

EARDISLAND PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on
Thursday 12 May 2022 at 7.00 pm
in Eardisland Village Hall

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

In Attendance: Ward Cllr Roger Phillips; 7 members of public; Parish Clerks Alison Sutton and Debbie Cottam.

1. **Chair and sign Acceptance of Office** – Cllr Richard Kirby was ELECTED and SIGNED the Acceptance of Office.
2. **Vice Chair** – Cllr Maryan Hanson was ELECTED Vice Chair.
3. **Apologies of absence** – Cllr Maryan Hanson.
4. **Declarations of interest** – Cllr Albright DECLARED an interest in 11.2. and left the meeting for the item.
5. **Councillors for Working Groups AGREED**
 - 5.1. Financial Advisory Working Group – Cllrs Kirby, Hanson, Connop and Curtis.
 - 5.2. Parish Magazine Liaison – Cllr Harper.
 - 5.3. EVH Development Group – Cllrs Kirby, Albright and Curtis.
6. **Code of Conduct dated May 2022** – Code ADOPTED and SIGNED.
7. **Minutes of the previous meetings** – 14 and 28 April 2022. These were ADOPTED and signed.
8. **Public Forum** –
 - 8.1. West Mercia Police – Police contact details in Clerk's Information Sheet (CIS) NOTED.
 - 8.2. Ward Councillor – Report in CIS NOTED. Update: Panorama TV programme on 16/5/22 will make uncomfortable viewing; advised need to consider response to
 - 8.3. Local Residents –
Re item 11.3. – Historic building, should ask for listing; disturbance to badger sett on site, tree felling already disturbed, orchard was buffer to sett; house already doubled in size from 3 bed to 5 bed in 1990s, already large property; request for PC to visit site from neighbours.
Cider trees removed, will be replaced by hardwood; none of proposed planning near original part of house; badger sett outside curtilage of house; request from applicant for PC to visit site.
Bowls Club rent – emailed Clerk.
9. **Financial Procedures** – The balance of the current account of £32,418.50 as at 6/5/22 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess; committed reserves for Loan Repayment £2,307.18; committed reserves for parish leaflet reprint £575; committed reserves for EVH refurbishment £1,750. RESOLVED to undertake virement of £8 from Contingency to Insurance expenditure lines:
 - 9.1. SLCC, Membership and training for Clerk, £282 (inc. £27 VAT) – Paid online 26/4/22 as contractual requirement and confirmation from 2 signatories.
 - 9.2. Hitrees Ltd, Lengthsman work, £72 (inc. £12 VAT) – Paid online 13/5/22 following delegation at meeting on 12/5/22.
 - 9.3. From My Kitchen (Mrs W Cross), Cakes for EVH event, £60.30 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
 - 9.4. Signworx, Plaque of donors for EVH work, £1,162.80 (inc. £193.80 VAT) – Paid online 13/5/22 following delegation at meeting on 12/5/22.

- 9.5. Wilde Pest Control, Mole removal, £125 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.6. eUKhost.com, Domain renewal, £125.96 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.7. River Lugg Internal Drainage Board, Drainage rates, £6.97 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.8. AJGIBL (Gallagher), Insurance renewal, £1,007.37 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.9. Income from Herefordshire Council, Precept part 1, £13,927.
- 9.10. Income from donation for parish magazine, £117.

