

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 10th March 2026

No KPC/LL/222

Councillors Present

Councillor Mrs J Davies, Chairman
Councillor Mr N Eynon
Councillor Mr D Howie
Councillor Mrs I Manning
Councillor Mr M Parsons, Vice-Chairman
Councillor Mr R Probert
Councillor Mr G Statham
Councillor Mr D Thompson

In attendance

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 7.30pm

1.0 Apologies for Absence

Apologies were received from Councillor Mrs Nicola Thompson.

2.0 Declarations of Interest & Dispensations

To receive any declarations of interest in agenda items or written dispensation applications in accordance with the Localism Act 2011, s31 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

- i) Declarations of Interests from members – None Declared
- ii) Declarations of Interests from Officers – The Clerk declared a DPI in item 12 of the agenda.

3.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/LL/221** held on Tuesday 10th February were unanimously confirmed as a true record and were signed by the Chairman.

4.0 Financial Matters

4.1 The following receipts were noted: -

Business Bank Instant – Savings Account

09/02/2026 - £15.13 interest received.

Community Account – Current Account

09/02/2026 - £850.00 Community Governance Level 4 Bursary Grant received.

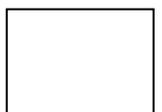
4.2 Invoices for Payment

The payments list for March 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. A further invoice for £99.00 to John Finch Computers Ltd was approved.

Cllr Isy Manning entered the meeting.

4.3 Bank Balances

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



4.4 Financial Regulations

The Financial Regulations were reviewed and deemed adequate.

4.5 Information Technology (IT) Policy

It was resolved to adopt the draft IT policy.

4.6 Reserves

It was resolved to adopt the draft reserves policy.

The current reserves were noted as follows:-

Earmarked Reserves – Kilpeck Village Hall Field Fund - £3,513.82

General Reserves - £35,898.57

It was noted some expenditure and income are still expected. General reserves are above the maximum level stated in the Reserves Policy. It was resolved to transfer £15,000 of general reserves to an Earmarked reserve for the Village Gateway project at Didley.

4.7 Risk Register and Asset Register

The current risk register was reviewed and found to be satisfactory. The following items will be added to the Asset Register:- A defibrillator and cabinet, an additional cabinet for Kilpeck and the Kilpeck Village Green sign.

4.8 Annual Governance – Assertion 10

The council review the requirements for Assertion 10 and confirmed compliance will be obtained.

5.0 Highways & Public Rights of Way Issues**5.1 Lengthsman report**

The lengthsman had sent his apologies. The defibrillator kiosk had been cleaned and jetting works completed. Clerk to request rates for 2026/27 and add review of the lengthsman contract to the next agenda.

5.2 Highway or Public Rights of Way issues

Still numerous potholes and roads in poor condition throughout the parish – it was noted some holes had been filled.

The speed limit at Locks Garage was mentioned and Cllrs felt it would be beneficial for speed enforcement to be carried out to remind drivers about the limit. It was resolved for the clerk to write to the local police team and Safer Roads Partnership to request a speed check is undertaken.

5.3 Village Gateways at Didley

It was agreed that now funds have been allocated to the project the clerk should proceed with obtaining the various quotes.

5.4 C & U Road Maintenance

The poor state of the roads was discussed. It was noted that the responsibility of the roads remains with the Highway Authority and repair works to the road surface is not devolved to parish councils. Reporting of potholes and poor roads to be sent to Herefordshire Council.

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

6.1 Planning Re-consultation - 251146 - Land at Howton Grove Farm, Wormbridge, Hereford, Herefordshire HR2 9DY DESCRIPTION: Outline application for the construction of a dwelling for a rural worker – It was resolved to respond in support of the application with no further comments to note.



7.0 Hall Field Tenancy

The current tenancy was considered. It was resolved unanimously to grant a new tenancy agreement to the previous tenant's daughter, in line with the land agent's recommendation of a two-year term with no increase in rent.

