

Kilpeck Parish Council

Minutes of the Annual Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 12th May 2026

No KPC/LL/224

Councillors Present

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

In attendance

Lisa Lewis (Clerk) and one member of the public.

The Annual Meeting of the Parish Council was formally opened by the Chairman at 7.30pm

1.0 Election of Chairman

CLlr Joyce Davies was elected as chairman following a unanimous vote.
Proposed by CLlr Mark Parsons and seconded by CLlr Dave Thompson.

2.0 Election of Vice-chairman

CLlr Mark Parsons was elected as vice-chairman following a unanimous vote.
Proposed by CLlr Gerald Statham and seconded by CLlr David Howie.

3.0 Apologies for Absence

None received.

4.0 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 – None Declared

5.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No **KPC/LL/223** held on Tuesday 8th April 2026 were unanimously confirmed as a true record and were signed by the Chairman.

6.0 Financial Matters

6.1 The following receipts were noted: -

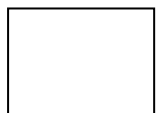
Business Bank Instant – Savings Account

09/04/2026 - £14.22 interest received.

Community Account – Current Account

30/03/2026 - £2,237.00 Herefordshire Council reimbursement for drainage grant.

21/04/2026 - £11,500.00 1st Half of Precept



Invoices for Payment

The payments list for May 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.

Bank Balances

The bank balances were noted as:-

30/04/2026 Current Account £18,456.82.

30/04/2026 Savings Account £33,505.58.

Bank statements signed by signatories.

6.2 Appointment of Internal Auditor for 2026/27 It was resolved by a unanimous vote to appoint HALC as the internal auditor for the current financial year.

6.3 Bank Mandate The current mandate was reviewed and it was agreed that no amendments are necessary. Cllrs Davies, Howie, Parsons and Statham remain as signatories with online access.

6.4 Insurance Policy The insurance policy renewal documents were reviewed, it was noted that there is an 8% increase from last year. The policy was deemed adequate and it was resolved by a unanimous vote to renew the policy.

6.5 Code of Conduct It was resolved by a unanimous vote to formally adopt the code for 2026/27.

6.6 Standing Orders It was resolved by a unanimous to formally adopt the Standing Orders for 2026/27 with no amendments required.

6.7 Financial Regulations It was noted that the new regulations had recently been adopted and it was resolved to formally adopt the Financial Regulations for 2026/27 with no amendments required.

6.8 Model Transparency Code It was agreed that the parish council will meet the requirements of the transparency code.

8.0 Highways & Public Rights of Way Issues**8.1 Lengthsman report**

Noted: Lengthsman had sent apologies.

He had investigated surface water flooding near the church. Estimated cost of works: £5,400 + VAT (Cllr Eynon).

Resolved: Add this scheme to the drainage grant application (unanimous).

Noted: Footway in Wormbridge cleared; spraying to follow.

8.2 Highway or Public Rights of Way issues

Noted: A465 Whitfield–Highfields in very poor condition; resident correspondence received.

Resolved: Clerk to respond to resident and report issue to Herefordshire Council, copying in the Ward Councillor.

Noted: Some Marlas road potholes filled.

Resolved: Clerk to re-report outstanding pothole maintenance.

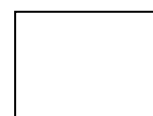
Noted: Plaque on the Green had been retrieved by a resident.

Resolved: Clerk to thank resident and Cllr Probert to reinstall.

8.3 Village Gateways at Didley

Noted: Second quote received in the region of £3,000 from Watts Plastics.

Resolved: Clerk to proceed with obtaining installation costs.



9.0 Election of Delegates and Roles for Councillors

9.1 Kilpeck Village Hall – Cllrs Joyce Davies, Mark Parsons, Dave Thompson and Nicola Thompson.

9.2 Finance Working Group – Cllrs Joyce Davies, David Howie, Mark Parsons and Gerald Statham.

9.3 Lenghtman and Village Hall Liaison – Cllr Nic Eynon

9.4 Herefordshire Association of Local Councils (HALC & SAM) Representatives – Cllrs Mark Parsons and Joyce Davies.

10.0 Community Event

The event was considered and it was resolved to move the event to join in with the monthly coffee morning with their agreement (Chairman to establish). A separate First Aid training evening be held.

11.0 Public Question Time

A resident raised concerns about chainsaw noise in Marlas. He confirmed this did not relate to Marlas Mill. Matter to be dealt with by Herefordshire Council.

12.0 Reports

9.1 Kilpeck Village Hall

Report received at the Annual Parish Meeting – see minutes for details.

12.2 Ward Councillor Mr Richard Thomas

Report received at the Annual Parish Meeting – see minutes for details.

12.3 Police Representative

Not present.

13.0 Information Sheet

Correspondence

Weekly BBLP updates circulated

HALC – Ten Things

Appointment of new CEO

Updates:-

Pontrilas grips and gulleys reported

Marlas road reported

Church road reported

Hall Field Tenancy documents received and rent has been received.

Internal Audit paperwork submitted to HALC.

Planning for information only:-

None

14.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: Planning Enforcement. Splay opposite layby in Didley and replacement bin. Roads and trees. Annual Governance and Accountability Return.

12.0 Date, Time and Venue of Next Meeting

The next meeting will be the Annual meeting of the parish council on **TUESDAY 9th JUNE 2026** to be held in Kilpeck Village Hall and is due to commence at 7:30pm

Meeting closed at 8:40pm.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 9th June 2026

Appendix 1

**Kilpeck Parish Council
PAYMENTS LIST**

07 May 2026 (2026-2027)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
11	01/05/2026		Current		Accounting Software	Starboard Systems Limited		12.00	2.40	14.40
7	12/05/2026		Current		Clerk's Salary - May & Mileage	Lisa Lewis		692.30		692.30
10	12/05/2026		Current		Village Green - Mowing	Horton Services		40.00		40.00
9	12/05/2026		Current		Kilpeck Village Hall - Hire	Kilpeck & District Village H		25.00		25.00
8	22/05/2026		Current		Pension Contributions	NEST		48.20		48.20
							Total	817.50	2.40	819.90

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