

KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 4th June 2025

At 19.00 in Kingstone Village Hall, Green Lane, Kingstone, Hereford

Present:

Cllr Colin Pugh (Chairman), Cllr Colin Warrillow (Vice Chairman), Cllr David Bailey, Cllr Leah Dunsmuir, Cllr Neil Howard, Cllr Denise Lloyd, Cllr Paula Rawbone, Cllr David Rea, Cllr Christina Richards,

In attendance: Lisa Lewis (Parish Clerk), Ward Cllr Richard Thomas, Matt Heeley (Lengthsman), Steve Madison (Sports Association), Paul Neate (Footpaths Officer), PCSO's Tally Hunt and Hayley Warne. No members of the public were present.

The meeting was opened at 7.00pm.

1. Apologies for Absence

Apologies were received from Cllr Colin Knight.

2. Co-option

No applications received.

3. Declarations of Interest

None declared.

4. Minutes

It was RESOLVED to adopt the minutes of the annual meeting held on 7th May 2025 as a true record and they were signed by the chairman.

5. Public Participation

(Open session – max 10 minutes, 2 minutes per speaker)

No members of the public were present. The Kingstone Charitable Surgery Trust had reminded the meeting that there is an event on Friday 20th June in Eaton Bishop about Antartica which is open to all and tickets are available to purchase. The 'Just Giving' page has now been updated on the website so donations can be seen.

5.1 Clerk's Report & Correspondence

Correspondence

- Notification of a proposed footpath diversion on the KS31 received. Item to be added to the next agenda for comments.

- Email received from a member of the public following a discussion at the Parish Meeting, they would like the Parish Council to consider picture signs to go with the village gates. And had a query about gateways at Thruxton. It was confirmed that the current plan only included gateways at the Kingstone signs. It was **RESOLVED** to add the consideration of a picture sign to the next agenda.

A planning application for the Sports Field had been received after the issue of the agenda, comments need to be returned prior to the next meeting. The clerk advised she could respond under delegated authority and the chairman asked the councillors for any comments – it was **RESOLVED** by a unanimous vote to respond in support of the application for a tractor shed.

Updates

- Pavement adjacent to the primary school reported for sweeping and cutting to enable safe passage. BBLP Ref: 11185407.

Planning Decisions – FOR INFORMATION ONLY

None to note

6. Brief Reports (as available)

Police – advised that it had had been very quiet in Kingstone since April. A couple of small RTC's had been recorded, one at Gooses Foot Industrial Estate and one at the Arkstone turning. Two drink drivers had been reported. A rear garden gate/fence went on fire, investigations have not revealed anything and therefore it was recorded as criminal damage. A vehicle was damaged at Coldstone Cross, again enquiries have so far led nowhere. Phone scam reported, members of the public urged to remain vigilant. A couple of domestic issues reported. No anti-social behaviour reports. Steve Madison reported a damaged bench at the Sports Field and details were obtained from him. They are hoping to attend Kingfest at the High School in July.

Queries from Councillors:- Speeding in the village. Speed enforcement was carried out near the doctors surgery. Keep reporting where possible. Kids had been ringing doorbells around Kingstone Grange, police advise members of the public to report this. Youngsters riding bikes onto the road – safety issue.

Ward Cllr Richard Thomas – His annual written report had been submitted to the clerk. Herefordshire Council's audited accounts were accepted. Nothing further to report.

Queries from councillors - 106 traffic calming plans, the ward councillor will keep following up on this and let us know when a replacement officer is in place. Hedging on the C1221 at Kingstone Grange and Cottons Meadow will be addressed by him. Clerk to email First Port again.

