

## EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Thursday 15 July 2021 at 7.00 pm  
in Eardisland Village Hall

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

**In Attendance:** Ward Cllr Roger Phillips; Parish Clerk Alison Sutton.

1. **Apologies of absence** – Cllrs Reg Curtis, Elaine Harper and David Weir.
2. **Declarations of interest** – Cllr Albright DECLARED interests in items 6.2 and 6.3 and left the meeting for the relevant items.
3. **Minutes of the previous meetings** – 10 June 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: Herefordshire Chief Executive coming on ward visit, being taken to Go Wild in the Curl project, an AD plant, chicken house and business in ward; Arrow Clerks’ Summit next week; concern that funding for tourism not being spent in rural areas; Herefordshire Broadband Officer leaving; still no real movement on phosphate issue, funding available but not being used.
  - 4.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £51,638.96 as at 11/7/2021 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess, £9,000 for EVH development work, £3,000 for river work. RESOLVED to undertake virement of £17 from Contingency to Insurance. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
  - 5.1. Hitrees Ltd, Lengthsman work, £252 (inc. £42 VAT) – Paid online 16/7/21 following delegation on 15/7/21.
  - 5.2. Arthur J Gallagher (AJGIBL GBP Client NST Acc) (Came & Co), Extra insurance for EVH work, £87.84 – Paid online 16/7/21 following delegation on 15/7/21.
  - 5.3. Income from donations to magazine, £289.
  - 5.4. Income from Western Power Distribution, Wayleave, £7.26.
  - 5.5. Income from donations for EVH work, £500.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
  - 6.1. P212433/F, Oak Grove, Pembridge, HR6 9HE – Proposed steel portal framed agricultural building for general agricultural storage, machinery and sheep housing – RESOLVED to support and comment that grateful that previous comments relating to biodiversity and ecological features taken into account by applicants.
  - 6.2. P212332/FH, Earlslaen House, HR6 9BD – Construction of a new 3 bay garage – RESOLVED to support and comment: request ecological and biodiversity features eg. bat and bird boxes; to conform with NDP policy E6 external lighting should be minimal, on only when required and downward facing.
  - 6.3. P212581/FH and P212582/L, Staick House, HR6 9BU – Proposed conversion of adjoining garages into additional living accommodation and other works including new vehicular access and detached garage – RESOLVED to support and comment: concerned that position of new entrance results in more trees being lost than needed, request entrance moved close to house to preserve trees; request ecological and biodiversity features, bat and bird boxes etc; to conform with NDP policy E6 external lighting should be minimal, on only when required and

- downward facing; request new wall in front of current access and preservation of existing stone boundary wall; request a full Flood Risk Assessment, in Flood Zone 3 and road outside floods.
- 6.4. NOTED P212381/AM, Moat Cottage, HR6 9BP – Proposed non material amendment to planning permission 194070 (Proposed replacement dwelling and garage) - Internal amendment to ground floor plan: removal of utility room and relocation of w.c. External amendment to rear and side elevation: minor amendment to fenestration to suit internal layout changes removal of air source heat pump and replacement with mains gas boiler – Approved.
  - 6.5. NOTED P211892/PA7, Oak Grove, Hardwick, HR6 9HE – Prior approval for proposed agricultural – Prior approval (full planning application) required.
  - 6.6. NOTED P210691/F and P210692/L, Cross Inn, HR6 9BW – To extend Indian stone paving and site a timber pergola on timber decking – Approved with conditions.

