

# Kilpeck Parish Council

## Minutes of the Annual Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Monday 13<sup>th</sup> May 2024

No KPC/MW/202

### Councillors Present

Councillor Mr Mark Parsons Vice - Chairman

Councillor Mr Nic Eynon

Councillor Mr Dave Howie

Councillor Mr Gerald Statham

Councillor Mr Dave Thompson

Councillor Mrs Nicola Thompson

Clerk Mr Malcolm Walker

### Also Present

Two further members of the public

Prior to the meeting being opened, Councillor Mr D Howie perused and checked the Accounts File for 2023 - 2024 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 Vice - Chairman at 7.30pm**

#### **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 2024 - 2025 and would duly signed the appropriate Acceptance of Office Form when convenient

Proposed by Councillor Mr Gerald Statham and

Seconded by Councillor Mr Mark Parsons

Councillor Mr Mark Parsons having been nominated unopposed was unanimously elected to the post of **Vice-Chairman** for the year 2024 - 2025 and duly signed the appropriate Acceptance of Office Form

Proposed by Councillor Mr Dave Thompson and Seconded by Councillor Mrs Nicola Thompson

#### **2.0 Apologies for Absence**

Apologies were received and accepted from Councillor Mrs Joyce Davies Chairman,

Councillor Mr Roger Probert, Councillor Mr Dave Roden and

Wormside Ward Councillor Mr Richard Thomas

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

#### **4.0 Minutes**

The Minutes of the Ordinary Parish Council Meeting No **KPC/MW/201** held on Monday 8<sup>th</sup> April 2024 were confirmed as a true record and signed by the Vice - Chairman.

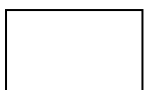
#### **5.0 2023-2024 Income & Expenditure Breakdown**

Spreadsheet for approval

The Clerk read through the 2023 – 2024 Spreadsheet and with no issues raised and approved by the Parish Council

Proposed by Councillor Mr Mark Parsons Vice – Chairman and

Seconded by Councillor Mr Dave Thompson



## 6.0 **Annual Governance & Accountability Return (AGAR) 2023-2024**

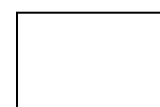
- 6.1** To Receive & Note The Annual Internal Auditors Report 2023-2024 and agree any required action  
There were no actions required from the Annual Internal Auditors Report 2023-2024 which was received and noted
- 6.2** Parish Council to approve Annual Governance Statement (Section 1)  
The Annual Governance Statement (Section 1) was approved
- 6.3** Annual Accounting Statements 2023 - 2024 (Section 2) for approval  
The Annual Accounting Statements 2023 - 2024 (Section 2) was approved
- 6.4** Chairman & Clerk to sign the Annual Governance Statement, Chairman to sign Accounting Statement  
Chairman of the meeting & Clerk signed the Annual Governance Statement and the Chairman of the meeting signed the Accounting Statement
- 6.5** RFO to set commencement date for the exercise of public rights  
The RFO set the commencement date for the exercise of public rights as Monday 3<sup>rd</sup> June 2024  
Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return  
Accounts for the year ended 31st March 2024  
Monday 3<sup>rd</sup> June 2024 – Friday 12<sup>th</sup> July 2024

## 7.0 **Financial Report**

Confirmation of Invoices for Payment / Receipts / Bank Balances

### 7.1 **Invoices for Payment**

Kilpeck & District Village Hall Invoice No 141 8 <sup>th</sup> April 2024 <b>Cheque 001137</b>	£25.00
*Zurich Insurance Invoice No 532652182 01/06/2024 – 31/05/2025 <b>Cheque 001138</b>	£386.02
Herefordshire Association of Local Councils (HALC) Invoice No H2043 01/04/2024-31/03/2025 <b>Cheque 001140</b>	£591.54
Terry Griffiths (Contracts) Invoice No 2700 <b>Cheque 001141</b>	£612.00
Kilpeck Parish Council General April 2024 (1) Inv No TGC2700 Description of work carried out: - Parish Asset Work A465 Didley Area Remove existing noticeboard Install new parish noticeboard A465 Wormbridge Area Remove existing noticeboard Install new parish noticeboard Materials 2 x Parish Noticeboards - KPC 4 x 2.4 x 100mm x100mm oak posts Screws Cement and ballast Notes Fixing screws not supplied with the noticeboards Due to the weight of the noticeboards, post had to be installed and left for concrete foundations to set and revisit required to attach noticeboards Clerk's Salary May 2024	£707.12
Mileage	£27.90
Postage	£19.00
Tax £141.40 NIC £0 Nett Pay £612.62 <b>Cheque 001142</b>	
Mrs Janet Watson Internal Audit Internal Audit 2023 – 2024 KPC 13/05/2024 <b>Cheque 001143</b>	£40.00



