

Kilpeck Parish Council

Minutes of the Annual Meeting of Kilpeck Parish Council
held in The Kilpeck Village Hall
on Monday 15th May 2023

No KPC/MW/191

Councillors Present

Councillor Mrs Joyce Davies
Councillor Mr Nic Eynon
Councillor Mr Dave Howie
Councillor Mr Mark Parsons
Councillor Mr Roger Probert
Councillor Mr Dave Roden
Councillor Mr Gerald Statham
Councillor Mr Dave Thompson
Councillor Mrs Beth Wood

Clerk Mr Malcolm Walker

Also Present

Three further members of the public

Prior to the meeting being opened, Councillor Mr D Howie perused and checked the Accounts File for 2022- 2023 and found no anomalies or discrepancies in the paperwork also assessed risk and found no issues.

**The Annual Meeting of the Parish Council was formally opened by
the Chairman at 7.35pm**

All Parish Councillors signed their Acceptance of Office Form for Councillor

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 2023-2024 and duly signed the appropriate Acceptance of Office Form Proposed by Councillor Mr Mark Parsons and Seconded by Councillor Mrs B Wood

Councillor Mr Mark Parsons having been nominated unopposed was unanimously elected to the post of **Vice-Chairman** for the year 2023-2024 and duly signed the appropriate Acceptance of Office Form Proposed by Councillor Mr Gerald Statham and Seconded by Councillor Mr Dave Howie

2.0 Apologies for Absence

No apologies were received
New Wormside Ward Councillor Mr Richard Thomas not present
Balfour Beatty Living Places (BBLP) Locality Steward not present
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 received new Notice of Registrable Interests Forms and would completed as soon as possible {deadline within 28 days}

4.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/MW/190** held on Monday 17th April 2023 were confirmed as a true record and signed by the Chairman. Proposed by Councillor Mrs Beth Wood and Seconded by Councillor Mr Dave Howie



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

Proposed by Councillor Mrs Beth Wood and Seconded by Councillor Mr Dave Howie

5.1i Chairman & Clerk to Sign AGAR 2022-2023 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 2022/2023

Unanimously approved

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

5.4 **Invoices for Payment**

Kilpeck & District Village Hall Invoice Number 130 £25.00

Hall Hire 17th April 2023 2 hours @ £12.50 per hour

Cheque 001088

Clerk's Salary May 2023 £675.79

Mileage £10.58

Postage £6.80

Stationary & Consumables £3.59

Tax £134.80 NIC £0.00

Nett Pay £561.96

Cheque 001089

Kilpeck & District Village Hall Invoice KPC/05/15/2023 £200.00

Contribution to Coronation Afternoon Tea 7th May 2023

Cheque 001090

Mrs Janet Watson Invoice No KPC/05/15/2023 £40.00

Internal Audit 2022 / 2023

Cheque 001091

*Zurich Municipal Insurance Invoice No 523476181 01/06/2023 – 31/05/2024 £383.62

(01/06/2022 – 31/05/2023 £372.30)

Cheque 001092

All payments were **Unanimously Approved**

Receipts

19th April 2023 Herefordshire Council BACS Remittance Advice £9,500.00

Reference 1st Part Payment Precept 3191413

Bank Balances as per statements

@ 4th April 2023 Bank Statement Treasurers Account No 12 £8,105.15*

End of year balance*

@ 4th May 2023 Bank Statement Treasurers Account No 01 £17,227.13

@ 5th April 2023 Business Bank Instant-Savings Account No S12 £26,049.38*

End of year balance*

@ 5th May 2023 Business Bank Instant-Savings Account No S01 £26,065.87

Proposed by Councillor Mr Gerald Statham and Seconded by Councillor Mr Dave Howie

