

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 9th September 2025

No KPC/LL/216

Councillors Present

Councillor Mrs J Davies, Chairman
Councillor Mr M Parsons, Vice-chairman
Councillor Mr D Howie
Councillor Mr G Statham

Also Present

Lisa Lewis (Clerk), Ward Councillor Richard Thomas and two members of the public.

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

1.0 Apologies for Absence

Apologies were received from Councillors Mr Nicholas Eynon, Mr David Thompson and Mrs Nicola Thompson.

2.0 Co-option

It was noted that there is one vacancy available which had been advertised and can now be filled by co-option. One member of the public, Mrs Isy Manning put herself forward for co-option and it was **RESOLVED** by a unanimous vote to appoint her as a member of the council. The parish council agreed that the declaration of acceptance of office can be signed prior to the commencement of the next meeting.

3.0 Declarations of Interest & Dispensations

To receive any declarations of interest in agenda items from Councillors or written dispensation applications. None declared.

4.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/LL/215** held on Tuesday 8th July 2025 were unanimously confirmed as a true record and were signed by the Chairman.

5.0 Financial Matters

5.1 The following receipts were noted:-

Business Bank Instant – Savings Account

Interest Received 09/07/2025	£19.18
Interest received 11/08/2025	£21.11

5.2 Invoices for Payment

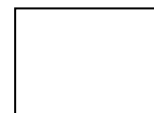
The payments list for September was reviewed, together with the payments list for August which had been paid outside of a meeting under delegated authority by the clerk and it was **RESOLVED** by a unanimous vote to approve the payments listed in appendix 1. All payments to be paid by BACS, invoices were signed by two signatories.

5.3 Bank Balances

The bank balances and bank reconciliations shown in appendix 2 were reviewed by the council and statements were checked and signed by Chairman and vice-chairman.

5.4 Current Spend against Budget

The current spend against budget report for September was presented and reviewed. Councillors confirmed they had reviewed the report, were satisfied that expenditure remained within the approved budget, and noted that financial monitoring is being carried out on a regular basis.



5.5 Parish Charter

The parish council noted that a draft charter had been received from Herefordshire Council and they understood further working group meetings are to take place. The clerk advised that the charter will be discussed further at the next parish summit which takes place on Tuesday 7th October 2025 at Plough Lane, the vice-chairman may attend, clerk to forward the information. The council will await further information prior to accepting the charter.

6.0 Public Question Time

Footpath Gate – post needs repairing. Clerk will report to Herefordshire Council footpath department.

7.0 Highways & Public Rights of Way Issues

7.1 Lengthsman report

Lengthsman had given his apologies. Invoice for work carried out in August received and noted. It was noted that the the signs in the parish need to be checked, clerk to request lengthsman carries out checks on his next maintenance day.

7.2 Highway or Public Rights of Way issues

None reported. It was noted that a parish drive with the Locality Steward will take place on Tuesday 30th September with the chairman, clerk and Cllr Eynon.

7.3 Drainage Grant application

The vice-chairman outlined the draft grant application works proposed following a working group meeting held with himself and Cllr Eynon. The proposed works were unanimously agreed by councillors and it was **RESOLVED** for the clerk to submit the application for consideration by Herefordshire Council. It was noted that there were a couple of additional areas that required attention, however the issues are larger than the parish can deal with and the cost of the works required would exceed the grant therefore it was agreed the clerk should request these areas are looked at by Herefordshire Council and BBLP and request a site meeting to review the issues.

7.4 Village Gateways at Didley

It was noted that Cllrs Eynon and Probert will provide an update at the next meeting.

7.5 A465 Traffic Control / Speed limits

Ward Cllr Thomas reported that following a meeting at Wilox Bridge near Lock's Garage, Herefordshire Council have agreed to implement a temporary 40mph speed limit through the junctions for 18 months, during which plans will be developed for possible movement of the junctions to make the area safer for road users and also potential traffic lights. The Temporary Traffic Regulation Order for the speed limit should be in place by the end of October/start of November.

8.0 Planning The following planning applications submitted to Herefordshire Council were considered:

252215 - St Marys Church, Pontrilas, Herefordshire, HR2 0BE Listed Building Consent Application for variation of condition 2 Listed Building Consent 250282 (Proposed repair and refurbishment of church building)- To permit application of lime mortar finishes and limewash to external stonework. It was **RESOLVED** to respond in support of the application, noting again that the correct address is Kenderchurch not Pontrilas as stated in the application.

9.0 Baton of Hope

It was noted that Councillor David Thompson is carrying the Baton and that the charity involved is important in raising awareness of suicide and its impacts on the community. Members also noted the valuable role of Farming Minds in addressing this issue locally.

Following consideration it was proposed by Cllr Mark Parsons, seconded by Cllr David Howie and the council **RESOLVED** that a donation of £200 be made to each charity. Members recorded that the expenditure is commensurate with the benefit to the community. Clerk to arrange donations.



