan Hanson (Chair), Richard Kirby (Vice Chair), Shelley Connop, Reg Curtis, Elaine Harper, and Merry Albright (part).

In Attendance: Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; 2 members of public.

1. **Apologies of absence** – Cllr David Weir (Leave of absence).
2. **Declarations of interest** – Cllr Albright DECLARED an interest in item 6.2 and left the meeting during the item.
3. **Minutes of the previous meetings** – 14 January 2021. These were ADOPTED, will be signed when circumstances permit.
4. **Public Forum** –
 - 4.1. West Mercia Police – Police contact details in Clerk’s Information Sheet (CIS) NOTED.
 - 4.2. Ward Councillor – Report in CIS NOTED. Update NOTED: Herefordshire Council budget meeting 12/2/21, likely to be 4.99% increase in council tax, 2% plus 2.99% for social care. Southalls Brook, trees to east of village need removing; trees in River Arrow, speaking to Environment Agency (EA) and Balfour Beatty; still waiting for highways programme; funds from farm sale, part spent buying part of College for Blind, understand some spent on buying Maylord Centre – NOTED funds from sale in rural areas but used for city not rural areas which need it; will raise issue of banners on railings at Lawtons Cross obscuring visibility splay, Senior Accident Investigator pleased with positive effect on traffic from roundabout at Lawtons Cross.
 - 4.3. Local Residents – River breach on 21 January through steps and adjacent wall, could steps be blocked in, wall raised and bank of earth put on edge of grass on private road. Thanks to Locality Flood warden for area 10, work by Lengthsman on Burton Lane ditch, silt left on edge not removed so now blocked culvert; suggest ditch needs clearing in summer, some waste removed, targeted near culvert pipes, arrange Balfour Beatty to jet once ditch cleared. NOTED work done from drainage grant, not in budget for 2021-22, very expensive to remove waste as contaminated, not removed when Balfour Beatty dig ditches/grips.
5. **Financial Procedures** – The balance of the current account of £29,442.56 as at 6/2/2021 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess and £5,000 for EVH development work:
 - 5.1. Start Traffic Ltd, Signs for EFRP x2, £85.70 (inc. £14.28 VAT) – Paid online 27/1/21 following delegation in Financial Regulations and confirmation by 2 signatories.
 - 5.2. Bateman Buildings Leominster Ltd (LBS), Sandbags, £159 (inc. £26.38 VAT) – Paid online 12/2/21 following meeting 11/2/21.
 - 5.3. Leominster Community Resource Centre, January magazine, £175.20 – Paid online 12/2/21 following meeting on 11/2/21.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
 - 6.1. P204513/F and P204514/L, White Swan, Eardisland, HR6 9BD – Proposed first floor fire escape and entrance – RESOLVED to object and comment: historic listed building in Conservation Area; where currently sited, staircase will be very visible from road and therefore not in keeping with building and not in conformity with Eardisland NDP policy E2; whilst recognised that fire exit is required, should be sited at back of building where much less visible; await expert response from Historic Buildings team.



- 6.2. P210039/F, Plot 1 Land opposite Meadowmead, Eardisland, HR6 9AR – Application for variation of condition 2 of permission 183903 (dwelling and detached garage) – to allow alterations to garage – RESOLVED to support, request determination to be expedited.
- 6.3. P210340/K, The Granary, Eardisland, HR6 9BU – Proposed works to T1 – Birch – Decay at previous pollard points – RESOLVED to support.
- 6.4. NOTED P203262/F, Hay Cottage, Lynch Court, Eardisland, HR6 9AR – Retrospective application for the conversion of a single storey rural building to a dwelling – Withdrawn.
- 6.5. NOTED P203638/F, Clearbrook Farm, Pembridge, HR6 9HL – Proposed new roadway to be constructed to alter access to farmhouse and a new gateway to the field to be created adjacent – Approved with conditions.

