

## EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Thursday 11 November 2021 at 7.00 pm  
in Eardisland Village Hall

**Present:** Cllrs Richard Kirby (Chair), Shelley Connop, Reg Curtis and Elaine Harper.

**In Attendance:** Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; 2 members of public.

1. **Apologies of absence** – Cllrs Maryan Hanson, Merry Albright and David Weir.
2. **Declarations of interest** – Cllr Connop DECLARED an interest in item 6.1. and Cllr Curtis DECLARED an interest in item 6.2. – Cllrs left meeting for relevant item.
3. **Minutes of the previous meetings** – 14, 21 and 28 October 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: Proposed Area of Outstanding Natural Beauty in north of county should be discussed with affected rural settlements, not just decision by town or county council; currently 300 planning applications waiting to be determined, Head of Planning had to reapply for position and not appointed, officers asking agents/applicants for extension of time so planning department appears to meet targets, concern over staff as very understaffed; waste contract up for renewal, no food waste collected, currently joint contract with Worcestershire, black bin contents incinerated which provides electricity, only residue to landfill, option to move from joint contract, proposal for black bins every 3 wks, green bins x2 collections during 3 wks; Ward Cllr and Clerk met separately with new Locality Steward; £1.7 mill. received for Children's Services to address major issues.
  - 4.3. Local Residents – Re 6.2. – rooms for new windows already have windows, obscured glass in windows on eastern elevation to protect neighbour from overlooking. Link on website for agenda broken – apologies given. Moving speed limit at Pembridge end – on wish list but likely long time till actioned. HGVs over limit for C1035 coming through and not stopping – Clerk INSTRUCTED to report online and contact Locality Steward re extra signage.
5. **Financial Procedures** – The balance of the current account of £78,245.87 as at 6/11/2021 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess, £12,000 for EVH development work. RESOLVED to undertake virement of £23 from Contingency to Play area expenditure line. 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 October, £48 (inc. £8 VAT) – Paid online on 12/11/21 following delegation at meeting on 11/11/21.
  - 5.2. Mrs F White, Playground Inspection, £63.40 – Paid online on 12/11/21 following delegation at meeting on 11/11/21.
  - 5.3. Income from leaflet donations, £350.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
  - 6.1. P213617/F, Folley Farm, HR6 9BS – Proposed removal of condition 2 of planning permission DCNW2005/1275/F(Retrospective application for the replacement building which also includes office accommodation) – RESOLVED to support.
  - 6.2. P213978/AM, Kiln & Brick Storehouse Barns Lynch Court Eardisland Herefordshire HR6 9AR – Proposed non-material amendment to planning application DCNW2003/1432/F (Conversion of barns into one dwelling) - slight modifications to window and door openings – RESOLVED to comment as follows: original approval plan should have been shown, not redrawn plan as submitted; without original plan difficult to assess which windows will still overlook neighbouring

property; if there are such windows, consider should be obscured glass to provide privacy for neighbours.

- 6.3. NOTED P212455/J, Bridle Goose, HR6 9BU – Yew TPO405 reduction by 25% to reduce weight on canopy and continue to carry out a good practice of work for retaining a veteran tree within close proximity to the house. Multiple Beech Crown lift and reduce weight over garden side to allow more light on to garden below. Cypress- reduce by 30% to a natural line that is noticeable when viewed from garden to allow more light into garden – Consent Approved.
- 6.4. NOTED 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 – Approved with conditions.
- 6.5. 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 – Approved with conditions.
- 6.6. NOTED P212433/F, Oak Grove, Pembridge, HR6 9HE – Proposed steel portal framed agricultural building for general agricultural storage, machinery and sheep housing – Approved with conditions.
- 6.7. NOTED P211917/F, Home Farm, HR6 9DN – Proposed agricultural manure store – Approved with conditions.

## 7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme – Report in CIS NOTED. Update NOTED: clearance of rubble from village hall car park, as required by owner, scheduled for 16/11/21 when also Lengthsman help with sandbag storing; war memorial car park hedge to be cut on 16/11/21, closure notices on car windscreens tonight, Cllr Kirby to put notices on barriers tomorrow and close car park on Monday evening. Offer from Cllr Connop to remove rubble ACCEPTED.
  - 7.2. Permissive path from Lyme Lane to Broome Lane – Report in CIS NOTED. Clerk INSTRUCTED to: add to next agenda; report broken gate at start of ED6.
  - 7.3. EVH Development Group and EVH work – Report in CIS NOTED: Work restarted Monday 8 November; waiting for new schedule so can extend PC insurance cover and update EVHMC; Applications for grants made, x1 by PC, x3 by EVHMC; VAT reclaim made 1.4.21-31.10.21. Update NOTED: may be further extra cost due to latest issue which required visit by parishioner project manager, as structural surveyor declined attending.
  - 7.4. Trees – 75th anniversary and HM The Queen's Green Canopy – Report NOTED: only 1 Willow so acceptable on cost but type of Willow required; nursery not able to supply Elms due to risk of disease, Beeches to be supplied instead; trees not yet ready to lift due to late autumn season.
  - 7.5. Play area – Inspection report NOTED. Fawns site visit 22/11/21 to check if nylon inserts worn, will replace parts or whole trolley if required free-of-charge.
  - 7.6. Core Strategy pre-consultation – Report in CIS NOTED. AGREED working meeting for Cllrs to consider response, 7/12/21 at 2.00 pm.
  - 7.7. Renovation of picture board by village shop – RESOLVED to add to next agenda, plus 2 boards at village hall.
  - 7.8. Environment & Sustainability Group – Report in CIS NOTED. RESOLVED to submit Climate and Nature Grant application. NOTED: Community Shop submitting application for water tap when information available; Cllr Albright, Clerk and Chair of Group attending stakeholders discussion re Herefordshire Citizens Climate Assembly.
  - 7.9. Herefordshire Green Network – RESOLVED to join Network.
  - 7.10. National Association of Local Councils (NALC) – Website Accessibility and Publishing Guidelines NOTED.
  - 7.11. Licence application by Hardwick House for Stable Barn – Report in CIS NOTED: plays, films, recorded music (both indoors and out), late night refreshment (both indoors and out), sale/supply of alcohol (consumption on and off the premises). Monday – Sunday, 10.00 – 00.30. Opening times Mon-Sun, 10.00-18.00. RESOLVED to support and query opening times.
8. **Policies** – Communication and Email Policies – RESOLVED to adopt policies dated November 2021, with amendment of meeting time in Communication Policy.

