

EARDISLAND PARISH COUNCIL

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Minutes of the Meeting of the Parish Council held on
Thursday 10 June 2021 at 7.00 pm
in Eardisland Village Hall

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

In Attendance: Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; Pete Shorrocks, Parish Footpath Officer

1. **Apologies of absence** – None.
2. **Declarations of interest** – The following Cllrs DECLARED interests. Cllr Connop, item 5.7 and Cllr Albright, item 5.8 – Cllrs did not vote on item 5. Cllr Hanson, item 7.2, Cllr Curtis, item 7.3 and Cllr Kirby, item 8.15 – Cllrs left the meeting for the relevant item.
3. **Minutes of the previous meetings** – 6 May 2021. These were ADOPTED and signed.
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: Arrow Clerks summit in July; Herefordshire received £30k funding for towns including Leominster, for library, electric buses, new museum etc but no funding coming to rural area; Children's Services under extreme watch, weak practice over years, court cases and more to come, huge amount of money involved in care; Economic Recovery plan for consultation; Highways programme published but no resurfacing for Arrow ward; Code of Conduct concern nationally and some local issues.
 - 4.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £55,043.85 as at 6/6/2021 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess, £9,000 for EVH development work, £3,000 for river work:
 - 5.1. 5.1.eUKhost Ltd, Linux advanced hosting, £83.63 (inc. £13.94 VAT) – Paid online 11/5/21 following delegation in Financial Regulations and confirmation from 2 signatories.
 - 5.2. Arthur J Gallagher (Came and Co), Insurance premium, £928.41 – Paid online 11/5/21 following delegation in Financial Regulations and confirmation from 2 signatories.
 - 5.3. Hitrees Ltd, Lengthsman/PROW work, £528 (inc. £88 VAT) – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.4. Ben Woodcock, Annual hosting Eardisland Community website, £48.70 – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.5. Signature Signs & Print, Magazine printing, £133 – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.6. Fawns Recreational Services Ltd, Zipwire repair, £550.50 (inc. £91.75 VAT) – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.7. Lily Connop, Bus shelter cleaning, £15 – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.8. Minnie Albright, Bus shelter cleaning, £15 – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.9. River Lugg Internal Drainage Board, Drainage Rates, £7.38 – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.10. Alison Sutton, Salary, extra hours, expenses and refund for PC items, £1,456.17 – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.11. HM Revenue and Customs, PAYE/NIC paid on behalf of Clerk, £328.60 – Paid online 11/6/21 following delegation on 10/6/21.
 - 5.12. Income from donations to magazine, £54.
 - 5.13. Income from HMRC, 2020-21 VAT refund, £5,422.06.
 - 5.14. Income from donations to EVH work, £550.

5.15. Income from Awards for All, Grant for EVH work, £10,000

6. Financial Advisory Working Group 1/6/21–

- 6.1. Internal Audit of 2020-21 end-of-year accounts – NOTED
- 6.2. As in Recommendation 1 of report – Annual Governance Statement with ‘no’ responses ADOPTED and RESOLVED to submit to External Auditor.
- 6.3. As in Recommendation 2 of report – Annual Accounting Statements ADOPTED and RESOLVED to submit to External Auditor.
- 6.4. As in recommendation 3 of report – RESOLVED to submit bank reconciliation and variances to External Auditor and NOTE period of Public Rights to view accounts of 14 June to 23 July by application to Responsible Finance Officer/ Parish Clerk.

