

EARDISLAND PARISH COUNCIL

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

Present: Cllrs Richard Kirby (Chair), Maryan Hanson (Vice Chair), Shelley Connop, David Weir

In Attendance: Parish Clerk - Debbie Cottam and 2 members of the public.

1. **Apologies of absence** – Cllrs Merry Albright, Reg Curtis and Elaine Harper.
RESOLVED to approve leave of absence for Cllr Elaine Harper.
2. **Declarations of interest** – None declared
3. **Minutes of the previous meetings** – Minutes of 26 September 2022 were ADOPTED and signed.
4. **Public Forum** –
 - 4.1. West Mercia Police – Police contact details in Clerk's Information Sheet (CIS) NOTED.
See also 8.6. below.
 - 4.2. Ward Councillor – Report in CIS and emailed update NOTED
 - 4.3. Local Residents – no comments made.
5. **Financial Procedures** – Bank balances on 30 September 22 of £36,020.11 financial position and budget were NOTED.
 - 5.1. Vodafone, SIM card charge, £15.00 (inc £2.50 VAT) - Paid 28/9/22 by Direct Debit
 - 5.2. James Ross, Mowing, £450.00 (no VAT) - Paid online 27/9/22 following delegation at meeting on 26/9/22
 - 5.3. Roundabout Stationery, Paper, £5.99 (inc £1.00 VAT) - Paid by Debit Card 23/9/22; retrospective authorisation gained from 2 signatories.
 - 5.4. Chris Bivand, Paper for magazine proofs, £5.99
 - 5.5. Woodcock Web Services, EPC website, £52.00 (no VAT)
 - 5.6. Eardisland Village Hall, hire of rooms for meetings, £45.00 (no VAT)
 - 5.7. Income from donation for magazine, £109.00
 - 5.8. Income from Bowling Club Rent, £171.00
 - 5.9. Income from NatWest Compensation, £500.00
 - 5.10. Income from Herefordshire Council, Precept part 2, £13,927.00
 - 5.11. AGREED to a revision to Financial Regulations to provide provision for Clerks spending on Debit Card without prior authorisation up to a limit of £50 per transaction. November agenda item.
6. **Asset Register** - document dated October 2022 ADOPTED.
7. **Planning Applications** – To comment on applications to be determined by Herefordshire Council:
 - 7.1. P2228723/F, Hay Cottage, Lynch Court Eardisland Leominster Herefordshire HR6 9AR - The conversion of a brick building to a use which is ancillary to the main dwelling comprising part annex and part residential storage (part retrospective). RESOLVED to Support with conditions.
 - 7.2. NOTED - P214073/F, Land adjacent to Arrow Lea, HR6 9BU – 6 no. dwellings with garages. Refused at Herefordshire Planning Committee meeting 28/9/22.
 - 7.3. NOTED - P212581/FH and P212582/L, Staick Cottage Eardisland Leominster Herefordshire HR6 9BU - Proposed conversion of adjoining garages into additional living accommodation and other works including new vehicular access and detached garage. Refused.
 - 7.4. NOTED - P222500/K, 9 St Marys Walk Eardisland Herefordshire HR6 9BB - Birch Tree to be reduced all round by 20%. Over shading back garden and overhanging neighbour's garage. Works Allowed

8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme – Report in CIS NOTED.
- 8.2. EVH Development Group and EVH work. Clerk INSTRUCTED to write to J Harper & Sons following receipt of a quotation for replacing windows.
- 8.3. Environment Agency “In Person” Meeting - Study on River Arrow in Eardisland, Actions and Funding. NOTED - Meeting arranged for 31 October 11-1pm at EVH with Dannie Degville and Tom Curwell from EA.
- 8.4. War Memorial Car Park, Community Asset Transfer - request for further information /resubmission. Clerk INSTRUCTED to work with Ward Cllr on submission.
- 8.5. Defibrillator - Report NOTED.
- 8.6. Meeting with Police at Shobdon VH 12.10.22. Report NOTED. Use of Smart Water to be November agenda item.
- 8.7. Environment & Sustainability Group - Report in CIS NOTED.
RESOLVED to support the following actions:
To put a named member on the Plastic Free Eardisland steering group - Cllr Shelley Connop.
To support all Plastic Free Communities initiatives in its area.
To act by example and remove single-use plastic items from its premises and operations.
- 8.8. Annual Playground Inspection - Clerk INSTRUCTED to follow up report.
- 8.9. Speedwatch - Report in CIS NOTED. Clerk INSTRUCTED to investigate the cost of a solar powered S.I.D. Thanks made to Diane Lee and CSW team.
- 8.10. New Neighbourhood Development Plan. New Core Strategy documents received and DISTRIBUTED to Cllrs.
- 8.11. Pavements - Ward Cllrs view sought. Clerk INSTRUCTED to include on next agenda.
- 8.12. Fence in Playground - No update available. Cllr Weir has requested specification from those involved in previous fence installation. Clerk INSTRUCTED to ask Playground Inspector for his advice on a fence and its specification.
- 8.13. Benches - Update NOTED. 5 benches promised from parishioners. One to be provided by PC to display commemorative plaques from previous donors. Clerk INSTRUCTED to contact donors and advise of proposed Spring installation.
- 8.14. Parish Information Board - Update NOTED. Cllr Kirby will be liaison with E-Team on this project.

