

EARDISLAND PARISH COUNCIL

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

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

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

1. **Apologies of absence** – Cllr Maryan Hanson (Chair), Cllr David Weir (Leave of absence).
2. **Declarations of interest** – Cllr Albright DECLARED an interest in item 5.7 and took no part the item. Cllr Connop DECLARED an interest in item 5.8 and took no part the item.
3. **Minutes of the previous meetings** – 11 February 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. Environment Agency – Report still not received and no representation today.
 - 4.3. Ward Councillor – Report in CIS NOTED. Update NOTED: Feedback on consultation on replacing bin collection becoming available; Public Spaces Protection Order for Dog Control due for renewal; date known for Lawtons Cross railings to be installed. Asked to press issue of rural parishes being left behind big spending decisions in county, money going to Hereford and market towns.
 - 4.4. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £29,877.28 as at 5/3/2021 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess and £5,000 for EVH development work. RESOLVED to undertake virements of: £248 from Contingency and £799 from NDP Review to Grants and donations expenditure line to pay Dovecote insurance; £68 from Lengthsman and £201 from NDP to Subscriptions line to pay double HALC subscription within year; £8 from Lengthsman to Website and communication for non-reclaimable VAT/tax on Zoom licenses:
 - 5.1. S Blatchford, Tree work, £700 – Paid online 12/2/21 following delegation at meeting 11/2/21
 - 5.2. Herefordshire Association of Local Councils, Subscription for 2021-22, £460.97 (inc. £76.83) – Paid online 12/2/21 following delegation at meeting 11/2/21.
 - 5.3. Saint-Gobain Building Distribution Ltd (Jewsons), Empty sandbags, £66.24 (inc. £11.04 VAT) – Paid online 12/2/21 following delegation at meeting 11/2/21.
 - 5.4. Came and Company, Insurance for Dovecote Trust, £1,134.87 – Paid online 18/2/21 under Financial Regulations to ensure continuity of cover and following confirmation from 2 signatories. NOTED new policy cheaper and provides much better cover than previous insurer.
 - 5.5. First Drainage, Gully and culvert clearing and jetting under drainage grant contract, £8,400 (inc. £1,400 VAT) – Paid online 23/2/21 following delegation on 14/1/21 and confirmation by 2 signatories.
 - 5.6. Hitrees Ltd, Lengthsman and PROW work, £864 (inc. £144 VAT) – Paid online 12/3/21 following delegation at meeting 11/3/21.
 - 5.7. M Albright, Cleaning bus shelter, £15 – Paid online 12/3/21 following delegation at meeting 11/3/21.
 - 5.8. L Connop, Cleaning bus shelter, £15 – Paid online 12/3/21 following delegation at meeting 11/3/21.
 - 5.9. Alison Sutton, Salary, extra hours and expenses, £1,312.43 – Paid online 12/3/21 following delegation at meeting 11/3/21.
 - 5.10. HM Revenue & Customs, PAYE paid on behalf of Clerk, £499.11 – Paid online 12/3/21 following delegation at meeting 11/3/21.