7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: report multiple potholes throughout village, particularly on Pembridge side; contact River Lugg Internal Drainage Board (RLIDB) and landowner cattle drinking fence blocking Southalls Brook, highlight RLIDB funding and Stewardship Scheme. RESOLVED to adopt Lengthsman Schedule and submit Annual Maintenance Plan with addition of cleaning white gates x3/yr.
- 7.2. Permissive path from Lyme Lane to Broome Lane – Report NOTED: Some options considered that need to be discussed with landowners. Clerk INSTRUCTED to add to next agenda.
- 7.3. EVH Development Group and EVH work – Report in CIS NOTED. Update NOTED: cooker in bad condition, due safety check and may be condemned; kitchen floor damaged and crumbling under floor covering, from water ingress; EVHMC hope to get funding for new kitchen but very unlikely to get funding to help with building work, if no funding available for new kitchen EVHMC may have to consider re-installing current kitchen until funding available; more funding expected to be available from reserves at end of financial year to make up for loss of funding from EVHMC. RESOLVED to: submit Awards for All grant application; submit application for Public Works Loan and Business Plan with updated budget figures (once checked by Grants Officer) – Clerk INSTRUCTED to update and highlight flooding damage in documents. Clerk INSTRUCTED to: arrange Hereford Heating to undertake boiler service and arrange disconnection and reconnection of boiler when required by build process; confirm Harper's quote includes safety fencing and skips and will use hall for welfare; inform EVHMC can accept offer for heaters.
- 7.4. Eardisland Flooding Response Plan – Report in CIS NOTED. Update NOTED: Test run at end of January with river high, roads flooded but no property flooding; various lessons learnt, particularly siting of barriers, 2 more purchased as a result, need for manning barriers, need for Co-ordinator during event for volunteer liaison and parishioners to contact, parishioner agreed to undertake role. RESOLVED to write letter to parishioner who was affected by Burton Lane closure, Cllr Connop to email contact details for relative to Clerk for information to be given.
- 7.5. River wall in front of Arrowside – Report NOTED: Berm by Arrowbank and vegetation on Arrow Lawn both diverting current towards wall in recent flood. Clerk INSTRUCTED to inform EA of recent river breach by steps and damaged wall and inform that needs fixing. AGREED to consider repair to wall and adding soil bank. NOTED problem that River Arrow breaching and running into Southalls Brook damages Brook with volume of water.
- 7.6. Tree root affecting drainage at Orchard Farm – Report in CIS NOTED. RESOLVED to wait to speak to relevant landowner until report received formally from Balfour Beatty or contractor next week.
- 7.7. Flag flying – Report in CIS NOTED. Dates AGREED.
- 7.8. Hedges for cutting: Clerk INSTRUCTED to send letters after checking which properties are involved.
- 7.9. Ditches on Lyme Lane – Report in CIS NOTED.
- 7.10. 75th Anniversary trees – AGREED original sites of sides of road both sides of village may be difficult to achieve. Cllr Albright contact landowner to assess agreement and Pembridge contact for advice. Clerk INSTRUCTED to: contact Tree Warden for ideas; add to next agenda; add item to next magazine.

- 7.11. Citizen Science project – Group in Golden Valley applied for Defra funds to test watercourses and river in own area regularly, leads to positive ownership of local river. AGREED would like to join project if possible. Cllr Albright send contact details to Clerk to send expression of interest.
- 7.12. Enforcement issue on Broome Lane – Report NOTED: No reply received after last email to Enforcement on 18/1/21. Clerk INSTRUCTED to email again and copy Head of Planning and Ward Cllr as before.

8. **Correspondence** – Correspondence in CIS NOTED.

9. **Matters for next agenda or action under Clerk’s delegated powers**

Next agenda:

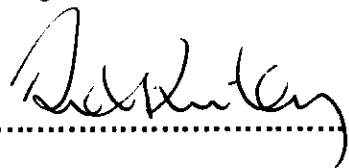
- Speed limit signs
- As above.

Clerk’s Action:

- WS Blatchford, Tree work, £700 – Paid online 12/2/21 following delegation on 11/2/21.
- Herefordshire Association of Local Councils, Subscription for 2021-22, £460.97 (inc. £76.83 VAT) – Paid online 12/2/21 following delegation on 11/2/21.
- Saint-Gobin Building Distribution Ltd (Jewson), Empty sandbags, £66.24 (inc. £11.04 VAT) – Paid online 12/2/21 following delegation on 11/2/21.
- Pin notice to logs on recreation ground that left for wildlife habitat and not to be removed.
- As above.