8. **Standing Orders** - document dated October 2022 was ADOPTED and SIGNED.

9. **Correspondence** – List in CIS NOTED.

Mowing - consider review of contract in Spring.

Hedges - Clerk INSTRUCTED to write to householders in Lyme Lane.

10. **Matters for next agenda or action under Clerk’s delegated powers (no discussion)**

Next Agenda:

- As above.

Clerk’s Action:

- Pay invoice – Hitrees £1020.00 (inc £170.00 VAT)

11. **Date of next meeting** – 10 November 2022 at 7.00pm in Eardisland Village Hall.

The meeting was declared closed at 8.50 pm.

SIGNED.....

Chair

DATE.....10.11.22.....

APPENDIX FOR 13.10.22

	2021-22	Budget 2022-23 as at 1.4.22	Virements	Budget 2022-23 as at 31.8.22	2022-23 Actual	Variance 2022-23 budget to actual	Notes	Expected yr. end	DRAFT Budget 2023-24
Receipts									
Precept	£27,854.00	£27,854.00		£27,854.00	£27,854.00	£0.00	Paid April & Sept	£27,854.00	£27,854.00
Parish magazine and other advertising donations	£1,216.00	£400.00		£400.00	£504.00	£104.00	A.s donated		£400.00
Bowling Club rent	£130.00	£130.00		£171.00	£171.00	£0.00	A.s received	£171.00	£171.00
Wayleaves	£7.26	£7.00		£7.00	£7.26	£0.26	A.s received		£700.00
VAT reclaim	£22,486.69				£1,842.56	£1,842.56	From 2021-22	£1,842.56	
Drainage grant									
Climate and Nature grant	£0.00				£1,453.94	£1,453.94	Refund from grant award	£1,453.94	
Sundry	£75.00				£500.00	£500.00	from Natwest		
Donation for defibrillator	£1,000.00								
From reserves for river work		£6,454.00		£0.00					
From reserves for Grants/donations									
From reserves for LEVH refurbishment		£1,750.00		£1,750.00		-£1,750.00			
Public Works Loan	£49,975.00								
Awards for All & other grants & donations for LEVH work	£21,170.00								
	£123,913.95	£36,595.00		£30,182.00	£32,332.76	£3,900.76		£31,321.50	£29,125.00
Payments									
STAFF AND CLLR									
Salary & PAYE	£8,459.41	£7,949.00		£7,949.00	£5,650.42	£2,298.58	2 of 4 payments made		£7,000.00
Clerk's expenses - mileage, parking, SLCC	£631.80	£600.00	£400.00	£1,000.00	£827.36	£172.64	2 of 4 payments made		£1,000.00
Training	£0.00	£400.00		£400.00	£225.00	£175.00	A.s booked		£400.00
ADMINISTRATION AND MANAGEMENT									
Audit	£398.00	£400.00		£400.00	£499.00	-£99.00	2 of 3 payments made		£400.00
Insurance	£1,016.25	£1,000.00	£8.00	£1,008.00	£1,007.37	£0.63	A.s invoice received		£1,200.00
Subscription - HALC, ICO, HTWIN	£499.84	£550.00		£550.00	£40.00	£510.00	A.s invoice received		£600.00
Car park	£10.00	£10.00		£10.00	£0.00	£10.00	A.s invoice received		£10.00
Drainage rates	£7.38	£8.00		£8.00	£6.97	£1.03	A.s invoice received		£8.00
Parish Expenses - postage, stationery, sundries	£476.25	£400.00		£400.00	£721.92	-£321.92	£ of 12 mths paid		£400.00
Election	£0.00								£100.00
Room hire for PC meetings	£212.00	£200.00		£200.00	£191.70	£8.30	A.s invoice received		£250.00
Website and communication	£414.24	£400.00		£400.00	£374.10	£25.90	£ of 12 mths paid		£450.00
EFRF	£0.00	£500.00		£500.00	£0.00	£500.00	A.s invoice received		£200.00
E&SC	£1,392.00	£250.00		£250.00	£130.94	£119.06	From Grant + ongoing		£250.00
MAINTENANCE									
Lengthsman and PROW	£3,570.00	£3,838.00		£3,838.00	£1,525.00	£2,313.00	£ of 12 payments made		£4,000.00
Work on river & millstream	£515.00	£9,132.00		£2,678.00	£0.00	£2,678.00	A.s invoice received		£1,000.00
Drainage grant work	£0.00				£0.00	£0.00			
Maintenance - mowing, SIDs, bus shelter, other	£2,161.00	£4,000.00		£4,000.00	£1,650.00	£2,350.00	A.s invoice received		£4,000.00
Play area	£522.15	£250.00		£250.00	£0.00	£250.00	A.s invoice received		£250.00
Village hall refurbishment and repair	£85,627.55	£2,000.00		£2,000.00	£969.00	£1,031.00	A.s invoice received		£1,000.00
GRANTS									
Grants/donations	£1,367.42	£100.00		£100.00	£0.00	£100.00	A.s requested		£100.00
Parish magazine	£879.78	£800.00		£800.00	£486.79	£313.21	A.s invoice received		£850.00
Burial ground mowing	£1,000.00	£1,000.00		£0.00	£0.00	£0.00	A.s requested		£1,000.00
Defibrillator	£1,566.00				£206.95	-£206.95			
VAT AND CONTINGENCY									
VAT	£18,838.19				£828.90	-£828.90	A.s paid		
Contingency	£0.00	£500.82	£408.00	£1,133.82	£0.00	£1,133.82			??
LOAN REPAYMENT at £2,307.18/pa									
Interest payment		£1,128.35		£1,128.35	£567.50	£560.85		£1,128.35	£2,307.18
Capital repayment		£1,178.83		£1,178.83	£586.09	£592.74		£1,178.83	
	£130,563.96	£36,595.00		£30,182.00	£16,495.01	£13,686.99		£2,307.18	£26,775.18

