

## EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Thursday 8 April 2021 at 7.00 pm  
By Zoom

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

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

1. **Apologies of absence** – Cllr Elaine Harper. RESOLVED to allow further 3 month leave of absence to Cllr David Weir, to be reviewed at July meeting.
2. **Declarations of interest** – None declared..
3. **Minutes of the previous meetings** – 11 March 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: Waiting for interim report on phosphate management; group looking at tourism, advised that need to consider at heritage tourism already working in county such as 'black and white trail'; erosion of road at Streamford to be investigated; will add Burton Lane to list for resurfacing but unless new funding becomes available unlikely to be undertaken; Gigaclear due in parish in 'spring'.
  - 4.4. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £26,832.37 as at 1/4/2021 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess, £15,000 for EVH development work, £3,000 for river work:
  - 5.1. PortalPlanQuest Ltd, Planning application for storage, £142 – Paid online 16/3/21 following delegation on 11/3/21 and confirmation from 2 signatories.
  - 5.2. The Society of Local Council Clerks, Clerk's subscription, £69.17 – Paid online 16/3/21 following delegation on 11/3/21.
  - 5.3. Leominster Community Resource Centre, Magazine printing, £175.20 – Paid online 19/3/21 following confirmation from 2 signatories.
  - 5.4. Hitrees Ltd, Lengthsman and PROW work, £168 (inc. £28 VAT) – Paid online 9/4/21 following delegation on 8/4/21.
  - 5.5. Hereford Heating Ltd, Gas boiler service and landlord's certificate, £169.20 (including £28.20 VAT) – Paid online 9/4/21 following delegation on 8/4/21.
  - 5.6. Income from Herefordshire Council, Drainage Grant, £11,530.
  - 5.7. Income from magazine donations, £47.
6. **Financial Advisory Working Group** –
  - 6.1. 2020-21 end-of-year accounts – Accounts, Accounting Statements, bank reconciliation and variances NOTED. RESOLVED to accept recommendation 1. to submit documents to Internal Auditor.
  - 6.2. 2021-22 budget and proposed budget for 2022-23 – NOTED. Recommendation 2. NOTED that Group advises that 2023-24 precept may have to increase to cover ongoing work on river and general inflationary increases in running costs.
  - 6.3. Documents dated April 2021 – Financial Regulations, Risk Assessment, Electronic Banking Policy, Asset Register and Standing Orders – RESOLVED to accept recommendations 5, 7, 8, 10 to adopt documents, to be signed as soon as circumstances permit. RESOLVED to accept

recommendation 9 and adopt Asset Register with removal of 'Gates and fencing around playground', to be signed as soon as circumstances permit. Cllr Connop will remove broken bench from recreation ground.

- 6.4. List of payees and payments for 5.6 of Financial Regulations – NOTED not required as section removed from Financial Regulations.
  - 6.5. Suggested changes in date and management of meetings – RESOLVED to change May meeting date and hold Annual Parish Meeting followed by Annual Meeting of the Parish Council on Thursday 6 May by Zoom and review format and venue of June meeting in May.
  - 6.6. Resolution to seek approval of Secretary of State to apply for PWLB loan of £50,000 as follows: At the Eardisland Parish Council meeting on 8 April, it was RESOLVED to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £50,000 over the borrowing term of 30 years for demolition and rebuilding of the village hall kitchen. The annual loan repayments, under the annuity (equal repayments) option, will come to around £2,283. It is intended to increase the council tax precept for the purpose of the loan repayments by 9.63% which is equivalent of an additional £2,446 a year. This has been subject to a precept increase consultation as shown in the Business Plan and the Report of consultation and recommendations of Feasibility Study Group.  
RESOLVED to accept recommendation 4 and adopt Business Plan for submission with application to Secretary of State for PWLB loan.
7. **Delegation to Clerk** – Delegate items to Clerk as recommended by Financial Advisory Working Group to allow PC work to continue as relevant and if required during ongoing Covid restrictions. RESOLVED to accept recommendation 11 from Group and delegate as follows, with the proviso that Councillors agree by email before delegation is implemented:
1. This delegation is effective from 8 May 2021 and is to enable Eardisland Parish Council to continue to undertake its work and provide services to the parishioners of Eardisland.
  2. The delegation is predicated on: the legislative requirement that virtual meetings are no longer legal after 7 May 2021; the village hall is not available for face-to-face meetings of the parish council until 17 May at the earliest and then with strict Covid security requirements and provided there is no delay to the government's road map; that further Covid restrictions may be imposed without legislation to allow virtual meetings again; that hybrid meetings are not possible as there is no internet access in the village hall.
  3. The Parish Clerk has delegated authority to make any decision appertaining to the Council's normal routine administration business after email confirmation with the Chair and Vice Chair.
  4. The Parish Clerk has delegated authority to act in such a way as to support the needs of the community during such an emergency as such needs are identified and to commit any of the Council's resources in support of or to satisfy such needs, after email agreement of a quorum of Councillors.
  5. The Parish Clerk has delegated authority to pay invoices following confirmation by 2 signatories and in line with the Council's Financial Regulations and Electronic Banking Policy
  6. The Parish Clerk has delegated authority to make salary and expenses payment (contracted hours, extra hours and expenses) to staff, after email agreement of a quorum of Councillors following their review of the claim and time sheet.
  7. In the event that any procurement decision needs to be made in excess of the limits within the Council's Financial Regulations, delegated authority is granted to the Parish Clerk in consultation with the Financial Advisory Working Group (meeting by Zoom) to approve the appointment of any contractor with all decisions made being ratified at the first available meeting of the Council.
  8. Any response required to a planning application will be managed by the Clerk using the Council's Minor Planning Matters Policy.
  9. Significant decisions, planning responses and payments made during the month and relevant briefing papers will be uploaded to the website every month that a meeting is cancelled and therefore delegated powers are used. The items will be uploaded by the date for the cancelled meeting.

