

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 13 January 2022 at 7.00 pm
in Eardisland Village Hall

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

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

1. **Apologies of absence** – Cllr Elaine Harper.
2. **Declarations of interest** – Cllr Connop DECLARED an interest in item 5.3. and did not participate in the item.
3. **Minutes of the previous meetings** – 9 December 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: Government budget settlement out, as a result Herefordshire considering 2% increase + 1% social care increase; Rural Services Grant received by Herefordshire and other sparsely populated counties has been frozen, not increased; Core Strategy Review out for consultation on 17/1/22; waiting for meeting date with River Lugg Internal Drainage Board officer; Environment Agency consultation ends next week and has raised issue of Eardisland flooding.
 - 4.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £21,682.39 as at 8/1/22 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess, £12,000 for EVH development work. RESOLVED to undertake virements of: Reserves to Grant/donations of £1,168; £200 from Contingency to Lengthsman. 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, £612 (inc. £102 VAT) – Paid online 14/1/22 following delegation at meeting on 13/1/22.
 - 5.2. Numbers Plus Ltd, Annual fee for emergency phone number, £118.80 (inc. £19.80 VAT) – Paid online 14/1/22 following delegation at meeting on 13/1/22.
 - 5.3. The Dovecote Trust, Grant to pay insurance, £1,167.42 – Paid online 14/1/22 following delegation at meeting on 13/1/22.
 - 5.4. Roundabout Stationery, Paper for use of Clerk, £21.59 (inc. £3.60 VAT) – Paid online 14/1/22 following delegation at meeting on 13/1/22.
 - 5.5. Income from donation for Recreation Ground parking, £25.
 - 5.6. Income from HMRC, Reclaim November VAT, £4,205.26.
 - 5.7. Income from magazine advertising donations, £78.
6. **Budget and precept for 2022-23** –
 - 6.1. RESOLVED to adopt budget of 36,595 for 2022-23.
 - 6.2. RESOLVED to adopt precept requirement of £27,854 for 2022-23.
7. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
 - 7.1. P214008/FH, Arrow Green, HR6 9BG – Proposed single and two storey extensions, including demolition of existing conservatory – RESOLVED to support and comment: generally conforms with NDP policy E1; however to fully conform privacy of neighbouring property needs to be preserved by use of suitable obscured window glass and, as required by Historic Building Officer, installation of wooden or aluminium windows not uPVC; request condition to install environmental enhancement features such as bat boxes etc.

- 7.2. P214536/FH, The Barr, Stretford, HR6 9DQ – Proposed replacement barn to form domestic workshop, sewing room and office – RESOLVED to support and comment: conforms to NDP policy E1; understand wish to demolish and replace but would like some internal elements of current building to be retained and reused in new building.
- 7.3. NOTED P213515/FH, Arrow Lawn Cottage – Proposed internal works and insertion of 2 windows to garage/barn – Withdrawn.
- 7.4. NOTED P213516/L, Arrow Lawn Cottage – Proposed internal works and insertion of 2 windows to garage/barn – Approved with conditions.

8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme – Report in CIS NOTED. RESOLVED to commission: mole treatment on recreation ground; Lengthsman to clear rubble.
- 8.2. Permissive path from Lyme Lane to Broome Lane – No further report.
- 8.3. EVH Development Group and EVH work – Report NOTED: Cost for fire retardant painting; donation received and likely shortfall of approx. £1k; project finish time. Clerk INSTRUCTED to email parishioner who offered loan if required.
- 8.4. Trees – 75th anniversary and HM The Queen's Green Canopy – Report NOTED: Trees available for collection. Clerk INSTRUCTED to: send thanks to Border Oak; contact parishioner re trees for recreation ground.
- 8.5. Request for TPO – Report NOTED: Parishioner will request TPO for trees near his property. Clerk INSTRUCTED to follow up TPO for Eardisland Oak.

9. Representation at Parish Council Summit – at 7.00 pm on 17 January by Zoom – AGREED no representation.

10. Recruitment process for new Clerk – RESOLVED to start advertising process for new Clerk: 10 hours per week + extra project hours; ideally CiLCA qualified or willing to gain qualification; starting date between 1 April and 1 June; contact Chair for details. Clerk INSTRUCTED to update job description and person specification and send to Cllrs asap.

11. Correspondence – List in CIS NOTED.

12. Matters for next agenda or action under Clerk's delegated powers (no discussion)

Next Agenda:

- The Queen's Jubilee
- Core Strategy Consultation.

Clerk's Action:

- River Arrow Catchment Study – send information to Cllr Connop
- Confirm flag raising days: 6 February, 21 April, 23 April, 2 June Coronation Day, 11 June, 13 November, 14 November
- Purchase Jubilee flag
- Pay invoice – Microshade Business Consultants Ltd, Internal interim audit, £118.80 (inc. £19.80 VAT).

13. Date of next meeting – 10 February at 7.00pm in Eardisland Village Hall.

This meeting was declared closed at 8.20 pm.

SIGNED..........

Chair

DATE.....10/2/22.....

