

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 14 January at 7.00 pm
By Zoom

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

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

1. **Apologies of absence** – Cllrs Reg Curtis and David Weir (Leave of absence).
2. **Declarations of interest** – Cllr Connop DECLARED an interest in item 5.15 and did not vote on the item. Cllr Albright DECLARED an interest in item 5.16 and did not vote on the item.
3. **Minutes of the previous meetings** – 12 November 2020. 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: Broadband, Eardisland on programme for end of 2021 but 2022 more likely; 40mph at Lawtons Cross applied for; A44 accidents, following review of accident data asked for consistent investment in maintenance of marking and signage at junctions rather than speed reduction, as unlikely to be supported; River Arrow at Streamford, integrity of road will be compromised if issue with river not sorted, working to get channel cleared sensibly and reinstated; Staick House, offer made and accepted.
 - 4.3. Local Residents – Offer made of permissive path over caravan park land, provided other landowners agree, longer walk but scenic.
5. **Financial Procedures** – The balance of the current account of £35,669.67 as at 7/1/2021 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess and £5,000 for EVH development work:
 - 5.1. Hitrees Ltd, Lengthsman work, £192 (inc. £32 VAT) – Paid online 13/11/20 following delegation on 12/11/20.
 - 5.2. SupplyMePrint.com Ltd (ABC/Signrite), Hi-Vis vests for EFRP, £324 (inc. £54 VAT) – Paid online 18/11/20 following delegation on 12/11/20.
 - 5.3. Bateman Building Leominster Ltd (Leominster Building Supplies), Sandbags for EFRP, £158 (inc. £26.33 VAT) – Paid online 18/11/20 following delegation on 12/11/20.
 - 5.4. Start Traffic Ltd, Barriers & signs for EFRP, £480.94 (inc. £80.16 VAT) – Paid online 18/11/20 following delegation on 12/11/20 and confirmation from 2 signatories.
 - 5.5. Saint-Gobin Building Distribution Ltd (Jewson), Helmets and tarpaulin for EFRG, £207.02 (inc. 34.50 VAT) – Paid online 1/12/20 following delegation on 12/11/20 and confirmation from 2 signatories.
 - 5.6. Hitrees Ltd, Lengthsman work, £192 (inc. £32 VAT) – Paid online 1/12/20 following delegation on 12/11/20 and confirmation from 2 signatories.
 - 5.7. Roundabout Stationery, Items for EFRG mailshot, £27.47 (inc. 4.57 VAT) – Paid online 2/12/20 following delegation on 12/11/20 and confirmation from 2 signatories.
 - 5.8. Bateman Building Leominster Ltd (Leominster Building Supplies), Sandbags for EFRP, £158 (inc. £26.33 VAT) – Paid online 21/12/20 following delegation on 12/11/20 and confirmation from 2 signatories.
 - 5.9. Numbers Plus Ltd, Defibrillator call-out system fee, £118.80 (inc. 19.80 VAT) – Paid online 21/12/20 following delegation on 12/11/20 and confirmation from 2 signatories.
 - 5.10. Uttings Ltd, Waders x3 for EFRG, £291.99 (inc. £48.66 VAT) – Paid online 21/12/20 following delegation on 12/11/20 and confirmation from 2 signatories.

- 5.11. Hitrees Ltd, Lengthsman and PROW work, £2790 (inc. £465 VAT) – Paid online 15/1/21 following delegation on 14/1/21.
- 5.12. R Preece, Mowing, £1,330 – Paid online 15/1/21 following delegation on 14/1/21.
- 5.13. Alison Sutton, Salary, extra hours, refund for items purchased for PC, expenses, £1,612.61 – Paid online 15/1/21 following delegation on 14/1/21.
- 5.14. HM Revenue and Customs, PAYE/NIC paid on behalf of Clerk, £378.80 – Paid online 15/1/21 following delegation on 14/1/21.
- 5.15. Lily Connop, Bus shelter cleaning Sept-Dec 2020, £15 – Paid online 15/1/21 following delegation on 14/1/21.
- 5.16. Minnie Albright, Bus shelter cleaning Sept-Dec 2020, £15 – Paid online 15/1/21 following delegation on 14/1/21.

