

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 10th June 2025

No KPC/LL/214

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 G Statham

Also Present

Lisa Lewis (Clerk), Ward Councillor Richard Thomas and one member of the public.

The Ordinary Meeting of the Parish Council was formally opened by the Chairman at 7.05pm

1.0 Apologies for Absence

Apologies were received from Councillors D. Thompson and N. Thompson

2.0 Declarations of Interest & Dispensations

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

3.0 Minutes

The Minutes of the Annual Parish Council Meeting No KPC/LL/213 held on Tuesday 13th May 2025 were unanimously confirmed as a true record and were signed by the Chairman.

4.0 2024 – 2025 Receipts and Payments Breakdown

A review was conducted comparing the actual receipts and payments for the 2024–2025 financial year against the approved budget figures. Key variances between budgeted and actual amounts were identified and noted.

Cllr N. Eynon entered the meeting at 7:15pm.

5.0 Annual Governance and Accountability Return (AGAR) 2024-2025

5.1 Internal Audit Report

The Internal Audit Report for 2024/2025 was received. The findings were reviewed, and any recommended actions were agreed upon as necessary.

5.2 Annual Governance Statement (Section 1) and Certificate of Exemption

The Annual Governance Statement (Section 1) was reviewed, approved, and signed. The Certificate of Exemption was also accepted and adopted.

5.3 Accounting Statements (Section 2) and Full Accounts 2024/25

The Accounting Statements (Section 2), along with the full accounts for 2024/25, were approved and adopted.

5.4 Exercise of Public Rights

The dates for the Exercise of Public Rights were noted in accordance with statutory requirements.

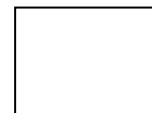
6.0 Financial Matters

The following receipts were noted:-

Business Bank Instant – Savings Account

Interest Received 09/05/2025

£22.80



Community Account – Current Account

VAT Return from HMRC

Received 09/05/2025 £1,269.15

Lengthsman Scheme and Drainage grant reimbursement from HC

Received 29/05/2025 £3,042.00

Invoices for Payment

Clerk's Salary June 2025 £624.71

Mileage 28 miles at .45p £ 12.60

BACS £637.31

Nest Pension Contributions (Employer & Employee)

By Direct Debit £45.55

Kilpeck & District Village Hall Invoice No 155 £25.00

10th June 2025**BACS****Scribe (Starboard Systems Ltd)**

Accounting Software Package – June 2025

Direct Debit £14.40 (inc. VAT £2.40)

Imperative Training Ltd

Defibshop – Replacement pads/carrycase/rescue kit

(Additional amount already paid due to availability of pads)**BACS £87.60****JM Probert**Lengthsman (MAY) Inv. 1010 **£888.00 (inc. VAT £148.00)**

It was **RESOLVED** by a unanimous vote to approve the payments listed above and agreed that the invoices would be paid by BACS, invoices were signed by two signatories.

The vice-chairman queried how the payments are now approved as there are no cheques, the clerk confirmed that all payments are brought to each meeting for authorisation, once approved, the payment is added to the bank account for approval by two signatories. The signatory should re-check the payments against the approved list and invoices prior to approval.

Bank Balances as per statements

Bank Statement Date: 31.05.2025

Community Account (current) closing balance 31st May 2025 **£12,596.48**

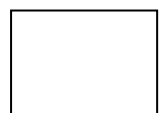
Bank Statement Date: 31.05.2025

Business Bank Instant (savings) closing balance 31st May 2025 **£33,315.42****Total £45,911.90**

The above bank balances were noted and the bank reconciliations (see appendix 1) and statements were checked and signed by Chairman and vice-chairman.

7.0 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. It was noted that the bridge at Marlas had been clipped by a vehicle and it was confirmed that the lengthsman will look to repair. Stiles and footpath sign need replacing. Clerk suggested utilising the PROW Grant. It was **RESOLVED** for the clerk to check if the grant can be utilised for only selected work. Much Birch finger post has been knocked and hedge at Much Dewchurch overgrown. Clerk to report to BBLP.



8.0 Highways & Public Rights of Way Issues

8.1 Lengthsman report

Bench is to be installed and Cllr Eynon will supply slabs for the base. The chairman will confirm the exact location with the lengthsman. It was noted that the lengthsman had done a very good job of installing the noticeboard at the village green in Kilpeck. Clerk to ensure the lengthsman has access to the gate code at the hall to enable him to spray the weeds in the car park.

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

It was noted that a car persistently parks outside the defib housed in the phonebox. It was **RESOLVED** that the quickest way to deal with the issue would be to install 'No Parking, 24 hour access required' signage on the green outside the telephone box to prevent vehicles parking here. The chairman will contact the estate to seek permission and it was **RESOLVED** for the clerk to proceed with ordering a sign.

8.3 Public Rights of Way Grant – See item 7.0 above where the grant was discussed.

8.4 Village Hall Sign off the A465 – It was noted that Herefordshire Council Traffic Management Team had asked if the council would be happy for the village hall to share the church sign. It was **RESOLVED** by a unanimous voter to proceed on this basis, clerk to notify Traffic Management.

8.5 Kilpeck Speed Survey Report – the council noted the survey report that had been received. The report was discussed and it was accepted that there is not enough data to suggest a speeding issue. It was noted that other strategies could be implemented such as planters/gateways/whitelines to narrow the road. It was **RESOLVED** to add this item to a future agenda for further consideration.

