**KINGSTONE & THRUXTON GROUP PARISH COUNCIL**

Minutes of a meeting held on Wednesday 7th December 2022

At 19.00 in Kingstone Village Hall

**Present:**

Cllr Denise Lloyd, Cllr Colin Pugh (Vice-chair), Cllr Keith Price, Cllr Paul Richards, Cllr Lynne Thorne and Cllr John Watkins.

**In attendance:**

Lisa Lewis (Parish Clerk), PFO Paul Neate (Parish Footpath Officer), John Anderson (Webmaster), Steve Madison (Sports Association) and one member of the public.

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| Agenda Ref | Minutes |
| **1.** | Cllr Pugh welcomed all those present to the meeting and a minute’s silence was observed to remember all the good things the late chairman, Cllr Nick Knudsen had done for the parish. |
| **2.** | **Apologies for absence** were noted from Cllrs Knight and Warrillow. |
| **3.** | **To receive declarations of interest & written requests for dispensation,** none Recorded |
| **4.** | **Approval of minutes and sign** from parish council meeting held Wednesday 2nd November 2022. Subject to an addition to item 10 noting that Cllr Lloyd was not in support of the planning application, it was **RESOLVED** to adopt the minutes as a true record, and they were signed by the vice-chairman. |
| **5.**  **5.1** | **Members of the Public** The following points were noted and discussed:-  Public Footpaths  Lagan Site  Cooks Lane  Lengthsman  Dog bins  Parking obstructing pavements  **Clerk’s Report and Correspondence**  **Correspondence:**  Email from local farmer (Cllr Watkins) to advise that a stolen motorcycle had been joyriding around his field, an electric fence had been broken allowing sheep into gardens and the theft of a battery. A large amount of fly tipping on the lane as well. Both have been reported to the police and Herefordshire Council respectively.  Draft emails from chairman to be received. It was agreed that these should be sent to the vice-chair to decide the best course of action.  **Planning – FOR INFORMATION ONLY**  None to note |
| **6.**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5**  **6.6**  **7:48PM** | **Verbal Reports**  **Local Policing Team** – not present.  **Ward Cllr** – apologies received.  **Lengthsman** – not present.  **Village Hall** **Committee** **reported:**   * Awaiting quotes for refurbishment * Fire Extinguishers have been checked   **Sports Association Reported:**   * 106 monies * Drainage   **PFO Reported:**   * KS26 cleared of bramble and bracken * KS19 Bridge Barrow Common * KS2 new gate * KS5 – electric fencing. **RESOLVED** for the PFO to contact Whitfield Estate initially   **CLLR JOHN WATKINS GAVE HIS APOLOGIES AND LEFT THE MEETING** |
| **7.** | **Dirt Bike Track** – Defer to next meeting. Clerk is forwarding relevant information to Connexus. |
| **8.** | **Jubilee Oak Seating**  - it was **RESOLVED** for the clerk to contact Whitfield Estate by email to explain the plans the chairman had been working on and to see what assistance can be given. |
| **9.**  **9.1**  **9.2**  **9.3**  **9.4**  **9.5** | **Financial Reports**  The schedule of payments in appendix 1 was **APPROVED**.  **Banking** - Bank balances and reconciliation deferred to next meeting due to non-receipt of statements.  The clerk’s pay scale increase and pay award from NJC was acknowledged and approved.  The proposed draft budget for 2023/2024 was considered and it was **RESOLVED** by a unanimous vote to adopt the budget shown in appendix 2.  The proposed precept request of £18,900 for the 2023 period was considered and it was **AGREED** by unanimous vote to set this as the request. |
| **10.** | **Planning**   * **211174 – The Laurels Farm, Webton Court Lane, Kingstone, Hereford HR2 9NF. Proposed metal clad extension to a commercial unit for commercial purposes**   The application was considered and it was **RESOLVED** to submit in support of the application with no comments to make. |
| **11.** | **Drainage** Cllr Pugh advised he had, had a Teams meeting with Mark Averil from Highways Dept to discuss the issues. No further updates received but he will continue to follow up. It was noted that there are only 2 months remaining to carry out the work. |
| **12.** | **Allotments –** No updates received. |
| **13.**  **13.1**  **13.2**  **13.3** | **Highways & Environment**  **Road Calming and 106 monies** It was noted that the second virtual meeting had taken place in respect of 106 monies. Slides to be circulated Cllrs and Steve Madison if possible.  **SIDS** – It was agreed to defer the purchase of SIDS until the locations have been approved.  **Village Name Signs** – clerk to request an update from lengthsman. Cllr Price to look into type of signs needed. |
| **14.** | **Items for next agenda**   * Footpaths and reinstatement * Review of draft emails from late chair * SIDS * Lengthsman * 106 monies |
| **15.** | **Date of next parish meeting noted as Wednesday 1st February 2022** |
| **16.** | **Meeting closed at 8:34pm** |