6. Work on EVH

- 6.1. Tender for work and recommendations from Development Group – 3 Expressions of Interest, 1 tender returned. Tender NOTED from J Harper and Sons of Leominster as follows:
Demolition and rebuilding of kitchen (uPVC windows and doors) £75,183.00; replacement of windows £7,326-£3,380; electrical rewire £14,180; insulation of walls and ceilings £46,869; removal and reinstatement of hall floor £13,980; repair of external walls in line with structural survey recommendations £2,000 (provisional); all plus VAT which can be reclaimed.
Recommendation from Development Group – undertake kitchen work and external work only, as cost of all work not possible to fund; wooden not uPVC windows; drainage from current outlet to septic tank required and pump as uphill, PC commission separately. Total cost £77,183 plus drainage work and extra for wooden windows – costs to be agreed.
Suggested funding streams: £50,000 from Public Works Loan to PC; £10,000 from Awards for All lottery grant; £13,000 from PC reserves, depending on end-of-year balance; local fund-raising needed for short-fall; EVHMC apply for grants to fit out kitchen.
RESOLVED (4 for, 1 abstain) to proceed with work on kitchen, external work, drainage and extra for wooden windows, cost in region of £80,000, final cost to be confirmed. Tender for these elements to be provisionally accepted, no contract to be signed until funding agreed.
- 6.2. Effect on precept of repayment of Public Works Loan – Increase precept by £2,446 per annum for 30 yrs to repay loan of £50,000; lead to increase of £10.50 per annum on Band D property at present level of parish council element of Council Tax.

7. Budget and precept for 2021-22

- 7.1. Budget for 2021-22 – RESOLVED to set budget of £33,482, plus in region of £80,000 for EVH work.
- 7.2. Precept requirement for 2021-22 – RESOLVED to set precept requirement of £27,854.

8. Planning Applications – To comment on applications to be determined by Herefordshire Council

- 8.1. 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 – RESOLVED to request permeable surface for driveway but defer to Pembridge PC as in its parish.
- 8.2. P204134/FH, 4 Arrow Barns, Eardisland, HR6 9BN – Proposed single storey extension to existing dwelling – RESOLVED to support as conforms to policy NDP E1; note in keeping with other properties nearby with similar extensions; recommend landowner installs good insulation in extension.
- 8.3. NOTED P203263/F, Former agricultural building at Hay Barn, Lynch Court, HR6 9AR – Proposed change of use of former agricultural building to equestrian use (retrospective) – OBJECTED to using Minor Planning Matters Policy on the following grounds: retrospective application, disappointing, disrespectful to community and law; not right location, significant amenity nuisance and potential health issues, non-conformity to NDP policy E1; compromises established light industrial/homeworking use and potential of neighbouring buildings; Planning Statement quotes Core Strategy RA6 re employment generating diversification, however stables for private not commercial use, non-conformity with RA6 as unacceptable adverse impacts to amenity; more sensible to have new building at this site in FZ1 and stables in building called Hay



Cottage; trust both applications will be refused and returned to pre-development state, so sustainable applications can be submitted – Refused, close proximity to residential property detrimental to amenity of occupiers.

- 8.4. NOTED P203962/K, Land at Eardisland Recreation Ground – Proposed works to: 1872 Pedunculate Oak - Crown limbs growing over neighbouring garden, reduce crown over garden by 3m. 1875 Sweet Chestnut - Small crown limb failure, one on ground, one hanging in crown, remove hanging and fallen limbs. 1889 & 1890 Field Maple - Lop all crown limbs to boll – SUPPORTED using Minor Planning Matters Policy and comment as follows: allows PC to fulfil its obligations as landowner on behalf of parishioners – Works are allowed.
- 8.5. NOTED P203963/K, Land at village green on east side of river bridge – Proposed works to: 1892 Cherry (species) - Decay cavity at 2m, die- back in crown, thinning crown foliage density, dismantle tree to 150mm from ground level – SUPPORTED using Minor Planning Matters Policy and comment as follows: allows PC to fulfil its obligations as landowner on behalf of parishioners – Works are allowed; replacement tree to be planted, Clerk INSTRUCTED to commission works for 8.5. and 8.6. Tree to be replaced in suitable position at relevant time.
- 8.6. 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 – COMMENTED using Minor Planning Matters Policy: as listed building, should be determined in line with views of Conservation officers.
- 8.7. NOTED P202736/F, Fairfield, Pembridge, HR6 9JY – Application for removal of condition 3 (agricultural occupancy) of planning permission 13627 (Erection of a bungalow for an agricultural worker) – Approved.

9. Parish Reports and Issues –

- 9.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: arrange jetting and CCTV of drains, as agreed through drainage grant; instruct Lengthsman to clean and straighten verge markers on Leominster side of village; bring to Lengthsman's attention that recent work in Lyme Lane not done well.
- 9.2. Permissive path on Arrowbank Caravan Park – Report in CIS NOTED: Permissive path offered over caravan park but other landowners not yet approached. RESOLVED Cllrs Connop and Albright explore possibility with relevant landowners to complete permissive path from Lyme Lane to Broome Lane. NOTED thanks to caravan park owner for offer. Clerk INSTRUCTED to add request for other permissive paths to next parish magazine.
- 9.3. EVH – Report in CIS NOTED. RESOLVED to submit planning application for change of use of area on recreation ground for concrete pad for storage container. Clerk INSTRUCTED to contact EVHMC: inform that prefer no work be undertaken until new drain taken through for kitchen; request details for application; request confirmation following next committee meeting that neighbours have been informed of plan. NOTED council responsibility to undertake gas check, Clerk INSTRUCTED to get quotes and add to agenda for next meeting.
- 9.4. EVH Development Group – Following tendering process, Clerk INSTRUCTED to draft Business Plan for PWL and Awards for All grant applications.
- 9.5. Eardisland Flooding Response Plan (EFRP)– Report NOTED: Equipment mostly distributed; many Locality Flood Wardens have completed survey of properties, some still have work to do; came close to flooding recently; hopefully able now to respond as planned to future event. Clerk INSTRUCTED to arrange meeting of Management Group for EFRP.
- 9.6. Response from Cllr Swinglehurst and Marc Willimont – Report in CIS NOTED. Clerk INSTRUCTED to thank them for replies and request raise issues in Nutrient Management Board meeting and keep issue of silting on radar.
- 9.7. Criteria for Traffic Regulation Orders – Report in CIS NOTED.
- 9.8. Neighbourhood Development Plan – Report in CIS NOTED. RESOLVED to wait until national and county level changes known before reviewing, use comments made by Development Management when responding to applications.
- 9.9. Future of Mobility: Rural Strategy Consultation by government, Call for Evidence – RESOLVED not to comment.