8.0 Community Event

It was resolved that the clerk and chairman form a working group and approach Cllr N Thompson regarding her availability to assist. Further resolved to delegate organisation of the event to the clerk, including confirming availability of attendees prior to setting the date and time, and arranging for the inclusion of the bar when submitting hall hire.

9.0 Public Question Time

No points raised.

10.0 Reports**10.1 Kilpeck Village Hall**

Sea Shanty and Male Voice Choir to be held. Appointment of a new Treasurer and Secretary required at the AGM in October. Reading of the Gospel had taken place and a wine, cheese and craft evening is planned.

10.2 Ward Councillor Mr Richard Thomas

The Ward Cllr reported: -

- £17 million shortfall and £7 million rural grant loss. Rates will increase to 4.99% as a result. Parishes will be unaffected.
- Bus Services
- Successful Parish Summit was held.
- 'M' Group will take over the public realm from 1st June 2026.
- Reporting of issues being streamlined.
- Rural Housing meeting attended.
- Southern link road.

10.3 Police Representative – not present.**11.0 Information Sheet****Correspondence**

Correspondence

Weekly BBLP updates circulated

C1221 Road Closure letter circulated

HALC – Planning Process and Devolution

Updates:-

Drain at Wormbridge House reported – BBLP Ref: 11206616

Potholes on Church Road in Kilpeck re-reported BBLP Ref: 11203814

Potholes Station House to Trelough reported FixMyStreet ref: 8910380.

Planning for information only:-

P253621/PA4 Barn at Mulberry House Kilpeck Herefordshire HR2 9DR - 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 - (Part 3) Class Q - Prior Approval - Determination Made (Prior Approval Given)

The clerk left the meeting for the following item to be discussed.



12.0 Exclusion of Press and Public To resolve that under the Public Bodies (Admission to Meetings) Act 1960 s1(2), the press and public be excluded due to the confidential nature of the business to be transacted (Staffing matter).

The council considered the current and proposed arrangements for the clerk’s work from home allowance due to changes made by HMRC guidance. It was resolved from the 1st of April to pay the clerk a work from home allowance at the standard rate of £6.00 per week. Appendix to be attached to the clerk’s contract.

13.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: Community Event / Lengthsman Scheme & Drainage Grant / Village Gates.

