

**EARDISLAND PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held on  
Thursday 6 May 2021 at 7.00 pm  
By Zoom

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

**In Attendance:** Parish Clerk Alison Sutton; 2 members of public.

1. **Election of the Chair** – RESOLVED to elect Cllr Kirby as Chair, who signed the Acceptance of Office after the Meeting.
2. **Election of the Vice Chair** – RESOLVED to elect Cllr Hanson as Vice Chair.
3. **Apologies of absence** – Ward Cllr Roger Phillips; Cllrs Shelley Connop and David Weir (leave of absence).
4. **Declarations of interest** – Cllr Curtis DECLARED an interest in item 10.1. and Cllr Albright DECLARED an interest in item 10.3. Both Cllrs left the meeting during the relevant items.
5. **Councillors for Working Groups**
  - 5.1. Financial Advisory Working Group – Cllrs Kirby, Hanson, Curtis and Connop.
  - 5.2. Parish Magazine Liaison – Cllr Harper.
  - 5.3. Eardisland Village Hall Management Committee Liaison – Not filled, as project group ongoing.
  - 5.4. Village Hall Development Project Group – Cllrs Albright, Curtis and Kirby.
6. **Code of Conduct to adopt** – AGREED to adopt Local Government Association model Code. Clerk INSTRUCTED to prepare and agenda for June meeting.
7. **Minutes of the previous meetings** – 8 April 2021. These were ADOPTED, will be signed when circumstances permit.
8. **Public Forum** –
  - 8.1. West Mercia Police – Police contact details in Clerk's Information Sheet (CIS) NOTED.
  - 8.2. Ward Councillor – Report to Annual Parish Meeting NOTED.
  - 8.3. Local Residents – Cllr Albright and incoming Chair Cllr Kirby expressed their grateful thanks to Cllr Hanson for her outstanding contribution as Chair since 2010 and before that as a Councillor and as Parish Clerk for many years; long time serving the community and now continuing to share her knowledge as Vice Chair.
9. **Financial Procedures** – The balance of the current account of £40,185.83 as at 29/4/2021 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess, £15,000 for EVH development work, £3,000 for river work:
  - 9.1. HM Revenue & Customs, Employers' Ni, £198.34 – Paid online 15/4/21 following delegation in Financial Regulations and confirmation from 2 signatories.
  - 9.2. Hitrees Ltd, Lengthsman and PROW work, £120 (inc. £20 VAT) – Paid online 7/5/21 following delegation on 6/5/21.
  - 9.3. B Woodcock, Operation Forth Bridge website work, £36 – Paid online 7/5/21 following delegation on 6/5/21.
  - 9.4. Income from Herefordshire Council, Precept (first part), £13,927.
  - 9.5. Income from donations to magazine, £42.
10. **Planning Applications** – To comment on applications to be determined by Herefordshire Council

- 10.1. P210755/FH, Roselyne, HR6 9AR – Proposed two storey side and rear extensions to existing dwelling – RESOLVED to support and comment: recognise that applicant needs to turn small house into large family home; but results in loss of smaller property for future community use; conforms to NDP policy E1.
- 10.2. P210922/FH, Church Cottage, HR6 9BP – Proposed addition of fencing to top of existing wall – RESOLVED to support.
- 10.3. P211392/K, Earlslaen House, HR6 9BD – T1 + T2 Larch -Raise crowns as limbs damaging shed roof. T3 Oak Mistletoe - Tree rotten/dying, to be removed. T4 Plum-Tree rotten/dying, to be removed. T5 Hawthorn- Tree to be thinned. T6 + T7 Beech-Trees to be trimmed. T8 Leylandii- Tree dying, to be removed. T9 + T10 Horse Chestnut -Trees to be trimmed and thinned as limbs are damaging house roof. T11 + T12 Leylandii- Trees encroaching on house and blocking light, to be removed. T13 Ash- Tree stump to be removed. T14 Larch- Tree to be removed. T15-T17 Elm & Hemlock- Trees to be trimmed. T18 Ash - Tree to be trimmed. Xs show Apple and Quince Fruit trees to be replanted in field – RESOLVED to support and comment: tree work part of renewal and replacement; would like confirmation applicant has had professional advice on what work is required or obtains it now; would like suitably sized well grown trees planted not small whips.
- 10.4. P211112/F, Eardisland Village Hall – Proposed installation of concrete pad, ramp and storage shed – RESOLVED to support and comment that conforms with NDP policy E8.
- 10.5. P211689/K, The Brouch, HR6 9DN – Holly tree overgrown in roadside hedge linkely to hinder/damage lorries in near future. Needs lowering to hedge height and has signs of decay – RESOLVED to object and comment: do not consider that tree is impediment to traffic; biodiversity habitat in own right; PC wishes to protect existing tree cover and promote new planting.
- 10.6. NOTED 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 – Works are allowed; no requirement to replace trees, though any new planting welcomed.