10. **Date of next meeting** – 11 March 2021 at 19.00 by Zoom.

This meeting was declared closed at 9.15 pm.

SIGNED.....

 Vice Chair

DATE.....11/3/21.....

EARDISLAND PARISH COUNCIL ACCOUNTS 2020-21

2021/10



APPENDIX FOR 11 FEBRUARY 2021

Receipts	Budget 2019-20 at 13.2.20	2019-20 Actual	Budget 2020-21 at 1.4.20	Virements	Budget 2020- 21 at 11.2.21	2020-21 Actual	Variance 2020-21 budget to actual	% Variance 2020-21 budget to actual	Notes	Expected yr. end	Budget 2021-22	Notes for 2021-22
Precept	£25,408.00	£25,408.00	£25,408.00		£25,408.00	£25,408.00	£0.00	100.0%	Paid in full	£25,408.00	£25,408.00	
Lengthsman and P3 from HC		£395.00										
Parish magazine and other advertising	£400.00	£867.00			£400.00	£82.00	£-318.00	20.5%	As received, no budget	£82.00	£400.00	
Bowling Club rent	£130.00	£130.00			£130.00	£130.00	£0.00	100.0%	Paid in full	£130.00	£130.00	
Wayleaves	£7.00	£7.26			£7.00	£7.26	£0.26	103.7%	Paid in full	£7.26	£7.00	
Grants for Covid work					£400.00	£400.00	£0.00	100.0%	As donated	£400.00		
Keep Connected Grant					£71.94	£71.94	£0.00	100.0%	Paid in full	£71.94		
VAT reclaim		£4,161.69				£2,093.78	£2,093.78		Paid in arrears from 2019-20	£2,093.78		
Community Housing Fund grant		£11,145.32										
Drainage grant					£12,530.00	£0.00				£12,530.00		
Sundry		£18.00										
From reserves for EVH heating	£7,200.00				£3,272.00							
From reserves for NDP, climate work, Burial Ground			£3,430.00		£3,430.00							
From reserves for river work and EVH development											£7,537.00	Underspend from 2020-21 + reserves
	£33,145.00	£42,132.27	£28,838.00		£45,648.94	£28,192.98	£1,776.04	61.8%		£40,722.98	£33,482.00	
Payments												
STAFF AND CLLR												
Salary & PAYE	£6,015.00	£6,014.32	£6,819.00		£6,819.00	£4,813.49	£2,005.51	70.6%	3 of 4 payments made	£6,590.00	£7,223.00	Presume 2.75% increase, SCP 12
Clerk's expenses - mileage, parking, SLCC	£785.00	£784.33	£600.00		£600.00	£157.15	£442.85	26.2%	3 of 4 payments made	£180.00	£600.00	As this yr
Training	£400.00	£0.00	£400.00		£400.00	£0.00	£400.00	0.0%	Not yet arranged	£0.00	£400.00	As this yr
ADMINISTRATION AND MANAGEMENT												
Audit	£500.00	£400.00	£500.00		£500.00	£299.00	£201.00	59.8%	Complete	£300.00	£400.00	Decrease, new internal auditor
Insurance	£1,000.00	£894.92	£1,000.00		£1,000.00	£934.18	£65.82	93.4%	Paid in full	£934.18	£1,000.00	As this yr
Subscription - HALC, ICO, Community First, HTWN	£550.00	£65.00	£550.00		£550.00	£434.02	£115.98	78.9%	2020-21 came late, 21-22 to pay	£860.00	£550.00	As this yr
Car park	£10.00	£10.00	£10.00		£10.00	£10.00	£0.00	100.0%	Paid in full	£10.00	£10.00	As this yr
Drainage rates	£9.00	£7.79	£9.00		£9.00	£7.79	£1.21	86.6%	Paid in full	£7.79	£8.00	Decrease
Parish Expenses - postage, stationery, sundries	£700.00	£533.79	£700.00		£700.00	£624.73	£75.27	89.2%	11 of 12 mths paid	£650.00	£600.00	Decrease
Election	£1,000.00	£0.00	£0.00	£89.00	£89.00	£88.87	£0.13	99.9%	Paid in full	£89.00	£0.00	