Bank reconciliations signed for both accounts by the Chairman



- 5.5** Consider Internal Auditors Report 2022-2023 and agree any required action
There were no actions required from the Internal Auditor's Report for 2022-2023
- 5.6** To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2023-2024
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
Proposed by Councillor Mr Mark Parsons Vice – Chairman and Seconded by Councillor Mrs B Wood
- 5.7** To update Lloyds Bank Mandate if required
Two amendments required
Cheque Signatories are Councillor Mrs J T Davies Chairman, Councillor Mr M Parsons Vice-Chairman and Councillor Mr G T A Statham
Councillor Mr Dave Howie to be added to the Bank Mandate and Councillor Mrs M A Lloyd to be removed
Proposed by Councillor Mr Mark Parsons Vice – Chairman and Seconded by Councillor Mr Gerald Statham Clerk to action
- 5.8** Parish Council Insurance review for 2023-2024
*The Parish Council resolved to stay with Zurich Municipal Insurance for the forthcoming year 01/06/2023-31/05/2024 £383.62 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.

Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority) Accounts for the year ended 31st March 2023
Monday 5th June 2023 – Friday 14th July 2023

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.

{ Village Hall Field Rent update, as of April 2023 the total funds are £2,821.80
Maintenance reserves are £800.00. Fencing repairs allocation £1,000.00

6.1a) Update on fencing around part Village Hall Field

**To be completed within the next two weeks

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 HALC / SAM Representatives & HALC Executive Committee Representatives

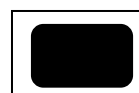
Councillor Mrs J Davies Chairman and Councillor Mr M Parsons Vice – Chairman
HALC SAM Representatives

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**



7.0 Orders & Policies Updates

7.1 To consider for adoption updated Code of Conduct

The Parish Councillors received a copy of the 2020 version of the Code of Conduct, by email, (New Councillor received a Hard Copy), which were unanimously adopted.

7.2 To formally adopt 2023 version Parish Council's Standing Orders

The Parish Councillors received a copy of the 2023 Standing Orders, by email, (New Councillor received a Hard Copy), which were unanimously adopted and signed by Councillor Mrs J Davies Chairman, Councillor Mr M Parsons Vice – Chairman and witnessed by the Clerk.

7.3 To formally adopt 2023 version Parish Council's Financial Regulations

The Parish Councillors received a copy of the 2023 Financial Regulations, by email, (New Councillor received a Hard Copy), which were unanimously adopted and signed by Councillor Mrs J Davies Chairman, Councillor Mr M Parsons Vice – Chairman and witnessed by the Clerk. Proposed by Councillor Mr Gerald Statham and Seconded by Councillor Mrs B Wood

7.4 To confirm adoption of the Model Transparency Code

The Parish Councillors received a copy of the 2023 Model Transparency Code which were unanimously adopted

7.5 To review and update as required Parish Council Asset Register

The Parish Council reviewed the Asset Register and updated as required.

7.6 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

7.7 To consider the eligibility of Kilpeck Parish Council to adopt the General Power of Competence

The Parish Council considered its eligibility for self-accreditation of The General Power of Competence.

1) Total Parish Councillors as at the Election on Thursday 4th May 2023 = 100% therefore exceeding the minimum criteria of 80% therefore eligible

2) Clerk has the relevant CiLCA qualifications

The Parish Council having duly considered the criteria unanimously agreed to accredit Kilpeck Parish Council with the General Power of Competence.

Proposed by Councillor Mr M Parsons Vice – Chairman and Seconded by Councillor Mr Nic Eynon

8.0 Pontrilas Sawmills

Deferred until the next full Parish Council Meeting

Issues:- No white lines or cats eyes from Sawmills to Grove Park Wormbridge

No Wheel Wash at Pontrilas Sawmills

Agenda item for the next full Parish Council Meeting

9.0 Parish Council .gov.uk email address

Update on application for a .gov.uk email address

Still on-going

Agenda item for the next full Parish Council Meeting

10.0 Planning Application

Planning Application 231099 2, Castle Park Kilpeck HR2 9DN Proposed two-storey extension