Reports**10.1 Kilpeck Village Hall**

- Next meeting to be held on Tuesday 16th September 2025. There was no meeting in August.
- Music evening with 'Everyday People' is being held on Saturday 20th September. Tickets are £10 each and will be available on the door, a BBQ and bar will be available.

10.2 Ward Councillor Mr Richard Thomas reported on the following items:-

- A planning meeting had taken place. None involved Kilpeck Parish Council.
- A drainage meeting is to take place.

10.3 Police Representative – had arrived before the start of the meeting but had been called away to an incident, therefore apologies given and they will try to attend the next meeting. PC Davies had advised that no crimes in the area had been reported. It was noted that the police charter for the next quarter had been received and it was **RESOLVED** to respond as per the previous. The vice-chairman advised that he had been visited by the wildlife officer for the area and he had been provided with poaching signage. It was suggested that the parish council consider holding a Blue Light event in the spring.

11.0 Information Sheet**Correspondence**

Flood Risk Management and Drainage email circulated 04.08.25.

Herefordshire Council Fostering Team with a request for us to display posters. The clerk has a supply to go on noticeboards and in the hall.

Correspondence received from a member of the public regarding speeding on the A465 – the clerk has confirmed the measures currently being undertaken by the parish council. The member of the public has asked how they go about getting 'Farm Machinery' or 'Animals Crossing' triangular warning signs installed either side of a farm entrance on the A465. It was **RESOLVED** that the resident will need to request signage from Herefordshire Council and will need to provide them with specific details of what is required – clerk to advise the resident.

Baton of Hope email circulated 18.08.25 added to the agenda as requested.

Email from Bryn Hill at Balfours to confirm that the signed agreement and payment for the field has been received, they will deduct the fee of £140 plus VAT from the rent received and pay the remainder into the parish council bank account. The agreement was noted and counter signed by the chairman, clerk to return to Balfours.

Parish Summit and Charter email circulated 18.08.2025.

BBLP Stakeholder engagement meeting via zoom to take place Friday 26.09.25.

BBLP Weekly briefings circulated

HALC Information corner circulated 18.08.25.

Updates:-

TRO Application for the run in on the A465 at Crizeley submitted – now added to scoring list.

Planning for information only:-

None to note.

12.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: Village Gateways

13.0 Date, Time and Venue of Next Meeting

13.1 The next Meeting will be an ordinary meeting of the Parish Council to be held on **TUESDAY 14th October 2025** to commence at **7.00pm**

Meeting closed at 8:03pm.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

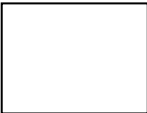
Date 14th October 2025



Kilpeck Parish Council
PAYMENTS LIST

15 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40	Subscriptions &	01/08/2025		Current		Accounting Software	Starboard Systems	S	12.00	2.40	14.40
37	Staff Costs	19/08/2025		Current		Clerk's Salary - August	Lisa Lewis	X	716.54		716.54
38	Utilities	19/08/2025		Current		Village Green - Mowing	Horton Services	X	40.00		40.00
39	Staff Costs	22/08/2025		Current		Pension Contributions	NEST	X	54.01		54.01
41	Subscriptions &	22/08/2025		Current		Bank Service Charges	Lloyds Bank	X	4.25		4.25
45	Subscriptions &	01/09/2025		Current		Accounting Software	Starboard Systems	S	12.00	2.40	14.40
42	Staff Costs	09/09/2025		Current		Clerk's Salary - September	Lisa Lewis	X	653.50		653.50
46	Subscriptions &	09/09/2025		Current		Website Hosting Annual	TEEC Limited	S	150.00	30.00	180.00
48	Subscriptions &	09/09/2025		Current		SLCC - Clerk's Membership	Society of Local Council	X	95.00		95.00
47	Utilities	09/09/2025		Current		Lengthsman - Maintenance	JM Probert	S	2,094.60	418.92	2,513.52
44	Communications (Phone,	09/09/2025		Current		Kilpeck Village Hall - Hire	Kilpeck & District	X	25.00		25.00
43	Staff Costs	26/09/2025		Current		Pension Contributions	NEST	X	48.20		48.20
Total									3,905.10	453.72	4,358.82



Kilpeck Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/08/2025			
	Cash in Hand 01/04/2025			34,824.85
	ADD			
	Receipts 01/04/2025 - 31/08/2025			17,423.76
				52,248.61
	SUBTRACT			
	Payments 01/04/2025 - 31/08/2025			9,943.22
	Cash in Hand 31/08/2025 (per Cash Book)			42,305.39
B	Cash in hand per Bank Statements			
	Petty Cash 31/07/2025	0.00		
	Current 31/08/2025	9,856.30		
	Savings 31/08/2025	33,377.89		
	Other 31/07/2025	0.00		
				43,234.19
	Less unrepresented payments			928.80
				42,305.39
	Plus unrepresented receipts			
	Adjusted Bank Balance			42,305.39
	A = B Checks out OK			