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

- 7.1. P211339/F, Twyford, HR6 9JY – Proposed construction of access track way, circular equine deep sand gallop and equine all-weather surface outdoor school/ menage and consequent change of use – RESOLVED to support and comment: in line with NDP policies and E5 to reduce risk of flooding and as development is in Flood Zone 2-3, access track should be permeable and at height of surrounding fields so does not act as flood barrier; concern over proximity to watercourses that no bunds should be built as would obstruct flood plain and could affect flooding downstream in village; request county ecologist reviews whether additional trees being planted or replacements planted for old orchard trees that might be removed; lighting must conform to NDP policy E6 on dark skies.
- 7.2. P211917/F, Home Farm, HR6 9DN – Proposed agricultural manure store – RESOLVED to support and comment: height of development means will be visible, should conform to policy E14; concerns that within 500m of pond.
- 7.3. P211725/F, The Hay Barn, Lynch Court – Erection of stabling of horses – RESOLVED to support and comment: request condition that should be used only for private purposes not as a commercial livery; in line with policy E1 add more tree as screen for amenity of neighbours; development will reduce field surface for drainage therefore need for impact to be balanced by biodiversity measures such as planting, bat boxes etc; in line with E5 access track and hardstanding need to be permeable and at level of surrounding field to reduce risk of being a flood barrier; request no outside lighting in line with E6; request applicant consider wooden structure to match vernacular rather than steel.
- 7.4. NOTED P210855/FH, Viner Lodge, HR6 9BP – Proposed summerhouse – Approved with conditions.
- 7.5. NOTED P211892/PA7, Oak Grove, Hardwick, HR6 9HE – Prior approval for proposed agricultural – SUPPORTED under Minor Planning Matters Policy and commented: understood building to improve management and control of farmyard manure, in line with Natural England guidance to reduce possible pollution from run-off, no intention to increase livestock numbers; given current phosphate issue, believe planning officer should ensure that satisfied will not increase phosphate loading nor provide a pathway for phosphates to River Lugg; as large visible building, conditions to ensure environmental compensations such as bat and bird boxes on structure and planting to soften appearance and provide some uptake of water no longer able to soak away on site; note that if additional hardstanding in front of proposed building is planned, not in application though would affect overall footprint and amount of land lost to natural drainage.
- 7.6. NOTED P210922/FH, Church Cottage, HR6 9BP – Proposed addition of fencing to top of existing wall – Approved with conditions.
- 7.7. NOTED P211392/K, Earlsleaen 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 – Works are allowed.

- 7.8. NOTED P210755/FH, Roselyne, HR6 9AR – Proposed two storey side and rear extensions to existing dwelling – Approved with conditions.
- 7.9. NOTED P211689/K, The Brouch, HR6 9DN – Holly tree overgrown in roadside hedge likely to hinder/damage lorries in near future. Needs lowering to hedge height and has signs of decay – Works are allowed. Clerk INSTRUCTED to contact planning and point out that PC normally supports tree works but when do not would appreciate that Tree Officer take note of PC concerns and do site visit before deciding.

8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: report potholes on Green Elms; arrange Lengthsman to trim/cut both sides of Church Lane from corner of School Lane to St Mary's Walk; thank Lengthsman for recent good work; arrange quote for manual weed clearing, including disposal; contact Balfour Beatty re best method of non-chemical removal of weeds; contact owner of land by start of ED7 and ask to arrange mowing of area; add weed control to next agenda.
- 8.2. Parish Footpath Officer (PFO) – Report in CIS NOTED. Update NOTED: in process of checking gates and sorting out small problems; cleared Lyme Lane PROW; will check all PROW before Herefordshire Walking Festival.
- 8.3. Use of Public Rights of way (PROW) by walkers – Report in CIS NOTED. Clerk INSTRUCTED to: draft notice using 'Keep to the footpath' picture and text; leave up until September; work with PFO to install posts from Cllr Albright if required.
- 8.4. Permissive path from Lyme Lane to Broome Lane – No report, Clerk INSTRUCTED to add to next agenda.
- 8.5. EVH Development Group and EVH work – Report in CIS NOTED. Clerk INSTRUCTED to: arrange Development Group Meeting urgently; pay for draft contract document online on personal card.
- 8.6. Environment Group – AGREED Cllrs Albright, Connop and Harper, with interested parishioners meet to decide what kind of work and what kind of group needed. Clerk INSTRUCTED to add to next agenda.
- 8.7. HM The Queen's Green Canopy in Herefordshire – Report in CIS NOTED. AGREED to bring ideas to next meeting. Clerk INSTRUCTED to: add to next agenda; check ownership of Pigmore Common.
- 8.8. Environment Agency (EA) report – Update NOTED: decision still not available on whether berms will be cleared by EA. Clerk INSTRUCTED to: inform EA Officer that factual inaccuracies in report; write to Herefordshire Council and EA re recent incident and response received by parishioner from EA.
- 8.9. Eardisland in Bloom – Report in CIS NOTED. RESOLVED to purchase topsoil. Clerk INSTRUCTED to check if Lengthsman can provide cheaper from his building work.
- 8.10. Request from Eardisland young people – Report in CIS NOTED. Clerk INSTRUCTED to respond that due to flood plain and lack of space not possible to provide skate park but will ask Ward Cllr re new park in Hereford.
- 8.11. Local Policing Charter – Report in CIS NOTED. AGREED with 3 monthly email communication and speeding, dog theft and rural crime/theft as top 3 issues of concern.
- 8.12. Speedwatch – Report in CIS NOTED.
- 8.13. Storage of history archive – Report in CIS NOTED. Update NOTED: Heritage Group discussing options with Dovecote Trust. Clerk INSTRUCTED to add to next agenda.
- 8.14. Open Gardens parking on recreation ground – Report in CIS NOTED. AGREED to give permission for parking at event.
- 8.15. Donation for burial ground mowing (Item chaired by Vice Chair) – Report in CIS NOTED. RESOLVED to pay £1,000, as footpath through area and parish amenity, whilst noting 2019 advice from NALC.

