

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council
held in The Kilpeck Village Hall, Standard Lane, Kilpeck, Hereford HR2 9DW
on Monday 7th September 2026 at 7:30pm

No KPC/LL/227

Councillors Present

Councillor Mrs J Davies, Chairman
 Councillor Mr D Howie
 Councillor Mrs I Manning
 Councillor Mr M Parsons, Vice-Chairman
 Councillor Mr G Statham

Not Present: Councillors Mr N Eynon and Mr R Probert

The meeting was quorate (5/9 members present).

In attendance

Lisa Lewis (Clerk), Jamie Probert (Lengthsman) and Ward Councillor Richard Thomas.

The Ordinary Meeting of the Parish Council was formally opened by the Chairman at 7.40pm, which enabled the quorum to be met.

1.0 Apologies for Absence

Apologies for absence were accepted from Councillors D Thompson and N 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 Received.

3.0 Public Questions

Nothing raised.

4.0 Minutes

The Minutes of the ordinary Parish Council Meeting No **KPC/LL/226** held on Tuesday 14th July 2026 were unanimously confirmed as a true record and were signed by the Chairman.

5.0 Financial & Policy Matters

5.1 The following receipts were noted: -

Business Bank Instant – Savings Account

09/07/26 - £13.78 Bank Interest

09/08/26 - £14.71 Bank Interest

Community Account – Current Account

None Received.

Invoices for Payment

The payments list for August and September (Appendix 1), totalling £2,245.32 was approved by members. All payments to be paid by BACS, invoices were checked and signed by two members.

Proposed by Cllr G Statham

Approved by council

Seconded by Cllr D Howie

Initials:

5.2 Bank Balances

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

5.3 External Auditors Report

The report has not yet been received. The Clerk confirmed all queries have been answered. The conclusion notice will be published before 30 September 2026, with the full report expected in October.

5.4 National Pay Increase

Following guidance from HALC and the issue of the National Pay Award, it was unanimously resolved to approve the increase and backdate it to April 2026 for the Clerk.

*Proposed by Cllr G Statham
Approved by council*

Seconded by Cllr I Manning

6.0 Highways & Public Rights of Way Issues**6.1 Lengthsman report**

The Lengthsman reported no major issues. A maintenance day had been completed. The gulley cover near Old Mill has been marked but no further action taken. A drain/gulley near Sizecroft appears blocked and will be checked. The highway at Pontrilas Sawmills flooded again. The Chairman thanked the Lengthsman for his continued hard work and tidiness.

6.2 Highway or Public Rights of Way issues

Trees in Didley Dip are overgrown and require attention; the Clerk will report this. The A465 from Whitfield Drive to Boars Hill requires resurfacing, and the Ward Councillor will raise this with the Locality Steward. Councillors reiterated concerns regarding the Lock's Garage junctions, noting debris, weeds around the traffic islands, and the red safety surfacing now obscured. The Ward Councillor will take this up with Herefordshire Council.

6.3 Drainage Grant

Part of the drainage grant application has been successful, and details have been forwarded to Cllrs Eynon and Parsons and the Lengthsman to plan the required works. Mynwys ditching may be needed; the Lengthsman will liaise with Cllr Eynon to investigate. The Chairman will consult with Whitfield Estate.

6.4 Village Gateways

Costings for installation, gateways and signage were considered. Three contractors had been approached for installation quotes and two responses received. It was resolved to purchase the picket-style L-shaped entrance gateways and straight repeaters from Watt Plastics at £3,690, and signage from Signs of the Times at £1,252.22 (including aluminium signs with a 10-year warranty). Installation costs were discussed, and it was resolved to defer a decision until the next meeting.

6.5 Bin for Layby in Didley

It was agreed to defer this item until next meeting.

7.0 Planning The following planning applications submitted to Herefordshire Council were considered: None received.**7.1 Planning Enforcement**

It was noted that further information had been requested by the Planning Department to enable an investigation to take place. The Ward Cllr advised that he is already in contact with Herefordshire Council regarding planning enforcement matters and he will pursue this matter.