Lengthsman – The chairman confirmed that the parish would like 2 days per month and will consider more as and when require this was unanimously agreed by Cllrs. The Lengthsman is hoping to meet with the new Locality Steward to look at issues in the parish. If anyone has any issues, add them to the Lengthsman whatsapp and he will raise them. Councillors raised the issue of weeds along the kerb lines and it was **RESOLVED** for the Lengthsman to proceed with organising a road sweep for specific areas in the village (to be confirmed outside of the meeting) at £85 per hour in addition to the Lengthsman day rate. It was noted that part of the drainage work is outstanding by Hanley Court. Herefordshire Council have confirmed this can be carried over into the next financial year. It was noted that Jetting and ditching work needs to be done at Barrow Common and these will be factored into the drainage grant work. Coldstone Common Flooding – the Ward Councillor will talk to the land owners regarding ditching works. The chairman requested that Road Sweeping and Jetting be considered in the next budget. Lengthsman working group meeting to be arranged. The parish council expressed their thanks to the Lengthsman and noted that he should be given recognition. It was agreed that the photos posted on the whatsapp group can be used on social media.

Village Hall – The Village Hall continues to tick along steadily, with regular use and no major issues to report at present. A request was made for the Parish Council to consider including support for the Village Hall in the next budget cycle, to ensure it is treated fairly and equitably alongside the Sports Association. This will be brought forward for consideration during the budget-setting process.

Sports Association – New play equipment has been installed and is all working. Tractor storage shed application had gone in. It was noted that there had been an incident of anti-social behavior on the Sports Field with a bench being demolished on the 3rd June. The report along with photos was passed to the police at the meeting for investigation. AGM will be held on 29th June 2025 6pm at the Sports Field. It was noted by councillors that several benches are overgrown with nettles and requested that clearance be arranged.

Footpaths – The Footpath Officer (PFO) reported a busy period walking and inspecting paths. A map was shared showing paths walked and cut. A new stile was installed by the Lengthsman; KS1 path cut and Cottons Meadow entrance tidied. He will attend a First Aid course on 17/06/2025 provided by Herefordshire Council. The clerk advised that BT had requested proof of ownership of a path; the Chairman asked the PFO to obtain a photo of KS26 on his next visit.

Bike Track – Nothing to report. Clerk to ensure cutting is carried out regularly.

Allotments – no updates to report.

Food Share – The parish council have secured funding of £3,000 from Kingstone Consolidated Charities and £14,506 from the National Lottery Community Fund to ensure the food share continues to benefit the community. Once the monies are received, the clerk confirmed that they will be earmarked to the Foodshare. Cllr Rawbone confirmed that the grants received should enable the project to continue for the next 3 years.

Litter Picking – New posters to be displayed on the noticeboards with the Sunday session advertised. Additional equipment had been ordered.

7. Annual Governance and Accountability Return (AGAR) 2024/25

7.1 The Internal Audit Report was received and noted.

7.2 The Annual Governance Statement 2024/25 (Section 1) was reviewed by the Council. It was unanimously approved and duly signed by the Chairman and Clerk.

7.3 The Accounting Statements 2024/25 (Section 2), having been previously circulated, were approved and adopted by the Council and signed by the Chairman.

7.4 The Clerk confirmed the dates for the Exercise of Public Rights as Monday 9th June 2025 to Friday 18th July 2025, which were approved by the Council.

8. Finance & Policy

8.1 The payments list for June was approved and invoices were signed by signatories. See appendix 1.

8.2 The Bank balances and reconciliation for the end of March 2025 were noted and Bank statements were signed by signatories.

8.3 The insurance policy renewal with Zurich was reviewed and deemed adequate. It was resolved by a unanimous vote to proceed with the renewal of the policy. The clerk advised the council to consider Cyber Liability Insurance as raised by the internal audit and it was **RESOLVED** for the clerk to seek further guidance on the necessity of this insurance.

8.4 The receipts and payments report against budget allocation for 2024/25 was reviewed and

overspend noted. Report to be made available on the website.

8.5 It was resolved by a unanimous vote to re-appoint HALC as the internal auditor for 2025/26.

8.6 Parish Charter – It was resolved to await further official guidance from HALC. It was noted that Cllrs Richards and Howard are part of the Parish Charter working group and will attend meetings. Item to remain on the agenda.

