

## EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Thursday 10 February 2022 at 7.00 pm  
in Eardisland Village Hall

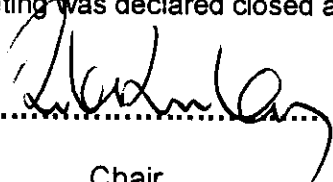
**Present:** Cllrs Richard Kirby (Chair), Shelley Connop (part), Merry Albright, Elaine Harper and Reg Curtis.

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

1. **Apologies of absence** – Cllrs Maryan Hanson and David Weir.
2. **Declarations of interest** – Cllr Albright DECLARED an interest in item 6.1. and left the meeting during the item.
3. **Minutes of the previous meetings** – 13 January 2022. 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: Go Wild in the Curl project seen 20% drop in phosphates over project period, new wider Arrow catchment project planned. Budget to be considered on 11 February, likely to be 2% increase plus 1% social care charge increase. Spatial Options consultation, suggest dispersed growth in market towns and rural areas to preserve rural economy and resilience.
  - 4.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £31,562.43 as at 6/2/22 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess. RESOLVED to undertake virements of: Maintenance of £400 to Lengthsman, £80 to Room hire and £20 to Website and communications. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
  - 5.1. Flying Colours Flagmakers Ltd, Jubilee flag, £35.94 (inc. £5.99 VAT) – Paid online 6/2/22 following delegation on 13/1/22 and confirmation from 2 signatories.
  - 5.2. Hitrees Ltd, EVH carpark work, £624 (inc. £104 VAT) – Paid online 11/2/22 following delegation on 10/2/22.
  - 5.3. Eardisland Village Hall, Room hire, £120 – Paid online 11/2/22 following delegation on 10/2/22.
  - 5.4. Herefordshire Association of Local Councils, Subscription, £491.81 (inc. £81.97 VAT) – Paid online 11/2/22 following delegation on 10/2/22.
  - 5.5. PIP Printing, January magazine, £139.57 – Paid online 11/2/22 following delegation on 10/2/22.
  - 5.6. Income from HMRC, Reclaim December VAT, £6,336.65.
  - 5.7. Income from donation for EVH work, £5,500.
  - 5.8. Income from magazine advertising donations, £82.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
  - 6.1. P220298/FH, Toad Hall, HR6 9BE - Replacement of existing outbuildings with new single storey Border Oak ancillary outbuilding – RESOLVED to support and comment: proposed development is environmentally superior to current buildings and complies with NDP policy E1; request condition that no more trees are removed.
7. **Parish Reports and Issues** –
  - 7.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to inform contractor that very pleased with high standard of work. Drainage grant – Clerk INSTRUCTED to obtain quotes and apply for funds for: ditch clearance along length of Burton Lane, on Lyme Lane from C1035 to Hinton Manor entrance, on C1035 from Swandrift to Kingfisher House; clearance of grips through parish; clearing silt from Millstream by shop.
  - 7.2. Permissive path from Lyme Lane to Broome Lane – No further report.

- 7.3. EVH Development Group and EVH work – Report NOTED: Harpers installed single glazed windows not double glazed as in plans, also need trickle vents; Clerk checked with Building Control that will not be signed of as is now; misuse of toilets by contractors and damage to locked cleaner’s cupboard; increase of 2,000 units of electricity during work, £346 cost. Clerk INSTRUCTED to write to Harpers. RESOLVED: to withhold final payment until windows replaced. Official opening NOTED for Saturday 23 April at 10.00, RESOLVED to fund refreshments. Clerk INSTRUCTED to: ask parishioner to photograph event; advertise opening in parish magazine, Hereford Times and social media. NOTED would like parishioner(s) who attended school in building to open new kitchen, Cllr Albright to make enquiries.
  - 7.4. Environment and Sustainability Group – Report in CIS NOTED. Clerk INSTRUCTED to draft climate and biodiversity emergency document for March agenda.
  - 7.5. Eardisland Flood Response Group – Update NOTED: Meeting with Fire & Rescue Service, officers like Flood Response Plan and want close ties and to be involved; plan to have exercise in summer to show community their capability for rescue. Clerk INSTRUCTED to advertise Fire and Safety checks again in magazine and social media.
  - 7.6. The Queen’s Jubilee – NOTED and agreed offer of site for bonfire on 2 June; consider event for Sunday 5 June lunchtime. Clerk INSTRUCTED to: organise open meeting for interested people and organisations on 31 March at 7.00 to plan events; contact parish groups and ask to attend.
  - 7.7. Core Strategy Review Consultation – AGREED response to Spatial Options consultation.
  - 7.8. Request to use recreation ground for parking for wedding on 4 June – AGREED but request to ensure cleared by early evening at latest so can be used for Jubilee events.
  - 7.9. Share a care – Report in CIS NOTED.
8. **Recruitment** – Job description AGREED; closing date for applications 9 March.
9. **Correspondence** – List in CIS NOTED.
10. **Matters for next agenda or action under Clerk’s delegated powers (no discussion)**  
 Next Agenda:  
 • Code of Conduct consultation  
 • As above.  
 Clerk’s Action:  
 • Litter pick – 19 March  
 • 220343 – contact Cllrs using Minor Planning Matters Policy  
 • March magazine appeal for final donations.
11. **Date of next meeting** – 10 March at 7.00pm in Eardisland Village Hall. NOTED Cllrs Albright and Connop may be late/apologies.