10. In the event that legislation is passed dealing with and/or impacting on such an infectious disease outbreak, such as legislation to allow virtual meetings after 7 May 2021, that legislation will take precedence over the above outlined Scheme of Delegation.
- 8. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 8.1. P210691/F and P210692/L, Cross Inn, HR6 9BW – To extend Indian stone paving and site a timber pergola on timber decking – RESOLVED to support and comment: request that lighting is downward deflected and on only when required to comply with NDP policy E6; noted that no request made to use carpark.
- 8.2. P210871/K, Knapp House, HR6 9BD – T1 yew tree to be reduced by 50% due to out growing size of garden causing damage to property gutters and other exterior parts of the building. T2 weston red cedar, request removal, over powering garden, tree has out grown the garden space is taking to much light and will only grow bigger also over electricity suply line for some the village. T3 twin stemmed weston red cedar, request removal also out grown garden and is also too close to electric wires, T4 weston red cedar, request removal also out grown garden, over powering a beech tree that would like to stay customers want to plant native shrubs in place – RESOLVED to comment: request replace removed trees with native species trees of suitable size and not shrubs.
- 8.3. P210855/FH, Viner Lodge, HR6 9BP – Proposed summerhouse – RESOLVED to support and comment: request environmental items such as bat boxes; no external lighting as next to church and to comply with NDP policy E6.
- 8.4. NOTED 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 – Approved with conditions.
- 8.5. 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 – Approved with conditions.
- 8.6. NOTED P204513/F and P204514/L, White Swan, Eardisland, HR6 9BD – Proposed first floor fire escape and entrance – Approved with conditions.
- 8.7. NOTED P210340/K, The Granary, Eardisland, HR6 9BU – Proposed works to T1 – Birch – Decay at previous pollard points – Works can proceed.
- 9. Parish Reports and Issues –**
- 9.1. Lengthsman Scheme – Report in CIS NOTED. RESOLVED to: sign contract with Herefordshire for Lengthsman work; verge cutting x2/year apart from on C1035 from A44 junction to Redgate House.
- 9.2. Permissive path from Lyme Lane to Broome Lane – Update NOTED: met with caravan park owner, suggestive permissive walk is nice; however stretches either end from Broome Lane and Lyme Lane still need to negotiations with landowners.
- 9.3. EVH Development Group and EVH work – Report in CIS NOTED. RESOLVED to adopt final costs for refurbishment as below. Total costs £82,149 + £16,429.80 VAT; PC liability £80,149 +£16,029.80 VAT (to be paid from PC reserves and reclaimed in stages as paid).

<b>Total cost of elements to be undertaken at this time</b>	Demolition of kitchen and rebuild Repair of external fabric Additional drainage work	<b>££77,649</b> <b>£2,000</b> <b>£2,500</b>
<b>Total funding required for project</b>		<b>£82,149 +</b> <b>£16,429.80 VAT</b>
	Public Works Loan to Eardisland Parish Council	£50,000
	Awards for All grant to Eardisland Parish Council Grant application made	£10,000
	Parish Council ring-fenced funds from reserves	£15,000
	Local fundraising	£5,149
	<b>Total funding identified for parish council payments</b>	<b>£80,149</b> <b>+£16,029.80 VAT</b> <b>(to be paid from PC</b>

2021/20

		reserves and reclaimed in stages as paid)
	<b>Total funding identified for Eardisland Village Hall Management Committee including VAT, to pay direct to contractor</b>	<b>£2,000 +£400 VAT</b>
	Eardisland Village Hall Management Committee Grant awarded	£2,400
<b>Total funding identified</b>		<b>£82,149 + £16,429.80 VAT</b>