EARDISLAND PARISH COUNCIL ACCOUNTS 2021-22

2022/3

APPENDIX FOR 9 DECEMBER 2021

Receipts	2020-21 Actual	Budget 2021- 22 as at 1.4.21	Virements	Budget 2021- 22 as at 13.1.22	2021-22 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	Fully paid	£27,854.00	£27,854.00
Lengthsman and P3 from HC									
Parish magazine and other advertising donations	£129.00	£400.00		£400.00	£1,097.00	£697.00	As donated	£549.00	£400.00
Bowling Club rent	£130.00	£130.00		£130.00	£130.00	£0.00	As received	£130.00	£130.00
Wayleaves	£7.26	£7.00		£7.00	£7.26	£0.26	As received	£7.26	£7.00
Grants for Covid work	£400.00								
Keep Connected Grant	£71.94								
VAT reclaim	£2,093.78				£16,150.04		From 2020-21 + 2021-22	£23,000.00	
Drainage grant	£11,530.00								
Sundry					£75.00				
From reserves for river work		£3,000.00		£0.00					£6,454.00
From reserves for Grants/donations				£1,168.00					
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	£19,820.00	
	£39,769.98	£112,391.00		£117,773.44	£122,108.30	£697.26		£133,335.26	£36,595.00
Payments									
STAFF AND CLLR									
Salary & PAYE	£6,553.05	£7,223.00		£7,223.00	£6,066.44	£1,156.56	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	2 of 4 payments made	£550.00	£600.00
Training	£0.00	£400.00		£400.00	£0.00	£400.00	As booked	£0.00	£400.00
ADMINISTRATION AND MANAGEMENT									
Audit	£299.00	£400.00		£400.00	£299.00	£101.00	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	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	As invoice received	£550.00	£550.00
Car park	£10.00	£10.00		£10.00	£10.00	£0.00	As invoice received	£10.00	£10.00
Drainage rates	£7.79	£8.00		£8.00	£7.38	£0.62	As invoice received	£8.00	£8.00
Parish Expenses - postage, stationery, sundries	£628.90	£600.00		£600.00	£446.30	£153.70	9 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	9 of 12 mths paid	£150.00	£200.00
Website and communication	£479.18	£400.00		£400.00	£371.07	£28.93	9 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	As invoice received	£0.00	£500.00
E&SG									£250.00
MAINTENANCE									
Lengthsman and PROW	£2,955.00	£3,400.00	£200.00	£3,600.00	£3,500.00	£100.00	9 of 12 payments made	£3,600.00	£3,838.00
Work on river & millstream	£0.00	£6,454.00	£5,939.00	£515.00	£515.00	£0.00	As invoice received	£515.00	£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	£1,611.00	£2,389.00	As invoice received	£4,000.00	£4,000.00
Play area	£142.00	£500.00	£23.00	£523.00	£522.15	£0.85	As invoice received	£523.00	£250.00
Village hall refurbishment and repair	£7,472.02	£81,000.00	£8,385.00	£93,599.44	£82,059.55	£11,539.89	As invoice received	£90,000.00	£2,000.00
GRANTS									
Grants/donations	£1,146.87	£100.00	£100.00	£1,368.00	£1,367.42	£0.58	As requested	£200.00	£100.00
Parish magazine	£525.60	£1,100.00		£1,100.00	£584.00	£516.00	As invoice received	£819.00	£800.00
Burial ground mowing	£1,000.00	£1,000.00		£1,000.00	£1,000.00	£0.00	As requested	£1,000.00	£1,000.00
Covid work	£172.00				£0.00	£0.00			
VAT AND CONTINGENCY									
VAT	£5,422.06				£17,190.03	-£17,190.03	As paid		
Contingency	£0.00	£500.00	£340.00	£160.00	£0.00	£160.00			£500.82
LOAN REPAYMENT at £2,307.18/pa									
Interest payment									£1,128.35
Capital repayment		£2,446.00	£2,446.00	£0.00			As required		£1,178.83
	£46,721.86	£112,391.00		£117,773.44	£117,178.09	£595.35		£111,740.00	£36,595.00

Payments and receipts for current meeting included

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Bank reconciliation

	£
Balance per bank statement at 8 January 2022	£21,682.39
Includes:	<u>£21,682.39</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 8 January 2022 - £11,164	
Less: unrepresented payments at 8 January 2022	
C/N	
C/N	<u>£0.00</u>
Net balances as at 8 January 2022	<u>£21,682.39</u>
Cash book	
Opening balance at 1 April 2021	£26,832.37
Add: receipts in the year	£110,108.30
Less: payments in the year	-£115,258.28
Closing balance per cash book as 8 January 2022	<u>£21,682.39</u>

SALARY ANALYSIS gross figures

	Budget	Current month	Running total
Contracted hrs, spinal point 12 at £11.53/hr for 10hrs/wk	£6,157.00		
Contracted hrs, spinal point 21 from 1/10/21 at £13.78/hr for 10hrs/wk			£4,789.20
Extra hours at £11.53/hr	£1,066.00		£720.62
Extra hours at £13.78/hr from 1/10/21			£358.28
Employer's PAYE			£198.34
TOTAL COST ALL HRS	£7,223.00		£6,066.44