**SIGNED………………………………………………………… DATED…………………………….**

**Appendix 1**

KINGSTONE AND THRUXTON GROUP COUNCIL

**Schedule of Payments Required (To Date) Date: December 2022**

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| **Date:** | **PAYABLE TO** | **FOR** | **GROSS AMOUNT**  **£** | **Minute Ref:** | **VAT**  **£** | **NET AMOUNT**  **£** | **FROM BUDGET**  **HEADING** | **Ch**  **No:** |
| 07/12/22 | Lisa Lewis | November Salary in line with clerk’s contract and inc. backpay | 599.22 |  |  | 599.22 | Salary | 766 |
| 07/12/22 | HMRC | November PAYE | 11.80 |  |  | 11.80 | PAYE | 767 |
| 07/12/22 | Lisa Lewis | Expenses (Raffle Voucher, Ink & Card) | 39.47 |  | 2.91 | 36.56 | Donation & Stationery | 766 |
| 30/12/22 | Lisa Lewis | December Salary | 343.62 |  |  | 343.62 | Salary | 769 |
| 30/12/22 | Lisa Lewis | December PAYE | 63.80 |  |  | 63.80 | PAYE | 770 |
| 07/12/22 | TGC Contracts | Lengthsman PROW – INV TGC2072 | 210.00 |  | 35.00 | 175.00 | Lengthsman | 768 |

