

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 9 December 2021 at 7.00 pm
in Eardisland Village Hall

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

In Attendance: Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; 11 members of public.

1. **Apologies of absence** – None.
2. **Declarations of interest** – Cllr Albright DECLARED an interest in items 5.7 and 7.3. and Connop DECLARED an interest in item 5.8; Cllr Kirby DECLARED an interest in item 4.3. and 7.2. Cllrs left meeting for relevant items.
3. **Minutes of the previous meetings** – 11 November 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: Environment Agency Strategic Plan – ensured Eardisland highlighted in Plan, highest area of flood risk in north Herefordshire. Covid recovery plan – local debit card, preloaded with £15, available to all households, when explanatory letter received, pass on to residents that not a scam. New interim head of planning appointed. Local outbreak of Avian Flu at Shobdon birds now gassed removed to Nottingham and incinerated; all poultry in local exclusion zone must be kept undercover at all times; shoots can continue as game birds are out of cages and considered as wild. Application at 7.2. live on Herefordshire website, 19 comments this morning, mixture of support and objection; no planning officer allocated yet; can go to planning committee when significant change in policy or high public interest or exceptional sensitive planning issue; once comments over 20, either support or objection, likely to go to planning committee; will be crucial what Environment Agency (EA) says about application.
 - 4.3. Local Residents – Re 7.2. (item chaired by Vice Chair) – Sets precedent of mockery of NDP; Agricultural land important for wildlife and acts as soakaway, development will add to flood risk of neighbouring properties; tourist area and approach from east would be compromised. Field in Flood Zone 2-3, only small area in FZ1 on EA flood maps, egress in flood event deep water east to Leominster and then towards to Pembridge. Flooding particular concern, when village cut off 2 pinchpoints at S-bend on Pembridge side and outside development site on Leominster side, long stretch of road floods. Protected view in NDP would be affected. Ward Cllr just highlighted Eardisland at greatest flood risk in north Herefordshire, 24 houses flooded in village in last major flood, flooding issue is key. In flood event, water comes down Lyme Lane and across, causes septic tank to flood and contaminate water flowing onto road. Trees soak up water, so tree being cut down adds to flooding risk.
5. **Financial Procedures** – The balance of the current account of £59,530.65 as at 4/12/2021 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess, £12,000 for EVH development work. RESOLVED to consider budget for 2023-34 early 2022, look at curbing expenditure and increasing income. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 5.1. J Harper and Sons (Leominster) Ltd, Building work on EVH, £25,183.54 (inc. £4,197.26) – Paid online 20/11/21 following delegation for new cost on 9/9/21 and confirmation from 2 signatories.
 - 5.2. Hitrees Ltd, Lengthsman and PROW work November, £1,488 (inc. £248 VAT) – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.3. Hereford Heating Ltd, £733.80 (inc. £122.30 VAT) – Paid online 10/12/21 following delegation at meeting on 9/12/21.

- 5.4. Herefordshire Green Network, PC Membership, £50 – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.5. Bateman Buildings Leominster Ltd, Filled sandbags, £316 (inc. £52.67 VAT) – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.6. Signworx Hereford Ltd, Magazine printing, £164 – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.7. Minnie Albright, Bus shelter cleaning, £15 – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.8. Lily Connop, Bus shelter cleaning, £15 – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.9. Alison Sutton, Salary, extra hours, expenses and refund of items bought for PC, £2,092.84 – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.10. HM Revenue and Customs, PAYE paid on behalf of Clerk, £459.80 – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.11. Income from magazine advertising donations, £20 – Paid online 10/12/21 following delegation at meeting on 9/12/21.
 - 5.12. Income from HM Revenue and Customs, VAT reclaim, £6,522.72.
 - 5.13. Income from donations to EVH work, £100.
- 6. Interim Internal Audit – Audit Report NOTED.**
- 7. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 7.1. P214050/K, The Manor House, HR6 9BN – Removal of mature Golden Cypress as the tree has outgrown its location – RESOLVED to comment that PC increasing tree cover and carbon storing, so unable to support without a substantive reason for the removal of any tree.
 - 7.2. P214073/F, Land adjacent to Arrow Lea, HR6 9BU – 6 no. dwellings with garages – RESOLVED unanimously to object to application as it stands on following grounds: 6 dwellings rather than maximum of 5 in NDP; issues with flooding, drainage, transport; against grain of development; lack of heritage statement and details of biodiversity features; design; amenity of neighbouring properties; lack of inexpensive housing for local needs; non-conformity with NDP, Core Strategy and NPPF.
 - 7.3. P214003/L, Staick House, HR6 9BU – Proposed removal of roof coverings, repair and re-roof – RESOLVED to support as conforms to NDP policies E1 and E2.
 - 7.4. NOTED 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 – Approved with conditions. Clerk INSTRUCTED to highlight to officer that condition for obscured glass requested by PC not in determination as a condition.
- 8. Parish Reports and Issues –**
- 8.1. Lengthsman Scheme – Report in CIS NOTED. Update NOTED: clearance of rubble from village hall car park, as required by owner, will be undertaken by Cllr Connop shortly; possible matched funding for drainage work available next year.
 - 8.2. Permissive path from Lyme Lane to Broome Lane – Report NOTED: path to south of village and new path linking Lyme Lane and Broome Lane not possible; new path from Lynch Court to Connops weir still being investigated. Clerk INSTRUCTED to add to next agenda.
 - 8.3. EVH Development Group and EVH work – Report NOTED: PC application to Herefordshire Community Council refused; x2 applications by EVHMC not being considered till new year; VAT reclaim made for 1.11.21-30.11.21; issue with type of paint required for cladding, waiting for cost.
 - 8.4. Trees – 75th anniversary and HM The Queen's Green Canopy – Report NOTED: trees being lifted in next few weeks, Cllr Albright will bag up and inform Clerk to contact recipients of trees.
 - 8.5. Play area – Report in CIS NOTED. Nylon inserts replaced at Fawns site visit free-of-charge.
 - 8.6. Environment & Sustainability Group – Report in CIS NOTED. RESOLVED to join The Great Collaboration.