10. Date change for July meeting to 15 July if required – AGREED if required.

11. **Correspondence** – NOTED correspondence in CIS: response 'no fishing in village' to request; identified landowner of gate and bridge highlighted as in need of repair by PFO.

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

Next agenda:

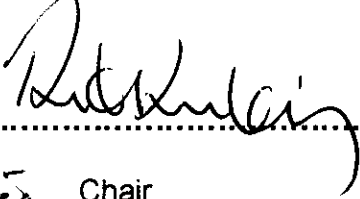
- Hedges for cutting
- Ditches on Lyme Lane
- 75th anniversary trees, consider different placement
- Citizen Science project measuring phosphate levels locally
- Environment Agency
- As above.

Clerk's Action:

- Respond to EA that able to take silt within parish, able to make contribution to work but consider for equity other landowner involved should make riparian contribution commensurate with level of work being done
- Write with thanks to Community Shop for staying open during lockdown, much appreciated
- Follow up Enforcement issue on Broome Lane
- As above.

13. **Date of next meeting** – 11 February 2021 at 19.00 by Zoom.

This meeting was declared closed at 9.29 pm.

SIGNED.....

 V. S. Chair

DATE...11/2/21.....

EARDISLAND PARISH COUNCIL ACCOUNTS 2020-21

2021/5

APPENDIX FOR 14 JANUARY 2021

	Budget 2019-20 at 13.2.20	2019-20 Actual	Budget 2020-21 at 1.4.20	Virements	Budget 2020-21 at 12.11.20	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	£100.00	£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	£4,000.00		
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					£14,500.00	£0.00				£14,500.00		
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		£47,618.94	£28,192.98	£1,776.04	59.2%		£46,310.98	£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	£6,405.00	£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	£220.00	£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%	2 out of 2 (3) paid	£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%	10 of 12 mths paid	£700.00	£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%	10 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%	Ongoing	£0.00	£500.00	Grants available
Climate/nature emergency, EFRP			£1,000.00	£900.00	£1,900.00	£1,585.87	£314.13	83.5%	Ongoing	£1,600.00	£500.00	EFRP work
MAINTENANCE												
Lengthsman and P3	£3,500.00	£2,957.50	£3,300.00		£12,940.00	£3,675.00	£9,265.00	28.4%	10 of 12 mths paid	£11,755.00	£3,400.00	Increase for care white gates
Work on river & millstream					£4,860.00	£3,090.00	£1,770.00	63.6%	10 of 12 mths paid	£3,090.00	£3,000.00	New for ongoing work
Maintenance - mowing, SDs, bus shelter, other	£4,600.00	£4,312.50	£4,500.00		£4,500.00	£3,549.50	£950.50	78.9%	10 of 12 mths paid	£3,600.00	£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	£7,491.00	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	£175.20	£1,024.80	14.6%	1 of 6 payments made	£528.00	£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	£200.00		
VAT AND CONTINGENCY												
VAT		£2,093.78				£3,772.95	-\$3,772.95		Ongoing	£6,000.00		
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		£47,618.94	£32,448.97	£15,169.97	112.5%		£38,772.99	£33,482.00	

Payments and receipts for current meeting included

Bank reconciliation

	£
Balance per bank statement at 7 January 2021	£35,669.67
Includes:	<u>£35,669.67</u>
Committed reserves for flood excess £2,000	
Committed reserves for EVH development work £5,000	
Less: unpresented payments at 7 January 2021	
C/N	
C/N	<u>£0.00</u>
Net balances as at 7 January 2021	<u>£35,669.67</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	-£26,307.56
Closing balance per cash book as 7 January 2021	<u>£35,669.67</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 at £11.08/hr for 10hrs/wk	£5,719.00	£1,440.40	£4,321.20
Extra hours at £11.08/hr	£1,100.00	£454.28	£492.29
TOTAL COST ALL HRS	£6,819.00		£4,813.49

R