8.0 Reports**8.1 Kilpeck Village Hall**

The committee has appointed a new Secretary, a Treasurer will be required from

Initials:

October. Cllr Isy Manning will advertise the vacancy on social media, noting the Committee Chair as the contact. The AGM will take place on Tuesday 20 October at 7pm and will also be publicised.

8.2 Ward Councillor Mr Richard Thomas

The Ward Cllr reported on the following matters:

- Planning at Green Cottage.
- He attended a Locks Garage Speed review meeting. It was noted that speed had generally reduced and police enforcement will be encouraged. Ripple strips and speed indicator devices had been requested. There is still a possibility of Traffic Lights but no decisions have been made at present. Further speed data will be gathered to give a full annual report.
- Children's Services are now out of special measures.
- Adult Services still require improvement.
- Ward Cllrs have been allocated funding to distribute between their parishes.

8.3 Police Representative – Not present.

9.0 Information Sheet

Correspondence

HALC – Ten Things... circulated

Grants release information for local community groups – email circulated 01/09/2026.

Locality Steward update circulated

Nature Recovery Strategy Email – response to this survey delegated to the clerk.

Wildfire Read email from Herefordshire Council circulated.

Locks Garage speed review meeting and report circulated.

Updates:-

Update on Planning Query – Pre-existing Access and Caravans The planning officer had requested further information including who had seen what and relevant dates. Cllr Thomas is now liaising with Hfd Council regarding this matter. Update to be provided at the meeting.

Planning for information only:-

Application number	Site address	Description	Type	Status
P250397/F	Kilpeck, Wormside, Marlas Mill Marlas Hereford Herefordshire HR2 9DS	Retrospective application for the change of use of existing agricultural buildings to a mixed use comprising agricultural, B2 and B8 uses, alongside the introduction of native hedgerow planting and acoustic fencing	Planning Permission	Determination Made (Approved with Conditions)

10.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: Didley Village Gate installation.

11.0 Date, Time and Venue of Next Meeting

The next meeting will be an ordinary meeting of the parish council on **Tuesday 13th October 2026** to be held in Kilpeck Village Hall and is due to commence at 7:30pm.

Meeting closed at 8:35pm.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 13th October 2026

Appendix 1

Kilpeck Parish Council

07 September 2026 (2026-2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
38	Subscriptions & Memberships	03/08/2026		Current		Accounting Software	Starboard Systems Limited	S	12.00	2.40	14.40
39	Staff Costs	17/08/2026		Current		Clerk's Salary - August	Lisa Lewis	X	714.86		714.86
40	Subscriptions & Memberships	24/08/2026		Current		Bank Service Charges	Lloyds Bank	X	4.25		4.25
41	Staff Costs	28/08/2026		Current		Pension Contributions	NEST	X	49.37		49.37
42	Staff Costs	07/09/2026		Current		Clerk's Salary - September	Lisa Lewis	X	779.06		779.06
42	Staff Expenses & Training	07/09/2026		Current		Clerk's Salary - September	Lisa Lewis	X	41.95		41.95
46	Subscriptions & Memberships	07/09/2026		Current		Accounting Software	Starboard Systems Limited	S	12.00	2.40	14.40
44	Utilities	07/09/2026		Current		Lengthsman - Maintenance Day	JM Probert	S	452.40	90.48	542.88
45	Communications (Phone, Webs	07/09/2026		Current		Kilpeck Village Hall - Hire	Kilpeck & District Village H	X	25.00		25.00
43	Staff Costs	25/09/2026		Current		Pension Contributions	NEST	X	59.15		59.15
Total									2,150.04	95.28	2,245.32

Initials:

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 31/07/2026			
	Cash in Hand 01/04/2026		42,137.98
	ADD Receipts 01/04/2026 - 31/07/2026		12,388.01
	SUBTRACT Payments 01/04/2026 - 31/07/2026		54,525.99
			8,598.57
A	Cash in Hand 31/07/2026 (per Cash Book)		45,927.42
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Current 31/07/2026	12,380.05	
	Savings 31/07/2026	33,547.37	
	Other 31/07/2026	0.00	
			45,927.42
	Less unrepresented payments		
			45,927.42
	Plus unrepresented receipts		
B	Adjusted Bank Balance		45,927.42
A = B Checks out OK			

Initials: