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KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of the meeting of Kingstone and Thrupton Group Parish Council

Minutes of the meeting of Kingstone and Thrupton Group Parish Council held on 1st October 2025 at 7.00pm 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 Colin Knight, Cllr Denise Lloyd, Cllr Paula Rawbone and Cllr David Rea.

In attendance: Lisa Lewis (Parish Clerk), Ward Cllr Richard Thomas, Aiden Baldwin and Richard Williams (Sports Association), Paul Neate (Footpaths Officer)
Also present: Two members of the public

1. Apologies

Apologies were received and accepted from Cllrs Christina Richards and Lexi Richards-Powell. It was noted by the council that non-attendance for 6 consecutive meetings results in disqualification.

2. Co-option

Members considered applications for co-option.

It was resolved that Rachael Fitton be co-opted onto the Council as a member. The Declaration of Acceptance of Office was duly signed and a register of interest provided for completion within 28 days.

3. Declarations of Interest

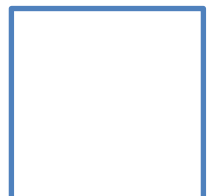
Cllrs were reminded to declare any interests. There were none received.

4. Minutes of Previous Meeting

It was resolved that the minutes of the meeting held on Wednesday 3rd September 2025 be approved as a correct record and were signed by the Chairman.

5. Public Participation

A resident raised queries regarding 106 money, speed indicator devices, signs and reserves for these items. The Ward Cllr will request the cleaning of road signs in Kingstone. Hedge on C1221 needs enforcement as the management company have still not cut – Ward Cllr will progress with Highways.



6. Reports

6.1 Clerk's Report & Correspondence

Triangle by the Church

A resident had acknowledged the recent damage to the triangle near the Church, caused during renovation works at their property. They have confirmed the damage will be rectified as soon as possible and that the surrounding edges will also be tidied. The resident expressed regret for any concern caused and noted that this will provide an opportunity to improve the area. **The council thanked the residents for their understanding and positive approach.**

Residents have refreshed the barrel planters on the triangle and forwarded invoices for reimbursement. **The chairman requested all purchases are made through the clerk and the clerk was asked to advise the residents that the council will purchase bulbs in the future for VAT and Audit implications. The council thanked the residents for maintaining the barrels and RESOLVED to reimburse the purchase of bulbs at £45.55.**

The council had been made aware that the Parish Footpath Officer (PFO) had been asked to cut the hedge at the village hall. **The clerk confirmed that this is outside the role of parish council PFO and insurance would not permit him to carry out this work. The clerk had directed Paul to refer any requests back to her for the parish council to consider.**

Email received from Tony Bromley regarding the annual report for the River Dore Citizen Group circulated. **The report was circulated to members and the council noted its contents with no action required.**

The clerk reported receipt of a consultation letter received from Cornerstone regarding a proposed base station upgrade at BT Madley Satellite Earth Station, Madley Airfield Industrial Park, Madley, Herefordshire HR2 9NJ (NGRs: E 342253 / N 237524). It was noted that the information had been circulated to members and was received after the publication of the agenda. Comments on the consultation were required within 14 days of the date of the letter (25/09/25). **The council noted the details of the consultation and resolved that it had no further comments to submit.**

Email received from Herefordshire Council FloodRisk team advising that Flood Road Closure Training will take place at Thorn Business Park on 09/10/25.

Planning Decisions – FOR INFORMATION ONLY

P251880/V - Brookfield House, Thruxton, Hereford, Herefordshire HR2 9BB - Certificate of Lawfulness for the proposed replacement of existing conservatory with an insulated block wall structure with timber roof covered with fibre cement roof tiles, upvc double glazed window and bi-folding door and off white rendered finish externally. **Determination Made (Refused)**



P222624/O - Land North of the Lodge Kingstone Hereford HR2 9HN - Outline application for the proposed construction of buildings for B2,E(g)(i) and E(g)(ii) uses including associated infrastructure and alterations to access which would include provision of footway. **Determination Made (Approved with Conditions)**

6.2 Verbal Reports

(6.2.1) Local Policing: Not present

(6.2.2) Ward Councillor: Reported that he had requested a planning committee meeting in respect of an application at 3 Mill Cottages. There is a loss of £27 million in the County from Central Government which will mean a loss to services. The chairman queried current bus services and bus passes. The Ward Councillor has been completing mandatory training.

(6.2.3) Village Hall: Cllr Rawbone advised that the hall committee are awaiting one more quote for the outside space and will then apply for 106 funding. Bookings are very busy, especially in the run up to Christmas.

(6.2.4) Sports Association: Aiden Baldwin reported that the Seven Site Facebook page is now up and running. They have held 2 successful maintenance days. The new goal posts have arrived and have been assembled and are now stored securely, arrangements have been made to remove the old goals. The changing rooms have been sorted, and old kits have been donated to charity. The football manager and vice-chairman have stepped down from the committee. The constitution will be forwarded in due course.

(6.2.5) Bike Track: Nothing to report.

(6.2.6) Allotments: A Committee meeting had taken place prior to the council meeting and minutes will be made available. There was a query regarding water supply and testing.

(6.2.7) Kingstone Food Share: The food share is still going well and the next one takes place on Saturday 18th October 2025.

(6.2.8) Litter Picking: No updates, next litter pick will be held on Sunday 5th October 2025.

7. Financial Reports and Policy

7.1 Payments: It was resolved to approve all payments listed for November which had been circulated to members. See appendix 1.