Mr Robert Horton {Horton Services} Invoice No 708 £120.00  
**Cheque 001144**  
 02/04/24 Mowing and Strimming Village Green £40.00  
 09/04/24 Mowing and Strimming Village Green £40.00  
 24/04/24 Mowing and Strimming Village Green £40.00

All payments were **Unanimously Approved**

## 7.1 Receipts

3<sup>rd</sup> April 2024 Balfour Beatty / Hfds Council BACS Remittance Advice £220.00  
 for Lengthsman Works TGC2620 Ref 4167123  
 17<sup>th</sup> April 2024 Herefordshire Council BACS Remittance Advice £9,500.00  
 Part 1 Precept 2024-2025 Ref 3327660  
 24<sup>th</sup> April 2024 BGC HMRC VTR XHV126000100573 £2,313.60  
 VAT Claim 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

## 7.1 Bank Balances as per statements

@ 4 <sup>th</sup> April 2024 Bank Statement Treasurers Account	No 12	<b>£4,765.32</b>
		<b>End of Year Balance</b>
@ 4 <sup>th</sup> April 2024 Bank Statement Treasurers Account	No 12	£4,285.52
@ 3 <sup>rd</sup> May 2024		
Internet Printed Bank Statement Treasurers Account	No 1	£13,980.55
@ 5 <sup>th</sup> April 2024 Business Bank Instant-Savings Account	No S12	<b>£32,898.28</b>
		<b>End of Year Balance</b>
@ 23 <sup>rd</sup> April 2024		
Internet Printed Business Bank Instant-Savings Account	No 1	£32,932.26

Bank reconciliations signed for both accounts by the Vice - Chairman

**7.2** To consider Appointment of Mrs J Watson as Internal Auditor & Scope of Audit 2024-2025  
 The re-appointment of Mrs J Watson was unanimously approved  
 The Scope of Internal Audit and Internal Audit Plan was agreed  
 Proposed by Councillor Mr Mark Parsons Vice – Chairman and  
 Seconded by Councillor Mr Nic Eynon

**7.3** To update Lloyds Bank Mandate if required  
 The Parish Council resolved to leave the Lloyds Bank Mandate as is for the time being

**7.4** Parish Council Insurance review for 2024-2025  
 \*The Parish Council resolved to stay with Zurich Municipal Insurance for the forthcoming year  
 01/06/2024-31/05/2025 £386.02 {Last year premium was £383.62}  
 {Addition of the 2 new noticeboards have been added to the policy}  
 Agenda item for the next full Parish Council meeting

**7.5** Pensions Regulator Letter  
 The Pensions Regulator reply from Mr Malcolm Walker Parish Council Clerk was noted

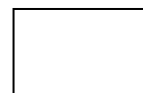
**7.6** Sunderland's Update Re Field etc.  
 Reply still awaited  
 Agenda item for the next full Parish Council meeting

## 8.0 Election of Delegates & Roles for Councillors

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

### **Kilpeck Village Hall Committee**

**8.1** Councillor Mrs J Davies Chairman, Councillor Mr M Parsons Vice – Chairman and  
 were nominated as Parish Council Delegates  
 {Village Hall Field Rent update, as of April 2024 the total funds are £2,229.82  
 Maintenance reserves are £800.00 currently unallocated £1,429.82}



**8.ia)** Confirmation of next Defibrillator training date  
Kilpeck Village Hall Thursday 6<sup>th</sup> June 2024 at 7.00pm

**8.2 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

**8.3 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**

**9.0 Orders & Policies Updates**

**9.1** 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  
Proposed by Councillor Mr M Parsons Vice – Chairman and  
Seconded by Councillor Mr Gerald Statham

**9.2** To formally adopt 2024 version Parish Council's Standing Orders

The Parish Councillors received a copy of the 2024 Standing Orders, by email,  
which were unanimously adopted and signed by Councillor Mr M Parsons Vice – Chairman and  
Councillor Mr Dave Thompson and witnessed by the Clerk  
Proposed by Councillor Mr M Parsons Vice – Chairman and  
Seconded by Councillor Mr Dave Howie