14.0 Date, Time and Venue of Next Meeting

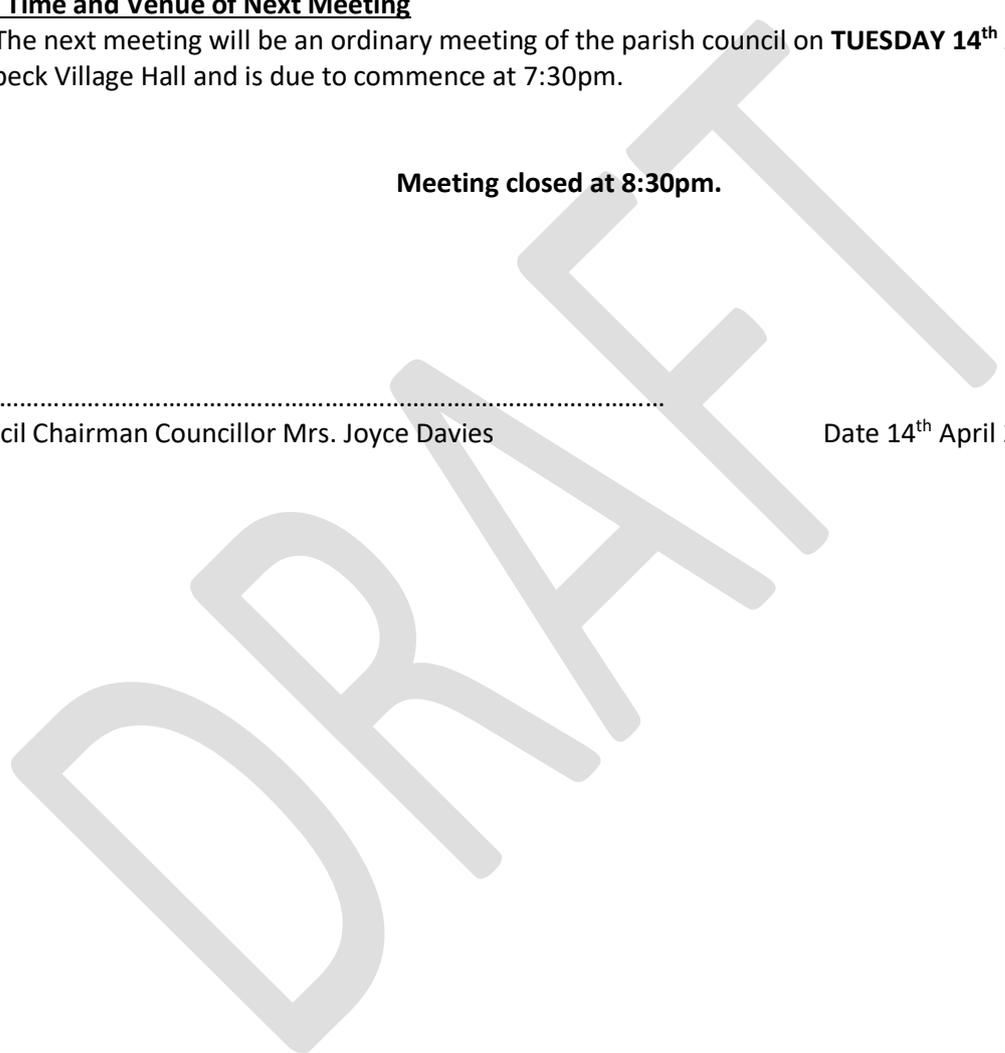
14.1 The next meeting will be an ordinary meeting of the parish council on **TUESDAY 14th April 2026** to be held in Kilpeck Village Hall and is due to commence at 7:30pm.

Meeting closed at 8:30pm.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 14th April 2026



Appendix 1

Kilpeck Parish Council
PAYMENTS LIST

04 March 2026 (2025-2026)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
102	10/03/2026		Current		Clerks Salary - March	Lisa Lewis		666.10		666.10
103	27/03/2026		Current		Pension Contributions	NEST		48.20		48.20
104	10/03/2026		Current		Replacement Defib Pads - Chilc	Imperative Training Ltd		123.00	24.60	147.60
105	10/03/2026		Current		Clerk's CG4 Study Fees Year 1	Society of Local Council Cle		1,500.00		1,500.00
106	10/03/2026		Current		Kilpeck Village Green - No Park	Creative Timbers		170.00		170.00
107	01/03/2026		Current		Accounting Software	Starboard Systems Limited		12.00	2.40	14.40
108	10/03/2026		Current		Lengthsman - Maintenance Da	JM Probert		610.00	122.00	732.00
109	10/03/2026		Current		Kilpeck Village Hall - Hire	Kilpeck & District Village Hi		25.00		25.00
110	10/03/2026		Current		Community Grant	Kenderchurch PCC		120.00		120.00
111	10/03/2026		Current		Community Grant	St. Deveraux PCC		120.00		120.00
112	10/03/2026		Current		Community Grant	Kilpeck PCC		120.00		120.00
113	10/03/2026		Current		Community Grant	Wormbridge PCC		120.00		120.00
Total								3,634.30	149.00	3,783.30

Appendix 2

4 March 2026 (2)

Kilpeck Parish Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		34,824.85
	ADD Receipts 01/04/2025 - 28/02/2026		34,233.06
			69,057.91
	SUBTRACT Payments 01/04/2025 - 28/02/2026		25,862.22
A	Cash in Hand 28/02/2026 (per Cash Book)		43,195.69
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2026	0.00	
	Current 28/02/2026	9,717.17	
	Savings 28/02/2026	33,478.52	
	Other 28/02/2026	0.00	
			43,195.69
	Less unrepresented payments		
			43,195.69
	Plus unrepresented receipts		
B	Adjusted Bank Balance		43,195.69
	A = B Checks out OK		