Room hire for PC meetings	£250.00	£104.50	£250.00		£250.00	£72.00	£178.00	28.8%	11 of 12 mths paid	£72.00	£200.00	Decrease, some Zoom mtgs
Website and communication	£442.00	£441.51	£200.00	£200.00	£471.94	£431.20	£40.74	91.4%	Ongoing	£471.00	£400.00	Increase for more Zoom mtgs
GDPR and accessibility	£300.00	£0.00	£100.00		£100.00	£72.00	£28.00	72.0%	Ongoing	£72.00	£0.00	Not required
NDP review			£2,500.00	£1,500.00	£1,000.00	£0.00	£1,000.00	0.0%	No action	£0.00	£0.00	
Climate/nature emergency, EFRP			£1,000.00	£900.00	£1,900.00	£1,717.49	£182.51	90.4%	Ongoing	£1,720.00	£500.00	EFRP work
MAINTENANCE												
Lengthsman and P3	£3,500.00	£2,957.50	£3,300.00		£3,300.00	£2,235.00	£1,065.00	67.7%	10 of 12 mths paid	£2,820.00	£3,400.00	Increase for care white gates
Work on river & millstream						£0.00	£0.00				£3,000.00	New for ongoing work
Drainage grant work					£12,530.00	£4,530.00	£8,000.00	36.2%	11 of 12 mths paid	£12,530.00		
Maintenance - mowing, SIDs, bus shelter, other	£4,600.00	£4,312.50	£4,500.00		£4,500.00	£3,620.92	£879.08	80.5%	11 of 12 mths paid	£3,660.00	£4,000.00	As this yr
Play area	£500.00	£58.60	£500.00		£500.00	£0.00	£500.00	0.0%	Ongoing	£0.00	£500.00	As this yr
Village hall refurbishment and repair	£9,400.00	£6,156.51	£2,200.00	£5,272.00	£7,472.00	£7,472.02	£-0.02	100.0%	Ongoing	£7,472.02	£7,991.00	Increase, work to be done
GRANTS												
Grants/donations	£1,500.00	£12.00	£1,500.00	£1,400.00	£100.00	£12.00	£88.00	12.0%	Ongoing	£12.00	£100.00	Decrease
Parish magazine	£1,200.00	£886.19	£1,200.00		£1,200.00	£350.40	£849.60	29.2%	2 of 6 payments made	£526.00	£1,100.00	Decrease
Burial ground mowing	£0.00	£0.00	£1,000.00		£1,000.00	£1,000.00	£0.00	100.0%	Paid in full	£1,000.00	£1,000.00	As this yr
Covid work					£400.00	£172.00	£228.00	43.0%	Ongoing	£172.00		
VAT AND CONTINGENCY												
VAT		£2,093.78				£3,813.61	£-3,813.61		Ongoing	£5,600.00		
Contingency	£484.00	£0.00		£289.00	£248.00	£0.00	£248.00	0.0%	Ongoing	£0.00	£500.00	Increase, cover VAT paid
PREVIOUS EXPENSES												
	£33,145.00	£25,733.24	£28,838.00		£45,648.94	£32,867.87	£12,781.07	114.0%		£38,977.99	£33,482.00	

Payments and receipts for current meeting included

Bank reconciliation

	£
Balance per bank statement at 6 February 2021	£29,442.56
Includes:	
Committed reserves for flood excess £2,000	
Committed reserves for EVH development work £5,000	
Less: unrepresented payments at 6 February 2021	
C/N	
C/N	£0.00
Net balances as at 6 February 2021	<u>£29,442.56</u>
Cash book	
Opening balance at 1 April 2020	£33,367.25
Add: receipts in the year	£28,609.98
Less: payments in the year	-£32,534.67
Closing balance per cash book as 6 February 2021	<u>£29,442.56</u>

General reserve at 1/4/20 - £6,352 (=3/12 of precept) - to cover VAT and 3/12 salary

SALARY ANALYSIS gross figures

	Budget	Current month	Running total
Contracted hrs, spinal point 10	£5,719.00		
at £11.08/hr for 10hrs/wk			£4,321.20
Extra hours	£1,100.00		
at £11.08/hr			£492.29
TOTAL COST ALL HRS	£6,819.00		£4,813.49