

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Monday 26 September 2022 at 7.00 pm
in Eardisland Village Hall

Present: Cllrs Richard Kirby (Chair), Maryan Hanson (Vice Chair), Merry Albright, Reg Curtis

In Attendance: Parish Clerk - Debbie Cottam. Ward Cllr Roger Phillips (part)

1. **Apologies of absence** – Cllrs Shelley Connop, Elaine Harper, David Weir
2. **Declarations of interest** – Cllr Kirby DECLARED an interest in item 6.1. and Merry Albright DECLARED an interest in item 5.4. As there was no discussion on either item, neither councillor left the meeting.
3. **Minutes of the previous meetings** – Minutes of 21 July 2022 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. Councillors' attention drawn to a) meeting with West Mercia Police on 12 October and b) Herefordshire Children's Services report.
 - 4.3. Local Residents – no residents in attendance.
5. **Financial Procedures** – Bank balances on 31 August 22 of £25,061.44 and 26 September 22 of £37,394.54 were NOTED.
 - 5.1. Herefordshire Tree Warden Network, Subscription, £30 - Paid by C/N 000069 18/8/22
 - 5.2. SLCC, Training Courses, £108.00 (inc £18.00 VAT) - Paid by C/N 000070 18/8/22
 - 5.3. Vodafone, SIM card charge, £15.00 (inc. £2.50 VAT) - Paid 25/8/22 by Direct Debit
 - 5.4. M Albright, Bus shelter cleaning, £15.00 - Paid by C/N 000071 8/9/22
 - 5.5. L Connop, Bus shelter cleaning, £15.00 - Paid by C/N 000072 8/9/22
 - 5.6. D Cottam, Salary, extra hours, expenses, refund of payments made for PC, £1769.10 - Paid by C/N 000073 8/9/22
 - 5.7. HMRC, NI/PAYE paid on behalf of Clerk £29.80 - Paid by C/N 000080 13/9/22
 - 5.8. Community Heartbeat Trust, Annual Rental, £62.40 (inc £10.40 VAT) - Paid by C/N 000074 8/9/22
 - 5.9. MedUK, Defib Charge-Pak and Electrodes, £185.94 (inc 30.99 VAT) - Paid by C/N 000075 8/9/22
 - 5.10. eUKhost Ltd, Alpha SSL - Eardisland-pc.gov.uk, £29.00 (inc £4.83 VAT) - Paid by C/N 000076 8/9/22
 - 5.11. Eardisland Village Hall, Hire of Village Hall for meeting, £25.20 - Paid by C/N 000077 8/9/22
 - 5.12. PIP Printing, Eardisland leaflet, £296.64 (zero VAT) - Paid by C/N 000078 8/9/22
 - 5.13. Hitrees Ltd, Lengthsman work, £240.00 (inc £40.00 VAT) - Paid by C/N 000079 8/9/22
 - 5.14. PIP Printing, Parish Magazine, £154.46 (zero VAT) - Paid by BACS 27/9/22 following delegation at meeting 26/9/22
 - 5.15. PKF Littlejohn LLP, External Audit, £480.00 (inc £80.00 VAT) - Paid by BACS 27/9/22 following delegation at meeting 26/9/22
 - 5.16. Income from donation for magazine, £39.00
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council:
 - 6.1. P214073/F, Land adjacent to Arrow Lea, HR6 9BU – 6 no. dwellings with garages – No discussion.
 - 6.2. P222697/L, Lower Hardwick House Pembridge Leominster Herefordshire HR6 9HF - Proposed alterations and extension. RESOLVED to support as per PC support of P/221357/FH.

- 6.2. 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. Clerk Supported under Minor Planning Matters Policy.
- 6.3. NOTED - P220444/F, The Old Workshop, Earlslaen House Eardisland Herefordshire HR6 9BD, The Old Workshop, Earlslaen House Eardisland Herefordshire HR6 9BD, Proposed erection of a 2-bedroom dwelling, the conversion of the existing dwelling to a workshop to be used in an ancillary manner to the new dwelling, and associated works. Determination made – Approved with Conditions.
- 6.4. NOTED – P222383/AM, Court House Eardisland Leominster Herefordshire HR6 9BW, Proposed non-material amendment to planning permission NW2000/3287/RM (New Dwelling and Garage) - to allow changes to external appearance to accommodate changes to internal layout. Determination made – Approved with Conditions.
- 6.5. NOTED - P222143/K, Orchard Cottage Eardisland Leominster Herefordshire HR6 9BJ, Large Conifer tree with a compromised trunk needing removal. Several Conifer trees to be lowered and topped again to gain safety and light. Determination made – works are allowed.

7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme - report NOTED. Recent additional works to EVH car park, footpath to Church and War Memorial Car Park undertaken to high standard.
- 7.2. EVH Development Group and EVH work - Clerk INSTRUCTED to write to Harpers.
- 7.3. Parish Magazine, copy and publication dates 2023 - report NOTED.
- 7.4. Village Walk/Drive around - report NOTED. Clerk INSTRUCTED to write to residents as appropriate.
- 7.5. Environment Agency Zoom Meeting - Councillors wish to meet in person not by Zoom due to the seriousness and urgency of the matter. Clerk INSTRUCTED to contact EA to arrange.
- 7.6. Defibrillator - report NOTED.
- 7.7. Speedwatch – report NOTED
- 7.8. Enforcement issues – Hay Cottage, Lynch Court. Application P222872/F to be discussed at October PC meeting.
- 7.9. Place Shaping Consultation, Open Space Audits and Open Space Residents Survey - Audits completed and submitted.
- 7.10. New Neighbourhood Development Plan - work in progress..
- 7.11. Fence in Playground - Cllr not present to give update. Hedge could be considered rather than fence.
- 7.12. Benches – Item placed in parish magazine. 4 potential bench donations. PC to replace commemorative bench at War Memorial.
- 7.13. Parish Information Board - the Parish Council would like further information on the design of the new Board and assurance that the board from EVH will be returned in due course.
- 7.14. H&W Fire & Rescue Attendance Performance Measures - Clerk responded on behalf of PC.

