

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 14 October 2021 at 7.00 pm
in Eardisland Village Hall

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


In Attendance: Parish Clerk Alison Sutton.

1. **Apologies of absence** – Cllrs Elaine Harper, Shelley Connop and David Weir; Ward Cllr Roger Phillips.
2. **Declarations of interest** – Cllr Albright DECLARED an interest in item 7.1 and left the meeting during the item.
3. **Minutes of the previous meetings** – 9 September 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 and update NOTED.
 - 4.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £113,074.73 as at 9/10/2021 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess, £9,000 for EVH development work, £3,000 for river work. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 5.1. Hitrees Ltd, Lengthsman and PROW work September, £384 (inc. £64 VAT) – Paid online 16/10/21 following delegation at meeting on 14/10/21.
 - 5.2. R Davies, Infill of steps by river, £515 – Paid online 16/10/21 following delegation at meeting on 14/10/21.
 - 5.3. Signworx, Magazine and Who’s Who print, £158 – Paid online 16/10/21 following delegation at meeting on 14/10/21.
 - 5.4. Eardisland Village Hall, Room hire, £60 – Paid online 16/10/21 following delegation at meeting on 14/10/21.
 - 5.5. Income from donations for EVH work, £450.
 - 5.6. Income from Bowling Club rent, £130.
 - 5.7. Income from magazine advertising donations, £39.
 - 5.8. Income from donations for use of recreation ground for parking, £50.
 - 5.9. Income from Herefordshire Council, Part 2 precept, £13,927.
 - 5.10. Income from leaflet donations, £225.
 - 5.11. Income from Public Works Loan Board, PWL, £49,975.
6. **Report of Finance Advisory Working Group meeting on 7.10.21**
 - 6.1. Recommendation 1.1 – RESOLVED to: start recruitment process from January 2022 for succession planning, aim for 2 months handover paying 2 Clerks; increase current Clerk’s salary to SCP 21 with effect from 1/10/21. Clerk INSTRUCTED to add recruitment to January agenda and make salary changes.
 - 6.2. Recommendation 1.2-1.3 – RESOLVED to: increase Lengthsman emergency hours to 25 for 2022-23; increase EVH budget to include costs of flood barriers, use reserves as required.
 - 6.3. Recommendation 1.4 – RESOLVED to move printing of magazine to PIP Hereford from November due to increased quote from current provider, provided Editor agrees.
 - 6.4. Recommendations 1.5-1.6 – RESOLVED to: continue HALC subscription as able to access free legal advice; add budget line to Environment & Sustainability Group with budget of £250, grant funding required for projects.

- 7. Planning Applications** – To comment on applications to be determined by Herefordshire Council
- 7.1. P213515/FH and P213516/L, Arrow Lawn Cottage – Proposed internal works and insertion of 2 windows to garage/barn – RESOLVED to support on basis of maintaining current building, in conformity with NDP policy E2, provided condition applied that only to be used as barn/garage and not as accommodation of any type and not permitted change of use in future.
 - 7.2. NOTED P213213/AM, Court House, HR6 9BW – Proposed non-material amendment to planning permission NW2000/3287/RM (New Dwelling and Garage) Changes to the appearance of the design: removal of a bay windows, Fenestration changes, front porch redesign repositioning of chimney, additional height to allow for flood risk and re-orientation of the house – Refused; substantive material change. Clerk INSTRUCTED to ask Ward Cllr to raise with planning as PC cannot see logic for refusal.
 - 7.3. NOTED P212332/FH, Earlslaen House, HR6 9BD – Construction of a new 3 bay garage – Approved with conditions.
 - 7.4. NOTED P213575/AM, Roselynn, HR6 9AR – Proposed non-material amendment to planning permission 210755 (Proposed two storey side and rear extensions to existing dwelling) - Replace external finish of painted brickwork on upper storey with unfinished larch cladding – Response under Minor Planning Matters Policy: Support and comment larch not only nice wood but good sustainably when sourced responsibly.
 - 7.5. NOTED P212888/K, Staick House – Yew tree to left of the front of the property to be removed to allow works to the property. Currently growing against the house and out into the highway. Unable to reduce the crown – Works are allowed.
- 8. Parish Reports and Issues** –
- 8.1. Lengthsman Scheme – Report in CIS NOTED. Walk-round by Clerk and new Locality Steward NOTED.
 - 8.2. Permissive path from Lyme Lane to Broome Lane – Report in CIS NOTED. Cllr Albright will send map and contact details to Clerk for action as soon as possible.
 - 8.3. EVH Development Group and EVH work – Report NOTED: Flood grant applied for £4,873 for previous extra roofing cost, consumer unit and flooring. New issue: rafters rotten on ends in main hall roof, presumed to be from leak in previous lead gully between kitchen and main hall roof; structural surveyor has inspected and advised remedial work required; Harpers now costing work. Clerk INSTRUCTED to: call extra meeting for 21 October; contact insurers; ask previous funding contact for ideas; ask Herefordshire Community Foundation if can withdraw grant application and reapply for £10k; check when roof replaced ?1995; ask Ward Cllr if any departments have funds to apply for.
 - 8.4. Work on river and EFRG – Report in CIS NOTED. RESOLVED to: place open-sided shed on edge of hall carpark for sandbag storage if suitable, Cllr Kirby and Curtis check with Cllr Hanson. Clerk INSTRUCTED to: check siting shed with owner of carpark; order 2 pallets of sandbags.
 - 8.5. Trees – 75th anniversary and HM The Queen’s Green Canopy – Report in CIS NOTED. Clerk INSTRUCTED to inform Cllr Albright numbers of each tree species.
 - 8.6. Tree Warden – Clerk INSTRUCTED to add request for volunteer to magazine.
 - 8.7. Speedwatch and traffic flows through village – Report in CIS NOTED.
 - 8.8. Parking on Green Elms – AGREED nothing PC can do to improve or enforce. Clerk INSTRUCTED to add item to magazine requesting residents to park considerably as difficult for vehicles to manoeuvre on narrow road.
 - 8.9. S106 wish list – Report in CIS NOTED. Clerk INSTRUCTED to add community buildings to list and submit to Herefordshire.
 - 8.10. The Queen’s Platinum Jubilee Beacons – Report in CIS NOTED. Clerk INSTRUCTED to ask landowner if willing to have publicly accessible beacon.
 - 8.11. Update on signage and white lines reported to Balfour Beatty – Report in CIS NOTED: white lines have been added to defect list for repainting, signage at end of Lyme Lane not considered suitable for action.
 - 8.12. Leaflet reprint – Report in CIS NOTED. RESOLVED to accept quote from PIP Hereford. Clerk INSTRUCTED to undertake work to update leaflet.
 - 8.13. Environment & Sustainability Group – Report in CIS NOTED.

