

# Kilpeck Parish Council

## Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Monday 8<sup>th</sup> July 2024

No KPC/LL/204

### Councillors Present

Councillor Mrs J Davies Chairman  
Councillor Mr M Parsons Vice-Chairman  
Councillor Mr N Eynon  
Councillor Mr D Howie  
Councillor Mr R Probert  
Councillor Mr G Statham  
Councillor Mr D Thompson

### Also Present

Lisa Lewis (Clerk) and Ward Councillor Mr Richard Thomas

The Ordinary Meeting of the Parish Council was formally opened by the Chairman at 7.00pm

### 1.0 Apologies for Absence

Apologies were received and accepted from Councillors Mr D Roden and Mrs N Thompson.

### 2.0 Declarations of Interest & Dispensations

To receive any declarations of interest in agenda items from Councillors or written dispensation applications. A non-DPI was recorded for planning application 241364 (Dealt with by delegated authority) by Cllrs Davies and Eynon.

### 3.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/LL/203** held on Monday 10<sup>th</sup> June 2024 were unanimously confirmed as a true record and signed by the Chairman.

### 4.0 Financial Matters

#### 4.1 Receipts

Business Bank Instant – Savings Account	
Interest Received (09/05/24)	£35.19

#### 4.2 Invoices for Payment

Clerk's Salary July 2024	£752.86
Mileage	£-
Postage	£14.95
Tax £-125.40 NIC £0	
<b>Cheque 1150</b>	<b>£767.81</b>
Defibstore Ltd	<b>£112.80</b>
Replacement Paediatric pads	
<b>Cheque 1151</b>	
Kilpeck & District Village Hall Invoice No 142	<b>£25.00</b>
13 <sup>th</sup> May 2024	
<b>Cheque 1152</b>	
R. Horton	<b>£80</b>
Village Green mowing x 2 for June	
<b>Cheque 1153</b>	



Clerk’s Salary August 2024	£627.46
Mileage	£-
Postage	£-
Tax £0 NIC £0	
<b>Cheque 1154</b>	<b>£627.46</b>
Kilpeck & District Village Hall Invoice No 142	<b>£25.00</b>
13 <sup>th</sup> May 2024	
<b>Cheque 1155</b>	

It was **RESOLVED** by a unanimous vote to approve all payments.

**4.3 Bank Balances** as per statements

Bank Statement Date: 4 <sup>th</sup> June 2024	
<b>Treasurers Account (current) closing balance 24<sup>th</sup> May 2024</b>	<b>£11,008.55</b>
Bank Statement Date: 5 <sup>th</sup> June 2024	
<b>Business Bank Instant (savings) closing balance 9<sup>th</sup> May 2024</b>	<b>£32,967.45</b>

**4.4 Parish Council Insurance Review for 2024-2025 boundaries etc.**

The current insurance policy was reviewed and deemed adequate it was noted that the correspondence address requires amending. Clerk to action.

**4.5 Sunderlands** - Field Rent + Water Charges and Compensation for Electricity Poles, liability for fences, boundaries etc. Cllr Eynon had met on site with Sunderlands on 8<sup>th</sup> July 2024. An update to be received at the next meeting.

**4.6 Online Banking** – the use of online banking was considered and it was **RESOLVED** by a unanimous vote to proceed. Clerk to be added as an administrator, with two signatories to approve payments. Completed mandate signed.

**4.7 Accounting Software** – three options had been submitted by the clerk and after consideration it was **RESOLVED** by a unanimous vote to proceed with the Scribe accounting software package at a cost of £12.00 per month. The council confirmed they are happy for the clerk to set up a direct debit payment Facility with Scribe.

**4.8 Delegated Authority for spending** – in line with the current adopted Financial Regulations, it was **RESOLVED** to permit emergency spending of up to £1,000 for the clerk in consultation with the chairman or vice-chairman and reported to the council at the earliest opportunity.

**5.0 Public Question Time**

Designated maximum period of **10 minutes** to accommodate members of the public who may wish to either raise issues or ask the Parish Council questions. **No issues raised**

**6.0 Highways & Public Rights of Way Issues**

**6.1 Lengthsman report Jamie Probert** – Invoice awaited. It was confirmed that the lengthsman had carried out a maintenance day in the parish and it was agreed to proceed with the same again in July. Cllr Eynon to act as liaison and has confirmed that the relevant paperwork for the contractor had been checked. The lack of white-line markings at the Locks garage junction on the A465 with the Tram Inn were discussed along with the water that crosses the road near Kilpeck Church and the Ward Cllr confirmed he will take these issues up with BBLP.