9. Letter from Herefordshire Chief Executive – Report in CIS NOTED. RESOLVED that one issue is need for county focus on proactive approach to flooding and flood protection.

10. New Code of Conduct – RESOLVED to adopt Code dated June 2021.

11. Herefordshire Draft Local Housing Strategy – AGREED response that need to widen strategy as ignores 90% of housing needs in county.

12. Correspondence – Correspondence in CIS NOTED.

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

Next agenda:

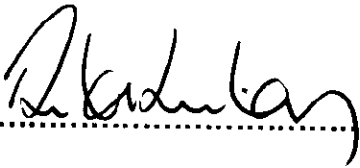
- BT box
- As above.

Clerk’s Action:

- Pay invoice – Microshade Business Consultants Ltd, Internal Audit, £118.80 (inc. 19.80 VAT)
- Arrange places on Parish Council Summit on 23 June for Cllr Albright and Clerk
- As above.

14. Date of next meeting – 15 July 2021 at 7 pm in Eardisland Village Hall.

This meeting was declared closed at 9.18 pm.

SIGNED..........

Chair

DATE.....15/7/21.....

EARDISLAND PARISH COUNCIL ACCOUNTS 2021-22

2021/40

APPENDIX FOR 10 JUNE 2021

	Budget 2020-21 at 11.2.21	2020-21 Actual	Budget 2021-22 as at 1.4.21	Virements	Budget 2021- 22 as at 10.6.21	2021-22 Actual	% Variance 2021-22 budget to actual	Notes
Receipts								
Precept	£25,408.00	£25,408.00	£27,854.00		£27,854.00	£13,927.00	50.0%	Part paid
Lengthsman and P3 from HC								
Parish magazine and other advertising donations	£400.00	£129.00	£400.00		£400.00	£96.00	24.0%	As donated
Bowling Club rent	£130.00	£130.00	£130.00		£130.00	£0.00	0.0%	As received
Wayleaves	£7.00	£7.26	£7.00		£7.00	£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				£5,422.06		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		£3,000.00			
From reserves for EVH refurbishment			£15,000.00		£9,000.00			
Public Works Loan			£50,000.00		£50,000.00	£0.00		As received
Awards for All grant and donations for EVH work			£16,000.00		£11,983.00	£10,550.00		As received
	£44,648.94	£39,769.98	£112,391.00		£102,374.00	£19,445.06	17.3%	
Payments								
STAFF AND CLLR								
Salary & PAYE	£6,819.00	£6,553.05	£7,223.00		£7,223.00	£1,841.36	25.5%	1 of 4 payments made
Clerk's expenses - mileage, parking, SLCC	£600.00	£269.52	£600.00		£600.00	£84.60	14.1%	1 of 4 payments made
Training	£400.00	£0.00	£400.00		£400.00	£0.00	0.0%	As booked
ADMINISTRATION AND MANAGEMENT								
Audit	£500.00	£299.00	£400.00		£400.00	£0.00	0.0%	0 of 3 payments made
Insurance	£1,000.00	£934.18	£1,000.00		£1,000.00	£928.41	92.8%	As invoice received
Subscription - HALC, ICO, Community First, HTWN	£819.00	£818.16	£550.00		£550.00	£40.00	7.3%	As invoice received
Car park	£10.00	£10.00	£10.00		£10.00	£0.00	0.0%	As invoice received