- 9.4. Eardisland Flooding Response Plan – Report in CIS NOTED. Update: River Lugg Internal Drainage Board officer states no build up of banks to east of Tadpole Bridge, need to see if Environment Agency report includes work on bridge; Ward Cllr will follow up with Drainage Board.
- 9.5. Welcome to the Parish pack – Report in CIS NOTED. RESOLVED to provide pack. Clerk INSTRUCTED to: ask if shop will hand out; include contact details for Ward Cllr and police, item on planning regarding Conservation Area requirements, population figures etc and items in CIS, ask for volunteers for shop/Speedwatch/E team etc as good way of meeting people and making friends; advertise pack in magazine, on website and Facebook page; have as download on website as well as paper copies.
- 9.6. Playground annual inspection – Report in CIS NOTED. RESOLVED to accept quote of £63.40 for inspection in September/October, once work done on zip-wire.
- 9.7. 75th anniversary trees – Report NOTED: landowner Leominster side not agreeable to trees along C1035. RESOLVED to plant some on Pembridge side, possibly pair of trees at Hardwick, ask parishioners to offer sites. Clerk INSTRUCTED to ask Tree Warden to investigate Hardwick site. Cllr Albright check that trees can be sourced in autumn.
- 9.8. Speed limit signs – Report NOTED: not assessed yet but advised may be possible to get 30mph extended if enough private donations for fund work.
- 9.9. Recycling – Report in CIS NOTED. RESOLVED to permit shop to install shelf in bus shelter and use for recycling point. Clerk INSTRUCTED to suggest shop speak to Cllr Albright re wood for project.

10. Feedback from HC Parish Council Summit – Report in CIS NOTED.

11. Correspondence – Correspondence in CIS NOTED.

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

Next agenda:

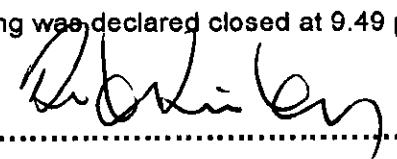
- 210755, Roselynn
- As above.

Clerk’s Action:

- Pay invoice – Information Commissioner, Data protection fee, £40
- Pay invoice – Wilde Pest Control, Mole control, £40 – NOTED will charge set-up fee of £65 in future
- Ask planners re status of previous approvals at Hop Kiln
- Ask planners when application being submitted for Hay Cottage and enforcement at Hay Barn
- As above.

13. Date of next meeting – 6 May 2021 at 7 pm by Zoom, Annual Parish Meeting, followed by Annual Meeting of the Parish Council.

This meeting was declared closed at 9.49 pm.

SIGNED.....  


DATE..... 6/5/21.....

