**KINGSTONE & THRUXTON GROUP PARISH COUNCIL**

Minutes of the annual meeting of the parish council held on Wednesday 4th May 2022

At 19.00 in Kingstone Village Hall

**Present:**

Cllr Nick Knudsen (Chair), Cllr Colin Knight, Cllr Denise Lloyd, Cllr Francis Milsom, Cllr Colin Pugh, Cllr Lynne Thorne, Cllr Colin Warrillow and Cllr John Watkins

**In attendance:**

Lisa Lewis (Parish Clerk), Ward Cllr Christy Bolderson, PCSO Carol Marsh and PC Steffan Hawes, Steve Madison (Sports Association), PFO Paul Neate (Parish Footpath Officer) and four members of the public.

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| Agenda Ref | Minutes |
| **1.** | **Election of Chairman** It was unanimously **RESOLVED** to re-elect Nick Knudsen as Chairman. Councillor Knudsen signed his declaration of acceptance of office and the clerk signed as witness to their signature. |
| **2.** | **Election of Vice Chairman** It was unanimously **RESOLVED** to re-elect Colin Pugh as Vice Chairman. Councillor Pugh signed his declaration of acceptance of office and the clerk signed as witness to their signature. |
| **3.** | **Apologies for absence** No apologies for absence were received. |
| **4.** | **To receive declarations of interest & written requests for dispensation** None Received. |
| **5.** | **Appointment of the Allotments Committee** it was unanimously **RESOLVED** to reappoint current members being Cllr Broomfield, Cllr Milsom and Cllr Pugh. |
| **6.** | **Appointment of Council Representatives on outside bodies:**  6.1 Village Hall Committee - unanimously **RESOLVED** to reappoint Cllr Thorne  6.2 Sports Association - unanimously **RESOLVED** to reappoint Cllr Knight  6.3 William Hoskyns Charity - unanimously **RESOLVED** to defer to next meeting  6.4 Consolidation Charities - unanimously **RESOLVED** to reappoint Cllr Lloyd  6.5 John Smith Charity - unanimously **RESOLVED** to reappoint Cllr Lloyd, Cllr Warrilow and Cllr Watkins |
| **7.** | **Approval of minutes and sign,** from Ordinary Parish Council Meeting held Wednesday 6th April 2022. It was **RESOLVED** to adopt the minutes as a correct record, and they were signed by the chairman. |
| **8.**  **8.1** | **Members of the Public** – No issues or questions were raised.  **Clerk’s Report and Correspondence**  **Footpaths** – Request from a parishioner for gates to replace stiles on TX1 has been submitted to Whitfield Estate.  **Jubilee Park –** A meeting with the chairman, contractor and garden designer has taken place. Still awaiting quotations for consideration.  **Jubilee Event – Picnic**  Hire of loos confirmed, deposit paid.  Leaflets ordered and distributed.  **Defibrillator**  Replacement door has been ordered. There is an 8-10 week delay on manufacture. Defibrillator and case has been added to the insurance at a replacement cost of £1,000 with All Risks cover at no additional cost.  **Correspondence:**   1. Email received from Dore Community Transport to thank the Parish Council for the generous donation. 2. Email received from a resident regarding noise, general environmental and animal welfare issues at a property in Green Lane. A complaint is ongoing with Herefordshire Council and the RSPCA. A meeting of the residents with the PC was requested to offer a joined up approach. I have replied to advise that they are following the correct route as this is unfortunately outside of Parish Council Authority, however I will share the information with Councillors. I have advised them of the annual parish meeting date and time if they wish to attend this to discuss the issues. 3. A resident emailed with concerns over the lengthsman costs/invoices and has provided Cllr Thorne with a list of jobs they feel are required, this is to be compared with the current lengthsman’s annual plan and work added if deemed necessary. |
| **9.** | **Chairman’s Announcements** Nothing to note. Chairman’s annual report provided at the Parish Meeting, Minute 2. |