- 8.14. Problems with Green Elms sewage treatment plant – Clerk INSTRUCTED to email re flood event would cause serious contamination.
- 9. **Policies** – Data Consent Form; General Privacy Notice; Privacy Notice for staff, councillors and Role Holders; Publication Scheme; Personal Data Management and Audit, Privacy and Subject Access Policies – RESOLVED to adopt documents and policies dated October 2021.
- 10. **Dates for meetings in 2022** – 13 January, 10 February, 10 March, 14 April, 12 May, 9 June, 14 July, 11 August (if required), 8 September, 13 October, 10 November, 8 December (if required).
- 11. **Correspondence** – Correspondence in CIS NOTED.
- 12. **Matters for next agenda or action under Clerk’s delegated powers**
 Next agenda:
 - Core Strategy pre-consultation
 - Renovation of picture board by village shop
 - Leominster Economic Investment Plan
 - As above.
 Clerk’s Action:
 - Pay invoice – Donald McIntyre Design Ltd, Structural survey of EVH roof rafters, £540 (inc. £90 VAT) – Paid online 16/10/21 following delegation at meeting on 14/10/21
 - Closure of Burton Mill Access Lane, 3-16 November NOTED
 - Arrange extra meeting for 21/10/21
 - As above.
- 13. **Date of next meetings** – Extra Meeting 21 October 2021 at 7 pm; next usual meeting 11 November at 7 pm in Eardisland Village Hall.

This meeting was declared closed at 8.54 pm.

SIGNED.....

