

KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of the meeting of Kingstone and Thrupton Group Parish Council held on Wednesday 4th March 2026 at 7.00pm at Kingstone Village Hall, Green Lane, Kingstone, Hereford.

Present: Cllr. Colin Pugh (Chairman), Cllr. David Bailey, Cllr. Leah Dunsmuir, Cllr. Rachael Fitton, Cllr. Colin Knight, Cllr. Paula Rawbone and Cllr. David Rea

In attendance: Lisa Lewis (Parish Clerk), Aiden and Rebecca Baldwin (Sports Association), Matthew Heeley (Lengthsman) Paul Neate (Footpaths Officer) and Richard Thomas (Ward Councillor), one member of the public

1. Apologies

Received and noted from Cllrs Howard, Lloyd, Richards and Warrillow.

2. Declarations of Interest

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s31 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members were reminded to declare any interests.

- i) Declarations from Members
Agenda Item 6.3 – Cllr. Paula Rawbone DPI in connection with the Foodshare.
- ii) Declarations from Officers
Agenda Item 12. – Lisa Lewis, Staffing Matter

3. Minutes of Previous Meeting

It was resolved that the minutes of the meeting held on Wednesday 4th February 2026 be approved as a correct record and were signed by the Chairman.

4. Public Participation

No concerns raised.

5. Reports

5.1 Clerk's Report & Correspondence

BBLP weekly updates circulated.

Message from a resident requesting parish council support for a pelican crossing on the B4349 by the new estate and high school. Concerns for pedestrians, child and elderly safety expressed. Request for speed indicator devices (SID's). **The clerk has advised that the parish council are currently working on safety improvements in the village to include SIDS. The clerk also advised that the crossing by the school is an**



'informal' one and decisions regarding this remain with Herefordshire Council, the planning and Highways departments.

Email from a resident requesting a formal crossing outside the high school to new estate. **The clerk has advised as above.**

The Ward Councillor will speak to Ed Bradford, Head of Highways, regarding the matter. It was resolved for the parish council to write to Herefordshire Council requesting further investigation is carried out.

Sinkhole at The Grange Estate – information passed to the Ward Councillor who has investigated. The Ward Councillor confirmed that he now has a contact for the management company.

Updates:-

Property with overgrown hedging. Connexus had been in touch with the resident and will escalate if necessary. Hedge – Cooks Lane, the clerk had contacted Whitfield Estate requesting a cut.

Following Cllr Alexis Richards-Powell non-attendance at meetings for a period of over 6 months, the clerk had notified Elections and a vacancy for Thruyton will be advertised from the 5th March 2026.

The lock on the defib box at the village hall has failed and a replacement box is required. The clerk has ordered a replacement box under delegated authority.

Planning Decisions – FOR INFORMATION ONLY

Kingstone Surgery, Kingstone, Hereford, Herefordshire HR2 9HN - Installation and operation of prescription medicine dispenser and associated works. Determination Made **(Approved with Conditions)**.

5.2 Verbal Reports

(5.2.1) Local Policing: Not present.

(5.2.2) Ward Councillor Reported:

- A funding shortfall; all departments except Children's Services and Adult Social Care must make savings, but parishes are unaffected.
- Coldstone Common drainage - The Landowner will help cover ditch clearing costs; clerk to seek written confirmation. Delegated authority given to the clerk to proceed with acceptable quotation.
- Seven Site drainage - Sports Association raised concerns; lengthsman to investigate and provide quotations for works. Delegated authority given to the clerk to proceed with acceptable quotation.
- Bus Services - Diary record to include dates/times required by the Ward Councillor; Ward Councillor Thomas will copy correspondence to the clerk, the chairman will obtain a diary record and Cllr Rawbone will gather community opinions from social media.
- Parish Summit held - 'M Group' assumes responsibility from 1st June with some BBLP staff transferring to the new contractor or Herefordshire Council.
- Attended Rural Housing meeting.

(5.2.3) Village Hall: The hall is fully booked. The soakaway had been repaired to prevent damp in the hall. Garden area quotes being obtained.



(5.2.4) Sports Association: No updates to report, other than the drainage issues mentioned above in item 5.2.2. Thanks made for the adverse possession support from the Parish Council. The parish council agreed to having a stall at Kingstone Funfest on the 11th July 2026.

(5.2.5) Bike Track: Quote received for the grass cutting at £220 per cut and it was resolved to proceed with the quotation for 2026.

(5.2.6) Allotments: A meeting took place prior to the full council meeting. Minutes to follow.

(5.2.7) Kingstone Food Share: More new residents had attended.