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| 2021-22 | **2022-23** | **2022-23** | **2022-23** | **Budget Area** | **2023-24** | **2024-25** |
| Actual | **Budget** | **To Date** | **Anticipated** |  | **Budget** | **Budget** |
|  |  |  |  | **Income** |  |  |
| £0.00 | £10.00 | £0.00 | £10.00 | Interest | £10.00 | £10.00 |
| £18,000.00 | £18,000.00 | £18,000.00 | £18,000.00 | Annual Precept | £18,900.00 | £18,500.00 |
| £0.00 | £0.00 | £0.00 | £0.00 | Sundry Grants | £0.00 | £0.00 |
| £0.00 | £0.00 | £0.00 | £0.00 | Lengthsman Scheme | £0.00 | £0.00 |
| £0.00 | £0.00 | £0.00 | £4,000.00 | Drainage Grant | £0.00 | £0.00 |
| £0.00 | £880.00 | £726.61 | £1,000.00 | VAT Recovered | £0.00 | £0.00 |
| £18,000.00 | £18,890.00 | £18,726.61 | £23,010.00 |  | £18,910.00 | £18,510.00 |
|  |  |  |  | **Expenditure** |  |  |
|  |  |  |  | **Core Expenditure** |  |  |
| £4,713.00 | £5,275.00 | £2,285.00 | £5,275.00 | Clerks salery & HMRC | £6,030.00 | £6,300.00 |
| £245.00 | £400.00 | £78.00 | £150.00 | Stationery/Telephone/Postage/Travel | £150.00 | £156.00 |
| £310.00 | £350.00 | £310.00 | £350.00 | Insurances | £364.00 | £380.00 |
| £267.25 | £275.00 | £0.00 | £275.00 | Village Hall Insurance (part payment) | £278.00 | £290.00 |
| £120.00 | £120.00 | £144.00 | £120.00 | SLCC | £160.00 | £167.00 |
| £50.00 | £100.00 | £50.00 | £100.00 | Audit | £100.00 | £250.00 |
| £70.00 | £110.00 | £0.00 | £110.00 | Village Hall Meeting Room Hire | £121.00 | £126.00 |
| £35.00 | £35.00 | £0.00 | £35.00 | ICO | £40.00 | £42.00 |
| £0.00 | £0.00 | £0.00 | £0.00 | Website Upgrade | £50.00 | £50.00 |
| £142.60 | £120.00 | £0.00 | £157.56 | Website Annual Fees | £164.00 | £156.00 |
| £0.00 | £0.00 | £0.00 | £327.75 | Accounts System Initial Set up | £0.00 | £0.00 |
| £0.00 | £0.00 | £0.00 | £0.00 | Accounts Software Annual Fees | £129.00 | £135.00 |
|  |  |  |  | **Contract Support Expenditure** |  |  |
| £1,608.00 | £3,170.00 | £1,150.00 | £3,170.00 | Lengthsman | £4,000.00 | £4,000.00 |
| £1,417.50 | £1,060.00 | £0.00 | £1,060.00 | Parish Grass Cutting / Maintenance | £1,105.00 | £1,150.00 |
|  |  |  |  | **Grants** |  |  |
| £0.00 | £1,300.00 | £0.00 | £1,300.00 | Kingstone Sports Association | £1,300.00 | £1,300.00 |
| £300.00 | £300.00 | £0.00 | £0.00 | Church Yard Maintenance -Kingstone | £0.00 | £0.00 |
| £150.00 | £150.00 | £0.00 | £0.00 | Church Yard Maintenance -Thruxton | £0.00 | £0.00 |
| £0.00 | £200.00 | £0.00 | £1,000.00 | Dirt Track Setting Up | £0.00 | £200.00 |
| £0.00 | £0.00 | £0.00 | £0.00 | Dirt Track Running Costs | £175.00 | £175.00 |
| £400.00 | £450.00 | £500.00 | £900.00 | Dore Community Transport Herefordshire Helpers | £1,000.00 | £1,000.00 |
|  |  |  |  | **Community Improvements** |  |  |
| £0.00 | £500.00 | £0.00 | £500.00 | SID Site Survey@£250 each | £0.00 | £0.00 |
| £0.00 | £1,700.00 | £0.00 | £1,700.00 | SID Bases@£850 each | £0.00 | £0.00 |
| £0.00 | £4,800.00 | £0.00 | £4,800.00 | Solar SID@£3000 each | £0.00 | £0.00 |
| £0.00 | £0.00 | £0.00 | £0.00 | SID Annual Maintenance | £150.00 | £150.00 |
| £0.00 | £4,800.00 | £0.00 | £4,800.00 | Gateway Entrances@£1200 each | £0.00 | £0.00 |
| £0.00 | £900.00 | £0.00 | £900.00 | New Village Entrance Signs@£300 | £0.00 | £0.00 |
| £0.00 | £1,000.00 | £0.00 | £1,000.00 | Queens Platinum Jubilee Event | £0.00 | £0.00 |
| n/a | n/a | n/a | n/a | King's Coronation | £1,000.00 | £0.00 |
|  |  |  |  | **Other Expenses** |  |  |
| £18.95 | £0.00 | £0.00 | £100.00 | Sundry | £100.00 | £100.00 |
| £0.00 | £0.00 | £0.00 | £50.00 | Contingency | £227.00 | £2,021.00 |
| £142.30 | £0.00 | £262.30 | £400.00 | Training/Books | £1,000.00 | £1,500.00 |
| £0.00 | £50.00 | £0.00 | £0.00 | Computer Costs | £600.00 | £0.00 |
| £0.00 | £0.00 | £0.00 | £0.00 | Elections | £6,100.00 |  |
| £420.89 | £0.00 | £420.00 | £840.00 | VAT Paid |  |  |
| £10,410.49 | £27,165.00 | £5,199.30 | £29,420.31 | **Total Expenditure** | £24,343.00 | £19,648.00 |
| £7,589.51 | -£8,275.00 | £13,527.31 | -£6,410.31 | **Surplus for year** | -£5,433.00 | -£1,138.00 |
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