Chair

## EARDISLAND PARISH COUNCIL ACCOUNTS 2021-22

2021/21

APPENDIX FOR 8 APRIL 2021

	Budget 2020-21 at 11.2.21	2020-21 Actual	Budget 2021-22 as at 1.4.21	Virements	Budget 2021- 22	2021-22 Actual	Variance 2021-22 budget to actual	% Variance 2021-22 budget to actual	Notes	Expected yr. end	Budget 2022-23
<b>Receipts</b>											
Precept	£25,408.00	£25,408.00	£27,854.00			£0.00	£0.00	0.0%		£27,854.00	£27,854.00
Lengthsman and P3 from HC											
Parish magazine and other advertising	£400.00	£129.00	£400.00			£0.00	£0.00	0.0%		£400.00	£400.00
Bowling Club rent	£130.00	£130.00	£130.00			£0.00	£0.00	0.0%		£130.00	£130.00
Wayleaves	£7.00	£7.26	£7.00			£0.00	£0.00	0.0%		£7.26	£7.00
Grants for Covid work	£400.00	£400.00									
Keep Connected Grant	£71.94	£71.94									
VAT reclaim		£2,093.78							From 2020-21 + 2021-22	£21,451.06	
Community Housing Fund grant											
Drainage grant	£11,530.00	£11,530.00									
Sundry											
From reserves for EVH heating	£3,272.00										
From reserves for NDP, climate work, Burial Ground	£3,430.00										
From reserves for river work			£3,000.00							£3,000.00	
From reserves for EVH refurbishment			£15,000.00							£15,000.00	
Public Works Loan			£50,000.00							£50,000.00	
Awards for All grant and donations for EVH work			£16,000.00							£16,000.00	
	£44,648.94	£39,769.98	£112,391.00			£0.00	£0.00	0.0%		£133,842.32	£28,391.00
<b>Payments</b>											
<b>STAFF AND CLLR</b>											
Salary & PAYE	£6,819.00	£6,553.05	£7,223.00			£0.00	£0.00	0.0%		£7,223.00	£7,337.00
Clerk's expenses - mileage, parking, SLCC	£600.00	£269.52	£600.00			£0.00	£0.00	0.0%		£600.00	£600.00
Training	£400.00	£0.00	£400.00			£0.00	£0.00	0.0%		£400.00	£400.00
<b>ADMINISTRATION AND MANAGEMENT</b>											
Audit	£500.00	£299.00	£400.00			£0.00	£0.00	0.0%		£400.00	£400.00
Insurance	£1,000.00	£934.18	£1,000.00			£0.00	£0.00	0.0%		£1,000.00	£1,000.00
Subscription - HALC, ICO, Community First, HTWN	£819.00	£818.16	£550.00			£0.00	£0.00	0.0%		£550.00	£550.00
Car park	£10.00	£10.00	£10.00			£0.00	£0.00	0.0%		£10.00	£10.00
Drainage rates	£9.00	£7.79	£8.00			£0.00	£0.00	0.0%		£8.00	£8.00
Parish Expenses - postage, stationery, sundries	£700.00	£628.90	£600.00			£0.00	£0.00	0.0%		£600.00	£600.00
Election	£89.00	£88.87	£0.00			£0.00	£0.00	0.0%		£0.00	£0.00
Room hire for PC meetings	£250.00	£72.00	£200.00			£0.00	£0.00	0.0%		£200.00	£200.00
Website and communication	£479.94	£479.18	£400.00			£0.00	£0.00	0.0%		£400.00	£400.00
GDPR and accessibility	£100.00	£72.00	£0.00			£0.00	£0.00	0.0%		£0.00	£0.00
NDP review	£0.00	£0.00	£0.00			£0.00	£0.00	0.0%		£0.00	£0.00
EFRP	£1,900.00	£1,717.54	£500.00			£0.00	£0.00	0.0%		£500.00	£500.00
<b>MAINTENANCE</b>											
Lengthsman and P3	£3,224.00	£2,955.00	£3,400.00			£140.00	£-140.00	4.1%		£3,400.00	£3,400.00
Work on river & millstream		£0.00	£6,454.00			£0.00	£0.00	0.0%		£6,454.00	£3,000.00
Drainage grant work	£11,530.00	£11,530.00				£0.00	£0.00	0.0%			
Maintenance - mowing, SDs, bus shelter, other	£4,500.00	£4,406.12	£4,000.00			£141.00	£-141.00	3.5%		£4,000.00	£4,000.00
Play area	£500.00	£142.00	£500.00			£0.00	£0.00	0.0%		£500.00	£500.00
Village hall refurbishment and repair	£7,472.00	£7,472.02	£81,000.00			£0.00	£0.00	0.0%		£81,000.00	£500.00
<b>GRANTS</b>											
Grants/donations	£1,147.00	£1,146.87	£100.00			£0.00	£0.00	0.0%		£100.00	£100.00
Parish magazine	£1,200.00	£525.60	£1,100.00			£0.00	£0.00	0.0%		£940.00	£940.00
Burial ground mowing	£1,000.00	£1,000.00	£1,000.00			£0.00	£0.00	0.0%		£1,000.00	£1,000.00
Covid work	£400.00	£172.00				£0.00	£0.00				
<b>VAT AND CONTINGENCY</b>											
VAT		£5,422.06				£56.20	£-56.20			£19,250.80	
Contingency	£0.00	£0.00	£500.00			£0.00	£0.00	0.0%			£500.00
<b>LOAN REPAYMENT</b>			£2,446.00					0.0%		£2,446.00	£2,446.00
	£44,648.94	£46,721.86	£112,391.00			£337.20	£-337.20	0.3%		£130,981.80	£28,391.00

Payments and receipts for current meeting included

**Bank reconciliation**

	£
Balance per bank statement at 1 April 2021	£26,832.37
Includes:	
Committed reserves for insurance flood excess £2,000 - all years	
Committed reserves for EVH development work £15,000 - for 2021-22	
Committed reserves for river work £3,000 - for 2021-22	
Uncommitted reserves at 1 April 2021 - £6,832	
Less: unpresented payments at 1 April 2021	
C/N	
C/N	£0.00
Net balances as at 1 April 2021	<u>£26,832.37</u>
Cash book	
Opening balance at 1 April 2021	£26,832.37
Add: receipts in the year	£0.00
Less: payments in the year	£0.00
Closing balance per cash book as 31 March 2021	<u>£26,832.37</u>

**SALARY ANALYSIS gross figures**

	Budget	Current month	Running total
Contracted hrs, spinal point 12	£6,157.00		
at £11.53£/hr for 10hrs/wk			
Extra hours		£1,066.00	
at £11.53/hr			
TOTAL COST ALL HRS	£7,223.00		

