

Eardisland Parish Council

Minutes of the Meeting of the Parish Council held on Thursday 16th March 2023 at 7.00 pm In Eardisland Village Hall

Present: Cllrs Maryan Hanson (acting Chair), Merry Albright, Shelley Connop, Reg Curtis, David Weir.



In Attendance: 3 members of the public, Ward Cllr Roger Phillips, Parish Clerk Debbie Cottam

1. **Apologies for absence** - Richard Kirby (Personal)
2. **Declarations of interest** - none declared.
3. **Minutes of previous meeting** - Minutes of 9 February 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 and updates received on Children's Services, Travellers Site, revised Settlement Hierarchy, Flooding in Hardwick, Lawtons Cross roundabout, and Broome Lane Rd closure.
 - 4.3. Local Residents -
 - 4.3.1 Flooding in road outside Orchard Farm.
 - 4.3.2 Request for Bunting for Coronation event. Request discussed at item 8.10
 - 4.3.3 Parish Footpath Officer. Resident requested that this agenda item be taken next - agreed.
Mr Vernon does not wish to be the named PFO but is very happy to share his knowledge and expertise. Advert has been placed in Parish Magazine for PFO. Clerk to attend PFO meeting on 24 March.
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 27.02.23. by Direct Debit
 - 5.2. HALC, Subscription fee, £544.25 (inc £90.71 VAT) - Paid online 10.02.23. following delegation at meeting on 09.02.23.
 - 5.3. Eardisland Village Hall, Hire of hall for meetings £51.00 (no VAT) - Paid online 10.02.23 following delegation at meeting on 09.02.23.
 - 5.4. Hitrees Ltd, Lengthsman work £243.00 (inc £40.50 VAT) - Paid online 10.02.23 following delegation at meeting on 09.02.23.
 - 5.5. Hitrees Ltd, Lengthsman work £94.50 (inc £15.75 VAT) - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.6. Woodcock Family, Bus Shelter cleaning £30.00 - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.7. Microshade, Internal Audit £330.00 (inc £55.00 VAT) - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.8. D Cottam, Salary, extra hours, expenses £2761.89 - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.9. Eardisland Village Hall, Hire of Hall for meetings £33.00 (no VAT) - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.10. PIP Printing, Parish Magazine £213.78 (no VAT) - paid online 17.03.23 following delegation at meeting on 16.03.23.
 - 5.11. Income from donations for magazine £73.00
6. **Interim Internal Audit** - to note Interim Internal Audit Report and consider recommendations made therein. Report NOTED. Governance all ok. £15 cheque has now been presented. Recommendations relating to Clerks employment discussed at item 8.13.

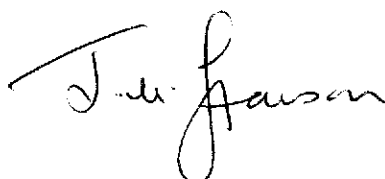
7. **Planning Applications** - to comment on applications to be determined by Herefordshire Council.
- 7.1. NOTED - P224070FH & P224071/L - Staick Cottage Eardisland Leominster Herefordshire HR6 9BU - Proposed conversion of adjoining garages into additional living accommodation and other works including new vehicular access and detached garage. Approved with Conditions.
- 7.2. NOTED - P230070 - 1 Lynch Cottages Eardisland Leominster Herefordshire HR6 9BE - Removal of 1 coniferous tree and grind, resulting stump out. Approved.
8. **Parish Reports and Issues** -
- 8.1. Lengthsman Scheme - Report in CIS NOTED. Report received on grant funding application.
- 8.2. EVH Development Group and EVH work - Clerk instructed to request another meeting with J Harper & Sons
- 8.3. EVH Energy Performance Certificate - Survey for EPC & DEC to be undertaken on 6 April 23.
- 8.4. War Memorial Car Park, Community Asset Transfer - nothing to report.
- 8.5. Environment & Sustainability Group - Report from Ben Woodcock. 6 Trees and 75m of hedging planted. Thanks recorded to Ben for all his work for the E&S Group and all others who contributed to tree planting event - 20 adults and 10 children, Andy Dunne & Debbie Cottam for arranging purchases, Tree Council for Grant, Home Farm for mulching straw, Wendy Cross for cakes and refreshments, 2 members of Dilwyn Young Farmers who came to help.
- 8.6. Environment & Sustainability Policy - the councils Declaration of a Climate Emergency and Declaration of a Biodiversity Emergency are also due for review in March 23. Cllrs Albright and Connop to work with Ben Woodcock to review these documents. To be placed on EPC agenda for April.
- 8.7. New Neighbourhood Development Plan - Ward Cllr Phillips advised that the revised Settlement Hierarchy document is expected to be published in June/July.
- 8.8. Cultivation licences - Licences have been received for areas except outside the Manor House where correspondence is ongoing with Gigaclear and Balfour Beatty. There is a licence for this area which dates back to 2008.
- 8.9. Parish Footpath Officer - see item 4.3.3
- 8.10. Coronation - Meeting held on 6 March to bring groups in parish together to share ideas for events. AGREED that Parish Council would pay for Bunting. Advised it would cost £185 per 1000m and 2000m required. This would be owned by PC, stored at EVH, and included on asset register. Suggestion made that Recreation ground be renamed "King Charles III Recreation Ground". To be an agenda item for April PC meeting.
- 8.11. Environment Agency - Report received. Clerk to follow up permit information.
- 8.12. External Hard Drive - Agreed Clerk to purchase new external drive.
- 8.13. Staff Appraisal - Clerk instructed to ask Linda Wilcox of HALC to give a quote for a job evaluation. Cllrs asked Clerk for an extension to appraisal date to accommodate receipt of further information from HALC - Clerk Agreed.
8. **Correspondence** - List in CIS NOTED
10. **To raise matters for next agenda or action under Clerk's delegated powers**
- Next agenda
- As above
 - Advertising outside local businesses
 - Mowing contracts
 - Bus Shelter - wood treatment/painting
 - White Gates - cleaning
 - Storage of construction and waste materials in the parish.
 - Parking on Recreation Ground for events