## 11. Parish Reports and Issues –

- 11.1. Lengthsman Scheme – Report in CIS NOTED: work done in April and work due in May.
- 11.2. Parish Footpath Officer (PFO) and Herefordshire Walking Festival – Report in CIS NOTED: Problems on ED1A and ED7 being addressed; Festival 19-27 June. Clerk INSTRUCTED to: request PFO stresses that only helping landowner as one-off because of Walking Festival; ask PFO to attend next meeting.
- 11.3. EVH Development Group and EVH work – Report in CIS NOTED: PWL and Awards for All applications submitted.
- 11.4. Environment Agency Report – Report in CIS NOTED: Initial Assessment Report received but no information yet on removal of silt berms. RESOLVED to wait until information available and have separate confidential meeting to consider.
- 11.5. Welcome to the Parish Pack – Report in CIS NOTED: Community Shop unable to help with distribution, suggest needs to be personal delivery. RESOLVED that Cllrs would visit nearby properties and cover as much of parish as possible. Clerk INSTRUCTED to: add note in magazine that available by contacting Clerk.
- 11.6. 75th anniversary trees – Report in CIS NOTED: site at junction of C1082/A44 identified for 2 trees. Clerk INSTRUCTED to: add note in magazine that trees available but not until November; compile list of interested parishioners.
- 11.7. Village Show 4 September – Permission requested to use recreation ground if kitchen work in progress – RESOLVED to give permission for use of recreation ground if required.
- 11.8. Speed limit 30mph extension – Report in CIS NOTED: Traffic Regulation Order for changes within current 30mph zone on Balfour Beatty list, though some years away. RESOLVED to: ask

Herefordshire Council and Balfour Beatty to discuss anomaly of signage at Broome Lane and Burton Lane to see if can just be removed; consider asking whether residents wish to contribute via September magazine. Clerk INSTRUCTED to: email both parties; add to agenda for August meeting.

- 11.9. Planning queries at Lynch Court – Report in CIS NOTED: advice from planning officer. RESOLVED no action at present, possibility of new application at site.

**12. Correspondence** – Correspondence in CIS NOTED.

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

Next agenda:

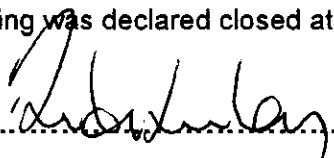
- Keeping walkers on line of PROW
- As above.

Clerk’s Action:

- NOTED fields by top weir locked due to problems with walkers in fields and not on footpath – advise landowner to report to police
- Add information about how to behave on PROW to Welcome Pack
- Add grateful thanks to Cllr Hanson for all work as Chair over many years
- As above.

**14. Date of next meeting** – Thursday 10 June 2021 at 7.00pm in Eardisland Village Hall.

This meeting was declared closed at 8.43 pm.

SIGNED..........

DATE.....10/6/21.....

