

Kilpeck Parish Council

Minutes of the Annual Meeting of Kilpeck Parish Council
held in The Kilpeck Village Hall
on Monday 24th May 2021

No KPC/MW/171

Councillors Present

Councillor Mrs Joyce Davies
Councillor Mr Nic Eynon
Councillor Mr Dave Howie
Councillor Mrs Margaret Lloyd
Councillor Mr Mark Parsons
Councillor Mr Dave Roden
Councillor Mrs Beth Wood

Clerk Mr Malcolm Walker

Also Present

Two further members of the public

The Kilpeck Parish Council Track & Trace Document was completed

**The Annual Meeting of the Parish Council was formally opened by
the Chairman at 7.15pm**

1.0 Election of Chairman & Vice-Chairman

Councillor Mrs Joyce Davies having been nominated unopposed was unanimously elected to the post of **Chairman** for the year 2020-2021 and duly signed the appropriate Acceptance of Office Form
Proposed by Councillor Mrs B Wood and
Seconded by Councillor Mrs M Lloyd

Councillor Mr Mark Parsons having been nominated unopposed was unanimously elected to the post of **Vice-Chairman** for the year 2020-2021 and duly signed the appropriate Acceptance of Office Form
Proposed by Councillor Mr Dave Howie and
Seconded by Councillor Mrs M Lloyd

2.0 Apologies for Absence

Apologies were received and accepted from Councillor Mr Dave Thompson and Wormside Ward
Councillor Mrs Christy Bolderson.
Councillor Mr Gerald Statham was not present
Balfour Beatty Living Places (BBLP) Locality Steward and Police Representative not present

3.0 Declarations of Interest & Dispensations

3.1 To receive any declarations of interest in agenda items from Councillors
No Declaration of Interests were received

3.2 To consider any written applications for dispensation
No written applications were received

All members reviewed their Notice of Registrable Interests Forms and no updates were required

4.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/MW/170z** held on Monday 12th April 2021 were confirmed as a true record and signed by the Chairman.



5.0 Election of Delegates & Roles for Councillors

(Each working group will require a minimum of three to be quorate)

Kilpeck Village Hall Committee

- 5.1** Councillor Mrs J Davies {Vice – Chairman}, Councillor Mr M Parsons {Chairman} and Councillor Mrs B Wood {Secretary} were nominated as Parish Council Delegates to the **Kilpeck Village Hall Committee**

5.2 Kilpeck Parish Council Finance Working Group

Councillor Mrs J Davies Chairman Councillor Mr M Parsons Vice – Chairman
Councillor Mr N Eynon Councillor Mr D Howie
Parish Clerk Mr M Walker

5.3 Kilpeck Parish Council Neighbourhood Development Plan (NDP)

Steering Group Representatives

Members remained the same with the addition of Councillor Mr Dave Howie, Councillor Mr Gerald Statham and Councillor Mr Dave Thompson plus other members

5.4 HALC / SAM Representatives & HALC Executive Committee Representatives

Councillor Mrs J Davies Chairman and Councillor Mr M Parsons Vice - Chairman
HALC SAM Representatives

Councillor Mrs J Davies Chairman and Councillor Mr M Parsons Vice - Chairman nominated as the Parish Council's prospective representatives to the **HALC Executive Committee**

Councillor Mr M Parsons Vice - Chairman nominated as the Parish Council's prospective representative to the **HALC Finance Committee**
Proposed by Councillor Mrs M Lloyd and Seconded by Councillor Mrs B Wood

6.0 Orders, Policies & Regulations

6.1 To consider for adoption updated Code of Conduct

The Parish Councillors received a copy of the 2021 updated Code of Conduct which were unanimously adopted.

Proposed by Councillor Mrs M Lloyd and Seconded by Councillor Mr M Parsons Vice – Chairman.

6.2 To formally adopt 2021 version Parish Council's Standing Orders

The Parish Councillors received a copy of the 2021 Standing Orders, plus Addendum No 1 Standing Orders November 2020, which were unanimously adopted and signed by Councillor Mrs J Davies Chairman and Councillor Mr M Parsons Vice – Chairman and witnessed by the Clerk.

6.3 To formally adopt 2021 version Parish Council's Financial Regulations

The Parish Councillors received a copy of the 2021 Financial Regulations which were unanimously adopted and signed by Councillor Mrs J Davies Chairman and Councillor Mr M Parsons Vice – Chairman and witnessed by the Clerk.

