

KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of an ordinary meeting of the parish council held on Wednesday 5th July 2023
 At 19.00 in Kingstone Village Hall

Present:

CLlr Denise Lloyd, CLlr Paula Rawbone, CLlr Lynne Thorne and CLlr Colin Warrillow

In attendance:

Lisa Lewis (Parish Clerk), Steve Madison (Sports Association), PFO Paul Neate (Parish Footpath Officer) and eight members of the public.

Agenda Ref	Minutes
1.	Co-option – Mr David Bailey, Mr David Rea and Mrs Christina Richards had submitted applications which were considered by councillors. There was a unanimous agreement to co-opt all as members. The Declarations of Acceptance of Office were duly signed by each co-opted member and the clerk. The Cllrs took a seat at the table.
2.	Apologies for absence – Were received Cllrs Pugh and Howard.
3.	To receive declarations of interest & written requests for dispensation none recorded.
4.	Approval of minutes and sign from parish council meeting held Wednesday 7 th June 2023. It was RESOLVED to adopt the minutes as a true record, and they were signed by the chairman.
5. 5.1	<p>Members of the Public:- Questions were raised by members of the public regarding:-</p> <ul style="list-style-type: none"> • None <p><u>Clerk's Report and Correspondence Received:</u> <u>Correspondence:</u> None received <u>Updates</u> The Footpath Officer is ready to commence work. He has obtained warning signs with guidance from the Footpath Inspectors for Herefordshire Council. Risk Assessments are required and then work can commence. Lengthsman – I have instructed the lengthsman to carry out the clearing of the footway and kerb lines along the B4349. I have raised a job with Herefordshire Council for the cutting of the verge as it is encroaching on the footway. Terry is aware of this and will carry out the work when the verge is cut. I have advertised the position on the noticeboards and website as requested previously by the council. Deadline for receipt of application is 17th July. advertised on the noticeboards and website in order that co-option can take place. Triangle at the Church – I have emailed Whitfield regarding the Tree. Jubilee Oak Seating – unfortunately no updates received. Planning – FOR INFORMATION ONLY None to note</p>
6. 6.1 6.2	<p>Verbal Reports Local Policing Team not present. Ward Cllr Reported on the following:-</p> <ul style="list-style-type: none"> • He had a zoom meeting with the Highways Project Manager for 106 money. • Crashed vehicle • Registrar Service • Councillor training complete • He is now a member of the planning committee

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<ul style="list-style-type: none"> • Attending several parish council meetings • He advised his direct contact details for members of the public are as follows: richard.thomas@herefordshire.gov.uk / 07792 882155 <p>Lengthsman not present.</p> <p>Village Hall Committee reported:</p> <ul style="list-style-type: none"> • Bingo raised £314 to be added to the Hall Improvement fund. • Improvements have included a new kitchen, installation of wi-fi, replacement lighting, new windows and front door. Most provided free of charge by very generous local businesses. • Next plans are to improve insulation to assist with energy efficiency. <p>Sports Association Reported:</p> <ul style="list-style-type: none"> • Incident involving the theft of the dog waste barrel. <p>Parish Footpath Office (PFO) Reported:</p> <ul style="list-style-type: none"> • 95% of paths walked. • Handrail to be installed across the bog. • KS25 to be cleared. • KS26 is impassable. Clerk to follow up with BT Madley. <p>Bike Track update:</p> <ul style="list-style-type: none"> • A track approved by British Cycles has been designed. • The quote from PB Yeomans was agreed and accepted with the total cost of the bike track being £4,000 to complete. <p>Allotments</p> <ul style="list-style-type: none"> • Almost ready for handover. • A committee meeting had taken place prior to the Parish Council meeting. • Minutes to follow.
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Financial Reports</p> <p>The payments list for July and August, as shown in appendix 1 was APPROVED.</p> <p>Banking - Bank balances and reconciliation for end of May 2023 were noted and statements signed by the chairman, see appendix 2.</p> <p>It was noted that PKF Littlejohn LLP had received Kingstone & Thruxton Group Parish Council's notification of exempt status 2023. No further action to be taken.</p> <p>Risk assessment completed in respect of the Footpath Officer role. It was agreed to adopt and circulate to all councillors.</p>
<p>8.</p>	<p>Planning</p> <p>No planning applications. It was noted that the clerk had dealt with 2 as delegated authority due to the timescales.</p>
<p>9.</p>	<p>Drainage No updates received.</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>Highways and Environmental Matters</p> <p>Traffic Calming and 106 money – it was noted that an online meeting had taken place with Herefordshire Council, the chairman and the clerk to discuss the 106 project for Kingstone. It was noted that Kingstone are in Tranche 1 and top of the list. Plans are currently being drawn up by AECOM and further updates should be available towards the end of July.</p> <p>Lengthsman Scheme, item to be circulated once received for consideration. Delegation provided to the clerk for return of relevant paperwork.</p> <p>Dog waste emptying on the Sports Field – It was RESOLVED to defer the item until the next meeting. Clerk to establish if Herefordshire will provide additional bins for the new housing development.</p> <p>Cottons Meadow Area – it was RESOLVED to defer the item.</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Village Planting</p> <p>The costs of bulb purchase was discussed and it was RESOLVED to purchase bulbs up to a maximum costs of £300. Clerk to purchase. Awaiting quote from lengthsman for planting costs, to be agreed at the September meeting.</p> <p>List of planting locations has been drawn up, to be circulated for agreement in September.</p>