**6.2 To receive any new General Highway or Public Rights of Way issues**

Grove Park, Kenderchurch – it was noted that there is a considerable amount of moss and weeds covering the footway leaving it in a dangerous condition. Clerk to report to BBLP.



- 6.3 Public Rights of Way** – Query over purchase of stiles, it was noted that landowners should request stile kits etc. from Herefordshire Council directly and replace stiles themselves. All issues to be reported via the clerk.
- 6.4 Property Boundaries** – Councillor Eynon had met on site with Sunderlands today. Some documents relating to the land registry had been collected from the filing cabinet to look at the boundaries, it was noted that the correspondence address requires amending - clerk to action. It was noted that the hedging surrounding the hall is village hall responsibility. Cllr Eynon will provide an update on the field hedging and boundaries at the next meeting. It was noted that there is the possibility of grant funding for fencing, that Sunderlands can set up for a cost of approximately £200, again an update will be provided at the next meeting. The clerk should be noted on any grant funding applications.
- 6.5 Hedging** – it was noted that the hedge behind the container will be cut by the Pantomime Society.
- 6.7 Reflective Bollards on A465** – comment passed to the Ward Councillor asking not to replace these bollards.
- 6.8 Delegated Authority for Planning** – it was **RESOLVED** by a unanimous vote to permit delegated authority to the clerk for responding to planning applications outside of meetings.

It was noted that planning application 241364, Marlas Mill – Part retrospective for the proposed change of use from agricultural to mixed use commercial had been received and will need to be dealt with under delegated authority due to there being no meeting in August.

Cllr Parsons proposed the application be considered for comments to be submitted, this was seconded by Cllr Statham. Cllr Parsons took the chair, Cllr's Davies and Eynon noted non-dpi interests in the item and abstained from discussions. The council considered the application and unanimously asked the clerk to respond in support of the application noting that they wish to encourage local businesses and employment and feel the application supports the local community.

## 7.0 **Reports**

### 7.1 **Kilpeck Village Hall**

Next Committee meeting is in September.

### 7.2 **Ward Councillor Mr Richard Thomas**

No meetings have taken place and nothing to report other than the local planning applications.

### 7.3 **Police Representative**

Not present.

### 7.4 **Locality Steward**

Not present.

## 8.0 **Review and update as required Parish Council's Health and Safety Policy**

The Health and Safety policy was reviewed and it was noted that the addition of ensuring contractors / volunteers / staff have the relevant training and qualifications and to include a near miss reporting policy. Clerk to amend and include on September's meeting agenda.

## 9.0 **Information Sheet**

1<sup>st</sup> March 2023

Planning Application 230357 Land at Wormbridge (both sides of A465) North of the Abbeydore Road

Hybrid planning application; Outline with all matters included except landscaping, for 70 new dwellings, new flexible workspace (Class E) and replacement childcare facility.

Full Planning for the change of use of existing schoolhouse to residential and change of use of existing dwelling to a community facility (Class E, F1, and F2) and associated infrastructure

**Application Still Valid**

14<sup>th</sup> June 2023      Planning Consultation 231623 Wormbridge Court Wormbridge Hereford HR2 9DH  
 Proposed glazed entrance porch to East elevation, new porch to West elevation,  
 repairs and other works required to facilitate the change of use of the building to a café and  
 multi-office space  
 Listed Building Consent



**Application Still Valid**

1<sup>st</sup> November 2023      Planning Consultation 233221 Land at The Tram Inn Allensmore Hereford HR2 9AN  
 Proposed mixed use re-development of site with new commercial units and  
 community gospel hall  
**Approved with conditions**

**Correspondence**

- Letter received from Malcolm and Sheila thanking the Parish Council.
- Letter sent to Mr. & Mrs. Clive to thank them for hosting Malcolm & Sheila’s leaving event.
- Parish Summit email circulated 26.06.24. **It was confirmed that Cllrs Davies and Parsons are attending.**
- Email directed to BBLP from another parish council circulated for info.
- James Howells – weekly briefings circulated.
- Letter received from National Trust in relation to the gift card for Mr & Mrs Walker

**10.0 Agenda of the Next Meeting**

Items to be included at the next Parish Council Meeting: -  
Important Documents in the filing cabinet – requirement for a fire safe or deposit with HARC.  
Check current account figures for field.

**11.0 Date, Time and Venue of Next Meeting**

The next Meeting will be the Ordinary Meeting of the Parish Council on **Tuesday 10<sup>th</sup> September 2024**,  
pending confirmation, to be held in Kilpeck Village Hall and is due to commence at **7.00pm**.

Meeting declared closed at 8.20pm

Signed.....

1. Parish Council Chairman Councillor Mrs. Joyce Davies

Date 10<sup>th</sup> September 2024