

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 13th January 2026

No KPC/LL/220

Councillors Present

Councillor Mrs J Davies, Chairman
 Councillor Mr N Eynon (from 7:02pm)
 Councillor Mr D Howie
 Councillor Mrs I Manning (from 7:06pm)
 Councillor Mr R Probert
 Councillor Mr G Statham
 Councillor Mrs N Thompson (from 7:05pm)

Also Present

Lisa Lewis (Clerk), Ward Councillor Richard Thomas (from 7:45pm) and two members of the public.

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

1.0 Apologies for Absence

Apologies were received from Councillors Mr M Parsons (Vice-chairman) and Mr D Thompson.

2.0 Declarations of Interest & Dispensations

To receive any declarations of interest in agenda items from Councillors or written dispensation applications. Chairman Councillor Joyce Davies declared an interest in item 9, 'correspondence received' on the agenda and completed the register of interest book along with the clerk.

Councillor Nic Eynon entered the meeting.

3.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No KPC/LL/219 held on Tuesday 2nd December 2025 were unanimously confirmed as a true record and were signed by the Chairman.

Agenda order amended by the chairman to enable item 8.3 Police Report to be received.

8.3 Police Representative Report

PC Brian Gossen introduced himself as the new PC for the area covering the A465, Kilpeck and just beyond. He advised the council to email any issues to him directly. He reported on the following:-

- Two main investigations in the area are being carried out. A burglary on Standard Lane in Kilpeck investigations are ongoing. Ongoing poaching issues – there is a dedicated poaching officer who is working with local PC's and can target extra patrols where needed.
- Parish Council Priorities were requested; the clerk will forward the current issues by email.
- It was noted that the parish council are considering holding an open day in the spring and PC Gossen confirmed that the police would be happy to support a community event.

Councillor Nicola Thompson entered the meeting.

Queries from councillors included:-

- Meetings with the Crime Commissioner and concerns about poaching and policing presence in the area.
- Night cover and first response.

Councillor Isy Manning entered the meeting.

- PC Gossen advised to continue reporting any incidents so that the dedicated officer can build a clear picture of the situation.
- It was noted that a number of drivers are present on the roads without lights and it was resolved to raise awareness at the spring open event.

Normal Agenda order resumed.

4.0 Financial Matters

4.1 The following receipts were noted:-

Business Bank Instant – Savings Account

09/12/2025 - £15.94 Interest

Community Account – Current Account

24/12/2025 - £3,042.00 reimbursement for Lengthsman Scheme 2025-26

4.2 Invoices for Payment

The payments list for January was reviewed and it was **RESOLVED** by a unanimous vote to approve the payments listed in appendix 1. All payments to be paid by BACS, invoices were checked and signed by two Councillors.

It was noted that the cost of the replacement signs agreed at the last meeting under item 5.4 was higher than originally quoted. The revised cost would be £750 including VAT.

Cllr Statham proposed, seconded by Cllr Eynon, that the additional cost be accepted and the signs purchased. The motion was agreed unanimously. The pro forma invoice was signed.

4.3 Bank Balances

The bank balances and bank reconciliations (shown in appendix 2) were reviewed by the council and statements were checked and signed by two Councillors.

4.4 Current spend against budget

The current spend against budget report was reviewed and it was noted that at the end of Quarter 3, income to date is £32,893.51 against a budget of £25,565.00, a favourable variance of £7,328.51. It was noted this is partially due to reimbursement received from the lengthsman scheme for 2024-2025.

Expenditure to date is £17,016.79 against a budget of £25,565.00, an underspend of £8,548.21 (approximately 33%), largely due to the timing of planned expenditure.

Overall, the Council is £15,876.72 ahead of budget at the end of Quarter 3. Some of this variance reflects timing, and further expenditure is expected in Quarter 4.

It was noted that a drainage grant for ditching works in the parish had been confirmed at a £2,236.90, it was **RESOLVED** by a unanimous vote to proceed with allocating this funding to the ditching works required in Kilpeck at the Pump House Corner and that any additional costs should be drawn from the reserves.

5.0 Highways & Public Rights of Way Issues

5.1 Lengthsman report

The lengthsman had sent his apologies. Nothing to report. Councillor Eynon will liaise with the lengthsman regarding the ditching works and drainage grant.