Drainage rates	£9.00	£7.79	£8.00		£8.00	£7.38	92.3%	As invoice received
Parish Expenses - postage, stationery, sundries	£700.00	£628.90	£600.00		£600.00	£13.98	2.3%	3 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		£200.00	£0.00	0.0%	3 of 12 mths paid
Website and communication	£479.94	£479.18	£400.00		£400.00	£197.56	49.4%	3 of 12 mths paid
GDPR and accessibility	£100.00	£72.00				£0.00		
EFRP	£1,900.00	£1,717.54	£500.00		£500.00	£0.00	0.0%	As invoice received
MAINTENANCE								
Lengthsman and P3	£3,224.00	£2,955.00	£3,400.00		£3,400.00	£680.00	20.0%	3 of 12 payments made
Work on river & millstream		£0.00	£6,454.00		£6,454.00	£0.00	0.0%	As invoice received
Drainage grant work	£11,530.00	£11,530.00				£0.00		
Maintenance - mowing, SIDs, bus shelter, other	£4,500.00	£4,406.12	£4,000.00		£4,000.00	£211.00	5.3%	As invoice received
Play area	£500.00	£142.00	£500.00		£500.00	£458.75	91.8%	As invoice received
Village hall refurbishment and repair	£7,472.00	£7,472.02	£81,000.00		£70,983.00	£0.00	0.0%	As invoice received
GRANTS								
Grants/donations	£1,147.00	£1,146.87	£100.00		£100.00	£0.00	0.0%	As requested
Parish magazine	£1,200.00	£525.60	£1,100.00		£1,100.00	£133.00	12.1%	As invoice received
Burial ground mowing	£1,000.00	£1,000.00	£1,000.00		£1,000.00	£0.00	0.0%	As requested
Covid work	£400.00	£172.00				£0.00		
VAT AND CONTINGENCY								
VAT		£5,422.06				£269.89		As paid
Contingency	£0.00	£0.00	£500.00		£500.00	£0.00	0.0%	
LOAN REPAYMENT								
			£2,446.00		£2,446.00	£0.00	0.0%	As required
	£44,648.94	£46,721.86	£112,391.00		£102,374.00	£4,865.93	4.3%	

Payments and receipts for current meeting included

Bank reconciliation

			£	
Balance per bank statement at 6 June 2021		£55,043.85		
Includes:				
			£55,043.85	
Committed reserves for insurance flood excess £2,500 - all years				
Committed reserves for EVH development work £9,000 - for 2021-22				
Committed reserves for river work £3,000 - for 2021-22				
Uncommitted reserves at 10 June 2021 - £12,332				
Less: unpresented payments at 6 June 2021				
C/N				
C/N			£0.00	
Net balances as at 6 June 2021			<u>£55,043.85</u>	
Cash book				
Opening balance at 1 April 2021		£26,832.37		
Add: receipts in the year		£29,995.06		
Less: payments in the year		-£1,783.58		
Closing balance per cash book as 29 April 2021			<u>£55,043.85</u>	
<i>SALARY ANALYSIS gross figures</i>				
		Budget	Current month	Running total
Contracted hrs, spinal point 12		£6,157.00		
at £11.53£/hr for 10hrs/wk			£1,498.90	£1,498.90
Extra hours		£1,066.00		
at £11.53/hr			£144.12	£144.12
TOTAL COST ALL HRS		£7,223.00	£1,643.02	£1,643.02

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