## 7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: report pavement damage outside Orchard Farm; ask Lengthsman to hire and use Cubb weed remover to trial non-chemical weed removal.
- 7.2. EVH Development Group and EVH work – Report in CIS NOTED. Update NOTED: letter from contractors, points raised and response; 1. Heating and boiler – Hereford Heating to remove and recommission boiler and radiator; 2. Electrical cost – keep as is and pay extra rather than change to provisional cost; 3. Gas supply – Cadent to move supply; 4. External repairs – items in Structural Report only, not whole building. E-Team offered to remove external display boards and reinstall – AGREED. Cllr Connop to undertake utility line search and send to Clerk urgently – AGREED. Thanks to Clerk NOTED for hard work on project. Clerk INSTRUCTED to contact: Hereford Heating; Cadent Gas; Harpers; E-team. NOTED: further donations required for known EVH work and extra costs forthcoming; offer from company to cover shortfall, very grateful. Clerk INSTRUCTED to: say PC will come back to company if unable to raise further donations; send MailChimp and social media post for further donations.
- 7.3. Update from Environment Agency (EA) report – Report in CIS NOTED. RESOLVED to: hold open parish meeting on Thursday 16 September at 7.00pm for Flood Report; get quote for silt removal and consider undertaking work. Clerk INSTRUCTED to: ask officers from Environment Agency and Herefordshire Council to attend; contact landowner re quote for possible silt work.
- 7.4. Environment Group – Update NOTED: consider should be PC working group. RESOLVED to set up Environment and Sustainability Group, Cllr Harper to Chair. Clerk INSTRUCTED to arrange meeting for after parish meeting has taken place.
- 7.5. Permissive path – Update NOTED: some landowners keen as idea but want to wait until Environment and Land Management Payment scheme in place. Letter drafted, Cllr Albright send to Clerk with contact list, Clerk INSTRUCTED to send out when available.
- 7.6. HM The Queen's Green Canopy in Herefordshire – Report in CIS NOTED. Cllr Albright ask landowner re Pigmore Common ownership. AGREED to push in autumn for more sites for trees.
- 7.7. Tree works in Conservation area – Report in CIS NOTED.
- 7.8. Storage of history archive – Update NOTED: Dovecote Trust discussing with Heritage and History Group. Clerk INSTRUCTED to add to next agenda.
- 7.9. BT box – No action. Clerk INSTRUCTED to add bus shelter maintenance to next agenda.
- 7.10. Request from PCC for parking on recreation ground – Report in CIS NOTED. RESOLVED to allow parking on specified dates in July and August. Clerk INSTRUCTED to request £25 donation each time for use by outside events such as weddings.
- 7.11. Dates for magazine in 2022 – Report in CIS NOTED and AGREED.
- 7.12. Speedwatch – Report in CIS NOTED.
- 7.13. A Vision of Passenger Transport in Herefordshire – Report NOTED. AGREED to comment that disappointing that little for rural villages with aging populations who have difficulty using buses.
- 7.14. Strategic Planning Provision – Report in CIS NOTED. Clerk INSTRUCTED to respond that not known what decisions were made on housing provision and require more information to be able to comment.
- 7.15. Feedback from Parish Council Summit and new Parish Council Reference Group – Report in CIS NOTED.

7.16. Overgrown hedges – Report in CIS NOTED. Clerk INSTRUCTED to: contact landowners and request they cut back hedges as complaints received from parishioners.

8. **Policies and documents** – Councillor-Officer Protocol, Complaints Procedure, Unreasonable Complainant Behaviour Policy, Minor Planning Matters Policy, Relations with Press and Media Policy and Grants Policy dated July 2021 ADOPTED and SIGNED.

9. **Follow-up from HC Housing response** – Report in CIS NOTED. AGREED no further comment.

10. **Correspondence** – Correspondence in CIS NOTED. Clerk INSTRUCTED to contact owners of land by ED7 and ask to undertake work now.

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

Next agenda:

- Bus stop maintenance
- Gravel at entrance to recreation ground
- Repainting of white lines
- As above.

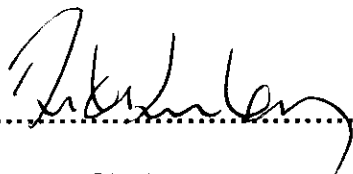
Clerk's Action:

- Pay invoice – CadTechDesign, Building Regulations fee, £950.40
- Report signs in parish that need replacing
- Report visibility splays on A44 at Legions Cross to BB
- As above.

12. **Date of next meetings** – 9 September 2021 at 7 pm in Eardisland Village Hall.

This meeting was declared closed at 9.16 pm.

SIGNED.....



Chair

DATE.....

9/9/21.....