5.2 Highway or Public Rights of Way issues

Potholes at Church Lane, Kilpeck to be reported again. Potholes on stretch of road from Gwerngenny to Firs (600m stretch). Pothole at Station House. Bus stops by Pontrilas Sawmills are extremely muddy. Clerk to report all issues to BBLP. It was noted that a bollard had also been damaged at the junction by Locks Garage.

5.3 Village Gateways at Didley

It was noted that an email had been received from the Traffic Management team at Herefordshire Council confirming the required distances from the carriageway and materials specifications. It was agreed that Cllrs Parsons and Eynon would measure the space available in the verge and forward the details to the clerk to enable quotations to be obtained. It was noted that Herefordshire Council will provide statutory utility checks, but that contractors are responsible for carrying out surveys prior to installation. It was therefore suggested that contractors be engaged to complete installation once designs are finalised. The Clerk will obtain quotes from local contractors.

6.0 Planning The following planning applications submitted to Herefordshire Council were considered:
253621 - Barn at Mulberry House, Kilpeck, Herefordshire, HR2 9DR (Part 3) Class Q - Prior Approval -Application to determine if prior approval is required for the change of use of an agricultural building to a dwelling and building operations reasonably necessary for the conversion. The council **RESOLVED** to make no comments.

Agenda order amended by the chairman to receive the following item next.

8.0 Reports

8.1 Kilpeck Village Hall

The Panto was very successful. A problem had arisen with the alarm system and the system had been replaced. It was noted that there is a problem with the concrete surrounding the manhole cover in the carpark and Cllr Eynon confirmed he will discuss repair following settlement of the ground with the lengthsman. The chairman advised that the parish council had successfully secured a defibrillator and box from the British Heart Foundation community grant project. It was agreed to install the defibrillator on wall adjacent to the roadside by Cllr Probert. The Parish Council will be fully responsible for the defibrillator and Box.

Normal Agenda order resumed.

7.0 Public Question Time

A query was received from a member of the public regarding Planning Application **P250397**.

The Chairman left the meeting for this item, having declared an interest.

Councillor Nicola Thompson took the Chair.

The member of the public asked for clarification on how the Parish Council had responded to the planning application. It was confirmed that the Council received information from Herefordshire Council regarding application P250397 and considered it at the March meeting, at which time it was resolved to support the application. The matter was discussed again at the December meeting following receipt of correspondence and with the applicant present. It was noted under 'correspondence received'. The Council resolved to submit further support, as recorded in the minutes.

The resident asked the Council to note the noise impact the businesses are having on residents in Marlas and advised that the Environmental Health Department had been notified. It was reported that residents consider noise levels have increased since the original noise impact statement was submitted in 2024, and that the impact on daily life is significant. The noise was described as loud, concentrated, and primarily generated by chainsaws.

Ward Councillor Thomas entered the meeting.

The Parish Council was asked whether site visits had been undertaken prior to making comments on the application. Members noted that the parish council is a statutory consultee in the planning process and is not the determining authority. It was confirmed that the parish council considers applications on the basis of the submitted documentation and other material information available to it and it does not undertake site assessments on behalf of Herefordshire Council. The parish council confirmed that residents should continue to raise any specific or enforcement concerns directly with Herefordshire Council's planning and Environmental Health departments as the responsible authorities.

Councillor Thomas advised that the application was likely to be referred to the Planning Committee, and that members of the public are welcome to attend and make representations. He will notify the Clerk when the meeting date is confirmed so that residents can be informed.

The chairman re-entered the meeting and resumed the chair.

8.0 Reports

8.2 Ward Councillor Mr Richard Thomas

The Ward Cllr reported:-

- Savings of £21 million will need to be made over the next year to cover shortfall from central government. There will be redundancies and cuts to services. Rates will need to increase by 4.99%.
- 1.28 million homes in the UK with planning permission that have not yet been built.
- Questions from councillors regarding policing after 5pm and quality of white lining on highways.

9.0 Information Sheet

Correspondence

Weekly BBLP updates circulated

Neighbourhood Planning Policy Framework email circulated.

Correspondence received and circulated from a member of the public regarding Planning Application P250397.

