

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 14 April 2022 at 7.00 pm
in Eardisland Village Hall

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

In Attendance: Ward Cllr Roger Phillips; 1 member of public; Parish Clerk Alison Sutton.

1. **Apologies of absence** – Cllrs David Weir, Elaine Harper and Reg Curtis.
2. **Declarations of interest** – Cllr Connop DECLARED an interest in item 6.2. and left meeting during this item.
3. **Minutes of the previous meetings** – 10 March 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: Herefordshire Hoard, Council wishes to buy for £750,000; new grants available.
 - 4.3. Local Residents – Re 7.4. All householders now happy with plan, one householder agreed quote with company.
5. **Financial Procedures** – The balance of the current account of £19,028.77 as at 7/4/22 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess; committed reserves for Loan Repayment £2,307.18; committed reserves for river work £6,454; committed reserves for EVH refurbishment £1,750:
 - 5.1. Public Works Loans, Eardisland, £1,153.59 – Paid 5/4/22 by direct debit.
 - 5.2. Hitrees Ltd, Lengthsman work, £120 (inc. £20 VAT) – Paid online 15/4/22 following delegation at meeting 14/4/22.
 - 5.3. Eardisland Community Shop, Refreshments for E&SG event (from Climate and Nature Grant) £28.75 – Paid online 15/4/22 following delegation at meeting 14/4/22.
 - 5.4. Eardisland Village Hall, Hire of hall for E&SG event (from Climate & Nature Grant), £50.20 – Paid online 15/4/22 following delegation at meeting 14/4/22.
 - 5.5. Eardisland Village Hall, Hire of hall for meetings, £109.80 – Paid online 15/4/22 following delegation at meeting 14/4/22.
 - 5.6. Information Commissioner's Office, Data Protection fee, £40 – Paid online 15/4/22 following delegation at meeting 14/4/22.
 - 5.7. Income from donation for EVH work, £750.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
 - 6.1. P220707/FH, 2 The Sytches, HR6 9DH – Proposed single storey glazed extension – RESOLVED to support and comment that conforms to NDP policy E1.
 - 6.2. P220758/F, Milton Farm, Pembridge, HR6 9LA – Proposed extension to existing grain store building – RESOLVED to support and comment that great concern about overall effect of industrial chicken farming in county.
 - 6.3. NOTED P214003/L, Staick House, HR6 9BU – Proposed removal of roof coverings, repair and re-roof – Approved with conditions.
 - 6.4. NOTED P220644/L, Clearbrook Farm, Pembridge, HR6 9HL – Creation of new window and installation of rainwater goods externally and insertion of balusters to existing staircase internally – RESOLVED to support under Minor Planning Applications Policy and comment: appear to be 2 further windows and a door being installed, unless just left off existing plans.
 - 6.5. NOTED P220595/L, The Dairy, HR6 9BW – Proposed internal alterations to include removal of 1no. C20 stud wall, alteration to 2no. internal C20 doors, installation of tumble dryer vent –

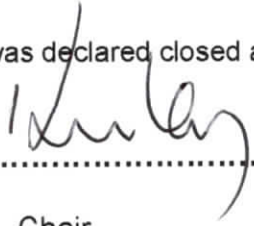
RESOLVED to support under Minor Planning Applications Policy and comment: conforms to NDP policy E1