Chair

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

EARDISLAND PARISH COUNCIL ACCOUNTS 2021-22

2021/57

APPENDIX FOR 14 OCTOBER 2021

	2020-21 Actual	Budget 2021- 22 as at 1.4.21	Virements	Budget 2021- 22 as at 9.9.21	2021-22 Actual	Variance 2021-22 budget to actual	% Variance 2021-22 budget to actual	Notes	Expected yr. end	Budget 2022-23
Receipts										
Precept	£25,408.00	£27,854.00		£27,854.00	£27,854.00	£0.00	100.0%	Part paid	£27,854.00	£27,854.00
Lengthsman and P3 from HC										
Parish magazine and other advertising donations	£129.00	£400.00		£400.00	£649.00	£249.00	162.3%	As donated	£549.00	£400.00
Bowling Club rent	£130.00	£130.00		£130.00	£130.00	£0.00	100.0%	As received	£130.00	£130.00
Wayleaves	£7.26	£7.00		£7.00	£7.26	£0.26	103.7%	As received	£7.26	£7.00
Grants for Covid work	£400.00									
Keep Connected Grant	£71.94									
VAT reclaim	£2,093.78				£5,422.06			From 2020-21 + 2021-22		
Drainage grant	£11,530.00									
Sundry										
From reserves for EVH heating										
From reserves for NDP, climate work, Burial Ground										
From reserves for river work		£3,000.00		£3,000.00					£3,000.00	£6,454.00
From reserves for EVH refurbishment and E&SG		£15,000.00		£9,000.00					£9,000.00	£1,750.00
Public Works Loan		£50,000.00		£50,000.00	£49,975.00			As received	£49,975.00	
Awards for All grant and donations for EVH work		£16,000.00		£15,934.00	£14,720.00			As received	£15,934.00	
	£39,769.98	£112,391.00		£106,325.00	£34,062.32	£249.26	30.3%		£106,449.26	£36,595.00
Payments										
STAFF AND CLLR										
Salary & PAYE	£6,553.05	£7,223.00		£7,223.00	£3,766.87	£3,456.13	52.2%	2 of 4 payments made	£7,223.00	£7,949.00
Clerk's expenses - mileage, parking, SLCC	£269.52	£600.00		£600.00	£220.60	£379.40	36.8%	2 of 4 payments made	£450.00	£600.00
Training	£0.00	£400.00		£400.00	£0.00	£400.00	0.0%	As booked	£400.00	£400.00
ADMINISTRATION AND MANAGEMENT										
Audit	£299.00	£400.00		£400.00	£299.00	£101.00	74.8%	2 of 3 payments made	£398.00	£400.00
Insurance	£934.18	£1,000.00	£17.00	£1,017.00	£1,016.25	£0.75	101.6%	As invoice received	£1,017.00	£1,000.00
Subscription - HALC, ICO, Community First, HTWN	£818.16	£550.00		£550.00	£40.00	£510.00	7.3%	As invoice received	£550.00	£550.00
Car park	£10.00	£10.00		£10.00	£10.00	£0.00	100.0%	As invoice received	£10.00	£10.00
Drainage rates	£7.79	£8.00		£8.00	£7.38	£0.62	92.3%	As invoice received	£8.00	£8.00
Parish Expenses - postage, stationery, sundries	£628.90	£600.00		£600.00	£65.98	£534.02	11.0%	4 of 12 mths paid	£200.00	£400.00
Election	£88.87	£0.00		£0.00	£0.00	£0.00			£0.00	£0.00
Room hire for PC meetings	£72.00	£200.00		£200.00	£92.00	£108.00	46.0%	4 of 12 mths paid	£200.00	£200.00
Website and communication	£479.18	£400.00		£400.00	£264.90	£135.10	66.2%	4 of 12 mths paid	£400.00	£400.00
GDPR and accessibility	£72.00				£0.00	£0.00				
EFRP	£1,717.54	£500.00		£500.00	£0.00	£500.00	0.0%	As invoice received	£200.00	£500.00
E&SG										£250.00
MAINTENANCE										
Lengthsman and PROW	£2,955.00	£3,400.00		£3,400.00	£1,710.00	£1,690.00	50.3%	7 of 12 payments made	£3,400.00	£3,838.00
Work on river & millstream	£0.00	£6,454.00		£6,454.00	£515.00	£5,939.00	8.0%	As invoice received	£915.00	£9,132.00
Drainage grant work	£11,530.00				£0.00	£0.00				
Maintenance - mowing, SIDs, bus shelter, other	£4,406.12	£4,000.00		£4,000.00	£241.00	£3,759.00	6.0%	As invoice received	£4,000.00	£4,000.00
Play area	£142.00	£500.00		£500.00	£458.75	£41.25	91.8%	As invoice received	£500.00	£250.00
Village hall refurbishment and repair	£7,472.02	£81,000.00		£74,934.00	£2,508.49	£72,425.51	3.1%	As invoice received	£74,934.00	£2,000.00
GRANTS										
Grants/donations	£1,146.87	£100.00	£100.00	£200.00	£200.00	£0.00	200.0%	As requested	£200.00	£100.00
Parish magazine	£525.60	£1,100.00		£1,100.00	£420.00	£680.00	38.2%	As invoice received	£819.00	£800.00
Burial ground mowing	£1,000.00	£1,000.00		£1,000.00	£1,000.00	£0.00	100.0%	As requested	£1,000.00	£1,000.00
Covid work	£172.00				£0.00	£0.00				
VAT AND CONTINGENCY										
VAT	£5,422.06				£845.74	£845.74		As paid		
Contingency	£0.00	£500.00	£117.00	£383.00	£0.00	£383.00	0.0%			£500.00
LOAN REPAYMENT		£2,446.00		£2,446.00			0.0%	As required		£2,308.00
	£46,721.86	£112,391.00		£106,325.00	£13,681.96	£90,197.04	12.2%		£96,824.00	£36,595.00

Payments and receipts for current meeting included

Bank reconciliation			
		£	
Balance per bank statement at 9 October 2021	£113,074.73		
Includes:		£113,074.73	
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 for VAT payment at 9 October 2021 - £12,332			
Less: unrepresented payments at 9 October 2021			
C/N			
C/N		£0.00	
Net balances as at 9 October 2021		£113,074.73	
Cash book			
Opening balance at 1 April 2021	£26,832.37		
Add: receipts in the year	£98,807.32		
Less: payments in the year	-£12,564.96		
Closing balance per cash book as 9 October 2021		£113,074.73	
SALARY ANALYSIS gross figures			
	Budget	Current month	Running total
Contracted hrs, spinal point 12	£6,157.00		
at £11.53£/hr for 10hrs/wk			£2,997.80
Extra hours	£1,066.00		
at £11.53/hr			£570.73
Employer's PAYE			£198.34
TOTAL COST ALL HRS	£7,223.00		£3,766.87