Correspondence received and circulated from a second member of the public regarding Planning Application P250397.

Email from Herefordshire Council circulated regarding the appointment of the Public Realm Contractor.

Email circulated regarding the 3rd Annual Rivers Conference.

Email circulated from the Chief Executive at Herefordshire Council regarding Children's Services.

Updates:-

- White Lines at Wormbridge Church Layby. Due to be done 24/10 this has overrun. BBLP will establish a new date. Job number 41721967.
- No Parking Sign for Kilpeck – Complete and passed to lengthsman for installation.
- Drainage Grant Application – received. Passed to the lengthsman and Cllr Eynon. No minor schemes allocated.
- Potholes on Church Road, Kilpeck Re-reported:- Balfour Beatty Ref: 11194868 and again via fix my street 06/01/2026.
- Reinstatement of White Line in Kilpeck & Junctions – Inc. T-line at defib. Reported 05.12.2025 Balfour Beatty Ref: 11194914
- Letter sent to Highways regarding PC observations of the temporary 40mph start on the Southern side. Ward Cllr copied in for information. Response received noting the Parish Council comments.
- New defib box received and will be installed.
- Damaged grit bin reported - FS-Case-783209343.
- VAT Return for 3rd Quarter submitted 12.01.26.



Planning for information only:-

P253492/PA7 Howton Grove Farm Wormbridge Hereford Herefordshire HR2 9DY. Prior approval for a steel portal frame agricultural building to cover silage pit. Determination Made (**Prior Approval Not Required**)

P253686/PA7 The Vallets Whitfield Hereford Herefordshire HR2 9BA. Application for prior notification for new concrete yard to replace an existing area of hardcore and concrete. Determination Made (**Prior Approval Not Required**)

10.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: Spring Event. Meeting Time.

11.0 Date, Time and Venue of Next Meeting

11.1 The next meeting will be an Ordinary meeting of the parish council on **TUESDAY 10th February 2026** to be held in Kilpeck Village Hall and is due to commence at 7:00pm.

Meeting closed at 8:00pm.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 10th February 2026

Appendix 1**Kilpeck Parish Council**
PAYMENTS LIST

12 January 2026 (2025-2026)

| Vouche | Code | Date | Minute | Bank | Payment Ref. | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|------|------------|--------|---------|--------------|---------------------------------|------------------------------|--------------|---------------|--------------|-----------------|
| 81 | | 13/01/2026 | | Current | | Clerk's Salary - January & Mile | Lisa Lewis | | 666.10 | | 666.10 |
| 82 | | 13/01/2026 | | Current | | Kilpeck Village Hall - Hire | Kilpeck & District Village H | | 25.00 | | 25.00 |
| 83 | | 30/01/2026 | | Current | | Pension Contributions | NEST | | 48.20 | | 48.20 |
| 84 | | 01/01/2026 | | Current | | Accounting Software | Starboard Systems Limited | | 12.00 | 2.40 | 14.40 |
| 85 | | 13/01/2026 | | Current | | Lengthsman - Maintenance Day | JM Probert | | 230.00 | 46.00 | 276.00 |
| | | | | | | | | Total | 981.30 | 48.40 | 1,029.70 |



Appendix 2

6 January 2026 (2025-2026)

Kilpeck Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

| Bank Reconciliation at 31/12/2025 | | | |
|------------------------------------------|-----------------------------------------------------|-----------|------------------|
| | Cash in Hand 01/04/2025 | | 34,824.85 |
| | ADD Receipts 01/04/2025 - 31/12/2025 | | 32,893.51 |
| | SUBTRACT Payments 01/04/2025 - 31/12/2025 | | 67,718.36 |
| A | Cash in Hand 31/12/2025 (per Cash Book) | | 18,501.46 |
| | | | 49,216.90 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/12/2025 | 0.00 | |
| | Current 31/12/2025 | 15,770.55 | |
| | Savings 31/12/2025 | 33,446.35 | |
| | Other 31/12/2025 | 0.00 | |
| | | | 49,216.90 |
| | Less unpresented payments | | |
| | | | 49,216.90 |
| | Plus unpresented receipts | | |
| B | Adjusted Bank Balance | | 49,216.90 |
| | A = B Checks out OK | | |