12.	Thrupton Noticeboard – the church was holding a PCC meeting and were going to discuss the location. It was RESOLVED to defer the item until the next meeting awaiting this information.
13.	Village Christmas Tree – the member of the public requesting this was not present. It was RESOLVED to request further information from them regarding the size, cost and location.
14.	Items for next agenda – None. Cllr C Richards gave her apologies for the next meeting as she is away.
15.	Date of next parish council meeting is Wednesday 6th September 2023. (No meeting in August)
	Meeting closed at 8:15pm.

SIGNED.....

DATED.....

Appendix 1

Date: 28/06/2023	Kingstone & Thrupton Parish Council	Page 1							
Time: 13:06	Cashbook 1	User: LISA							
	Current Bank A/c								
	Payments made between 01/07/2023 and 31/07/2023								
Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
05/07/2023	Lisa Lewis	795	643.02			4000	200	625.03	July Salary
						4080	200	6.00	Postage Reimbursement
						4220	200	11.99	Gavel Reimbursement
05/07/2023	HM Revenue & Customs	796	54.00			4000	200	54.00	PAYE July
Total Payments:			697.02	0.00	0.00			697.02	

Date: 28/06/2023	Kingstone & Thrupton Parish Council	Page 1							
Time: 13:06	Cashbook 1	User: LISA							
	Current Bank A/c								
	Payments made between 01/08/2023 and 31/08/2023								
Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
25/08/2023	Lisa Lewis	797	625.03			4000	200	625.03	August Salary
25/08/2023	HM Revenue & Customs	798	54.00			4000	200	54.00	PAYE August
Total Payments:			679.03	0.00	0.00			679.03	

Appendix 2

Date: 27/06/2023

Kingstone & Thruxton Parish Council

Page 1

Time: 14:17

**Bank Reconciliation Statement as at 30/06/2023
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	31/05/2023		41,685.48
			<u>41,685.48</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
17/05/2023 BACS	Zurich Town & Parish A/C	309.64	
17/05/2023 790	Robert Taplin	100.00	
17/05/2023 785	Kingstone Village Hall	200.00	
17/05/2023 785	Kingstone Village Hall	-200.00	
07/06/2023 793	Ron Smith & Co	1,605.12	
07/06/2023 794	Greenway Training Limited	252.00	
19/06/2023 791	Lisa Lewis	445.23	
19/06/2023 792	HM Revenue & Customs	9.20	
			<u>2,721.19</u>
			38,964.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			38,964.29
		Balance per Cash Book is :-	38,964.29
		Difference is :-	0.00