- 6.6. NOTED P220343/K, Arrow Cottage, HR6 9BT – Plum tree at north-west of garden – needs topping and thinning and branches removed to avoid interference with neighbour's telephone lines – Works Allowed.
- 6.7. NOTED P220468/K, 3 Arrow Barns, HR6 9BN – Alder tree is situated in the bank of the millstream and is the only mature tree in the garden. The Tree Surgeon advising on general maintenance has suggested that the tree should be pollarded at a height of 3-4 metres. The tree has previously been pollarded, circa twenty years ago and has six separate trunks all of which will be worked on – Works Allowed.
- 7. Parish Reports and Issues –**
- 7.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to report pavement on one-way road for weed and moss removal, not problem with hedge.
- 7.2. EVH Development Group and EVH work – Report NOTED: Letter received following meeting with Harpers; Clerk INSTRUCTED to respond that satisfactory certification of U-value and 10 year guarantee on windows, frames and glass required, as with Jeld Wen windows in contract plan BR02; preference for new windows with manufacturer's guarantee to reduce call outs to Harpers for faults over next 10 years; note good will and ask parishioner to check DPC details. RESOLVED that subject to satisfactory guarantee, Clerk can release last funds of £5,064.09 +VAT. Clerk INSTRUCTED to: write to Harpers; arrange details of opening event with EVHMC – short speech, parishioner to cut tape across hatch.
- 7.3. Environment & Sustainability Group – Report in CIS NOTED.
- 7.4. Resurfacing of private road by river – Report in Public Forum NOTED. RESOLVED to pay share of cost £525, no VAT as parishioner paying and reclaiming all VAT owing. Clerk INSTRUCTED to: email parishioner and ask for invoice.
- 7.5. Meeting with Gigaclear – Report in CIS NOTED. Clerk INSTRUCTED to check where Gigaclear going on private road and inform parishioner organising resurfacing.
- 7.6. Core Strategy Review Policy Options Consultation – RESOLVED to have extra meeting 27 April for this response and Rural Settlements Services and Environmental Survey response.
- 7.7. Jubilee events – Report in CIS NOTED. Clerk INSTRUCTED to: arrange bugler for 11.00 as well; include all details in May magazine
- 8. Recruitment process –** RESOLVED to appoint Debbie Cottam on SCP 12 for 10 hrs per week plus extra project hours as required, to commence next week so can attend all forthcoming meetings, contract to be signed as soon as possible. Clerk INSTRUCTED to arrange quote for mobile phone to be owned by PC for use by new Clerk.
- 9. Financial Advisory Working Group –** AGREED meeting at 12.00 on Friday 22 April, new Clerk to attend as well. RESOLVED end-of-year documents to be sent for Internal Audit once considered by Group.
- 10. Annual Parish Meeting –** RESOLVED to have meeting at 6.30 pm on 12 May before Annual Meeting of PC. Clerk INSTRUCTED to: obtain reports from Ward Cllr and parish organisations; advertise on website, notice board and media.
- 11. Correspondence –** List in CIS NOTED.
- 12. Matters for next agenda or action under Clerk's delegated powers (no discussion)**
- Next Agenda:
- Re-consultation on 214073 – meeting on 27 April.
 - 221103.
 - As above.
- Clerk's Action:
- Pay invoice – HM Revenue and Customs, Employer's NI for March, £23.52.
 - As above.

13. **Date of next meetings** – Extra meeting 27 April at 7.00pm; Annual Parish Meeting 12 May at 6.30 pm followed by Annual Meeting of PC at 7.00 pm – all meetings in Eardisland Village Hall.

This meeting was declared closed at 8.45 pm.

SIGNED.....



Chair

DATE.....