| **10.** | **Police Report**  PCSO Carol Marsh and PC Steffan Hawes Reported:  Approximately 20 households in Kingstone & Thruxton alone have been subject to attempted burglaries, shed and garage thefts. A person has been arrested and stolen property retrieved, with some returned. They have been providing affected residents with signage / padlocks etc. The court date is due on the 23rd May.  Speeding enforcement has been carried out in the village with 40 cars recorded at average speed of 25.15mph.  Anti-social behaviour – residents were reminded to keep reporting via the website, West Mercia or 101. There are regular patrols and they are also dealing with issues on Lagan Home Estate.  Police Charter will be sent out to the clerk a month before its due.  Councillors and members of the public were reminded they can sign up to neighbourhood alerts [www.neighbourhoodalert.co.uk](http://www.neighbourhoodalert.co.uk) – link for this to be added to the parish council website.  There was discussion around the installation of fixed speed monitoring notices through the village and it was confirmed that these are ok to have. |
| **11.** | **Ward Councillor’s** **Report**  Report noted and included in annual parish meeting, minute 4. |
| **12.** | **Bike Track**  Already noted and included in annual parish meeting, minute 4. |
| **13.**  **13.1** | **Jubilee Park**  No further update, apart from the funding is in place and quotes to be received.  **Queen’s Jubilee Celebration 2nd - 5th June 2022**  Beacon to be lit on Cockyard Tump by Whitfield Estate at 21:45 on 2nd June.  5th June Picnic – games are being organised, Cllr Watkins confirmed a display of farm equipment and music will take place throughout the afternoon. Costs will be kept to a minimum. Risk Assessment to be carried out by the chairman, clerk to forward insurance risk assessment to him. Bunting is half completed. A notice will be added to the board. |
| **14.** | **Village Hall Report**  Already noted and included in annual parish meeting, minute 3. |
| **15.** | **Kingstone Sports Association**  Mr. Steve Madison confirmed that the remainder of the 106 monies will be funded by the Sports Association. There is a mower on order.  Unfortunately there has been more vandalism and the CCTV images are not good enough to identify the offender therefore it will be repositioned.  Members are still needed and it was noted that another volunteer had been identified and details will be passed to Mr Madison. |
| **16.**  **16.1**  **16.2** | **Defibrillator Training**  Purchase of replacement cover for the defibrillator box at £175.80 (inc. £29.30 VAT), two sets of replacement pads at £186 (inc. £31) each, already purchased by clerk for reimbursement **APPROVED**.  Six residents have been trained by Heart Start and further training to be arranged within the next 3 months. The training will be promoted in the parish and it was noted that the local school may also have an interest in taking part. Chairman to inform school of training details when available. |
| **17.**  **17.1**  **17.2**  **17.3**  **17.4** | **Financial Reports & Policy**  **AGAR Form for 2021/22:**  i) The parish council **NOTED** receipt of the internal audit report with no issues to note.  ii) Following consideration, the parish council **RESOLVED** by unanimous vote to approve and formally adopt the Annual Governance Statement relating to the 2021/22 financial year.  iii) Following consideration, the parish council **RESOLVED** by unanimous vote to approve and formally adopt the Accounting Statement relating to the 2021/22 financial year.  It was **RESOLVED** to pay the invoices detailed in the schedule of payments below\*;  **Banking**   * The bank balances were noted against the financial reconciliation for April 2022 and were deemed accurate. Bank statements signed by chair. * Update on change of bank to Unity Trust Bank was **DEFERRED** to next meeting.   It was **RESOLVED** by a unanimous vote to renew and accept the parish council insurance policy for 2022/23.  It was **RESOLVED** to adopt Standing Orders /Financial Regulations/Financial Risk Assessment/Safe Guarding Statement and to consider adoption of revised Code of Conduct. All circulated via email prior to the meeting. It was **AGREED** that the clerk should create a signature sheet for each member to sign confirming compliance with the above documents. |