8.6 Village Gateways at Didley – it was noted that Herefordshire Council are happy with the initial suggested locations and they will carry out further surveys once a detailed design plan has been submitted. It was **RESOLVED** for Cllr Probert to research further and obtain prices for 8 units approximately 3m x 1.5m in size. Clerk to establish suppliers for ready made gateways.

8.7 Run in lane on A465 – It was noted that options had been received from Herefordshire Council and **RESOLVED** by a unanimous vote to apply for a TTRO for no parking signage to be installed. TTRO paperwork to be completed and signed by the chairman and Ward Cllr – clerk to submit.

Ward Cllr Richard Thomas entered the meeting at 7:42 pm.

9.0 Planning The following planning applications submitted to Herefordshire Council were considered:

9.1 Planning Consultation - 251453 Land at Pennywink Farm, Bagwyllydiart, Pontrilas, HR2 8EX

APPLICATION TYPE: (Part 3) Class Q - Prior Approval, **DESCRIPTION:** Application to determine if prior approval is required for a proposed change of use of an agricultural building to a single dwellinghouse (Class C3) and for associated operational development. **The application was considered and it was noted that the application falls into Kentchurch Parish, clerk to respond with No Comments.**

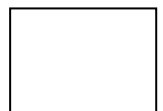
9.2 Planning Consultation - 251146 Land at Howton Grove Farm, Wormbridge, Hereford, Herefordshire HR2

9DY APPLICATION TYPE: Outline **DESCRIPTION:** Outline application for the construction of a dwelling for a rural worker. **The application was considered, and it was noted that there will be an agricultural tie. It was RESOLVED to respond in support of the application noting that it will supply housing for a local family.**

10.0 Reports

10.1 Kilpeck Village Hall

- Ditches at the hall had been cleaned out by the lengthsman.
- Community breakfast will take place on 9th July.
- The hall will hold a Heartstart Training session in the future.
- It was noted that the roof needs clearing of moss as it is affecting the guttering – clerk to request a quote from the lengthsman and funds from the field fund can be utilised.



- The headwalls and culvert opposite the hall next to the Oak tree require some work and the drains need jetting, it was **RESOLVED** to proceed with the work under the drainage grant. Clerk to request a quotation.

10.2 Ward Councillor Mr Richard Thomas reported on the following items:-

- Ward Cllr Thomas advised he has submitted his written annual report to the clerk which is to be circulated.
- There was a query regarding the bypass, Cllr Thomas advised that Herefordshire Council are awaiting tenders. There is an estimated start date of the end of 2026 or beginning of 2027.
- BBLP contract for the Public Realm.
- Alterations to the working practices of Scrutiny Committees.
- Children's services and Adult Social Care.

10.3 Police Representative - Not present.

11.0 Information Sheet Correspondence

- Councillor vacancy advertised. Should be able to co-opt at the July meeting if no election is called.
- Defibrillator replacement parts received, and unit reinstalled and updated on the Circuit website.
- Parish Charter from the police – Priorities required. The issues previously noted were Thefts (Livestock) – Poaching and Speeding. **It was RESOLVED to respond with the same issues adding rural theft.**
- Correspondence from a member of the public requesting Parish Council support for a speed limit reduction outside Locks Garage as a matter of urgency following another RTA. **It was RESOLVED by a unanimous vote that an emergency speed limit is required and the clerk was instructed to write to Herefordshire Council to Head of Highways, Head of Accident Investigation and the Safer Roads Partnership requesting immediate action to reduce the speed limit and propose longer term solutions such as rumble strips and Speed Indicator Devices.**
- Drainage Grant information received and circulated 10.06.2025. **It was RESOLVED for Cllrs Eynon and Parsons to draft an application.**

Reported Defects:-

Potholes – Kilpeck Church Road BBLP Ref: 11185219 (Re-reported 13/05/2025 Ref number remains the same)

Worn white lines – Wormbridge Church layby – BBLP Ref: 11185552

Worn road markings – Kilpeck Crossroads to Much Dewchurch – BBLP Ref: 11185553

Planning for information only:-

P250774/PA4 Barns at Merri-Folde Farm Garway Hill Herefordshire - Application for variation of condition 2 of planning permission. 241846. (Application to determine if prior approval for conversion of four barns to 4 no. dwellings with building operations reasonably necessary for the conversion.) - To amend the layout of Barn B. (Part 3) Class Q - Prior Approval - **Determination Made (Prior Approval Given)**

12.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: Emergency Plan

13.0 Date, Time and Venue of Next Meeting

13.1 The next Meeting will be an ordinary meeting of the Parish Council to be held on **TUESDAY 8th July 2025** to commence at **7.00pm**

Meeting closed at 8:23pm.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 8th July 2025

Appendix 1

11 June 2025 (2025-2026)

Kilpeck Parish Council
RECONCILIATION - Current 31-05-2025

From Accounts	£11,642.68
Payments not cashed Add	£953.80
Receipts not entered Subtract	
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Statement should be	£12,596.48

11 June 2025 (2025-2026)

Kilpeck Parish Council
RECONCILIATION - Savings 31-05-2025

From Accounts	£33,315.42
Payments not cashed Add	
Receipts not entered Subtract	
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Statement should be	£33,315.42