8.7 The Parish Council considered a grant application from Kingstone Sports Association for £2,500 to support the maintenance of Seven Site recreation ground. It was resolved by a majority vote to approve the donation of £2,500 under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. Cllrs Neil Howard, Denise Lloyd and Paula Rawbone voted against the motion and requested that this be formally recorded in the minutes.

9. Planning and NDP

9.1 Planning Applications – None received

9.2 NDP – No updates.

10. Highways and Environment

10.1 Highways and Public Rights of Way – It was noted that the C1221 requires resurfacing and it was noted that some work may be carried out once construction of the traffic calming plan commences.

10.2 It was resolved for the clerk to ask the school if there is something specific they would like to do for the community that the parish council can support. It was noted that there will be a churchyard clean up that they may be able to help with.

10.3 It was noted that an update had been received from Gregg Speller at Herefordshire Council to advise that AECOM should be returning a completed design around the 27th June for review. This will need to be approved by Highways but the project is still on target.

10.4 Equipment for older children – defer, Cllr Richards-Powell not present.

11. Training

No updates.

12. Items for Next Agenda

- Bulb planting
- Coldstone Common Flooding

13. Date of Next Meeting

Wednesday 2nd July 2025. Cllrs Dunsmuir, Howard and Richards gave apologies for this meeting.

The meeting closed at 8.20pm.

Signed..... Date.....

Appendix 1

Date: 19/06/2025

Kingstone & Thruxton Parish Council

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Time: 10:25

Unity Current A/c

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/06/2025	Lisa Lewis	BACS	713.51		June Salary
04/06/2025	Nest Pension Contributions	DD	58.40		June Contributions
04/06/2025	Hereford Association of Local	BACS	330.00		Internal Audit
04/06/2025	Rialtas Business Solutions Ltd	BACS	243.60		Annual A/c's Software Subs
04/06/2025	Country Flavours Ltd	BACS	18.25		Eggs - Food Share
04/06/2025	Roy Thorne	BACS	33.00		Barrel Planters
04/06/2025	Viking	BACS	161.35		Stationery & Ink
04/06/2025	Kingstone Village Hall	BACS	16.00		Hall Hire - May Foodshare
04/06/2025	MJH Contracting	BACS	1,130.00		Maint Day & PROW
Total Payments			2,704.11		

Appendix 2

Date: 16/04/2025	Kingstone & Thruxton Parish Council	Page 1	
Time: 12:12	Bank Reconciliation Statement as at 31/03/2025 for Cashbook 3 - Unity Current A/c	User: LISA	
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Current Account	31/03/2025		463.17
			<hr/> 463.17
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			463.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			463.17
		Balance per Cash Book is :-	463.17
		Difference is :-	0.00

Date: 21/04/2025	Kingstone & Thruxton Parish Council	Page 1	
Time: 07:44	Bank Reconciliation Statement as at 31/03/2025 for Cashbook 2 - Savings A/c	User: LISA	
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/03/2025		3,768.25
			<hr/> 3,768.25
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			3,768.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			3,768.25
		Balance per Cash Book is :-	3,768.25
		Difference is :-	0.00

Date: 16/04/2025	Kingstone & Thruxton Parish Council	Page 1	
Time: 12:35	Bank Reconciliation Statement as at 31/03/2025 for Cashbook 1 - Current Bank A/c	User: LISA	
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/C	31/03/2025		26,995.64
			<u>26,995.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,995.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,995.64
		Balance per Cash Book is :-	26,995.64
		Difference is :-	0.00

Date: 16/04/2025

Kingstone & Thruxton Parish Council

Page 1

Time: 12:17

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 4 - Unity Savings A/c**

User: LISA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Savings Account	31/03/2025		3,184.96
			<u>3,184.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,184.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,184.96
		Balance per Cash Book is :-	3,184.96
		Difference is :-	0.00

DRAFT