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**MINUTES OF THE KINGSTONE & THRUXTON GROUP PARISH  
COUNCIL ANNUAL MEETING HELD ON 21 MAY 2019 AT THE  
VILLAGE HALL**

**PRESENT**

Parish Councillors:

Cllr S Walker, Cllr M Walker, Cllr D Lloyd, Cllr J Watkins, Cllr L Thorne and Cllr C Russell.

**ABSENT**

None.

**IN ATTENDANCE**

Mrs R Craine (Clerk), 2 parishioners and Ward Cllr. C Bolderson.

All newly elected councillors signed Acceptance of Office form prior to start of meeting.

**1. ELECTION OF CHAIRMAN**

Cllr. M Walker was unanimously elected as Chairman, proposed by Cllr. D Lloyd, seconded by Cllr. L Thorne. Acceptance of Office form signed. Cllr M Walker thanked Alison and Paul Wright and all outgoing councillors for their hard work over the years.

**2. DECLARATION OF ACCEPTANCE OF OFFICE AND NOTIFICATION OF FINANCIAL INTEREST FORMS**

Acceptance of Office forms already completed, all Register of Interest forms to be completed and sent to Monitoring Officer.

**3. TO CONSIDER ADOPTION OF NEW CODE OF CONDUCT**

Unanimously agreed and signed.

**4. TO RECEIVE APOLOGIES FOR ABSENCE**

None.

**5. DECLARATION OF INTERESTS AND DISPENSATIONS. TO RECEIVE DECLARATIONS OF INTEREST AND TO CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION**

None.

**6. TO APPROVE AND SIGN AS CORRECT THE MINUTES OF THE MEETING OF 10 APRIL 2019.**

The minutes of the last meeting were agreed and signed by the Chairman as a true record.

**7. TO CO-OPT COUNCILLORS TO FILL VACANCIES**

Carole Russell and John Watkins were unanimously co-opted as Parish Councillors.

**8. ELECTION OF VICE-CHAIR**

Cllr S Walker was elected. Proposed by Cllr L Thorne, seconded by Cllr Lloyd. Acceptance of Office form signed.

**9. TO CONFIRM REPRESENTATIVES**

Sports Association – Cllr. Denise Lloyd.  
Parish Hall Committee – Cllr s Walker and Cllr L Thorne.  
William Hoskyns Trust. – Cllr M Walker and Cllr S Walker.  
Consolidated Charities – Cllr D Lloyd.  
John Smith Charity – Cllr M Walker and Cllr S Walker.

**10. PUBLIC QUESTION TIME**

Parishioner asked if Paul Wright was to continue as Lengthsman and Parish Paths Officer, to be confirmed.

Triangle in front of church needs cutting, to be dealt with.

People living on Lagan Homes site even though planning has not been granted. Enforcement aware, Cllr Bolderson to follow up and will be forwarded the chain of emails over this to bring her up to speed with the situation.

**11. REPORT FROM LOCALITY STEWARD**

None. Weekly updates received.

**12. LOCAL POLICE REPORT**

None.

**13. REPORT FROM WARD COUNCILLOR**

New Ward Cllr Christy Bolderson introduced herself and gave an overview of her background and how she became Ward Councillor. While campaigning and knocking on doors she identified 5 main concerns of parishioners:

- Pot holes, road conditions and drainage. Christy is looking to arrange twice yearly meetings between clerks, Locality Steward and the police to address any concerns.
- The bypass and southern link road. Plans to look at getting Haywood Lane an access only road.
- Road safety and speeding.
- Planning.
- Fly tipping.

Concerns specific to Kingstone were Law and Order, air quality and chicken sheds and wanting better Park and Choose access.

**14. P3/LENGTHSMAN SCHEME UPDATE**

Contract with Herefordshire Council signed.

**15. VILLAGE HALL COMMITTEE REPORT**

Extension plans have been reviewed by Village Hall Committee and returned to architect for changes, finalised plans will be presented to the PC. Hall remains well used.

**16. SPORTS ASSOCIATION REPORT**

None.