Proposed by Councillor Mrs M Lloyd and Seconded by Councillor Mrs B Wood

6.4 To review and update as required Parish Council Asset Register

The Parish Council reviewed their Asset Register to be updated as required.

6.5 To review and update as required Parish Council's Health & Safety Policy

The Parish Council reviewed their Health & Safety Policy with no amendments and signed by Councillor Mrs J Davies Chairman

7.0 A465 Road Safety Plan

To receive update and agree any new actions required

The Parish Council resolved to contact Allensmore Parish Council when face to face meetings can take place and Village Gateways to be discussed.



8.0 **Financial Report**

8.1 Consider internal auditors report 2020-2021 and agree any required action

There were no actions required from the Internal Auditor's Report for 2020-2021.

8.2 Parish Council to consider Annual Governance Statement

Unanimously approved

Signed by Councillor Mrs J Davies Chairman and witnessed by the Clerk

8.3 Clerk to present end of year Accounts for Ratification

Unanimously approved

Proposed by Councillor Mr Mark Parsons Vice – Chairman and Seconded by Councillor Mrs B Wood

Signed by Councillor Mrs J Davies Chairman and witnessed by the Clerk

8.4 To sign Section 2 Accounting Statement 2020-2021

Unanimously approved

Signed by Councillor Mrs J Davies Chairman and witnessed by the Clerk

8.5 Confirmation of Receipts / Invoices for Payment / Bank Balances

Receipts

Herefordshire Council BACS £8,800.00

1st part Precept reference 2923492

HMR&C VAT Refund XHV126000100573 £1,265.79

Invoices for Payment

Herefordshire Association of Local Councils (HALC) £472.07

Subscription 01/04/2021 – 31/03/2022

BACS reference H1244 08/05/2021 3.52pm

Clerk's Salary May 2021 Gross £601.22

Postage £6.24

TAX £94.60 NIC £0.00

Nett pay £512.86

Cheque Number 000999

*Zurich Municipal Insurance 01/06/2021 – 31/06/2022 £371.23

Cheque Number 001000

Mrs Janet Watson Internal Auditor £40.00

Reference KPC 05/24/2021 2020 – 2021 Accounts

Cheque Number 001001

All payments were **Unanimously Approved**

Bank Balances as per statements

@ 1st April 2021 Bank Statement Treasurers Account No 39 £8,700.21

@ 4th May 2021 Bank Statement Treasurers Account No 40 £18,700.68

@ 1st April 2021 Bank Statement Business Bank Instant No 31 £22,492.31

@ 5th May 2021 Bank Statement Business Bank Instant No 32 £22,492.50

8.6 Confirmation of Scope of Internal Audit for 2021-2022 and Internal Audit Plan

The Scope of Internal Audit and Internal Audit Plan was agreed and signed by Councillor Mrs J Davies Chairman

8.7 To consider appointment of Mrs J M Watson as Internal Auditor 2021-2022

The re-appointment of Mrs J Watson was unanimously approved.



8.8 To update Lloyds Bank Mandate if required

No updates required

Cheque Signatories are Councillor Mrs J T Davies Chairman

Councillor Mr M Parsons Vice-Chairman

Councillor Mrs M A Lloyd and Councillor Mr G T A Statham

8.9 Parish Council Insurance review for 2021-2022

Due to the substantial increase in premium with Came & Company, the Clerk renewed their insurance with Zurich Municipal.

Proposed by Councillor Mr Mark Parsons Vice – Chairman and Seconded by

Councillor Mrs M Lloyd

*See Item 8.5 Invoices for Payment

Village Hall Field Rent Update

As of 12th April 2021 the total funds are £1,926.80

Maintenance reserves are £800.00

Unallocated funds £1,126.80

Notice of Public Rights and Publication of Annual Governance & Accountability Return

(Exempt Authority) Accounts for the year ended 31st March 2021

Monday 14th June 2021 – Friday 23rd July 2021

Councillor Mrs Joyce Davies Chairman perused the Accounts File for 2020 – 2021 and found no anomalies or discrepancies.

9.0 Wormside Ward Councillor Report (if available)

To receive a report from Herefordshire Council's Wormside Ward Councillor Mrs Christy Bolderson
Ward Councillor not present and no report available.

