

Eardisland Parish Council

Minutes of the Meeting of the Parish Council held on Thursday 19th January 2023 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

1. **Apologies for absence** - Cllrs Shelley Connop and David Weir
2. **Declarations of interest** - Merry Albright declared an interest in item 6.6 and left the meeting during this item.
3. **Minutes of previous meeting** - Minutes of 10 November 2022 and 9 January 2023 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.
 - 4.3. Local Residents - none present.
5. **Financial Procedures** - To note the financial position and budget & consider the following payments and receipts:
 - 5.1. Vodafone, SIM card charge, £15.00 (inc £2.50 VAT) - Paid 25.11.22. by Direct Debit
 - 5.2. Vodafone, SIM card charge, £15.00 (inc £2.50 VAT) - Paid 28.12.22. by Direct Debit
 - 5.3. F White Parks & Playgrounds, Inspection, £63.40 (No VAT) - paid online 11.11.22 following delegation at meeting on 10.11.22.
 - 5.4. A Sutton, Back Pay following National Pay Award, £110.10 - paid online following delegation at meeting on 10.11.22.
 - 5.5. Woodcock Web Services, eukhost server upgrade, £93.96 - paid online 24.11.22 following authorisation by two signatories.
 - 5.6. HMRC, Back Pay A Sutton, £27.40 - paid online 06.12.22 following delegation at meeting on 10.11.22
 - 5.7. PIP Printing, Parish Magazine, £194.46 (No VAT) - paid online 9.12.22 following authorisation by 2 signatories.
 - 5.8. Hitrees Ltd, Lengthsman, £1483.20 (inc £247.20 VAT) - paid online 9.12.22 following authorisation by 2 signatories.
 - 5.9. D Cottam, Salary and Expenses (inc back pay), £2837.95 - paid online 9.12.22 following authorisation by 2 signatories.
 - 5.10. Woodcock Family, Bus Shelter cleaning, £30.00 - paid online 23.12.22 following authorisation by 2 signatories.
 - 5.11. Woodcock Web Services, Website & email support, £102.00 - paid online 23.12.22 following authorisation by 2 signatories.
 - 5.12. James Ross, Mowing, £240 - paid online 23.12.22 following authorisation by 2 signatories.
 - 5.13. Numbers Plus, Defib phone, £118.80 (inc £19.80 VAT) - paid online 23.12.22 following authorisation by 2 signatories.
 - 5.14. Ryman, Paper, £33.94 (inc £5.66 VAT) - Paid by Debit Card 28.12.22.
 - 5.15. Hitrees Ltd, Repair of Play Equipment, £210.00 (inc £35.00 VAT) - paid online 20.01.23 following delegation at meeting on 19.01.23.
 - 5.16. PIP Printing, Parish Magazine, £181.14 (no VAT) - paid online 20.01.23 following delegation at meeting on 19.01.23.
 - 5.17. Eardisland Village Hall, Hire of hall for meetings, £58.00 - paid online 20.01.23 following delegation at meeting on 19.01.23.
 - 5.18. Income from donations for magazine £93.00.

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6. **Planning Applications** - to comment on applications to be determined by Herefordshire Council.
 - 6.1. NOTED - P222872/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). Approved with conditions.
 - 6.2. P223529/FH - Lynch Court Eardisland Leominster Herefordshire HR6 9AR - Proposed Stables. Site visit made 5.12.22. OBJECTED due to proximity to residential properties.
 - 6.3. P223495/F - Lower Hardwick Cottage Pembridge Leominster Herefordshire HR6 9HF - Agricultural field shed to store tractor, trailer, electric fencing etc. (Part Retrospective). Site visit made 19.12.22. SUPPORTED.
 - 6.4. NOTED - P22357/K - Staick House Eardisland Leominster Herefordshire HR6 9BU - T5 - Beech Tree. To dismantle to ground level - Has Meripilus Giganteus Fungus, making the root system unstable and liable to failure. Approved.
 - 6.5. NOTED - P221103/FH - Townsend Pigmore Common Pembridge Herefordshire HR6 9HF - Shepherds Hut to be used for holiday letting accommodation. Approved with conditions.
 - 6.6. P224070/FH & P224071/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. RESOLVED to SUPPORT.
 - 6.7. NOTED - P221357/FH - Lower Hardwick House Pembridge Leominster Herefordshire HR6 9HF - Removal of single storey rear extension. Proposed two storey and single storey extension. Extension to porch - Approved with conditions.
 - 6.8. NOTED - P222697/L - Lower Hardwick House Pembridge Leominster Herefordshire HR6 9HF - Proposed alterations and extension - Approved with conditions.
7. **Parish Reports and Issues** -
 - 7.1. Lengthsman Scheme - Report in CIS NOTED.
 - 7.2. EVH Development Group and EVH work - Clerk INSTRUCTED to respond to letter from Harpers.
 - 7.3. EVH Energy Performance Certificate - Clerk INSTRUCTED to obtain EPC.
 - 7.4. War Memorial Car Park, Community Asset Transfer - nothing to report.
 - 7.5. Environment & Sustainability Group - Notes of E&S Group meeting of 17 January received.
 - 7.5.1. Mowing contracts - the PC did not consider it reasonable to request use of electric equipment for such a small contract at this time.
 - 7.5.2. Litter bins and recycling - the parish clerk has been advised by HC Waste Services Manager that household waste collections and collection from litter bins are two separate contracts and there is no proposed change to the litter bin contract.
 - 7.5.3. Tree Council - Branching Out Grant - Application successful but conditions must be met (e.g. photos of planting to be submitted). PC happy to make payments for trees/hedging/supports etc on understanding that this will be repaid by grant.
 - 7.6. Smart Water - to be considered in next financial year.
 - 7.7. New Neighbourhood Development Plan - nothing to report.
 - 7.8. Pavements - (road safety measures) - to be considered in next financial year.
 - 7.9. Cultivation licences - Clerk INSTRUCTED to make applications
 - 7.10. Parish Footpath Officer - seek new PFO.
 - 7.11. Public Realm Service Engagement Event - Cllr Hanson and Parish Clerk to attend.
 - 7.12. Flood event 12 January 23 - EFRG meeting to be held in March 23. EPC thanked volunteers for their work. Whatsapp group proved useful.
 - 7.13. Flag Raising - Dates agreed. Clerk INSTRUCTED to agree any additional dates with flag master.
8. **Environment & Sustainability Policy** - The PC felt unable to sign it in its present format. The PC felt that it requires review and rewrite to reflect current situation and available funding.
9. **Correspondence** - List in CIS NOTED
10. **To raise matters for next agenda or action under Clerk's delegated powers**
Next agenda