**17. RISK SCHEDULE UPDATE**

Unanimously agreed and signed.

**18. FINANCE**

18.1 RFO Report - see attached copy.

18.2 Internal auditor's report. Mr A Godwin carried out internal audit and no actions were raised.

18.3 Financial statements. End of year receipts and payments account and balance sheet was adopted and signed by Cllr M Walker and R Craine as being a true record of the financial state of the Parish Council.

18.4 Adoption of annual accounts. Cashbook reviewed, approved by Council and signed by Cllr M Walker and R Craine as being a true record of the financial state of the Parish Council.

18.5 The Annual Governance Statement approved and signed.

18.6 Annual Accounting Statement was approved and signed.

18.7 To consider:

**Invoices**

Clerk's wages.

HMRC tax - £61.20.

Insurance - £309.64.

Lengthsman - £305.00.

Internal audit - £40.00.

Lengthsman - £45.00.

**Receipts**

Precept - £6000.00

**Balances:**

The balance for the current account as at 10 May 2019 was £21816.33.

The balance of the deposit account as at 10 May 2019 was £3664.01.

New bank mandate to change signatories in progress.

**19. PLANNING**

None.

**20. UPDATE ON VILLAGE HALL SIGNS**

Unanimously agreed to accept new TRO Scheme.

**21. UPDATE ON LAGAN HOMES**

Cllr Bolderson to follow up on house occupancy.

**22. TO CONSIDER SMARTWATER**

Unanimously agreed that scheme presented by West Mercia Police at last meeting would be too much of a financial commitment at present. Details of a road show where kits can be obtained free to be forwarded by Cllr Bolderson.

**23. TO CONSIDER NEW SKATE/BIKE PARK**

Concerns around costs and anti-social behaviour. Enquiries to be made over who owns the land. Deferred to next agenda,

**24. TO NOTE INFORMATION SHEET**

Noted.

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**25. MATTERS NOTIFIED TO CLERK FOR AGENDA OF NEXT MEETING**

Lagan Homes.  
Skate/bike park.

**26 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 3rd July 2019 commencing at 7.30 pm at the Village Hall.

The meeting closed at 8.30 pm.

Signed..........

**Parish Council Chairman Mr Malcolm Walker**

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KINGSTONE AND THRUXTON GROUP PARISH COUNCIL

Financial Report for the year 2018/2019

The precept for the year increased to £12,000.00 to compensate for withdrawal of HCC grants. Interest on Deposit Account and MDPC contribution towards SLCC subs generated other income.

Donations given by the Parish Council were £400.00 to Dore Transport, £1300 to Kingstone Sports Assoc. £300 to Kingstone Church for Churchyard maintenance and £150.00 to Thrupton Church for churchyard maintenance. Other significant expenses besides clerk's wages, insurance, the Lengthsman Scheme and Parish Paths Scheme include £426.73 towards Village Hall costs, £65.00 for paediatric defibrillator pads, £299.25 for cleaning up and maintaining grass area opposite Little Dell and £900.00 for grass cutting. As at 31.3.19 all P3 grant money had been claimed.

The Cash Book balance as at 31.03.19 stands at £16262.73, the Deposit Account at £3664.01. Overall balance as at 31.3.19 is £19926.74. Comparing receipts to expenditure at the end of the year we had a surplus of £3174.70. A precept of £12000.00 was agreed for 2019/20 to cover increasing costs and reduction in available grant amounts.

With the approval of the Parish Council, Mr Alan Godwin agreed to be our Internal Auditor. I have enclosed for you all to peruse a copy of the receipts and payments sheet and balance sheet that was given to Mr Godwin so that the Parish Council can approve the accounts at its next meeting.

SAAA has appointed PKF Littlejohn LLP as the external auditor for KTPC for 5 years from 2017/18. As KTPC meets the following criteria it is exempt from submitting the accounts for external audit:

- Total gross income and total gross expenditure is below £25k
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year
- has been in existence since before 1/4/14.

Rachel Craine  
Parish Clerk/Responsible Financial Officer.

10 May 2019