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KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of the ordinary meeting of Kingstone and Thruxton Group Parish Council held on Wednesday 7th October 2026 at 7.00pm at Kingstone Village Hall, Green Lane, Kingstone, Hereford, HR2 9EX.

Present: Cllr. Paula Rawbone (Chair), Cllr. Colin Warrillow (Vice-chair), Cllr. Leah Dunsmuir, Cllr. Rachael Fitton, Cllr. Neil Howard, Cllr. Colin Knight, Cllr. Jim Knipe, Cllr. Denise Lloyd, Cllr. David Rea and Cllr. Christina Richards.

Not Present: None.

Meeting Quorate 10/12 Councillors present.

In attendance: Lisa Lewis (Parish Clerk), Paul Neate (Footpaths Officer), Richard Thomas (Ward Councillor), Rebecca Baldwin and Representative (Sports Association).

Meeting officially opened at 7pm by the Chair.

1. Apologies
Were received from Cllr. David Bailey and Cllr. Keith Price.

2. Declarations of Interest
To receive written requests for dispensations or declarations of interest on this agenda in accordance with the Localism Act 2011 s31 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

i) Declarations from Members – None received.

3. Minutes of Previous Meeting
The minutes of the ordinary meeting held on Wednesday 2nd September 2026 were approved as a correct record and were signed by the Chair.

4. Public Participation
Nothing raised.

5. Reports
5.1 Clerk's Report
Correspondence:-

- HALC Ten things… September email circulated 30/09/2026
- Thanks were received from the Open Spaces Society to the parish council, lengthsman and parish footpath officer for largest improvements to access on the public rights of way network in the last 10 years.

- Email received from a member of the community with a request for the parish council to consider the National Emergency Briefing. Full details circulated to members, https://www.nebriefing.org/the-film?utm_source.
  RESOLUTION: To defer consideration of the item and add to the next agenda allowing members sufficient time to review the information.
- Request from a member of the public for reimbursement of plant and bulb planting of the barrels at the Church Triangle.
  RESOLUTION: To place the reimbursement request on the next agenda for consideration.

Updates:-

The replacement defibrillator box and light at the village hall and new defibrillator unit at Thruxton are both installed and the 'Circuit' website updated.

An email was sent to the Ward Cllr with a formal request to investigate the s.106 spend to date, who gave authorisation of expenditure and assurance that the project for Kingstone will be completed.

Various queries were answered by the clerk to the external auditor. Audit is now complete and the Conclusion notice and relevant documents have been published on the noticeboards and website.

Planning Decisions – FOR INFORMATION ONLY

None to note.

5.2 Verbal Reports

(5.2.1) Local Policing: Not present.

(5.2.2) Ward Councillor reported on: Commencement of the bypass. An additional £9 million has been allocated to the County for SEND provision.

(5.2.3) Village Hall: Inpost lockers have been installed and are due to 'go live' shortly. Quotes for garden area are being obtained. Bingo and Christmas Fair planned to raise funds.

(5.2.4) Sports Association: A tree survey had been carried out and a maintenance plan to resolve issues was in place. Kingstone Grange trees need attention – it was advised that the management company, Centrick will be responsible and trees bordering Woodfield Close to be reported to Herefordshire Council. A recent play equipment inspection has resulted in the tyre swing and zip wire being condemned and they will be removed.

(5.2.5) Bike Track: A litter pick was carried out at the bike track and 2 bags were collected, it is well used. It was noted that there is a potential to top up soil where needed utilising the village hall garden topsoil when work commences.

(5.2.6) Allotments: The winter meeting took place this evening. Cutting of hedging adjacent to B4349 may require traffic management to enable the top to be safely cut.

(5.2.7) Kingstone Food Share: The Foodshare scheme continues to operate successfully. Remaining National Lottery grant funding will be utilised before the grant expiry date in accordance with the funding conditions.

(5.2.8) Litter Picking: Thanks to all volunteers at total of 75 bags have been collected to date. Next pick takes place on Sunday 1st November 2026.

(5.2.9) CRG update: Cllrs Howard and Richards advised that planning for the upcoming Parish Summit had taken place.

6. Financial Reports and Policy

6.1 Payments: To approve October payments.

RESOLUTION: Payments listed for October (appendix 1) was approved unanimously and invoices were signed by two signatories.

6.2 Bank balances and reconciliations: For the end of September.

RESOLUTION: The bank balances for the end of September were noted and bank statements were signed by signatories. See appendix 2.

6.3 External Auditors Report – it was noted that the audit had been completed and that an 'Other' matter was being raised in relation to the boxes completed for ring-fenced charity funds – box 11 should have been entered as 'Yes'. Report and conclusion documents to be displayed prior to the end of September.

6.4 To Review spend against budget for quarter 2. The report was received and noted. Members considered expenditure to be in line with the approved budget.

6.5 Appoint a Finance Working Group. Cllrs Knight, Lloyd, Rawbone, Richards and Warrillow along with the clerk were appointed to prepare a draft budget for 2027/28 to be presented at the meeting in November.

6.6 Purchase of a Gazebo. RESOLUTION: It was resolved by a unanimous vote to defer the item for consideration at the next meeting.