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| **\*Payments Schedule April 2022** | | | | | | | | |
| **Date:** | **PAYABLE TO** | **FOR** | **GROSS AMOUNT**  **£** | **Minute Ref:** | **VAT**  **£** | **NET AMOUNT**  **£** | **FROM BUDGET**  **HEADING** | **Ch**  **No:** |
| 04.05.22 | Lisa Lewis | April Salary in line with clerk’s contract | - | 17.1 (04.05.22) |  | - | Clerk’s Salary | 734 |
| 04.05.22 | HMRC | PAYE - April | £33.20 | 17.1 (04.05.22) |  | £33.20 | PAYE | 735 |
| 07.04.22 | Lisa Lewis | Reimbursement of iLCA cost | £132.00 | 14.2  (06.04.22) | £22.00 | £110.00 | Training | 734 |
| 14.04.22 | Lisa Lewis | Reimbursement for 1,000 Jubilee event leaflets  (Please note increase of number agreed to obtain free postage) | £34.99 | 10.1.2  (06.04.22) |  | £34.99 | Jubilee | 734 |
| 14.04.22 | Lisa Lewis | Reimbursement Defibshop – Replacement door & 2 x adult pads | £547.80 | 16.1 (04.05.22) | £91.30 | £456.50 | Village Maintenance | 734 |
| 26.04.22 | XL Displays | External Noticeboard for shop area | £734.40 | 21.2  (06.04.22) | £122.40 | £612.00 | Village Maintenance | 736 |
| 04.05.22 | Zurich Insurance | Parish Council Insurance Renewal | £309.64 | 17.3 (04.05.22) |  | £309.64 | Insurance | 737 |
| 04.05.22 | Convenience Company | Jubilee Picnic – Hire of loos deposit | £48.00 | 10.1.1  (06.04.22) | £8.00 | £40.00 | Jubilee | 738 |
| 04.05.22 | Robert Taplin | Internal Audit | £50.00 | 17.1 (04.05.22) | £0 | £50.00 | Internal Audit | 739 |

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| **18.**  **18.1**  **18.2**  **18.3**  **18.4**  **18.5** | **Highways and Environmental Matters**  **Lengthsman’s Report** No Report  **Lengthsman Plan** It was reported that a meeting with the lengthsman had taken place. Plan to follow at next meeting.  Lenghtsman Contract 2022/23 – It was **RESOLVED** to adopt the contract and it was signed by the chairman.  It was also noted that the ditch at Barrow Common needs digging – Chairman to contact Whitfield Estate to request this.  KS5 – gates, it was clarified that the path the gates had been APPROVED on was the KS7 and Cllr Watkins will put one in.  KS3/KS1 – it was noted that the cost to install gates to replace stiles would be £50 in addition to the cost of the gate. Discussed removing KS1 Stile as too narrow for a gate. PFO to visit site and report back to parish council with recommendation.  Dog Mess Signs – **DEFER** to next meeting |
| **19.** | **Footpaths**  Paul Neate (PFO) provided an update on the footpaths:-  KS32/30 - noted that correspondence received from a resident regarding access to this path. PFO to look at in future when field has been harvested and is more accessible.  KS26 – a fallen tree reported.  KS25 – two way marker posts retrieved which had been pulled out. PFO to give to the chairman for storage.  KS2 – Bridge is rotting, Cllr Watkins confirmed that is not the official path and it was RESOLVED to reconfigure the correct route. Cllr Watkins will cut path and clear.  Bridge across the stream still requires handrail.  KS9 – Discovered, there are no signs and it is overgrown. Clerk to request stile from Whitfield. |
| **20.** | **Planning**  To consider the following planning applications submitted to Hereford Council:- No applications received. |
| **21.**  **21.1**  **21.2** | **Drainage**  Drainage issues still ongoing, survey to be completed. Cllr Pugh will continue to chase.  Drainage Grant – it was **RESOLVED** to instruct the lengthsman to carry out the nominated task of clearing kerb edges and footways throughout the village to utilise the drainage grant award of £4,339. Drainage Contract was **AGREED** and signed by the chairman. |
| **22.** | **Allotments**  A meeting has been arranged for Tuesday 10th May at 10am on the Lagan Site. Transfer of allotments is still with the legal team. |
| **23.** | **Road Calming and Speed Watch**  Speed watch – **DEFER** until June meeting.  Road Calming – pictures of the traffic calming are available and there will be a display at the picnic. |
| **24.**  **24.1**  **24.2** | **Communications**  It was **RESOLVED** by a unanimous vote that the volunteer, John Anderson will take over management of the website. Clerk to arrange access.  Noticeboard – clerk confirmed that the board has been ordered and delivery arranged with the shop. |
| **25.** | **Items for next agenda**  Anti-social behaviour  Village Signs – New Welcome to Kingstone Sign  106 monies from Whitehouse Drive development |
| **23.** | **Date of next parish meeting is Wednesday 8th June 2022** |
| **24.** | **Meeting closed at 9:20pm.** |

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