

Kilpeck Parish Council

Minutes of the Annual Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 13th May 2025

No KPC/LL/213

Councillors Present

Councillor Mrs J Davies (Chairman)
Councillor Mr D Howie
Councillor Mr M Parsons (Vice-Chairman)
Councillor Mr R Probert
Councillor Mr G Statham
Councillor Mr D Thompson
Councillor Ms N Thompson

Also Present

Lisa Lewis (Clerk) and two members of the public.

The Annual Meeting of the Parish Council was formally opened by the Chairman at 7.15 pm

1.0 Election of Chairman and Vice-Chairman

Chairman – Cllr M. Parsons proposed Cllr J. Davies remain as chairman. This was seconded by Cllr N. Thompson and the motion was unanimously carried.

Vice-chairman – Cllr D. Howie proposed Cllr M. Parsons to remain as vice-chairman. This was seconded by Cllr. G. Statham and the motion was unanimously carried.

2.0 Apologies for Absence/Resignations

Apologies - were received from Councillor Mr N. Eynon.

Resignation - It was noted that the chairman had received and accepted the resignation of Councillor D. Roden due to ill health. The chairman expressed her thanks for his many years of dedicated service and wished him a peaceful retirement with improving health. The clerk has sent a letter of thanks to Mr. Roden and will notify the Elections Office and advertise the vacancy.

3.0 Declarations of Interest & Dispensations

To receive any declarations of interest in agenda items from Councillors or written dispensation applications. None declared. The clerk provided each Councillor with a copy of their submitted register of interest and reminded Cllrs to ensure it remains up to date.

4.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/LL/212** held on Tuesday 8th April 2025 were unanimously confirmed as a true record and were signed by the Chairman.

5.0 Public Question Time

No matters were raised.

6.0 Financial Matters

6.1 Receipts

Business Bank Instant – Savings Account

Interest Received 09/04/2025

£27.34

Community Account – Current Account

1st Half Precept received 17/04/2025

£10,500.00

HMRC VAT Return 2024-25 received 09/05/2025

£ 1,269.15



Invoices for Payment

Clerk's Salary May 2025	£624.71
Mileage 28 miles at .45p	£ 12.60
Tax £0 NIC £0	
BACS	£637.31

Nest Pension Contributions (Employer & Employee) By Direct Debit	£45.55
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Kilpeck & District Village Hall Invoice No 154 13 th May 2025 BACS	£25.00
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Scribe (Starboard Systems Ltd)

Accounting Software Package – May 2025 Direct Debit	£14.40 (inc. VAT £2.40)
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Imperative Training Ltd Defibshop – Replacement pads/carrycase/rescue kit BACS	£434.40 (inc. VAT £72.40)
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Zurich Town & Parish Insurer Trust Account Insurance renewal 2025-26 BACS	£378.96
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Mr James Probert

Invoices JMP244 & JMP245 Lengthsman work 19 th , 21 st March & 25 th April BACS	£1,279.76 (inc. VAT £119.96)
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Horton Services

Mowing & Strimming Kilpeck Village Green (April) Inv. 758 BACS	£ 80.00
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Total	<u>£2,895.38</u>
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It was **RESOLVED** by a unanimous vote to approve the payments listed above and agreed that the invoices would be paid by BACS. Clerk to arrange with signatories.

Bank Balances as per statements

Bank Statement Date: 30.04.2025	
Treasurers Account (current) closing balance 30 th April 2025	£12,093.87
Bank Statement Date: 30.04.2025	
Business Bank Instant (savings) closing balance 30 th April 2025	£33,292.62
Total	<u>£45,386.49</u>

The above balances were noted and bank statements, along with reconciliations were checked and both signed by chairman and vice-chairman.

6.2 Internal Audit 2025/26

It was noted that HALC have been appointed as the Internal Auditor for 2024/25 accounts and resolved to await the completion of the audit prior to confirming for the next financial year.



6.3 Review of the bank mandate and online access

It was noted that Cllrs Davies, Parsons, Howie and Statham are currently signatories on the account with all having online access. The two to sign rule is in place for authorising all online payments. The council confirmed that they are happy with the current arrangements and no changes are required.

6.4 Parish Council Insurance Review

The council considered the current cover and limits and deemed the policy adequate for their requirements. It was noted that the clerk's laptop and additional noticeboard have been added. Cover for specified items remains anywhere within the United Kingdom with a £100 excess. The clerk advised the council to consider cyber liability insurance and it was resolved to ask HALC for further guidance.

6.5 Parish Hall Field Update

No updates to note.

