

Kilpeck Parish Council

Minutes of the Annual Meeting of Kilpeck Parish Council
held in The Kilpeck Village Hall
on Monday 9th May 2022

No KPC/MW/181

Councillors Present

Councillor Mrs Joyce Davies
Councillor Mr Dave Howie
Councillor Mr Dave Roden
Councillor Mr Gerald Statham
Councillor Mr Dave Thompson
Councillor Mrs Beth Wood

Clerk Mr Malcolm Walker

Also Present

Wormside Ward Councillor Mrs Christy Bolderson and five further members of the public

**The Annual Meeting of the Parish Council was formally opened by
the Chairman at 7.50pm**

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 2022-2023 and duly signed the appropriate Acceptance of Office Form Proposed by Councillor Mr Gerald Statham and Seconded by Councillor Mrs B Wood

Councillor Mr Mark Parsons (in his absence) having been nominated unopposed was unanimously elected to the post of **Vice-Chairman** for the year 2022-2023 and would duly signed the appropriate Acceptance of Office Form when convenient.

Proposed by Councillor Mr Dave Howie and Seconded by Councillor Mr Dave Thompson

2.0 Apologies for Absence

Apologies were received and accepted from Councillor Mr Mark Parsons and *Councillor Mrs M Lloyd {*see Minutes of the Ordinary Parish Council Meeting No **KPC/MW/174** held on Monday 13th September 2021 }.

Councillor Mr Nic Eynon not present

Balfour Beatty Living Places (BBLP) Locality Steward not present

Police Representative PCSO Carol Marsh, present at the Annual Parishes meetings.

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

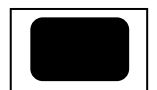
3.2 To consider any written applications for dispensation

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/180** held on Monday 11th April 2022 were confirmed as a true record and signed by the Chairman.



5.0 **Financial Report**

5.1 Clerk to present end of year Accounts for Ratification

Unanimously approved

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

5.1i Chairman & Clerk to Sign AGAR 2021-2022 Part 2 Exemption Certificate

Unanimously approved

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

5.2 Parish Council to approve Annual Governance Statement

Unanimously approved

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

5.3 Chairman & Clerk to sign Annual Accounting Statements 2021/2022

Unanimously approved

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

5.4 Confirmation of Invoices for Payment / Receipts / Bank Balances

Invoices for Payment

Clerk's Salary May 2022 Gross £611.87

Mileage £9.23

Postage £6.72

TAX & NIC £102.40

Nett Pay £525.42

Cheque 001041

Print and distribute 255 leaflets, + envelopes + 2nd class stamps for Kilpeck Draft Neighbourhood Development Plan (Option 1) £253.73

Cheque 001042

**Zurich Municipal Insurance Invoice No S14056679 01/06/2022 – 31/05/2023 £372.30

Cheque 001044

Mrs Janet Watson Internal Auditor for 2021 – 2022 £40.00

Cheque 001045

Cupid Events - Marquee package for the 5th June 2022 £880.00

Total £1,100.00 minus £220.00 Deposit paid

Cheque 001046

*Sunderlands Farm Business Tenancy Agreement 01/04/2022-30/03/2023 £120.00

Professional Fees Contra Payment Invoice Number 50801

Receipts

Herefordshire Council BACS Remittance Advice reference 3054879 £9,500.00

First part payment Precept for 2022-2023

*Sunderlands Farm Business Tenancy Agreement 01/04/2022-30/03/2023 £730.00

Water 2022-2023 (£50.00 included in above)

Cheque Number 004097 Paying In Slip Number 500141

All payments were **Unanimously Approved**

Bank Balances as per statements

@ 4th April 2022 Bank Statement Treasurers Account No 51 £6,909.37

@ 4th May 2022 Bank Statement Treasurers Account No 52 £13,399.97

@ 1st April 2022 Internet Printed Bank Statement Business Bank Instant £19,494.79

@ 30th April 2022 Internet Printed Bank Statement Business Bank Instant £19,495.00

Bank reconciliations signed for both accounts by the Chairman



Village Hall Field Rent Update

As of 9th May 2022 the total funds are £2,446.80

Maintenance reserves are £800.00

Unallocated funds £1,646.80

HMR&C VAT Claim for 01/04/2021 – 31/03/2022 submitted

Jubilee Mugs {48} ordered from mugworks.co.uk

5.5 Consider Internal Auditors Report 2021-2022 and agree any required action

There were no actions required from the Internal Auditor's Report for 2021-2022.