7.2 Bank balances and reconciliations for the end of August were noted and bank statements were signed by signatories. See appendix 2.

7.3 The current spend against budget figures were noted, reviewed and deemed acceptable. Report to be made available on the website. The council confirmed they will continue to monitor the budget.

7.4 Parish Charter: Councillor Howard updated the council on the Parish Charter and recommended the council adopt the charter. Members considered the parish charter produced by Herefordshire Council and it was resolved that the parish council adopt the charter, this motion was carried by all councillors voting. Cllr Fitton abstained, having earlier joined the council and not had sufficient time to review the document. Clerk to email the response.

7.5 Pre-budget Planning: It was resolved to hold a working group meeting to discuss the budget requirements for 2026/27 consisting of Cllrs Pugh, Warrillow, Rawbone and Richards. The chairman reminded Cllrs to forward any ideas they have to the clerk so that they can be incorporated in the budget planning.

The Chairman exercised his discretion to take agenda item 9.2 immediately after item 7.5.



The Footpath Officer requested the purchase of a self-propelled trimmer for the public rights of way. Councillors considered the current time spent by Paul on the footpaths, especially the KS25 and KS26 and there was a unanimous vote to utilise general reserves for the purchase of a machine up to the value of £1,200. Clerk to liaise with the PFO to arrange purchase of the machine.

Return to Agenda order.

7.6 Village Hall / Sports Field – It was noted that the Village Hall is listed as an asset on the Parish Council's asset register and that the Council holds various deeds and related paperwork. The Chairman suggested that the Clerk seek legal advice regarding the Parish Council's obligations for both the Village Hall and Sports Field. It was resolved by unanimous vote that the Clerk should proceed to obtain legal advice.

8. Planning

Application Ref: **252483** - 47 Whitehouse Drive, Kingstone, Hereford, Herefordshire HR2 9ER - Proposed porch. Following discussion, it was resolved to support the application with no comments to make.

9. Highways & Environment

9.1 Lengthsman: Apologies received, no report.

9.2 Footpaths: The strimmer has gone back to Ron Smiths for repair under warranty. BT path had been cleared of fallen branches. KS3 including hedges had been cut. Streetlights at Cottons Meadow overgrown by vegetation had been reported. Wishlist for PROW grant completed and to be passed to the lengthsman to quote for the work. It was noted that a list of all current issues including footpaths to be sent to the Ward Cllr for him to follow up.

9.3 Highway/PROW Issues: None to note.

9.4 s.106 Update: Already covered under item 5.

9.5 Flood Planning: Cllr Dunsmuir noted that she and the clerk had attended a presentation by Herefordshire Council and advised that we are still awaiting answers to several queries. It was **RESOLVED** for Cllr Dunsmuir to work on a draft flood plan with residents and report back at the next meeting. Clerk to contact residents at Coldstone Common to establish their input for the flood plan. Councillors considered the purchase and storage of sandbags and it was resolved for the clerk to purchase two pallets of sandbags for storage at Hanley Court.

9.6 Equipment for Older Children: Item deferred.

9.7 Sakura Cherry Tree Project: Councillors had various queries on the types of trees and locations for planting. It was noted that permission would be required from the management company at Kingstone Grange if they are to replace the dead trees. It was resolved to consider this item further and defer a decision until the next meeting.

9.8 Cold Caller Stickers: The clerk has obtained a supply of window cards from Herefordshire Council and will pass them to Cllr Lloyd for distribution.

10. Training

No updates.



11. Village Christmas

Members discussed arrangements for the village Christmas event, including a provisional light switch on of Saturday 6th December 2025 and potential attendees to switch the lights on. A working group party led by Cllrs Bailey and Rea will be held. It was noted that there is a budget of £1,000 for the Christmas event. It was resolved for Cllrs Bailey and Rea to arrange the purchase of a tree in liaison with the clerk.

12. Items for Next Agenda

Items to be included:
Oak Tree Maintenance – Orchard behind Whitehouse Drive
Bulb planting locations for cultivation licenses.
Youth group.

13. Date of Next Meeting

The next meeting will be held on Wednesday 5th November 2025 at 7.00pm in Kingstone Village Hall.

Signed: (Chairman)

Date:

Appendix 1

Date: 20/10/2025

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Time: 09:37

Unity Current A/c

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	Roy Thorne	BACS	45.55		Reimbursement for bulbs
01/10/2025	KW & PK Neate	BACS	11.17		Reimbursement for Oil at RS
01/10/2025	Welsh Water	BACS	105.49		Water - Allotments
01/10/2025	Kingstone Village Hall	BACS	16.00		Food Share - Hall Hire
08/10/2025	Lisa Lewis	BACS	759.18		Salary Oct & Expenses
08/10/2025	MJH Contracting	BACS	280.00		Lengthsman Day
08/10/2025	Society of Local Council Clerk	BACS	95.00		Clerk's Annual Membership
08/10/2025	Country Flavours Ltd	BACS	33.75		Eggs Foodshare
08/10/2025	National Allotment Society	BACS	84.00		Annual Subscription
24/10/2025	Nest Pension Contributions	DD	61.72		Pension Contributions
Total Payments			1,491.86		

Appendix 2

Date:12/09/2025

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Time: 17:09

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 3 - Unity Current A/c

User: LISA

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Current Account	31/08/2025		8,832.96
			8,832.96
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			8,832.96
Unpresented Receipts (Plus)			
		0.00	
			0.00
			8,832.96
		Balance per Cash Book is :-	8,832.96
		Difference is :-	0.00