10. **Correspondence** – Correspondence in CIS NOTED. Clerk INSTRUCTED to inform parishioner when sandbags to be delivered.

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

Next agenda:

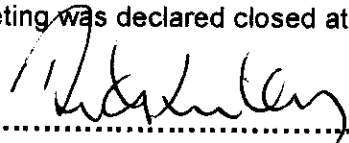
- Draft E&S Policy.
- As above.

Clerk’s Action:

- Pay invoice – B Woodcock, Website update work, £63 – Paid 12/11/21 following delegation at meeting on 11/11/21.
- NOTED permission for parking on recreation ground for memorial service and concert on 22/11/21 agreed.
- As above.

12. **Date of next meetings** – 9 December and 13 January 2022 at 7 pm in Eardisland Village Hall.

This meeting was declared closed at 9.00 pm.

SIGNED.....  


DATE.....  
9 Dec 2021

Chair

## EARDISLAND PARISH COUNCIL ACCOUNTS 2021-22

2021/65

APPENDIX FOR 11 NOVEMBER 2021

Receipts	2020-21 Actual	Budget 2021- 22 as at 1.4.21	Virements	Budget 2021- 22 as at 21.10.21	2021-22 Actual	Variance 2021-22 budget to actual	% Variance 2021-22 budget to actual	Notes	Expected yr. end	Budget 2022-23
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	£999.00	£599.00	249.8%	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									
Drainage grant	£11,530.00				£5,422.06			From 2020-21 + 2021-22		
Sundry										
From reserves for EVH heating										
From reserves for NDP, climate work, Burial Ground										
From reserves for river work		£3,000.00		£0.00					£3,000.00	£6,454.00
From reserves for EVH refurbishment and E&SG		£15,000.00		£12,000.00					£9,000.00	£1,750.00
Public Works Loan		£50,000.00		£49,975.00	£49,975.00			As received	£49,975.00	
Awards for All & other grants & donations for EVH work		£16,000.00		£26,239.44	£14,720.00			As received	£15,934.00	
	£39,769.98	£112,391.00		£116,605.44	£34,412.32	£599.26	30.6%		£106,449.26	£36,595.00
<b>Payments</b>										
<b>STAFF AND CLLR</b>										
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	£289.52	£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
<b>ADMINISTRATION AND MANAGEMENT</b>										
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
<b>MAINTENANCE</b>										
Lengthsman and PROW	£2,955.00	£3,400.00		£3,400.00	£1,750.00	£1,650.00	51.5%	7 of 12 payments made	£3,400.00	£3,838.00
Work on river & millstream	£0.00	£6,454.00	£5,939.00	£515.00	£515.00	£0.00	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	£23.00	£523.00	£522.15	£0.85	104.4%	As invoice received	£500.00	£250.00
Village hall refurbishment and repair	£7,472.02	£81,000.00	£8,385.00	£93,599.44	£30,893.37	£62,706.07	38.1%	As invoice received	£74,934.00	£2,000.00
<b>GRANTS</b>										
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				
<b>VAT AND CONTINGENCY</b>										
VAT	£5,422.06				£6,530.72	£-6,530.72		As paid		
Contingency	£0.00	£500.00	£140.00	£360.00	£0.00	£360.00	0.0%			£500.00
<b>LOAN REPAYMENT</b>			£2,446.00	£0.00			0.0%	As required		£2,308.00
	£46,721.86	£112,391.00		£116,605.44	£47,855.22	£68,750.22	42.6%		£96,824.00	£36,595.00

Payments and receipts for current meeting included

**Bank reconciliation**

	£
Balance per bank statement at 6 November 2021	£78,245.87
Includes:	
	<u>£78,245.87</u>
Committed reserves for insurance flood excess £2,500 - all years	
Committed reserves for EVH development work £12,000 - for 2021-22	
Committed reserves for river work £0 - for 2021-22	
Uncommitted reserves for VAT payment at 6 November 2021 - £12,332	
Less: unpresented payments at 6 November 2021	
C/N	
C/N	£0.00
Net balances as at 6 November 2021	<u>£78,245.87</u>
Cash book	
Opening balance at 1 April 2021	£26,832.37
Add: receipts in the year	£99,157.32
Less: payments in the year	£47,743.82
Closing balance per cash book as 6 November 2021	<u>£78,245.87</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			£2,997.80
Contracted hrs, spinal point 21 from 1/10/21			
at £13.78/hr for 10hrs/wk			
Extra hours	£1,066.00		
at £11.53/hr			£570.73
Extra hours			
at £13.78/hr from 1/10/21			
Employer's PAYE			£198.34
TOTAL COST ALL HRS	£7,223.00		£3,766.87