No information on the Herefordshire Council Planning Website so deferred until the next full Parish Council Meeting

Agenda item for the next full Parish Council Meeting

11.0 Lengthsman Contract & Roads and Footpaths

11.1 To agree proposed schedule of works for the Lengthsman 2023-2024

New Herefordshire Council Contract required and proposed Schedule of Works

The Parish Council resolved to continue with Mr Dave Roden as Lengthsman for the ensuing year

Clerk to report again A465 White Lines and Cats Eyes missing



11.2 Update Gateway through Kilpeck Village

Assessment Request Form completed and submitted to Balfour Beatty / Herefordshire Council, awaiting a reply

11.3 Email from Balfour Beatty reference Verge Cutting

The Parish Council resolved for TWO Verge Cuts by Balfour Beatty.

The first cut would take place around the May Bank Holiday and the second cut towards the end of August, subject to environment conditions and growth

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

30 April 2023 11.41 Subject: Herefordshire Council Your Enquiry 11136735

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required.

Herefordshire Council Ref: FS-CASE-511754855 Balfour Beatty Ref: 11136735

Subject: Tree Branch Hanging Description: Numerous road side trees overhanging the A465 which are being hit by HGV's leaving dangerous debris on the highway

A465 From Howton Farm To County Boundary

Location: A465 from Pontrilas towards Pontrilas Saw Mills -

30 April 2023 12.00 Subject: Herefordshire Council Your Enquiry 11136737

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required.

Herefordshire Council Ref: FS-CASE-511757974 Balfour Beatty Ref: Enquiry: 11136737

Subject: Road Markings - Defective Description: Road markings & white lines in need of attention

A465 From Howton Farm To County Boundary Location: A465 Near the entrance to the Saw Mills -

30 April 2023 12:54 Subject: Herefordshire Council - Your Enquiry - Enquiry 11136739

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required. Your reference numbers are provided below to assist you.

Herefordshire Council Ref: FS-CASE-511760452 Balfour Beatty Ref: 11136739

Subject: Flooding (Footway) Description: Many of the road side gullies are blocked and either full of silt or actually have grass growing out of them. The pipe work between the gullies also needs jetting as water runs out onto the road from the gullies which are not blocked. The system requires a full cleanout to prevent further damage to the highway which will give a long term saving

A465 From The Motte To Crizeley Layby Vi Location: A465 from Forge Garage to Pontrilas Village -

02 May 2023 14.06 Subject: Herefordshire Council – It is a defect Enquiry 11136734

Upon inspection of your Enquiry, it has been identified as a defect and scheduled for repair in line with current work priorities.

Herefordshire Council Ref: FS-CASE-511753888 Balfour Beatty Ref: Enquiry: 11136734 **Job: 41390417**

Subject: Carriageway Pothole Description: Pot holes require attention on the left hand side between The Mynws and the Old Mill Farm

C1212 From A465 To Wellfield Location: C1212 between Mynws and the Old Mill Farm

02 May 2023 15.15 Subject: Herefordshire Council – It is a defect Enquiry 11136733

Upon inspection of your Enquiry, it has been identified as a defect and scheduled for repair in line with current work priorities.

Herefordshire Council Ref: FS-CASE-511752721 Balfour Beatty Ref: Enquiry: 11136733 **Job: 41390455**

Subject: Carriageway Pothole Description: There are numerous pot holes of which some are very deep with sharp edges on the full length of the U74000 attention required.