6.6 Code of Conduct for 2025

The current code of conduct was noted and it was resolved to formally adopt the code for 2025/26.

6.7 Standing Orders

The current Standing Orders were noted and it was resolved to formally adopt them for 2025/26, document signed by the chairman.

6.8 Financial Regulations

It was noted that a newer 2024 version of the Financial Regulations was available and it was resolved for the clerk to draft an updated version for the next meeting.

6.9 Transparency Code

The transparency code was noted and it was resolved to formally adopt the code for 2025/26.

7.0 Highways & Public Rights of Way Issues

7.1 Lengthsman report – the ditch in the parish hall field has been cleared and a gatepost reinstalled. The car park has been sprayed for weeds and he will do this again. It was noted that BBLP had been jetting a drain from the road at the village hall. It was noted that the drain on the corner near the pump house appears to be damaged and is restricting the flow of water, remedial work could be included in a drainage grant application. He will be carrying out a maintenance day this week to include strimming. He will clear all footpath entrances onto roadsides. The noticeboard at the village green is to be installed closer to the telephone box to negate the need for steps, the old sign will be removed. A key is to be provided for the Parish Council and Village Hall only.

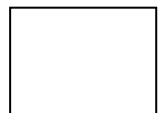
7.2 To receive any new General Highway or Public Rights of Way issues

- White lines at Wormbridge layby outside the church still require repainting. Clerk to report again.
- Just after the first farm entrance past Locks Garage, there is an overhanging tree branch that requires urgent attention, Clerk to report.
- Much Dewchurch / Kilpeck junction still requires white lines. Clerk to re-report.
- Verge cutting required – it was noted that the parish council request 2 cuts per year from Herefordshire Council and this should commence imminently.
- Footpath – across from the pumping station, it was noted that the footpath has been cultivated and not reinstated. Clerk to report.

7.3 Village Hall Sign off the A465 – awaiting update.

7.4 Speed limits and lines at defib in Kilpeck – awaiting update.

7.5 Village Gateways at Didley – awaiting update.



8.0 Election of Delegates & Roles for Councillors**8.1 Kilpeck Village Hall Committee** - members to remain the same.**8.2 Finance Working Group** – Cllrs D. Howie, G. Statham, M. Parsons, J. Davies and the clerk.**8.3 Lengthsman and village field liaison** – Cllr N. Eynon.**8.4 Herefordshire Association of Local Councils (HALC)** – Cllrs J. Davies and M. Parsons.**9.0 Reports****9.1 Kilpeck Village Hall** - Report covered in the annual parish meeting. See minutes from that meeting.**9.2 Ward Councillor Mr Richard Thomas** - Not present.**9.3 Police Representative** - Not present.**10.0 Information Sheet****Correspondence**

Email from the clerk regarding defibrillator at Kilpeck.

Weekly briefing from Locality Steward and an introduction email from the new Locality Steward – Lee Fishwick

Emails received from a member of the public regarding the traffic lights at Locks Garage

Planning Application Number:- 250774 Barns at Merri-Folde Farm. Planning unable to accommodate an extension, therefore responded in liaison with the chairman under delegated authority with 'no comments to make'.

Email from the police team to advise of changed to the pcso's contract.

Flood Group email circulated.

Reported Defects:-

Potholes – Kilpeck Church Road BBLP Ref: 11185219

Litter Bins (Layby A465) BBLP Ref: 11179076 – Job Ref 41486183 Committed job to replace bin.

Planning for information only:-**P251186/PA7** Land adjacent Whitfield House, Whitfield, Hereford. Herefordshire HR2 9BA Application for prior notification for a steel framed agricultural building for the storage of forestry machinery All others - **Prior Approval Determination Made (Prior Approval Not Required) Adjacent Parish (Golden Valley)****P250691/PA4** Two Brooks Barns, Two Brooks Lane, Marlas, Herefordshire HR2 9DS - Prior notification for the conversion of an existing Dutch barn, and the lean-to barns attached to a dwelling. (Part 3) Class Q - Prior Approval - **Determination Made (Prior Approval Not Required)****11.0 Agenda of the Next Meeting**

Items to be included at the next Parish Council Meeting: Emergency Plan, Financial Regulations, Outstanding Highways issues.

12.0 Date, Time and Venue of Next Meeting**12.1** The next Meeting will be the ordinary meeting of the Parish Council on **TUESDAY 10th June 2025** to be held in Kilpeck Village Hall and is due to commence immediately after the Annual Parish meeting which commences **at 7.00pm.****Meeting closed at 7:56pm.**

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 10th June 2025