**KINGSTONE & THRUXTON GROUP PARISH COUNCIL**

Minutes of a meeting held on Wednesday 10th November 2021

At 19.00 in Kingstone Village Hall

**Present:**

Cllr Nick Knudsen (Chair), Cllr Colin Pugh (Vice-Chair), Cllr Denise Lloyd, Cllr Francis Milsom, Cllr Lynne Thorne, Cllr John Watkins

**In attendance:**

Lisa Lewis (Clerk), Christy Bolderson (Ward Cllr), Steve Madison (Sports Association)

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| Agenda Ref | Minutes |
| **1.** | **Apologies for absence** were received from Cllr S Walker.  It was noted that Malcolm Walker had resigned and this was a sad loss to the council. |
| **2.** | **To receive declarations of interest & written requests for dispensation -** none declared. |
| **3.** | **Approval of minutes and sign**  From Ordinary Parish Council Meeting held Wednesday 6th October 2021. It was RESOLVED to adopt the minutes as a true record and they were signed by the chair. |
| **4.** | **Open Session**  It was noted that two members of the public had approached the chair to offer their assistance with amending the Neighbourhood Development Plan in line with the new speed and traffic management plans. |
| **5.**  **5.1**  **5.1.1**  **5.1.2**  **5.1.3**  **5.1.4**  **5.1.5**  **5.1.6**  **5.2** | **Reports**  **Chair’s Report**  Speed Awareness – it was noted that there have been 6 volunteers with a possible 1 more. It was RESOLVED to have another drive at advertising for volunteers. Cllr Milsom will readvertise in the TTN and Cllr Lloyd will share on facebook again.  Drainage – it was noted that the council are currently unsure of the scope of the works to be carried out. Agreement has been obtained from the landowner and tenant to carry out a survey and this will commence on the 29th November 2021. A maintenance strategy plan will follow.  Neighbourhood and Portfolio Leads – it was noted that Cllr Milsom is the Speed Awareness Lead and Cllr Thorne is the Contracts Lead.  Youth Parish Council – ongoing due to Covid restrictions. To remain on the agenda.  Queen’s Jubilee Wood – It was noted that Madley School would be keen to get involved.  Queen’s Jubilee Celebration – This will be on 5th June 2022.  Village Hall Report  Discussed the parish council’s responsibilities with the village hall. It was noted that the pandemic had had a negative impact on the hall funds. The council were informed that there is a Christmas Fayre at the village hall on the 20th November 21 and it was RESOLVED to give donation of a £20 Tesco gift card for the raffle. Clerk to purchase and deliver. |
| **6.**  **6.1**  **6.2**  **6.3** | **Police Report** there were no police present to provide a report.  **Dirt Track** RESOLVED to defer until the next meeting when the Business Plan will be complete.  **Anti-social Behaviour** no comments made  **Neighbourhood Watch** Discussions regarding having neighbourhood watch in the community and the possible use of smart water. RESOLVED that the chair will obtain further details from the PCSO’s for update at the next meeting. |
| **7.**  **7.1**  **7.1.1**  **7.1.2**  **7.1.3**  **7.1.4**  **7.2**  **7.2.1**  **7.2.2**  **7.3**  **7.4**  **7.5**  **7.6** | **Financial Reports**  It was RESOLVED to pay the following outstanding payments for October:  Radbournes Ltd, for sandbags, £141.00 (Inc. £23.50 VAT) Cheque 707  Lisa Lewis, reimbursement for SLCC Membership Fees £120.00 Cheque 708  It was noted the following payments already approved for October:  Terry Griffiths Contracts, for September PROW work £360.00 (Inc. £60 VAT) Cheque 704.  Lisa Lewis & HMRC, Salary and PAYE in accordance with clerk’s contract for October. Cheques 705 & 706.  It was RESOLVED to pay the following payments:  Lisa Lewis & HMRC, Salary and PAYE in accordance with clerk’s contract for November. Cheques 709 & 710.  Lisa Lewis, reimbursement for SLCC Clerk’s Manual, £52.30 Cheque 715  **Bank Statements** were reviewed alongside the current accounts record. It was RESOLVED that these are correct and the statements were signed by the chair.  **Fixed Asset Register** was discussed. It was noted that this required updating.  **Draft Precept Calculations** information had been circulated prior to the parish meeting. It was noted that correspondence had been received from a member of the public in relation to this. Item to remain on the Agenda. A road safety public meeting was proposed and is to be organised for March 2022.The clerk will email the ward councillor in December to obtain confirmation of council tax base figures.  **Clerk’s Training** the clerk advised that she has also been appointed Parish Clerk for another parish and that a requirement of her contract with them is to become CiLCA qualified. It was RESOLVED to defer this item for a future meeting. |
| **8.**  **8.1** | **Ward Councillor’s** **Report** this has been sent to the clerk and she will forward to councillors after the meeting. The report included details about Fastershire and broadband. The full County Council meeting took place on the 8th October and a motion was passed to designate part of Belmont as a conservation area. COP26 and the Hereford citizens climate assembly. Public consultations. Energy advocacy. Covid rates remain high throughout the County.  **106 Allocation** It was confirmed that money can be made available sooner if required. The 106 money allocated to Highways and Transport will be used for the new cycle track. There was discussion around the commissioning process and current number of occupied houses at the Lagan site. |