7. Planning

7.1 Planning To consider planning applications submitted to Hereford Council:-

262702 - Unit 2d, Gooses Foot Industrial Estate, Kingstone, Herefordshire, HR2 9HY. APPLICATION TYPE: Outline. Erection of a new single-storey industrial building approx 60 x 40 ft or smaller on site next to existing building of similar character. Use is for similar industrial works and to extend storage.

RESOLUTION: It was unanimously resolved to support the application, subject to the Local Planning Authority giving due consideration to potential noise impacts on neighboring properties and imposing appropriate operating hours to protect residential amenities.

8. Highways & Environment

8.1 Lengthsman Report: The lengthsman had given apologies. He had reported that he intends to complete the public rights of way boardwalk works. It was agreed to request cleaning of the gullies at Coldstone Cross and a village sweep to remove fallen leaves. Clerk to liaise.

8.2 Footpath Officer reported: Path checks and maintenance works had been undertaken. Brambles on Cooks Lane were noted, with hedge cutting understood to be included in the Whitfield Estate maintenance schedule. Clerk to establish where cuttings can be disposed of from paths such as KS25. A request for a chipper was noted and deferred to a future meeting.

8.3 Dog Fouling Stickers – It was agreed to defer pending further information.

8.4 s.106 Update: It was noted that an email had been sent to the Ward Cllr for escalation of the matters regarding current spending of monies, no response was available yet, but further meetings are planned. It was also noted that the s.106 officer had advised of further delays with the project. It was noted that AECOM are no longer part of the design works.

RESOLUTION: It was resolved to arrange a meeting with the officer, Ward Cllr, Chair, Cllr Knipe and the clerk.

8.5 Flood Planning: No updates. Resident volunteers are awaiting further information from Herefordshire Council.

8.6 Remembrance Silhouettes It was noted that the silhouettes have arrived and volunteers will kindly install on the wall of the village hall.

8.7 Village Christmas It was noted that the tree will be chosen in due course and installed on the last weekend of November with a light switch on event the week after.

8.8 Sandbags There is a small supply of sandbags being stored and the clerk will check supplies. There is the supply of aquasacs as well. Clerk and Cllr Dunsmuir to report back in November.

8.9 Litter Pick Equipment The request for additional litter pick equipment was considered.

RESOLUTION: It was agreed unanimously to proceed with purchasing additional equipment up to the value of £50.00.

9. Training

Defer until November meeting.

10. Items for Next Agenda

Heavy Goods Vehicle movements on the B4348.
Items need to be submitted to the clerk seven clear days ahead of the next meeting.

11. Date of Next Meeting

The next meeting will be an ordinary meeting on Wednesday 11th November 2026 at 7.00pm in Kingstone Village Hall.

MEETING CLOSED AT 8:00 pm

12. Exclusion of Public for Confidential Session

It was resolved pursuant of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, s.1(2) that the public and press be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted. The Clerk then left the meeting.

12.1 SCP and Pay Award Following discussion it was unanimously resolved to approve the Clerk's annual incremental progression in accordance with the Clerk's contract of employment, increasing the salary to SCP30. Members also noted and unanimously agreed the National Pay Award, with the increase be backdated to April 2026 in accordance with the terms of the national agreement.

DRAFT

Signed: ..... (Chair)

Date: .....

Appendix 1

Date: 02/10/2026 **Kingstone & Thruxton Parish Council** Page 1

Time: 13:20 **Unity Current A/c**

List of Payments made between 01/10/2026 and 31/10/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/10/2026	Lisa Lewis	BACS	962.73		Wages
07/10/2026	PKF Littlejohn LLP	BACS	378.00		Annual External Audit 25-26
07/10/2026	Melcon Hereford Ltd	BACS	508.11		Defib Installation
07/10/2026	Country Flavours Ltd	BACS	19.75		Eggs - Foodshare
07/10/2026	Society of Local Council Clerk	BACS	80.10		CG4 Study Day
07/10/2026	Society of Local Council Clerk	BACS	86.02		SLCC Clerk's Membership
07/10/2026	Doug Addis	BACS	220.00		Bike Track Cutting September
23/10/2026	Nest Pension Contributions	DD	80.30		Pension Contributions
		Total Payments	2,333.01		

Appendix 2

Date:02/10/2026 **Kingstone & Thruxton Parish Council** Page 1

Time: 12:09 **Bank Reconciliation Statement as at 30/09/2026 for Cashbook 4 - Unity Savings A/c** User: LISA

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Savings Account	30/09/2026		45,002.41
			45,002.41
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			45,002.41
Unpresented Receipts (Plus)			
		0.00	
			0.00
			45,002.41
		Balance per Cash Book is :-	**45,002.41**
		Difference is :-	**0.00**

Date:02/10/2026 **Kingstone & Thruxton Parish Council** Page 1

Time: 12:01 User: LISA

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 3 - Unity Current A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Current Account	30/09/2026		19,465.36
			19,465.36

Unpresented Payments (Minus)			Amount	
03/06/2026	BACS	Dore Community Transport	500.00	
				500.00
				18,965.36

Unpresented Receipts (Plus)				
			0.00	
				0.00
				18,965.36

Balance per Cash Book is :- 18,965.36

Difference is :- 0.00

DRAFT