- 6. Planning Applications** – To comment on applications to be determined by Herefordshire Council
- 6.1. NOTED P204134/FH, 4 Arrow Barns, Eardisland, HR6 9BN – Proposed single storey extension to existing dwelling – Approved with conditions.
 - 6.2. NOTED P210555/AM, The Granary, Lynch Court, HR6 9AR – Proposed non-material amendment to planning permission 201529 (Proposed new oak framed garage) to enclose one of the two open fronted bays in garage with a matching feather edged boarded panel, and add a small window and a door, on the eastern elevation – Comment under Minor Planning Matters Policy: hope to see condition that it will only be used for storage and not as an office; that there should be no further application for a garage; that garage should remain within curtilage of the property and not separate.
 - 6.3. NOTED P203637/L, Clearbrook Farm Pembridge, HR6 9HL – Proposed removal and re-siting of ground floor door and installation of new rooflight to second floor roof – Approved with conditions.
- 7. Parish Reports and Issues** –
- 7.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: confirm mowing for 2021; commission treatment of moles on mown areas of recreation ground, leaving wildflower areas and alongside of Southalls Brook; thank Lengthsman for very good work undertaken on carpark hedge.
 - 7.2. Drainage map and report – Separate document NOTED. Clerk INSTRUCTED to: report required drain work online; contact relevant landowners re deepening ditch.
 - 7.3. Permissive path from Lyme Lane to Broome Lane – Report NOTED: Will walk suggested path on caravan park land shortly, other landowners not keen at moment, will continue to talk to all landowners concerned.
 - 7.4. EVH Development Group and EVH work – Report in CIS NOTED. AGREED: firebreak not required; distances re ability to reinstate fencing to be checked by Cllr Connop. Clerk INSTRUCTED to: send plan of site to Cllr Connop; submit planning application once confirmation received from Cllr that distance acceptable.
 - 7.5. Eardisland Flooding Response Plan – Update NOTED: Still issues with lack of data from some Locality Flood wardens (LFWs); a backup required for area 7. Clerk INSTRUCTED to email LFWs and ask to send data in required format as soon as possible.
 - 7.6. EA meeting and river wall in front of Arrowside – Report in CIS NOTED: EA confirmed no work can be done within 8m of river without permit and only permitted between 1 June and 30 September; nothing permanent can be undertaken now; will put sandbags as temporary measure across entrance to steps and on wall were broken down when necessary in flood event. AGREED Cllr Connop will move sandbags for now and re-site when necessary. Clerk INSTRUCTED to: get information on Lugg grant re various landowners working together to undertake work at Southalls Bridge; report heavy silting after rain and storms of last few days.
 - 7.7. 75th Anniversary trees – Report in CIS NOTED. RESOLVED to continue with idea of avenue of oaks or resistant elm trees both ends of village. AGREED Cllr Albright will speak to landowners and Tree Warden and try to obtain consent.
 - 7.8. Speed limit signs – No report.
 - 7.9. Citizen Science project – Report in CIS NOTED: unable to progress currently.
 - 7.10. NDP process – Report in CIS NOTED. Clerk INSTRUCTED to draft email expressing concerns for checking.
 - 7.11. Change in printing of parish magazine – Report in CIS NOTED. RESOLVED to move printing to Signature Signs and Print. Clerk INSTRUCTED to: check with new printer cost of using FSC paper; thank editor for hard work, ask to pass on thanks to current printer and whether separate letter of thanks from PC would be suitable.
- 8. Payment of Clerk's SLCC membership pro rata** – Report in CIS NOTED. RESOLVED to pay cost of £69.17.
- 9. Appointment of Internal Auditor** – Report in CIS NOTED. RESOLVED to appoint Auditor used last year for end-of-year and interim audits.

10. **Correspondence** – Correspondence in CIS NOTED.

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

Next agenda:

- As above.

Clerk's Action:

- Extension of Public Spaces Protection Order for Dog Control – agree extension required
- Install 'No Smoking in the bus shelter' sign
- Arrange FAWG meeting 7/4/21 at 2 pm
- Report online missing white lines at give way for The Elms and Broome Lane and edge white lining through village
- As above.

12. **Date of next meeting** – 8 April 2021 at 7 pm by Zoom.

This meeting was declared closed at 8.45 pm.

SIGNED.....*J. M. Hanson*.....

Chair

DATE.....*8/4/21*.....