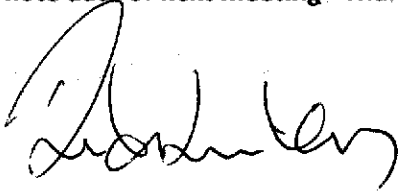
- As above

Clerk's Action

- As above

11. To note date of next meeting - Thursday 9 February 2023 at 7.00pm in Eardisland Village Hall.

Signed:

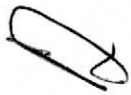


Date:

9 Feb 2023

Debbie Cottam - Parish Clerk

Westgate, Eardisland, HR6 9AR Tel 07799 826779. Email: parish.clerk@eardisland-pc.gov.uk



APPENDIX FOR 12.01.23											
	2021-22	Budget			Budget 2022		Variance	%			
Receipts	Actual	2022-23 as at	Virements	Additional	23 as at	2022-23	2022-23	2022-23	Notes	Expected yr.	
		1.4.22		Virement?	3/11/22	Actual	budget	budget		end	
							to actual	to actual			
										DRAFT	
										Budget	
										2023-24	
Precept	£27,854.00	£27,854.00			£27,854.00	£27,854.00	£0.00	100.0%	Paid April & Sept	£27,854.00	£27,854.00
Parish magazine and other advertising donations	£1,216.00	£400.00			£400.00	£600.00	£200.00	150.0%	As donated	£575.00	£400.00
Bowling Club rent	£130.00	£130.00			£171.00	£171.00	£0.00	131.5%	As received	£171.00	£171.00
Wayleaves	£7.26	£7.00			£7.00	£7.26	£0.26	103.7%	As received	£7.26	£7.00
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					£536.00	£536.00		from Natwest & SLCC refund	£536.00	
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					£0.00				
Public Works Loan	£49,975.00										
Awards for All & other grants & donations for EVH work	£21,170.00										
	£123,913.95	£36,595.00			£28,432.00	£32,464.76	£4,032.76	88.7%		£32,439.76	£28,432.00
Payments											
STAFF AND CLLR											
Salary & PAYE	£8,459.41	£7,949.00		£3,166.03	£7,949.00	£8,596.07	-£647.07	108.1%	3 of 4 payments made	£11,115.03	£10,100.00
Clerk's expenses - mileage, parking, SLCC	£831.50	£600.00	£400.00		£1,000.00	£952.04	£47.96	158.7%	3 of 4 payments made	£1,000.00	£1,000.00
Training	£0.00	£400.00			£400.00	£225.00	£175.00	56.3%	As booked	£400.00	£400.00
ADMINISTRATION AND MANAGEMENT											
Audit	£398.00	£400.00		£250.00	£400.00	£499.00	-£99.00	124.8%	2 of 3 payments made	£749.00	£400.00
Insurance	£1,016.25	£1,000.00	£8.00		£1,008.00	£1,007.37	£0.63	100.7%	As invoice received	£1,007.37	£1,200.00
Subscription - HALC, ICO, HTWN	£499.84	£550.00			£550.00	£70.00	£480.00	12.7%	As invoice received	£550.00	£600.00
Car park	£10.00	£10.00			£10.00	£10.00	£0.00	100.0%	As invoice received	£10.00	£10.00
Drainage rates	£7.38	£8.00			£8.00	£6.97	£1.03	87.1%	As invoice received	£8.00	£8.00
Parish Expenses - postage, stationery, sundries	£476.25	£400.00		£400.00	£400.00	£826.80	-£426.80	206.7%	9 of 12 mths paid	£800.00	£400.00
Election	£0.00										£1,900.00
Room hire for PC meetings	£212.00	£200.00		£294.00	£200.00	£370.00	-£170.00	185.0%	As invoice received	£600.00	£500.00
Website and communication	£414.24	£400.00		£176.10	£400.00	£675.76	-£275.76	168.9%	9 of 12 mths paid	£576.10	£500.00
EFRP	£0.00	£500.00			£500.00	£0.00	£500.00	0.0%	As invoice received	£500.00	£500.00
E&SG	£1,392.00	£250.00			£250.00	£130.94	£119.06	52.4%	From Grant + ongoing	£250.00	£250.00
MAINTENANCE											