10. Report of Financial Advisory Working Group –

- 10.1. Recommendation 3 – RESOLVED to: increase Bowling Club rent to £171.00/yr and start new 10 yr rent term from September 2018; redeploy reserves from Work on river and millstream expenditure line, withdraw PCC grant from expenditure line for now – add to committed reserves for last Harpers invoice (£5,064.09) and parish leaflet reprint (£575) and Contingency budget line (increase to £1,630.82 less virement above) and Uncommitted reserves (£6,886.50 at 12/5/22); request Dovecote and Community Shop to cover Dovecote insurance; apply for grants for EVH flood doors (either PC or EVHMC), not from budget.
- 10.2. Recommendation 5-8 – RESOLVED to adopt Financial regulations, Electronic Banking Policy, Risk register and Actions, Standing Orders – dated May 2022.
- 10.3. Recommendation 9 – RESOLVED to purchase Oppo A54 phone (£166.65 + VAT) and Vodafone SIM 5GB (£12.50/mth + VAT). Clerk INSTRUCTED to purchase flip cover on cash.
- 10.4. Recommendation 10 – RESOLVED to note SLCC membership, ILCA and webinar fees paid (as above 9.1.) as unable to commence course without payment.
- 10.5. Recommendation 11 – RESOLVED to purchase liquid ink Eco tank printer (£212.49 + VAT) – Total for phone (as 10.3 above) and printer £454.96 (inc. £75.82 VAT).

11. Planning Applications – To comment on applications to be determined by Herefordshire Council

- 11.1. P221103/F, Townsend, Pigmore Common, HR6 9HF – Shepherds Hut to be used for holiday letting accommodation – RESOLVED to support and comment: conforms to NDP policy E17 as tourist accommodation; request condition that development complies with policy E6.
- 11.2. P212581/FH, Staick Cottage, HR6 9BU – Proposed conversion of adjoining garages into additional living accommodation and other works including new vehicular access and detached garage – Amended and additional documents – RESOLVED to support and comment: conforms to NDP policy E1; consider very good schedule of work submitted with details of work to be undertaken.
- 11.3. P221357/FH, Lower Hardwick House, HR6 9HF – Removal of single storey rear extension. Proposed two storey and single storey extension. Extension to porch – RESOLVED to request extension to allow site visit and response on June agenda.
- 11.4. NOTED P220345/K, Bridge House, HR6 9BT - 30% reduction of T1 and T2 (Limes). Removal of T3 and T4 (Conifers), to be replaced with 6 traditional orchard trees from local area – Works Allowed.
- 11.5. NOTED P214536/FH, The Barr, Stretford, HR6 9DQ – Proposed replacement barn to form domestic workshop, sewing room and office – Approved with conditions.

12. Parish Reports and Issues –

- 12.1. Lengthsman Scheme – Report in CIS NOTED.
- 12.2. Drainage Grant – Report in CIS NOTED. Resolved to take up grant of £2,180, to fund work in drainage grant application that is not being done by Balfour Beatty – clearing Lyme Lane ditch and clearing Millstream silt. Clerk INSTRUCTED to check planting round Orchard Farm drain and report.
- 12.3. EVH Development Group and EVH work – Report NOTED: Letter from Harpers, awaiting lead time for Jeld Wenn double-glazed windows; request rectification inspection meeting before 22 May, AGREED 20 May. Clerk INSTRUCTED to arrange.

- 12.4. Environment & Sustainability Group – Report in CIS NOTED. RESOLVED to: fund refreshments for talk on 7 June; review soft plastic collection point at future meeting when information obtained on whether black bins (including soft plastic) need go into incinerator to provide power.
- 12.5. Application by PC for adverse possession – Report in CIS NOTED. RESOLVED to leave for now, budget for next year.
- 12.6. EA flood study – RESOLVED to follow up from flood study for information on actions. Clerk INSTRUCTED to contact EA.
- 12.7. Mowing in village – Report in CIS. RESOLVED to accept quote from James Ross for £1,850 for 13 cuts.
- 12.8. Bounce house on recreation ground for craft fair – Report in CIS. RESOLVED to agree siting of equipment on recreation ground.
- 12.9. Update from Flood Response Group – Report in CIS NOTED. AGREED: checklist with updated contact details and letter to go to all house; WhatsApp group to be set up by new Clerk; review barriers and siting. Clerk INSTRUCTED to: contact editor re distribution of items with July magazine; review barriers and notices.

13. Correspondence – List in CIS NOTED.

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

Next Agenda:

- Notices/advice re river pollution and care swimming
- Lifebuoy on village green
- Issues to be handed on to new Clerk
- 221357 – site visit if extension granted or extra PC meeting if required
- 221480 – if extension agreed – or Minor Planning Matters Policy response
- As above.