Trelough Road Location: Full length of the U74000 from junction of the C1232 to the A465 -



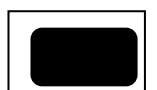
02 May 2023 15.28 Subject: Herefordshire Council – Non Intervention Enquiry 11136738
Road signs throughout the Kilpeck area - C1230 Knolton Brook To The Old Shop Via
We have investigated your enquiry and currently the issue you have raised is not at the intervention level at which we would carry out immediate repairs or relates to an issue that is not within our responsibility. More information on categorisation levels can be found at https://www.herefordshire.gov.uk/info/200196/roads/236/highway_asset_management_and_maintenance/3
We will continue to monitor the situation and thank you for bringing this to our attention. If you wish to make a further enquiry about this issue please contact us directly on 01432 261800 quoting the above enquiry number

15 May 2023 11.54 Subject: Herefordshire Council Your Enquiry 11137475
Upon inspection of your Enquiry, it has been identified as a defect and scheduled for repair in line with current work priorities.
Herefordshire Council Ref: FS-CASE-515891180 Balfour Beatty Ref: Enquiry: 11137475
Subject: Flooding (Footway) Description: Blocked or damaged culvert under the road causing standing water on and adjacent to the highway
Kilpeck Church Road Location: U74002 outside Kilpeck Church -

The Church wall has been rebuilt
Whitfield to investigate Church culvert

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

- 6th January 2023 Application No 224088 Unit 8 Wormbridge Court Hereford HR2 9DH
Proposed works to an area of paddock adjoining the yard to be surfaced with a layer of natural compacted stone with a permeable surface, in order to provide additional yard/storage space for general building materials, machinery and equipment
Planning Permission
Application Approved 18th April 2023
- 3rd January 2023 Application No 224041 Stables Cottage Wormbridge Hereford HR2 9DH
Proposed ground floor extension
Listed Building Consent
Application Still Valid
- 1st 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
- 6th March 2023 Planning Application 230499 Howton Court Pontrilas Hereford HR2 0BG
Proposed change of use and extension of grain store to create indoor swimming pool for private use, construction of a detached garage with annexe above, change of use of land to enlarge domestic curtilage and new driveway
Application Still Valid
- Correspondence
6th April 2023 Sunderlands Signed Farm Business Tenancy returned
14th April 2023 Updated West Mercia Police Community Charter re-emailed to Police
3rd May 2023 Herefordshire Association of Local Councils (HALC)
Election Special Information Corner 03-05-2023



{Herefordshire Council Ref: FS-CASE-506747953 Balfour Beatty Ref: 11135525

Subject: Flooding (Footway)

Description: Mud has caused drains to be blocked causing flooding during rain with the water covering 50% of the road and the lights shining onto the northbound traffic from the sawmills, creates a blind spot and has in the past caused accidents and could again if the problem is not resolved

A465 From Howton Farm To County Boundary

Location: Near entrance to Saw Mills also across the road in the bus stop layby –

Upon inspection of your Enquiry, it has been identified as a defect and scheduled for repair in line with current work priorities.

Your reference numbers are provided below to assist you.

Herefordshire Council Ref: FS-CASE-506747953

Balfour Beatty Ref: Enquiry: 11135525 Job: 41386301

Original Enquiry Details: Subject: Gully Blocked

Description: Mud has caused drains to be blocked causing flooding during rain with the water covering 50% of the road and the lights shining onto the northbound traffic from the sawmills, creates a blind spot and has in the past caused accidents and could again if the problem is not resolved

A465 From Howton Farm To County Boundary

Location: Near entrance to Saw Mills also across the road in the bus stop layby -

Reply received after the information sheet was printed

We wanted to let you know that the scheduled repair from your enquiry has now been completed.

Reference numbers are provided below to assist you.

Herefordshire Council Ref: FS-CASE-506747953 Balfour Beatty Ref: Enquiry: 11135525

Job: 41386301 }

13.0 Agenda of Next Meeting

Pontrilas Sawmills

Parish Council .gov.uk email address

Planning Application 231099

Invite Locality Steward and Police

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 12th 2023 in Kilpeck Village Hall and will commence at 7.00pm.

Meeting declared closed at 8.45pm

Signed..........

Councillor Mrs Joyce Davies Chairman Kilpeck Parish Council

Date 12th June 2023