## APPENDIX FOR 15 JULY 2021

Receipts	Budget 2020-21 at 11.2.21	2020-21 Actual	Budget 2021-22 as at 1.4.21	Virements	Budget 2021- 22 as at 15.7.21	2021-22 Actual	Variance 2021-22 budget to actual	Notes	Budget 2022-23
Precept	£25,408.00	£25,408.00	£27,854.00		£27,854.00	£13,927.00	-£13,927.00	Part paid	£27,854.00
Lengthsman and P3 from HC									
Parish magazine and other advertising donations	£400.00	£129.00	£400.00		£400.00	£385.00	-£15.00	As donated	£400.00
Bowling Club rent	£130.00	£130.00	£130.00		£130.00	£0.00	-£130.00	As received	£130.00
Wayleaves	£7.00	£7.26	£7.00		£7.00	£7.26	£0.26	As received	£7.00
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	£11,050.00		As received	
	£44,648.94	£39,769.98	£112,391.00		£102,374.00	£19,741.32	-£14,071.74		£28,391.00
<b>Payments</b>									
<b>STAFF AND CLLR</b>									
Salary & PAYE	£6,819.00	£6,553.05	£7,223.00		£7,223.00	£1,841.36	£5,381.64	1 of 4 payments made	£7,337.00
Clerk's expenses - mileage, parking, SLCC	£600.00	£269.52	£600.00		£600.00	£84.60	£515.40	1 of 4 payments made	£600.00
Training	£400.00	£0.00	£400.00		£400.00	£0.00	£400.00	As booked	£400.00
<b>ADMINISTRATION AND MANAGEMENT</b>									
Audit	£500.00	£299.00	£400.00		£400.00	£99.00	£301.00	1 of 3 payments made	£400.00
Insurance	£1,000.00	£934.18	£1,000.00	£17.00	£1,017.00	£1,016.25	£0.75	As invoice received	£1,000.00
Subscription - HALC, ICO, Community First, HTWN	£819.00	£818.16	£550.00		£550.00	£40.00	£510.00	As invoice received	£550.00
Car park	£10.00	£10.00	£10.00		£10.00	£0.00	£10.00	As invoice received	£10.00
Drainage rates	£9.00	£7.79	£8.00		£8.00	£7.38	£0.62	As invoice received	£8.00
Parish Expenses - postage, stationery, sundries	£700.00	£628.90	£600.00		£600.00	£13.98	£586.02	4 of 12 mths paid	£600.00
Election	£89.00	£88.87	£0.00		£0.00	£0.00	£0.00		£0.00
Room hire for PC meetings	£250.00	£72.00	£200.00		£200.00	£0.00	£200.00	4 of 12 mths paid	£200.00
Website and communication	£479.94	£479.18	£400.00		£400.00	£197.56	£202.44	4 of 12 mths paid	£400.00
GDPR and accessibility	£100.00	£72.00				£0.00	£0.00		
EFRP	£1,900.00	£1,717.54	£500.00		£500.00	£0.00	£500.00	As invoice received	£500.00
<b>MAINTENANCE</b>									
Lengthsman and P3	£3,224.00	£2,955.00	£3,400.00		£3,400.00	£890.00	£2,510.00	4 of 12 payments made	£3,400.00
Work on river & millstream		£0.00	£6,454.00		£6,454.00	£0.00	£6,454.00	As invoice received	£3,000.00
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		£4,000.00	£211.00	£3,789.00	As invoice received	£4,000.00
Play area	£500.00	£142.00	£500.00		£500.00	£458.75	£41.25	As invoice received	£500.00
Village hall refurbishment and repair	£7,472.00	£7,472.02	£81,000.00		£70,983.00	£0.00	£70,983.00	As invoice received	£500.00
<b>GRANTS</b>									
Grants/donations	£1,147.00	£1,146.87	£100.00		£100.00	£0.00	£100.00	As requested	£100.00
Parish magazine	£1,200.00	£525.60	£1,100.00		£1,100.00	£133.00	£967.00	As invoice received	£940.00
Burial ground mowing	£1,000.00	£1,000.00	£1,000.00		£1,000.00	£1,000.00	£0.00	As requested	£1,000.00
Covid work	£400.00	£172.00				£0.00	£0.00		
<b>VAT AND CONTINGENCY</b>									
VAT		£5,422.06				£331.69	-£331.69	As paid	
Contingency	£0.00	£0.00	£500.00	£17.00	£483.00	£0.00	£483.00		£500.00
<b>LOAN REPAYMENT</b>									
			£2,446.00		£2,446.00			As required	£2,446.00
	£44,648.94	£46,721.86	£112,391.00		£102,374.00	£6,324.57	£93,603.43		£28,391.00

Payments and receipts for current meeting included

**Bank reconciliation**

	£
Balance per bank statement at 11 July 2021	£51,638.96
includes:	
	<u>£51,638.96</u>
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 15 July 2021 - £12,332	
Less: unrepresented payments at 11 July 2021	
C/N	
C/N	<u>£0.00</u>
Net balances as at 11 July 2021	<u>£51,638.96</u>
Cash book	
Opening balance at 1 April 2021	£26,832.37
Add: receipts in the year	£30,791.32
Less: payments in the year	-£5,984.73
Closing balance per cash book as 11 July 2021	<u>£51,638.96</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			£1,498.90
Extra hours	£1,066.00		
at £11.53/hr			£144.12
TOTAL COST ALL HRS	£7,223.00		£1,643.02