- 8.7. Renovation of picture board by village shop – Report in CIS NOTED. RESOLVED to meet with members of E Team when EVH reopened and consider updating boards.
- 8.8. Use of recreation ground for parking for Wassail event – RESOLVED to give permission in principle but will depend on weather conditions at time. Clerk INSTRUCTED to inform landlord that current policy to ask for a donation to use recreation ground for event.
- 8.9 Response to Core Strategy Review pre-consultation engagement – RESOLVED to submit response as drafted.

9. **Environment and Sustainability Policy** – RESOLVED to adopt policies dated December 2021.

10. **Correspondence** – Correspondence in CIS NOTED.

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

Next agenda:

- Mowing for next year.
- Adopt budget and precept.
- As above.

Clerk's Action:

- Pay invoice – J Harper & Sons (Leominster) Ltd, Building work, £35,482.08 (inc. £5,913.68 VAT) – Paid 15/12/21 following delegation at meeting on 9/12/21.
- Pay Richard Preece, Mowing, £1,340 – Paid 10/12/21 following delegation at meeting on 9/12/21.
- Thank you to R Preece.
- NOTED flotation device sited on Arrow Lawn
- As above.

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

This meeting was declared closed at 8.40 pm.

SIGNED..........

Chair

DATE.....13/1/22.....

EARDISLAND PARISH COUNCIL ACCOUNTS 2021-22

2021/70

APPENDIX FOR 9 DECEMBER 2021

	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
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	£1,019.00	£619.00	254.8%	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				£11,944.78			From 2020-21 + 2021-22		
Drainage grant	£11,530.00									
Sundry					£50.00					
From reserves for EVH heating										
From reserves for NDP, climate work, Burial Ground										
From reserves for river work		£3,000.00		£0.00						£6,454.00
From reserves for EVH refurbishment and E&SG		£15,000.00		£12,000.00	£12,000.00				£12,000.00	£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	£14,820.00			As received	£26,239.00	
	£39,769.98	£112,391.00		£116,605.44	£117,800.04	£619.26	104.8%		£116,754.26	£36,595.00
Payments										
STAFF AND CLLR										
Salary & PAYE	£6,553.05	£7,223.00		£7,223.00	£6,066.44	£1,156.56	84.0%	3 of 4 payments made	£7,500.00	£7,949.00
Clerk's expenses - mileage, parking, SLCC	£269.52	£600.00		£600.00	£430.50	£169.50	71.8%	2 of 4 payments made	£600.00	£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	£90.00	£460.00	16.4%	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	£329.31	£270.69	54.9%	4 of 12 mths paid	£500.00	£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	£371.07	£28.93	92.8%	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	£2,990.00	£410.00	87.9%	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	£515.00	£9,132.00
Drainage grant work	£11,530.00									
Maintenance - mowing, SIDs, bus shelter, other	£4,406.12	£4,000.00		£4,000.00	£271.00	£3,729.00	6.8%	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	£523.00	£250.00
Village hall refurbishment and repair	£7,472.02	£81,000.00	£8,385.00	£93,599.44	£52,491.15	£41,108.29	64.8%	As invoice received	£93,600.00	£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	£584.00	£516.00	53.1%	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				£11,150.95	£-11,150.95		As paid		
Contingency	£0.00	£500.00	£140.00	£360.00	£0.00	£360.00	0.0%			£500.82
LOAN REPAYMENT at £2,307.18/pa		£2,446.00	£2,446.00	£0.00			0.0%	As required		
Interest payment										£1,128.35
Capital repayment										£1,178.83
	£46,721.86	£112,391.00		£116,605.44	£78,436.20	£38,169.24	69.8%		£115,840.00	£36,595.00

Payments and receipts for current meeting included

Bank reconciliation

	£
Balance per bank statement at 4 December 2021	£59,530.65
Includes:	
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 4 December 2021 - £12,332	
Less: unpresented payments at 4 December 2021	
O/N	
O/N	£0.00
Net balances as at 4 December 2021	<u>£59,530.65</u>
 Cash book	
Opening balance at 1 April 2021	£26,832.37
 Add: receipts in the year	£105,800.04
Less: payments in the year	-£73,101.76
 Closing balance per cash book as 4 December 2021	<u>£59,530.65</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			
Contracted hrs, spinal point 21 from 1/10/21			
at £13.78/hr for 10hrs/wk		£1,791.40	£4,789.20
Extra hours	£1,066.00		
at £11.53/hr		£149.89	£720.62
Extra hours			
at £13.78/hr from 1/10/21		£358.28	£358.28
Employer's PAYE			£198.34
TOTAL COST ALL HRS	£7,223.00		£6,066.44