Lengthsman and PROW	£3,570.00	£3,838.00			£3,838.00	£3,729.80	£108.20	97.2%	8 of 12 payments made	£3,838.00	£4,500.00
Work on river & millstream	£515.00	£9,132.00			£2,678.00	£0.00	£2,678.00	0.0%	As invoice received	£2,678.00	£5,000.00
Drainage grant work	£0.00					£0.00	£0.00				
Maintenance - mowing, SIDs, bus shelter, other	£2,161.00	£4,000.00			£4,000.00	£1,935.00	£2,065.00	48.4%	As invoice received	£4,000.00	£4,000.00
Play area	£522.15	£250.00			£250.00	£63.40	£186.60	25.4%	As invoice received		£250.00
Village hall refurbishment and repair	£86,627.55	£2,000.00			£2,000.00	£969.00	£1,031.00	48.5%	As invoice received	£2,000.00	£2,000.00
GRANTS											
Grants/donations	£1,367.42	£100.00			£100.00	£0.00	£100.00	0.0%	As requested	£100.00	£100.00
Parish magazine	£879.78	£800.00			£800.00	£687.24	£112.76	85.9%	As invoice received	£800.00	£850.00
Contribution towards Burial Ground mowing	£1,000.00	£1,000.00			£0.00	£0.00	£0.00	0.0%	As requested	£0.00	£1,000.00
Defibrillator	£1,566.00			£206.95		£206.95	-£206.95			£206.95	£500.00
VAT AND CONTINGENCY											
VAT	£18,838.19					£1,279.06	-£1,279.06		As paid		
Contingency	£0.00	£500.82	£408.00		£1,133.82	£0.00	£1,133.82	0.0%		£1,133.82	£2,260.00
LOAN REPAYMENT at £2,307.18/pa											
Interest payment		£1,128.35			£1,128.35	£1,135.00	-£6.65			£1,128.35	£1,101.44
Capital repayment		£1,178.83			£1,178.83	£1,172.18	£6.65			£1,178.83	£1,205.74
	£130,563.96	£36,595.00			£30,182.00	£24,547.58	£5,634.42	67.1%		£34,629.45	£40,535.18

2023/6

Bank reconciliation

	£	
Balance per bank statement at 31 December 2022	£28,069.74	
Includes:		<u>£28,069.74</u>
Committed reserves for insurance flood excess £2,500 - all years		£2,500.00
Committed reserves for Loan Repayment £2,307.18		
Committed reserves for EVH refurbishment £1,750		£1,750.00
Committed reserves for parish leaflet reprint £575		
Committed reserves for final Harpers payment £5,064.09		£5,064.09
Less: unrepresented payments at 31 December 2022		£15.00
Total committed reserves		£9,329.09
C/N	£0.00	£0.00
Net balances as at 31 October 2022		<u>£18,740.65</u>
Cash book		
Opening balance at 1 April 2022	£20,182.36	£20,182.36
Add: receipts in the year		£32,368.76
Less: payments in the year		£18,878.49
Committed reserves	£9,329.09	
Uncommitted reserves at 31 October 2022	£10,853.27	
Closing balance per cash book as 31 October 2022		<u>£28,069.74</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
	£6,883.00		
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			£1,674.30
SCP 13 at £11.97/hr for 10hrs/wk from 20.7.22			£1,232.91
SCP 13 at £12.97/hr from 1.10.22			£2,208.14
Extra hours	£1,066.00		
ALISON SUTTON, SCP 21			
at £14.02/hr for 10hrs/wk			£504.72
DEBBIE COTTAM			
SCP 12 at £11.73/hr for 10hrs/wk to 19.7.22			£275.66
SCP 13 at £11.97/hr for 10hrs/wk from 20.7.22			£116.71
SCP 13 at £12.97/hr from 1.10.22			£327.51
Employer's PAYE			£23.52
Back pay - National Pay Award			
Alison Sutton			£137.50
Debbie Cottam			£272.50
TOTAL COST ALL HRS	£7,949.00		£8,596.07