Chair

## APPENDIX FOR 6 MAY 2021

Receipts	Budget	2020-21 Actual	Budget	Virements	Budget 2021- 22	2021-22 Actual	Variance	% Variance	Notes
	2020-21 at 11.2.21		2021-22 as at 1.4.21				2021-22 budget	2021-22 budget	
Precept	£25,408.00	£25,408.00	£27,854.00			£13,927.00	£13,927.00	50.0%	Part paid
Lengthsman and P3 from HC									
Parish magazine and other advertising	£400.00	£129.00	£400.00			£42.00	£42.00	10.5%	As donated
Bowling Club rent	£130.00	£130.00	£130.00			£0.00	£0.00	0.0%	As received
Wayleaves	£7.00	£7.26	£7.00			£0.00	£0.00	0.0%	As received
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
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						
From reserves for EVH refurbishment			£15,000.00						
Public Works Loan			£50,000.00			£0.00			As received
Awards for All grant and donations for EVH work			£16,000.00			£0.00			As received
	£44,648.94	£39,769.98	£112,391.00			£13,969.00	£13,969.00	12.4%	
<b>Payments</b>									
<b>STAFF AND CLLR</b>									
Salary & PAYE	£6,819.00	£6,553.05	£7,223.00			£198.34	£198.34	2.7%	0 of 4 payments made
Clerk's expenses - mileage, parking, SLCC	£600.00	£269.52	£600.00			£0.00	£0.00	0.0%	0 of 4 payments made
Training	£400.00	£0.00	£400.00			£0.00	£0.00	0.0%	As booked
<b>ADMINISTRATION AND MANAGEMENT</b>									
Audit	£500.00	£299.00	£400.00			£0.00	£0.00	0.0%	0 of 3 payments made
Insurance	£1,000.00	£934.18	£1,000.00			£0.00	£0.00	0.0%	As invoice received
Subscription - HALC, ICO, Community First, HTWN	£819.00	£818.16	£550.00			£40.00	£40.00	7.3%	As invoice received
Car park	£10.00	£10.00	£10.00			£0.00	£0.00	0.0%	As invoice received
Drainage rates	£9.00	£7.79	£8.00			£0.00	£0.00	0.0%	As invoice received
Parish Expenses - postage, stationery, sundries	£700.00	£628.90	£600.00			£0.00	£0.00	0.0%	2 of 12 mths paid
Election	£89.00	£88.87	£0.00			£0.00	£0.00		
Room hire for PC meetings	£250.00	£72.00	£200.00			£0.00	£0.00	0.0%	2 of 12 mths paid
Website and communication	£479.94	£479.18	£400.00			£36.00	£36.00	9.0%	2 of 12 mths paid
GDPR and accessibility	£100.00	£72.00				£0.00	£0.00		
EFRP	£1,900.00	£1,717.54	£500.00			£0.00	£0.00	0.0%	As invoice received
<b>MAINTENANCE</b>									
Lengthsman and P3	£3,224.00	£2,955.00	£3,400.00			£240.00	£240.00	7.1%	2 of 12 payments made
Work on river & millstream		£0.00	£6,454.00			£0.00	£0.00	0.0%	As invoice received
Drainage grant work	£11,530.00	£11,530.00				£0.00	£0.00		
Maintenance - mowing, SIDs, bus shelter, other	£4,500.00	£4,406.12	£4,000.00			£181.00	£181.00	4.5%	As invoice received
Play area	£500.00	£142.00	£500.00			£0.00	£0.00	0.0%	As invoice received
Village hall refurbishment and repair	£7,472.00	£7,472.02	£81,000.00			£0.00	£0.00	0.0%	As invoice received
<b>GRANTS</b>									
Grants/donations	£1,147.00	£1,146.87	£100.00			£0.00	£0.00	0.0%	As requested
Parish magazine	£1,200.00	£525.60	£1,100.00			£0.00	£0.00	0.0%	As invoice received
Burial ground mowing	£1,000.00	£1,000.00	£1,000.00			£0.00	£0.00	0.0%	As requested
Covid work	£400.00	£172.00				£0.00	£0.00		
<b>VAT AND CONTINGENCY</b>									
VAT		£5,422.06				£76.20	£76.20		As paid
Contingency	£0.00	£0.00	£500.00			£0.00	£0.00	0.0%	
<b>LOAN REPAYMENT</b>									
	£44,648.94	£46,721.86	£112,391.00			£771.54	£771.54	0.7%	

Payments and receipts for current meeting included

**Bank reconciliation**

	£	
Balance per bank statement at 29 April 2021	£40,185.83	
Includes:		<u>£40,185.83</u>
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: unrepresented payments at 29 April 2021		
C/N		
C/N		£0.00
Net balances as at 29 April 2021		<u>£40,185.83</u>
Cash book		
Opening balance at 1 April 2021	£26,832.37	
Add: receipts in the year	£13,969.00	
Less: payments in the year	-£615.54	
Closing balance per cash book as 29 April 2021		<u>£40,185.83</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			
<b>TOTAL COST ALL HRS</b>	<b>£7,223.00</b>		