Clerk's Action:

- 221407/PA – Minor Planning Matters Policy response
- Pay invoice – B Woodcock, Website update, £117
- Pay invoice – R Preece, Mowing before Easter, £100. Send grateful thanks.
- As above.

15. Date of next meetings – 9 June at 7.00 pm in Eardisland Village Hall. Apologies NOTED from Ward Cllr Phillips.

This meeting was declared closed at 8.36 pm.

SIGNED..........

Chair

DATE.....9/6/22.....

EARDISLAND PARISH COUNCIL ACCOUNTS 2022-23

2022/33

APPENDIX FOR 12.5.22

| Receipts | 2021-22 | Budget | Virements | Budget 2022 | 2022-23 | Variance | Notes | Expected yr. end | Budget 2023-24 |
|--|-------------|----------------------|-----------|------------------|------------|--------------------------|-------------------------|------------------|----------------|
| | Actual | 2022-23 as at 1.4.22 | | 23 as at 12.5.22 | Actual | 2022-23 budget to actual | | | |
| Precept | £27,854.00 | £27,854.00 | | £27,854.00 | £13,927.00 | -£13,927.00 | Paid April & Sept | | £27,854.00 |
| Parish magazine and other advertising donations | £1,216.00 | £400.00 | | £400.00 | £117.00 | -£283.00 | As donated | | |
| Bowling Club rent | £130.00 | £130.00 | | £260.00 | £0.00 | -£260.00 | As received | | |
| Wayleaves | £7.26 | £7.00 | | £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 | | | | | | | | | |
| 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 | | £0.00 | | | | | |
| From reserves for Grants/donations | | | | | | | | | |
| From reserves for EVH refurbishment | | £1,750.00 | | £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 | | £30,271.00 | £14,044.00 | -£14,477.00 | | £3,244.51 | £27,854.00 |
| Payments | | | | | | | | | |
| STAFF AND CLLR | | | | | | | | | |
| Salary & PAYE | £8,459.41 | £7,949.00 | | £7,949.00 | £23.52 | £7,925.48 | 0 of 4 payments made | | |
| Clerk's expenses - mileage, parking, SLCC | £631.50 | £600.00 | | £600.00 | £255.00 | £345.00 | 0 of 4 payments made | | |
| Training | £0.00 | £400.00 | | £400.00 | £0.00 | £400.00 | As booked | | |
| ADMINISTRATION AND MANAGEMENT | | | | | | | | | |
| Audit | £398.00 | £400.00 | | £400.00 | £0.00 | £400.00 | 0 of 3 payments made | | |
| Insurance | £1,016.25 | £1,000.00 | £8.00 | £1,008.00 | £1,007.37 | £0.63 | As invoice received | | |
| Subscription - HALC, ICO, Community First, HTWN | £498.84 | £550.00 | | £550.00 | £40.00 | £510.00 | As invoice received | | |
| Car park | £10.00 | £10.00 | | £10.00 | £0.00 | £10.00 | As invoice received | | |
| Drainage rates | £7.38 | £8.00 | | £8.00 | £6.97 | £1.03 | As invoice received | | |
| Parish Expenses - postage, stationery, sundries | £476.25 | £400.00 | | £400.00 | £60.30 | £339.70 | 1 of 12 mths paid | | |
| Election | £0.00 | | | | | | | | |
| Room hire for PC meetings | £212.00 | £200.00 | | £200.00 | £108.80 | £90.20 | As invoice received | | |
| Website and communication | £414.24 | £400.00 | | £400.00 | £104.97 | £295.03 | 0 of 12 mths paid | | |
| GDPR and accessibility | £0.00 | | | | | | | | |
| EFRP | £0.00 | £500.00 | | £500.00 | £0.00 | £500.00 | As invoice received | | |
| E&SG | £1,392.00 | £250.00 | | £250.00 | £78.95 | £171.05 | From Grant + ongoing | | |
| MAINTENANCE | | | | | | | | | |
| Lengthsman and PROW | £3,570.00 | £3,838.00 | | £3,838.00 | £160.00 | £3,678.00 | 1 of 12 payments made | | |
| Work on river & millstream | £515.00 | £9,132.00 | | £2,678.00 | £0.00 | £2,678.00 | As invoice received | | |
| Drainage grant work | £0.00 | | | | £0.00 | £0.00 | | | |
| Maintenance - mowing, SIDs, bus shelter, other | £2,161.00 | £4,000.00 | | £4,000.00 | £125.00 | £3,875.00 | As invoice received | | |
| Play area | £522.15 | £250.00 | | £250.00 | £0.00 | £250.00 | As invoice received | | |
| Village hall refurbishment and repair | £86,627.55 | £2,000.00 | | £2,000.00 | £989.00 | £1,031.00 | As invoice received | | |
| GRANTS | | | | | | | | | |
| Grants/donations | £1,367.42 | £100.00 | | £100.00 | £0.00 | £100.00 | As requested | | |
| Parish magazine | £879.78 | £800.00 | | £800.00 | £0.00 | £800.00 | As invoice received | | |
| Burial ground mowing | £1,000.00 | £1,000.00 | | £0.00 | £0.00 | £0.00 | As requested | | |
| Defibrillator | £1,566.00 | | | | £0.00 | £0.00 | | | |
| VAT AND CONTINGENCY | | | | | | | | | |
| VAT | £18,838.19 | | | | £273.79 | -£273.79 | As paid | | |
| Contingency | £0.00 | £500.82 | £8.00 | £1,622.82 | £0.00 | £1,622.82 | | | |
| LOAN REPAYMENT at £2,307.18/pa | | | | | | | | | |
| Interest payment | | £1,128.35 | | £1,128.35 | £567.50 | £560.85 | | £1,128.35 | |
| Capital repayment | | £1,178.83 | | £1,178.83 | £586.09 | £592.74 | As required | £1,178.83 | |
| | £130,563.96 | £36,595.00 | | £30,271.00 | £4,368.26 | £25,902.74 | | £2,307.18 | £0.00 |

Payments and receipts for current meeting included

12

Bank reconciliation

| | £ | |
|--|------------|-------------------|
| Balance per bank statement at 6 May 2022 | £32,418.50 | |
| Includes: | | <u>£32,418.50</u> |
| Committed reserves for insurance flood excess £2,500 - all years | | |
| Committed reserves for Loan Repayment £2,307.18 | | |
| Committed reserves for river work £0 | | |
| Committed reserves for parish leaflet reprint £575 | | |
| Committed reserves for EVH refurbishment £1,750 | | |
| Committed reserves for final Harpers payment £5,064.09 | | |
| Less: unpresented payments at 6 May 2022 | | |
| C/N | £0.00 | <u>£0.00</u> |
| Net balances as at 6 May 2022 | | <u>£32,418.50</u> |
| | | |
| Cash book | | |
| Opening balance at 1 April 2022 | £20,182.36 | |
| | | |
| Add: receipts in the year | £14,044.00 | |
| Less: payments in the year | -£1,807.86 | |
| | | |
| Closing balance per cash book as 7 April 2022 | | <u>£32,418.50</u> |

Uncommitted reserves at 1/4/22 £5,496.59

Uncommitted reserves at 12/5/22 £6,886.50

SALARY ANALYSIS gross figures

| | Budget | Current month | Running total |
|------------------------------|-----------|---------------|---------------|
| | £6,157.00 | | |
| ALISON SUTTON, SCP 21 | | | |
| at £14.02/hr for 10hrs/wk | | | |
| DEBBIE COTTAM, SCP 12 | | | |
| at £11.73/hr for 10hrs/wk | | | |
| Extra hours | £1,066.00 | | |
| ALISON SUTTON, SCP 21 | | | |
| at £14.02/hr for 10hrs/wk | | | |
| DEBBIE COTTAM, SCP 12 | | | |
| at £11.73/hr | | | |
| Employer's PAYE | | | £23.52 |
| Back pay | | | |
| TOTAL COST ALL HRS | £7,223.00 | | £23.52 |