5.6 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2022-2023

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

The Scope of Internal Audit and Internal Audit Plan was agreed and signed by Councillor

Mrs J Davies Chairman

5.7 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

5.8 Parish Council Insurance review for 2022-2023

**The Parish Council resolved to stay with Zurich Municipal Insurance for the ensuing year

01/06/2022-31/05/2023 £372.30

See Item 5.4

5.9 Pensions Regulator Letter

The Pensions Regulator reply from Mr Malcolm Walker Parish Council Clerk

Acknowledge of Re-declaration of Compliance to be submitted to The Pensions Regulator.

6.0 Election of Delegates & Roles for Councillors

(Working groups will require a minimum of three to be quorate)

Kilpeck Village Hall Committee

6.1 Councillor Mrs J Davies Chairman, Councillor Mr M Parsons Vice - Chairman and Councillor Mrs B Wood Secretary were nominated as Parish Council Delegates.

6.2 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 and Parish Clerk Mr M Walker

6.3 Kilpeck Parish Council Neighbourhood Development Plan (NDP)

Steering Group Representatives

Members remained the same but may need to be updated in the future.

6.4 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**



6.5 Kilpeck Parish Council A465 Working Group

Councillor Mrs Joyce Davies Chairman, Councillor Mr M Parsons Vice – Chairman,
Councillor Mr Dave Howie, Councillor Mr Gerald Statham, Councillor Mr Dave Thompson and
Parish Clerk Mr M Walker

7.0 Orders & Policies Updates

7.1 To consider for adoption updated Code of Conduct

The Parish Councillors received a copy of the 2022 updated Code of Conduct, by email, which were unanimously adopted.

7.2 To formally adopt 2022 version Parish Council’s Standing Orders

The Parish Councillors received a copy of the 2022 Standing Orders, by email, with Addendum No 1 “ZOOM” meetings removed, which were unanimously adopted and signed by Councillor Mrs J Davies Chairman, Councillor Mrs B Wood and witnessed by the Clerk.

7.3 To formally adopt 2022 version Parish Council’s Financial Regulations

The Parish Councillors received a copy of the 2022 Financial Regulations, by email, which were unanimously adopted and signed by Councillor Mrs J Davies Chairman, Councillor Mrs B Wood and witnessed by the Clerk.

7.4 To review and update as required Parish Council Asset Register

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

7.5 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

8.0 A465 Road Safety Plan

To receive update and agree any new actions required

Representatives from Allensmore Parish Council attended the Annual Parishes Meeting and it was resolved to hold a joint Working Group Meeting, date to be arranged.

List of issues compiled by both Councils.

See appendix No 1

9.0 Public Question Time

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

Member of the public raised questions reference the Kilpeck Neighbourhood Development Plan Wormbridge Development Boundary Consultation April 2022

Only the boundary is being considered.

Whitfield Planning Application has not been re-submitted yet to Herefordshire Council.

10.0 Lengthsman Contract & Roads & Footpaths

10.1 Parish Council’s Contract with Herefordshire Council

The Parish Paths Partnership (P3) and Parish Lengthsman Schemes Contract signed by Councillor Mrs J Davies Chairman and witnessed by the Clerk.

Ready for submission to Balfour Beatty/Herefordshire Council

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

Minimal road sweep Locks Garage to Pontrilas A465 drains all full of mud

Bridge Farm to Wormbridge Church, Rape Seed planted, no footpath

{Parish Council not in P3 Footpath Scheme}

Member reported Ash Trees problems A465 Pontrilas Sawmills – Boars Hill opposite Wormbridge Church



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

- 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
- 1st July 2021 Application No 212150 Top Hill Farm Pontrilas Hereford HR2 0BE
Proposed replacement dwelling with associated garage/workshop
Application Still Valid
- 26th October 2021 Application No 213826 Land adj to Three Horse Shoes Winall Allensmore Herefordshire
Proposed variation of condition 2 of planning permission 194274
(Erection of one dwelling and associated works) – to convert the integral garage into a
home office and addition of a carport
Application Still Valid
- 5th April 2022 Planning Consultation 221063 9, Castle Park Kilpeck Hereford HR2 9DN
Proposed extension, garage and workshop
Application Still Valid
Parish Council required more information – member to obtain details

Correspondence

- 8th March 2022 Sunderlands Agricultural Tenancies Agreement reference Farm Business Tenancy
{Parish Council Resolved for Agreement to be renewed for the new season as is}
Returned to Sunderlands signed by Clerk and Chairman
- April 2022 Brass plaque ordered from R & S Signs & Engraving
- April 2022 Jubilee mugs ordered (48) from mugworks.co.uk

12.0 Agenda of Next Meeting

A465 Road Safety Plan

13.0 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 13th 2022 in Kilpeck Village Hall and will commence at 7.00pm.

Meeting declared closed at 8.40pm

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

Date 13th June 2022