Bank reconciliation

	£	
Balance per bank statement at 30 September 2022	£36,020.11	
Includes:		<u>£36,020.11</u>
Committed reserves for insurance flood excess £2,500 - all years		
Committed reserves for Loan Repayment £2,307.18		
Committed reserves for EVH refurbishment £1,750		
Committed reserves for parish leaflet reprint £575		
Committed reserves for final Harpers payment £5,064.09		
Less: unpresented payments at 30 September 2022		
C/N	£0.00	£0.00
Net balances as at 30 September 2022		<u>£36,020.11</u>
Cash book		
Opening balance at 1 April 2022	£20,182.36	
Add: receipts in the year	£32,332.76	
Less: payments in the year	£16,495.01	
Closing balance per cash book as 30 September 2022		<u>£36,020.11</u>

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

Uncommitted reserves at 9/6/22 £7,986.09**SALARY ANALYSIS: gross figures**

	Budget	Current month	Running total
	£6,157.00		
ALISON SUTTON, SCP 21			
at £14.02/hr for 10hrs/wk			£1,822.60
DEBBIE COTTAM			
SCP 12 at £11.73/hr for 10hrs/wk to 19.7.22		£316.71	£1,674.30
SCP 13 at £11.97/hr for 10hrs/wk from 20.7.22		£1,232.91	£1,232.91
Extra hours	£1,066.00		
ALISON SUTTON, SCP 21			
at £14.02/hr for 10hrs/wk			£504.72
DEBBIE COTTAM, SCP 12			
SCP 12 at £11.73/hr for 10hrs/wk to 19.7.22		£105.57	£275.66
SCP 13 at £11.97/hr for 10hrs/wk from 20.7.22		£116.71	£116.71
Employer's PAYE		£29.80	£53.32
Back pay			
TOTAL COST ALL FRS	£7,223.00		£5,680.22

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