| **9.**  **9.1**  **9.2**  **9.3**  **9.4**  **9.5**  **9.6**  **9.7**  **9.8** | **Highways and Environmental Matters**  **Lengthsman Report** – No report. It was noted that the clerk has requested the defects highlighted on the KS25 to be carried out following the resolution at the last meeting.  **Cottons Meadows Trees & Pavement** – no work has taken place. RESOLVED that the clerk to follow this up with Balfour Beatty.  **Grit Bins and Grit** Cllr Watkins confirmed that grit has been delivered and it was RESOLVED that this will be used as the parish reserves during the winter months.  **KS26** it was noted that this has been cleared.  **Highway & PROW** – There was discussion regarding the use of dog friendly options of gates instead of stiles on footpaths particularly on the KS5. It was RESOLVED that the clerk should order 2 x metal swing gates that Cllr Watkins will install on the KS5.  **Parish Footpath Officer** it was noted that there is interest from a resident on taking over this role in the New Year. It was agreed to also advertise for any additional members of the public who may wish to share volunteering for this role and it was RESOLVED that the clerk will advertise in the noticeboards.  **Dog Bins** – the clerk is in the process of obtaining quotations for additional dog bins and emptying costs. The chair will also ask for volunteers for bin emptying in the TTN. Defer item to next agenda.  **Blackboard** – it was confirmed that this is owned by the village hall committee and there was discussion around replacing this with a noticeboard. Cllr Thorne will discuss with village hall committee members and update further at the next meeting. |
| **10.**  **10.1**  **10.2** | **Planning**  213777 – Land off U73221, Coldstone Cross, Kingstone, Hereford, HR2 9HS – No objections.  Provided on an information sheet and circulated prior to the meeting. Approved 212402 Whitehouse Drive – compliance of conditions 11 & 13 attached to outline planning permission 122604. |
| **11.** | **Sports Ground** It was noted that football matches are now taking place again on the sports field. Nothing further to note. Points on Drainage and 106 monies covered under items 5.1.2 and 8.1. |
| **12.** | **Drainage** Already covered under item 5.1.2. |
| **13.** | **Allotments** Following a recent discussion with Lagan, it was proposed to revisit the possibility of taking over the allotments.It was noted that Cllr Broomfield had agreed to be the lead for the allotments. Maintenance costs were discussed. It was agreed that the allotments should be dealt with by a separate committee. On this basis it unanimously agreed that the Parish Council accept the gift of the allotments. It was RESOLVED that the clerk should email Lagan Homes to ask them to proceed with the transfer. Further updates to be provided at the next meeting. |
| **14.** | **Amenities Update** Responsibilities for grass cutting were discussed. Cllr Thorne is working on the contracts plan. It was suggested to consult the NDP for information. |
| **15.** | **Speedwatch** Cllr Milsom advised that no progress had been made as not enough people have volunteered. He will approach other possible volunteers and readvertise as noted in item 5.1.1. |
| **16.**  **16.1**  **16.2**  **16.3**  **16.5**  **16.6**  **16.7** | **Communications**  **Website** It was noted that Tom Williams had volunteered to take over the running of the Parish Council website with the assistance of Steve Madison. It was confirmed that this is an unpaid position. It was agreed that any content and amendments to the website be passed through the clerk prior to going live on the web. On this basis it was RESOLVED to appoint Tom to run the website.  **Welcome letter and TTN** – Lagan homes agreed to sponsor the purchase of copies for distribution to new residents and as such 50 copies have been ordered.  **Noticeboards** the purchase of new noticeboards and locations was discussed and it was RESOLVED that the chair will provide further information and costings for decision at the next meeting.  **Christmas Supper** those that wish to attend for drinks at the Bull Ring will do so after the December meeting.  **Parish Council meeting dates 2022** It was proposed to have a meeting on the 1st Wednesday of every month with the exception of January and August. It was unanimously agreed to proceed with these dates.  **Councillors details** – it was RESOLVED that the clerk will clarify the requirement of details for noticeboards. |
| **14.** | **Items for next agenda:**  Lengthsman Plan – the lengthsman will be invited to the next meeting. |
| **16.** | **Date of next parish meeting is Wednesday 8th December 2021** |
| **17.** | **Meeting closed at 9:30pm.** |

**SIGNED……………………………………………………………………………..**

**DATED………………………………………………………………………………**