

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 8th October 2024

No KPC/LL/206

Councillors Present

Councillor Mrs J Davies Chairman
Councillor Mr M Parsons Vice-Chairman
Councillor Mr N Eynon
Councillor Mr D Howie
Councillor Mr R Probert
Councillor Mr D Thompson

Also Present

Lisa Lewis (Clerk)

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

1.0 Apologies for Absence

Apologies were received and accepted from Councillors Mr D Roden and Mrs N Thompson.

2.0 Declarations of Interest & Dispensations

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

3.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/LL/205** held on Tuesday 10th September 2024 were unanimously confirmed as a true record and signed by the Chairman.

4.0 Financial Matters

4.1 Receipts

None to record.

4.2 Invoices for Payment

Clerk's Salary October 2024	£627.46
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Mileage 28 miles (2 trips) at .45p	£ 12.60
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Postage	£ 8.80
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Tax £0 NIC £0

Cheque 1162	£648.86
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Kilpeck & District Village Hall Invoice No 146	£25.00
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10th September 2024

Cheque 1163

PKF Littlejohn LLP	£252.00
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Annual External Audit

Cheque 1165

TEEC Limited	£144.00
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Annual Website Hosting & Domain charge

Cheque 1166



Mr. James Probert **£420.00**
 Lengthsman Maintenance Days x 2 (25.06.24 & 13.09.24)
Cheque 1167

Starboard Systems Limited **£14.40**
 Scribe Accounting
Paid by Direct Debit

It was **RESOLVED** by a unanimous vote to approve all payments listed above and the relevant invoices were signed.

Outstanding Payment

It was **RESOLVED** to hold payment of the following invoice until Cllr Nick Eynon has reviewed the invoice with Sunderlands.

Sunderlands 1862 LLP **£366.00**
 Land Registry Boundary Query & Land Registry Charges
Cheque 1164

4.3 Bank Balances as per statements
 Bank Statement Date: 4th September 2024
 Treasurers Account (current) closing balance 30th August 2024 **£8,216.02**

Savings Account – Statement not yet received.

4.4 The external auditors report for 2023/24 was received and acknowledged. It was noted that the figures on the AGAR will be restated for the AGAR next year as per the report.

4.5 Sunderlands, Field Rent - it was noted that there is an invoice query as stated in item 4.2.

4.6 The clerk advised that the council should have sickness/absence and grievance and disciplinary policies in place. It was **RESOLVED** for the clerk to draft the policies for consideration at the next meeting.

5.0 Public Question Time

Designated maximum period of **10 minutes** to accommodate members of the public who may wish to either raise issues or ask the Parish Council questions. **No issues raised**

6.0 Highways & Public Rights of Way Issues

6.1 Lengthsman report Jamie Probert – Invoice received and report noted. It was noted that photographs of work carried out will be required for the Lengthsman Scheme. The clerk will send the lengthsman copies of parish maps and the lengthsman contract as requested.

6.2 To receive any new General Highway or Public Rights of Way issues

Flooding at Kilpeck – the clerk confirmed this had been reported. Reference number:- FS-Case-647757362.

Clerk to report the following issues:-

Kilpeck crossroads - 7.5 Tonne Weight limit sign needs re-installing.

Flooding at Pontrilas Sawmills on the A465 – gullies need cleansing and jetting.

St Deveraux – finger post signs need replacing.

Wormbridge Church – central white lines missing (re-report).

Tram Inn junction onto A465 – giveway/stop road markings are worn and missing. (re-report).

Locks Garage entry and exit points onto the A465 – giveway markings are worn and missing.

A465 central reservation near Locks Garage – lollipop sign is not lighting up.



A465 ground associated with Howton Cottages – appears to be a new domestic access onto the A465. Kilpeck – Much Dewchurch crossroads – grit bin damaged.

It was **RESOLVED** for the clerk to write to the Safer Roads Partnership, Police and Ward Councillor to request a meeting to address the number of defects at the Locks Garage / Tram Inn Junctions.

The correspondence from the Public Rights of Way team was noted. The clerk advised that guidance had been received from HALC and will be circulated.

6.3 Property Boundaries – no further updates to note.

6.4 Speed Indicator Devices (SID's) maintenance – the clerk confirmed that the cheque had been sent and dates for training and maintenance were to be received.

6.5 Proposed 30mph speed limit through Kilpeck Village – the clerk had emailed the Traffic Management team and is awaiting a response.

6.6 Receipt of the Kentchurch Estate Woodland Management Plan was noted and the parish council confirmed that they had no comments to make. Clerk to respond.

6.7 It was noted that a vehicle is often parked outside of the telephone box in Kilpeck which houses the defibrillator. It was **RESOLVED** for the clerk to write to Traffic Management to ask if they can consider placing yellow lines to ensure the area is kept clear in an emergency.

6.8 It was noted that the Noticeboard on the village green in Kilpeck is not lockable and contains a lot of advertising. It was **RESOLVED** to replace the noticeboard with an oak board the same as those situated on the A465, clerk to order. The location was considered and it was **RESOLVED** to keep the location the same and add a step in front of the board to make access easier. Chairman to discuss with Whitfield Estate.

7.0 Planning

None received.

8.0 Reports

8.1 Kilpeck Village Hall

Nothing to report other than 'Strictly Abba' evening is due to take place in October, still tickets to sell.

8.2 Ward Councillor Mr Richard Thomas

Apologies received; the Parish Council Summit was taking place at Herefordshire Council.

8.3 Police Representative

Not present. It was noted that a newsletter hadn't been received for a while, clerk to investigate.

8.4 Locality Steward

Not present.

9.0 Information Sheet

P241784 - Dutch Barn At the Junction of The C1230 With C1232 Kilpeck Herefordshire HR2 9DN - Application to determine if prior approval is required for a proposed change of use of an agricultural building and its curtilage for the conversion to one larger dwellinghouse and the building operations reasonably necessary to convert the building - **Determination Made (Prior Approval Given)**

P241846 - Barns at Merri-Folde Farm Garway Hill Herefordshire - Application to determine if prior approval for conversion of four barns to 4 no. dwellings with building operations reasonably necessary for the conversion - **Determination Made (Prior Approval Given)**



Correspondence

Highway Drainage Issue – blocked drain, leaving Kilpeck on corner adjacent to the cottage. Reported 17/09/2024 FS-Case-647757362.

BBLP weekly briefings circulated.

Email received regarding the Review of Polling Districts, Polling Places and Polling Stations consultation. Circulated 17/09/24.

Parish Council Summit Agenda – circulated 30/09/24.

External Audit Report 2023/24 Circulated 27/09/24. Displayed on the website and noticeboards.

PFO Scheme Information – circulated 30/09/24.

Round Table Meetings regarding the new museum. Circulated 30.09.24.

Email received from the emergency services to advise the Defib at Kilpeck may have been used. I have checked and put back in a ready state – updated on the Circuit website.

Hereford Histories Festival email circulated 08/10/24.

10.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: -
Drainage

11.0 Date, Time and Venue of Next Meeting

The next Meeting will be the Ordinary Meeting of the Parish Council on **Tuesday 12th November 2024** to be held in Kilpeck Village Hall and is due to commence **at 7.00pm**.

12.0 Meeting declared closed to the public at 8.30pm to enable consideration of confidential items.

12.1 Contract of Employment – the draft contract of employment for the clerk was considered and it was **RESOLVED** to adopt the contract and 2 copies were signed by the clerk and the chairman.

12.2 It was noted that a Display Screen Equipment (DSE) is a legal requirement and a checklist had been completed.

12.3 Pension provision for the clerk was considered and it was proposed by Cllr Thompson and seconded by Cllr Howie and **RESOLVED** by a unanimous vote to award a NEST pension to the clerk based on full salary. Parish council contributions to be set at 3%.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 12th November 2024