8. Disciplinary & Grievance, Equal Opportunities, Health & Safety, Sickness and Absence, Staff Appraisal and Grants policies - policies dated September 2022 were ADOPTED and SIGNED.

9. Correspondence – List in CIS NOTED.

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

Next Agenda:

- As above.

Clerk's Action:

- Pay invoice – James Ross, mowing, £450.00 (no VAT)

11. Date of next meeting – 13 October 2022 at 7.00pm in Eardisland Village Hall.

The meeting was declared closed at 8.55 pm.

SIGNED.....

DATE.....

Chair

APPENDIX FOR 8.9.2022									
	2021-22	Budget		Budget 2022	2022-23	Variance		Expected yr.	DRAFT
Receipts	Actual	2022-23 as at 1.4.22	Virements	23 as at 31.8.22	Actual	2022-23 to actual	Notes	end	Budget 2023-24
Precept	£27,854.00	£27,854.00		£27,854.00	£13,927.00	-£13,927.00	Paid April & Sept	£27,854.00	£27,854.00
Parish magazine and other advertising donations	£1,216.00	£400.00		£400.00	£380.00	-£20.00	As donated		£400.00
Bowling Club rent	£130.00	£130.00		£171.00	£0.00	-£171.00	As received	£171.00	£171.00
Wayleaves	£7.26	£7.00		£7.00	£7.26	£0.26	As 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				£0.00	£0.00			
Donation for defibrillator	£1,000.00								
From reserves for river work		£8,454.00		£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		£30,182.00	£17,610.76	-£10,821.24		£31,321.50	£29,125.00
Payments									
STAFF AND CLLR									
Salary & PAYE	£8,459.41	£7,949.00		£7,949.00	£3,878.52	£4,070.48	1 of 4 payments made		£7,000.00
Clerk's expenses - mileage, parking, SLCC	£831.50	£600.00	£400.00	£1,000.00	£775.36	£224.64	1 of 4 payments made		£1,000.00
Training	£0.00	£400.00		£400.00	£225.00	£175.00	As booked		£400.00
ADMINISTRATION AND MANAGEMENT									
Audit	£398.00	£400.00		£400.00	£99.00	£301.00	1 of 3 payments made		£400.00
Insurance	£1,018.25	£1,000.00	£8.00	£1,008.00	£1,007.37	£0.63	As invoice received		£1,200.00
Subscription - HALC, ICO, HTWN	£499.84	£550.00		£550.00	£40.00	£510.00	As invoice received		£600.00
Car park	£10.00	£10.00		£10.00	£0.00	£10.00	As invoice received		£10.00
Drainage rates	£7.38	£8.00		£8.00	£6.97	£1.03	As invoice received		£8.00
Parish Expenses - postage, stationery, sundries	£476.25	£400.00		£400.00	£390.29	£9.71	3 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	As invoice received		£250.00
Website and communication	£414.24	£400.00		£400.00	£349.93	£50.07	3 of 12 mths paid		£450.00
EFRP	£0.00	£500.00		£500.00	£0.00	£500.00	As invoice received		£200.00
E&SG	£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	£1,325.00	£2,513.00	2 of 12 payments made		£4,000.00
Work on river & millstream	£515.00	£9,132.00		£2,678.00	£0.00	£2,678.00	As 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	£1,200.00	£2,800.00	As invoice received		£4,000.00
Play area	£522.15	£250.00		£250.00	£0.00	£250.00	As invoice received		£250.00
Village hall refurbishment and repair	£86,827.55	£2,000.00		£2,000.00	£969.00	£1,031.00	As invoice received		£1,000.00
GRANTS									
Grants/donations	£1,367.42	£100.00		£100.00	£0.00	£100.00	As requested		£100.00
Parish magazine	£879.78	£900.00		£800.00	£332.33	£467.67	As invoice received		£850.00
Burial ground mowing	£1,000.00	£1,000.00		£0.00	£0.00	£0.00	As requested		£1,000.00
Defibrillator	£1,566.00				£0.00	£0.00			
VAT AND CONTINGENCY									
VAT	£18,838.19				£656.68	-£656.68	As paid		
Contingency	£0.00	£500.82	£408.00	£1,133.82	£0.00	£1,133.82	As required		??
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	£12,731.68	£17,450.32		£2,307.18	£26,775.18

Payments and receipts for current meeting included

Bank reconciliation

	£	
Balance per bank statement at 31 August 2022	£25,061.44	
Includes:		<u>£25,061.44</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: unrepresented payments at 31 May 2022		
C/N	£0.00	<u>£0.00</u>
Net balances as at 31 August 2022		<u>£25,061.44</u>
Cash book		
Opening balance at 1 April 2022	£20,182.36	
Add: receipts in the year	£17,610.76	
Less: payments in the year	-£12,731.68	
Closing balance per cash book as 31 May 2022		<u>£25,061.44</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 HRS	£7,223.00		£5,680.22