10.0 Public Question Time

10 minutes period to accommodate members of the public who may wish to raise issues with the Parish Council

No matters raised

11.0 Roads and Footpaths

To receive **new** information on any Parish Highway & Public Footpath Issues

Clerk instructed to:-

Send a letter to be sent to Jesse Norman MP reference Bollards opposite Bridge Farm Kilpeck – roots in pipework also cc to Herefordshire Council CEO Mr Paul Walker

Enquire of Herefordshire Council if the “Freighter Service” will be available later in the year

SID at Trelough end report again reference not working properly

Dead Ash Trees A465 Pontrilas Sawmills – Boars Hill opposite Wormbridge Church

Contact Herefordshire Council reference “Weight Limit Signs” on the Kilpeck – Much Dewchurch Road require replacing. Pontrilas Sawmills, Black Mountain Quarries and Fred Pritchard wagons are using it as a cut through, letter required.

Report parish signs including St Devereux Station Signs plus all require cleaning / replacing. Lengthsman to action.

Gwerngenny – Crosslyde – ditches are in a reasonably good state



12.0 Information Sheet (Not covered by an agenda item and (FOR INFORMATION ONLY))

- 2nd December 2020 Application Number 203953 Land at Garden Lodge Whitfield Hereford HR2 9BA
Proposed replacement dwelling and detached garage
Planning Permission Granted 23rd April 2021
- 20th January 2021 Planning Application 203827 Pontrilas Sawmills Ltd Hereford HR2 0BE
Proposed directional signs showing access/egress points for existing staff parking and existing access/egress points for heavy goods vehicle entering the sawmills
Planning Permission
Planning Permission Granted 5th May 2021
- 20th January 2021 Planning Application 203828 Pontrilas Sawmills Ltd Hereford HR2 0BE
Proposed directional signs showing access/egress points for existing staff parking and existing access/egress points for heavy goods vehicle entering the sawmills
Advertisement Consent
Planning Permission Granted 5th May 2021
- 2nd May 2017 Application No 171547 Timber and Builders Merchant Pontrilas, Hereford HR2 0BE
Application for approval of details reserved by conditions **3, 4 & 15** attached to Planning Permission 142033
Application Still Valid
- 27th August 2019 Application No192443 Land at Wormbridge (both sides of A465) Hereford
Hybrid planning application; Outline with all matters included except landscaping for 70 new dwellings, new flexible workspace (B1a/B2/B8) and replacement childcare facility; and Full Planning for the change of use of existing schoolhouse to residential and change of use of existing dwelling to a community facility (A1/A2/A3/D1) and associated infrastructure.
Application Still Valid

Correspondence

- 31st March 2021 Reference Howton Cottages
No further information at present
- 19th April 2021 Item included in the County Times Section of The Hereford Times
“Kilpeck Parish Council – Thank You
Despite varying weather conditions, several groups and individual volunteers have taken part in litter picking along the main Hereford to Abergavenny road and around Kilpeck village and the surrounding area recently.
These amazing volunteers have picked up many everyday items such as cans, plastics, paper and cigarette ends.
It seems such a shame that a minority of people find it acceptable to drop their rubbish for somebody else to collect.
Kilpeck Parish Council would therefore like to give a “Big Thank You” to everyone who took part in litter picking recently and for selflessly making our roads and footways cleaner for the enjoyment of all. Malcolm Walker Kilpeck Parish Council Clerk”

Western Power Distribution - Electricity Line Information Only

<i>Site</i>	<i>Electrical line between Blackhouse Farm and Sizecroft Transformer Blackhouse Farm Road, Herefordshire HR2 9DR</i>
<i>Description</i>	<i>Upgrade of existing overhead electricity line to three phase supply</i>
<i>Application No</i>	<i>DMS/111862/E</i>
<i>Grid Ref</i>	<i>OS 345334, 229395</i>
<i>Application Type</i>	<i>Electricity Consultation</i>

Circular 14/90 Notification dated 24th August 2011



13.0 Agenda of Next Meeting

Tree Planting for the Queen's Jubilee
NDP Costs and Pre Regulation 14 plus Future Expenses / Actions
Mr George Meadmore "Memorial Bench" Kilpeck Village Green

14.0 Confirmation of the Next Meeting Time, Date & Venue

The next Meeting will be an Ordinary Meeting of the Parish Council and is to be held on Monday June 14th 2021 in Kilpeck Village Hall and will commence at 7.00pm.

Meeting declared closed at 8.25pm

Signed..........
Councillor Mrs Joyce Davies Chairman Kilpeck Parish Council

Date 14th June 2021