Clerk's Action

- Pay invoice - PIP Printing, Parish Magazine £213.78 (no VAT) - paid online 17.03.23 following delegation at meeting on 16.03.23.

11. **To note date of next meetings** - Thursday 13 April 2023 at 7.00pm in Eardisland Village Hall. Due to Coronation Bank Holiday and requirement to give notice of meeting it was agreed that the date of the AMPC and APM would be 18 May 2023.

Signed:



Date: 14/4/23

Debbie Cottam - Parish Clerk

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

2023/14

APPENDIX FOR 13 April 2023											
	2021-22	Budget			Budget 2022	2022-23	Variance	%			
Receipts	Actual	2022-23 as at	Virements	Additional	23 as at	Actual	2022-23	2022-23	Notes	Expected yr.	
		1.4.22		Virement?	3/11/22		to actual	budget		end	
								to actual		DRAFT	
										Budget	
										2023-24	
Precept	£27,854.00	£27,854.00			£27,854.00	£27,854.00	£0.00	100.0%	Fully paid	£27,854.00	£27,854.00
Parish magazine and other advertising donations	£1,216.00	£400.00			£400.00	£695.00	£295.00	173.8%	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											
Tree Council Grant						£1,497.75					
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	£34,057.51	£4,127.76	93.1%		£32,439.76	£28,432.00
Payments											
STAFF AND CLLR											
Salary & PAYE	£8,459.41	£7,949.00		£3,166.03	£7,949.00	£11,112.26	£-3,163.26	139.8%	4 of 4 payments made	£11,115.03	£10,100.00
Clerk's expenses - mileage, parking, SLCC	£631.50	£600.00	£400.00		£1,000.00	£1,237.24	£-237.24	206.2%	4 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	£774.00	£-374.00	193.5%		£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	£523.54	£26.46	95.2%	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%		£800.00	£400.00
Election	£0.00										£1,900.00
Room hire for PC meetings	£212.00	£200.00		£294.00	£200.00	£512.00	£-312.00	256.0%	As invoice received	£600.00	£500.00
Website and communication	£414.24	£400.00		£176.10	£400.00	£675.76	£-275.76	168.9%		£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	£1,628.69	£-1,378.69	651.5%	From Grant + ongoing	£250.00	£250.00
MAINTENANCE											
Lengthsman and PROW	£3,570.00	£3,838.00			£3,838.00	£3,808.55	£29.45	99.2%		£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	£1,980.00	£2,020.00	49.5%	As invoice received	£4,000.00	£4,000.00
Play area	£522.15	£250.00			£250.00	£440.90	£-190.90	176.4%	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	£1,082.16	£-282.16	135.3%	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					£1,661.73	£-1,661.73		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	£30,996.10	£-814.10	84.7%		£34,629.45	£40,535.18

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Bank reconciliation		£	
Balance per bank statement at 31 March 2023	£23,213.97		
Includes:		£23,213.97	
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: unpresented payments at 31 December 2022		£15.00	
Total committed reserves		£9,329.09	
C/N	£0.00	£0.00	
Net balances as at 28 February 2023		£13,884.88	
Cash book			
Opening balance at 1 April 2022	£20,182.36	£20,182.36	
Add: receipts in the year		£34,057.51	
Less: payments in the year		£30,996.11	
Committed reserves	£9,329.09		
Uncommitted reserves	£10,853.27		
Closing balance per cash book as 31 March 2023		£23,213.97	£23,243.76
Uncommitted reserves at 1/4/22	£5,496.59		
Uncommitted reserves at 9/6/22	£7,986.09		
Uncommitted reserves at 31/10/22	£10,853.27		
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
Employer's PAYE			£23.52
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			£1,232.90
SCP 13 at £12.97/hr from 1.10.22			£4,387.10
Extra hours	£1,066.00		
ALISON SUTTON, SCP 21			
at £14.02/hr			£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			£664.75
Back pay - National Pay Award			
Alison Sutton			£137.50
Debbie Cottam			£272.50
TOTAL COST ALL HRS	£7,949.00	£0.00	£11,112.26

Notes re 22/23 end of year

HMRC deducted £29.80 in tax from Debbie Cottam but she was not liable for tax.

At December salary, HMRC credited Debbie Cottam's HMRC account with £29.80 but she was still not liable for tax and HMRC did not make a cash transaction. (Debbie Cottam got the credit without HMRC making the transaction).

Therefore, there is a £29.80 difference between the Total Salary Cost and Total Salary Paid.

It is anticipated that this will rectify itself at the HMRC closedown of the 2022/23 financial year or with the change in Debbie Cottam's tax code for which we have received notification of a change from 1250 to 921L.