12/5/22

APPENDIX FOR 14.4.22

Receipts	2021-22	Budget	Virements	Budget 2022	2022-23	Variance	Notes	Expected yr. end	Budget
	Actual	2022-23 as at 1.4.22		23 as at	Actual	2022-23 budget to actual			2023-24
Precept	£27,854.00	£27,854.00			£0.00	£27,854.00	Paid April & Sept		£27,854.00
Parish magazine and other advertising donations	£1,216.00	£400.00			£0.00	£400.00	As donated		
Bowling Club rent	£130.00	£130.00			£0.00	£130.00	As received		
Wayleaves	£7.26	£7.00			£0.00	£7.00	As received		
VAT reclaim	£22,486.69				£0.00	£0.00	From 2021-22	£1,773.56	
Drainage grant					£0.00	£0.00			
Climate and Nature grant	£0.00				£0.00	£0.00	Refund from grant award	£1,470.95	
Sundry	£75.00				£0.00	£0.00			
Donation for defibrillator	£1,000.00								
From reserves for river work		£6,454.00				£6,454.00			
From reserves for Grants/donations									
From reserves for EVH refurbishment		£1,750.00				£1,750.00			
Public Works Loan	£49,975.00								
Awards for All & other grants & donations for EVH work	£21,170.00								
	£123,913.95	£36,595.00			£0.00	£28,391.00		£3,244.51	£27,854.00
Payments									
STAFF AND CLLR									
Salary & PAYE	£8,459.41	£7,949.00			£0.00	£7,949.00	0 of 4 payments made		
Clerk's expenses - mileage, parking, SLCC	£631.50	£600.00			£0.00	£600.00	0 of 4 payments made		
Training	£0.00	£400.00			£0.00	£400.00	As booked		
ADMINISTRATION AND MANAGEMENT									
Audit	£398.00	£400.00			£0.00	£400.00	0 of 3 payments made		
Insurance	£1,016.25	£1,000.00			£0.00	£1,000.00	As invoice received		
Subscription - HALC, ICO, Community First, HTWN	£499.84	£550.00			£40.00	£510.00	As invoice received		
Car park	£10.00	£10.00			£0.00	£10.00	As invoice received		
Drainage rates	£7.38	£8.00			£0.00	£8.00	As invoice received		
Parish Expenses - postage, stationery, sundries	£476.25	£400.00			£0.00	£400.00	1 of 12 mths paid		
Election	£0.00								
Room hire for PC meetings	£212.00	£200.00			£109.80	£90.20	As invoice received		
Website and communication	£414.24	£400.00			£0.00	£400.00	0 of 12 mths paid		
GDPR and accessibility	£0.00								
EFRP	£0.00	£500.00			£0.00	£500.00	As invoice received		
E&SG	£1,392.00	£250.00			£78.95	£171.05	From Grant + ongoing		
MAINTENANCE									
Lengthsman and PROW	£3,570.00	£3,838.00			£100.00	£3,738.00	1 of 12 payments made		
Work on river & millstream	£515.00	£9,132.00			£0.00	£9,132.00	As invoice received		
Drainage grant work	£0.00				£0.00	£0.00			
Maintenance - mowing, SIDs, bus shelter, other	£2,161.00	£4,000.00			£0.00	£4,000.00	As invoice received		
Play area	£522.15	£250.00			£0.00	£250.00	As invoice received		
Village hall refurbishment and repair	£86,627.55	£2,000.00			£0.00	£2,000.00	As invoice received		
GRANTS									
Grants/donations	£1,367.42	£100.00			£0.00	£100.00	As requested		
Parish magazine	£879.78	£800.00			£0.00	£800.00	As invoice received		
Burial ground mowing	£1,000.00	£1,000.00			£0.00	£1,000.00	As requested		
Defibrillator	£1,566.00				£0.00	£0.00			
VAT AND CONTINGENCY									
VAT	£18,838.19				£20.00	£20.00	As paid		
Contingency	£0.00	£500.82			£0.00	£500.82	As required		
LOAN REPAYMENT at £2,307.18/pa									
Interest payment		£1,128.35			£567.50	£560.85		£1,128.35	
Capital repayment		£1,178.83			£586.09	£592.74		£1,178.83	
	£130,563.96	£36,595.00			£1,502.34	£35,092.66		£2,307.18	£0.00

Payments and receipts for current meeting included

Bank reconciliation

	£
Balance per bank statement at 7 April 2022	£19,028.77
Includes:	<u>£19,028.77</u>
Committed reserves for insurance flood excess £2,500 - all years	
Committed reserves for Loan Repayment £2,307.18	
Committed reserves for river work £6,454	
Committed reserves for EVH refurbishment £1,750	
Less: unrepresented payments at 7 April 2022	
C/N	
C/N	<u>£0.00</u>
Net balances as at 7 April 2022	<u>£19,028.77</u>
Cash book	
Opening balance at 1 April 2022	£20,182.36
Add: receipts in the year	£0.00
Less: payments in the year	-£1,153.59
Closing balance per cash book as 7 April 2022	<u>£19,028.77</u>

Uncommitted reserves at 1/4/22 £6,071.59*SALARY ANALYSIS gross figures*

	Budget	Current month	Running total
	£6,157.00		
ALISON SUTTON, SCP 21			
at £14.02/hr for 10hrs/wk			
??			
at £??/hr for 10hrs/wk			
Extra hours	£1,066.00		
ALISON SUTTON, SCP 21			
at £14.02/hr for 10hrs/wk			
??			
at £??/hr			
Employer's PAYE			
Back pay			
TOTAL COST ALL HRS	£7,223.00		£0.00