This meeting was declared closed at 9.14 pm.

SIGNED..........  
 Chair

DATE..........

## EARDISLAND PARISH COUNCIL ACCOUNTS 2021-22

2022/7

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APPENDIX FOR 10 FEBRUARY 2022

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	£1,179.00	£779.00	As donated	£1,179.00	£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				£22,486.69		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				£1,168.00	
From reserves for EVH refurbishment and E&SG		£15,000.00		£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	£20,320.00		As received	£20,320.00	
	£39,769.98	£112,391.00		£117,773.44	£122,026.95	£779.26		£135,633.26	£36,595.00
<b>Payments</b>									
<b>STAFF AND CLLR</b>									
Salary & PAYE	£6,553.05	£7,223.00		£7,223.00	£6,066.44	£1,156.56	3 of 4 payments made	£8,400.00	£7,949.00
Clerk's expenses - mileage, parking, SLCC	£269.52	£600.00		£600.00	£430.50	£169.50	3 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
<b>ADMINISTRATION AND MANAGEMENT</b>									
Audit	£299.00	£400.00		£400.00	£398.00	£2.00	3 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	£499.84	£50.16	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	£476.25	£123.75	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	£80.00	£280.00	£212.00	£68.00	9 of 12 mths paid	£280.00	£200.00
Website and communication	£479.18	£400.00	£20.00	£420.00	£371.07	£48.93	9 of 12 mths paid	£400.00	£400.00
GDPR and accessibility	£72.00				£0.00	£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
<b>MAINTENANCE</b>									
Lengthsman and PROW	£2,955.00	£3,400.00	£600.00	£4,000.00	£3,500.00	£500.00	9 of 12 payments made	£4,000.00	£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	£500.00	£3,500.00	£2,131.00	£1,369.00	As invoice received	£2,500.00	£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	£89,000.00	£2,000.00
<b>GRANTS</b>									
Grants/donations	£1,146.87	£100.00	£100.00	£1,368.00	£1,367.42	£0.58	As requested	£1,368.00	£100.00
Parish magazine	£525.60	£1,100.00		£1,100.00	£723.57	£376.43	As invoice received	£900.00	£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			
<b>VAT AND CONTINGENCY</b>									
VAT	£5,422.06				£17,401.79	-£17,401.79	As paid	£19,411.00	
Contingency	£0.00	£500.00	£340.00	£160.00	£0.00	£160.00			£500.82
<b>LOAN REPAYMENT at £2,307.18/pa</b>									
Interest payment									£1,128.35
Capital repayment									£1,178.83
	£46,721.86	£112,391.00		£117,773.44	£118,708.21	-£934.77		£131,330.00	£36,595.00

Payments and receipts for current meeting included

**Bank reconciliation**

	£
Balance per bank statement at 6 February 2022	£31,562.43
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 grants - £1,168	
Committed reserves for river work £0 - for 2021-22	
Uncommitted reserves at end of year at 6 February 2022 - estimated £19,000	
Less: unrepresented payments at 6 February 2022	
C/N	
C/N	£0.00
Net balances as at 6 February 2022	<u>£31,562.43</u>
Cash book	
Opening balance at 1 April 2021	£26,832.37
Add: receipts in the year	£122,026.95
Less: payments in the year	-£117,296.89
Closing balance per cash book as 6 February 2022	<u>£31,562.43</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			£4,789.20
Extra hours	£1,066.00		
at £11.53/hr			£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