**9.3** To formally adopt 2024 version Parish Council's Financial Regulations

The Parish Councillors received a copy of the 2024 Financial Regulations, by email  
which were unanimously adopted and signed by Councillor Mr M Parsons Vice – Chairman and  
Councillor Mr Dave Thompson and witnessed by the Clerk  
Proposed by Councillor Mr Nic Eynon and  
Seconded by Councillor Mr Mark Parsons Vice - Chairman

**9.4** To confirm adoption of the Model Transparency Code

The Parish Councillors received a copy of the 2024 Model Transparency Code by email which were  
unanimously adopted

**9.5** To review and update as required Parish Council Asset Register

The Parish Council reviewed the Asset Register and updated with the addition of  
2 new Noticeboards plus the framed portrait of King Charles III

**9.6** 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 Mr M Parsons Vice – Chairman  
Agenda item for the next full Parish Council meeting {update / review of policy}

**10.0 Lengthsman Contract & Roads and Footpaths**

**10.1** To agree Lengthsman contractor for 2024-2025

The Parish Council unanimously agreed for Mr James M Probert to be the Lengthsman Contractor  
for the fiscal year 2024-2025

Clerk to send a letter to Jamie to arrange a meeting with Parish Council representatives

Rate per day agreed at £210.00 with a 12 month contract, Councillor Mr Nic Eynon to be co-ordinator



Clerk to send a letter of thanks to Mr Terry Griffiths (Contracts) thanking him for the temporary position due to the regular Lengthsman Mr Dave Roden being unwell

**10.2** To agree Lengthsman Scheme Contract with Herefordshire Council & Annual Maintenance Plan  
The Parish Council unanimously agreed the Lengthsman Scheme Contract with Herefordshire Council and the Annual Maintenance Plan

**10.3** Confirmation of Drainage Grant Application

The Clerk had sent a quotation on the 11<sup>th</sup> April 2024 for drainage works to Mr Ed Bradford Economy and Environment Directorate at Herefordshire Council.

Acknowledgement had been received

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

Several road signs have been turned round

Kilpeck side of Lathe Bridge Much Dewchurch, 7.5 weight limit sign hidden in the hedge

Clerk to report to Locality Steward

Herefordshire Trail now fully open

**10.5** New Notice Boards update

Both new Noticeboards have been erected at Wormbridge and Didley

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

5 <sup>th</sup> February 2024	Planning Consultation 240270 Turnbow Cottage Kilpeck Hereford HR2 9DR Proposed single storey extension and Passivhaus energy efficiency retrofit upgrade <b>Application Granted 18<sup>th</sup> April 2024</b>
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 <b>Application Still Valid</b>
14 <sup>th</sup> June 2023	Planning Consultation 231623 Wormbridge Court Wormbridge Herefordshire 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 <b>Application Still Valid</b>
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 <b>Application Still Valid</b>

**Correspondence**

11<sup>th</sup> April 2024 14.22 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-604911244

Balfour Beatty Ref: 11158058

Thank you for contacting Herefordshire Council

Subject: Carriageway Pothole

Description: Numerous pot holes at this location

Gwerngenny Road

Location: Between Large Tree and entrance to Gwerngenny

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



11<sup>th</sup> April 2024 14.29 Herefordshire Council Ref: FS-CASE-604914039  
Balfour Beatty Ref: Enquiry: 11158059  
Job: 41444767  
Thank you for contacting Herefordshire Council  
Original Enquiry Details:  
Subject: Highway Deterioration  
Description:  
Edge of road eroded leaving dangerous deep rut at the edge of the road  
C1232 From A465 To Kilpeck Church Road  
Location: Below entrance to Bridge Farm

**12.0 Appointment of Clerk**

Confirm appointment, start date and probation period

All applicants had been interviewed by the Employment Working Group and a candidate had been chosen. Clerk instructed to write to all applicants with the decision made and a starting date of 1<sup>st</sup> June 2024

**13.0 Agenda of Next Meeting**

Parish Council Insurance review for 2024-2025, boundaries etc.

Sunderland's update re Field, liability for fences, boundaries etc.

Review and update as required Parish Council's Health & Safety Policy

Potential Herefordshire History Festival

**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 10<sup>th</sup> 2024 in Kilpeck Village Hall and will commence at 7.00pm.

Meeting declared closed at 8.50pm

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

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