EARDISLAND PARISH COUNCIL ACCOUNTS 2020-21

2021/15

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	£27,854.00	
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	£400.00	
Keep Connected Grant					£71.94	£71.94	£0.00	100.0%	Paid in full	£71.94	£71.94	
VAT reclaim		£4,161.69										
Community Housing Fund grant		£11,145.32										
Drainage grant		£18.00										
Sundry					£11,530.00	£11,530.00				£11,530.00		
From reserves for EVH heating	£7,200.00											
From reserves for NDP, climate work												
Burial Ground					£3,430.00							
From reserves for river work												
From reserves for EVH refurbishment												
Public Works Loan												
Awards for All grant and donations for EVH work												
	£33,145.00	£42,132.27	£28,838.00		£44,648.94	£39,722.98	£1,776.04	89.0%		£39,722.98	£112,391.00	£3,000.00 Underspend from 2020-21 + reserves £15,000.00 £50,000.00 £16,000.00
Payments												
STAFF AND CLLR												
Salary & PAYE	£6,015.00	£6,014.32	£6,819.00		£6,819.00	£6,553.05	£265.95	96.1%	3 of 4 payments made	£655.00	£7,223.00	Presume 2.75% increase, SCP 12
Clerk's expenses - mileage, parking, SLCC	£785.00	£784.33	£600.00		£600.00	£200.35	£389.65	33.4%	3 of 4 payments made	£201.00	£600.00	As this yr
Training	£400.00	£0.00	£400.00		£400.00	£0.00	£0.00	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	£299.00	£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	£818.16	£0.84	99.9%	2020-21 came late, 21-22 to pay	£819.00	£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%	12 of 12 mths paid	£625.00	£600.00	Decrease
Election	£1,000.00	£0.00	£0.00		£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	£178.00	£72.00	28.8%	12 of 12 mths paid	£72.00	£200.00	Decrease, some Zoom mtgs
Website and communication	£442.00	£441.51	£200.00		£479.94	£479.18	£0.76	99.8%	Ongoing	£480.00	£400.00	Increase for more Zoom mtgs
GDPR and accessibility	£300.00	£0.00	£100.00		£100.00	£72.00	£28.00	72.0%	Complete	£72.00	£0.00	Not required
NDP review			£2,500.00		£0.00	£0.00	£0.00	0.0%	No action	£0.00	£0.00	
Climate/nature emergency, EFRP			£1,000.00		£1,900.00	£1,717.49	£182.51	90.4%	Ongoing	£1,718.00	£500.00	EFRP work
MAINTENANCE												
Lengthsman and P3	£3,500.00	£2,957.50	£3,300.00		£3,224.00	£2,955.00	£269.00	91.7%	12 of 12 mths paid	£2,955.00	£3,400.00	Increase for care white gates
Work on river & millstream					£0.00	£0.00	£0.00				£6,454.00	New for ongoing work
Drainage grant work					£11,530.00	£11,530.00	£0.00	100.0%	Complete	£11,530.00		
Maintenance - mowing, SIDs, bus shelter, other	£4,600.00	£4,312.50	£4,500.00		£4,500.00	£4,406.12	£93.88	97.9%	Complete	£4,406.00	£4,000.00	
Play area	£500.00	£59.60	£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		£7,472.00	£7,472.02	£-0.02	100.0%	Ongoing	£7,472.02	£81,000.00	Increase, work to be done
GRANTS												
Grants/donations	£1,500.00	£12.00	£1,500.00		£1,147.00	£1,146.87	£0.13	100.0%	Complete	£1,147.00	£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	£527.00	£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	£484.00	£2,093.78			£0.00	£5,426.28	£-5,426.28		Ongoing	£5,427.00	£500.00	Increase, cover VAT paid
Contingency		£0.00			£0.00	£0.00	£0.00		Ongoing	£0.00	£2,446.00	
LOAN REPAYMENT												
	£33,145.00	£25,733.24	£28,838.00		£44,648.94	£46,335.49	£-1,686.55	160.7%		£39,761.99	£112,391.00	

Payments and receipts for current meeting included

J. Jeff

Bank reconciliation		£
Balance per bank statement at 5 March 2021	£29,877.28	
Includes:		£29,877.28
Committed reserves for flood excess £2,000		
Committed reserves for EVH development work £5,000		
Less: unrepresented payments at 5 March 2021		
C/N		
C/N		£0.00
Net balances as at 5 March 2021		£29,877.28
Cash book		
Opening balance at 1 April 2020	£33,367.25	
Add: receipts in the year	£40,139.98	
Less: payments in the year	-£43,629.95	
Closing balance per cash book as 6 February 2021		£29,877.28
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
£5,719.00	£1,440.40	£5,761.60
Contracted hrs, spinal point 10 at £11.08/hr for 10hrs/wk		
Extra hours	£299.16	£791.45
at £11.08/hr		£6,553.05
TOTAL COST ALL HRS		

J. M. H.