(5.2.8) Litter Picking: 11 bags were collected. Next litter pick due to take place on Easter Sunday 5th April 2026 will be cancelled. Next litter pick will take place on Sunday 3rd May 2026.

6. Financial Reports and Policy

6.1 Payments: It was resolved to approve all payments listed for March and those made under delegated authority. See appendix 1. All invoices signed by signatories at the end of the meeting.

6.2 Bank balances and reconciliations the bank balances for the current account at the end of February were noted and bank statements were signed by signatories. See appendix 2. Receipts received and noted were £850 from the SLCC for the clerks level 4 bursary, £890 from the John Smiths Charity for the Kingstone Consolidated Charities and £633.42 VAT return from HMRC for quarter three.

Cllr Paula Rawbone left the meeting having declared an interest in the following item.

6.3 Travel Expenses for FoodShare – the clerk confirmed that the governance responsibility of Kingstone Foodshare falls to the Parish Council and therefore the parish council must consider payment of travel expenses. It was resolved to allow Cllr Rawbone to claim payment of 0.45 pence per mile (upto 10,000 miles) for reimbursement of travel expenses as per HMRC's guidance on receipt of a travel expenses claim form provided to the clerk.

Cllr Rawbone returned to the meeting.

6.4 Reserves Policy It was resolved to adopt the reserves policy. Current Reserves were noted.

6.5 Information Technology Policy It was resolved to adopt the IT policy.

6.6 Risk Register and Internal Controls the risk register was reviewed and the current internal control processes were deemed adequate.

6.7 Financial Regulations It was resolved that the current Financial Regulations remain adequate.

6.8 Standing Orders It was resolved that the current Standing Orders remain adequate.

6.9 Donations Policy It was resolved that the current Donations Policy remains adequate.

6.10 Assertion 10 it was resolved that the council will be able to comply with the revised requirements for Assertion 10 and will implement the changes required over the coming months.

7. Planning

7.1 Planning To consider planning applications submitted to Hereford Council:- None

8. Highways & Environment

8.1 Lengthsman: Ditching grant works had been completed. A maintenance day is planned. Sweeper day still to be planned. Planning for the next drainage and public rights of way grants can be made. Matt will organise a parish drive with the locality steward to look at issues. Lengthsman rates will remain the same for 2026/27 And the parish council resolved to renew the lengthsman contract for the forthcoming year.



Documents to be signed at the April meeting.

8.2 Footpaths: A number of paths have been walked. KS26 has been kept clear and the BT path cut. Cottons Meadow cleared. It was noted that the hedge at Cooks Lane had been cut. Clerk to thank Whitfield. The chairman thanked Paul for his ongoing work.

8.3 Highway/Public Rights Of Way (PROW) Issues: None to note.

8.4 s.106 Update: no updates received.

8.5 Flood Planning: No updates. It was resolved to contact the Floodrisk team and establish if the parish council can obtain a copy of the WSP report, include Cllrs Pugh and Dunsmuir in correspondence.

8.6 Replacement Defibrillator box at Village Hall It was noted that the current box has failed and the clerk has purchased a replacement under delegated authority. The clerk will arrange the installation once received.

8.7 Bus Service Covered under item 5.2.2.

9. Annual Parish Meeting

It was resolved to hold an annual parish meeting on a Wednesday towards the end of May with a theme around the ‘celebration of community groups’.

10. Training

It was resolved to organise the relevant training for IT and Data Protection.

11. November Meeting

It was resolved to change the date of the meeting to accommodate the Clerk’s annual leave.

Agenda order changed by chairman.

13. Items for Next Agenda

Sports Association Grant.

14. Date of Next Meeting

The next meeting will be held on Wednesday 1st April 2026 at 7.00pm in Kingstone Village Hall.

12. Exclusion of Public for Confidential Session

It was resolved under the Public Bodies (Admission to Meetings) Act 1960 s1(2), to exclude the press and public due to the confidential nature of the business to be transacted (staffing matter).

The council considered the current and proposed arrangements for the clerk’s work from home allowance due to changes made by HMRC guidance. It was resolved from the 1st of April to pay the clerk a work from home allowance at the standard rate of £6.00 per week. Appendix to be attached to the clerk’s contract.

MEETING CLOSED AT 8:13pm

Signed: (Chairman)

Date:

Appendix 1

Date: 26/02/2026		Kingstone & Thrupton Parish Council		Page 1	
Time: 17:08		Unity Current A/c			
List of Payments made between 01/03/2026 and 31/03/2026					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/03/2026	Little Acorns	BACS	749.58		Clerk's Salary March
04/03/2026	MJH Contracting	BACS	2,300.00		PROW & Minor Scheme
04/03/2026	Country Flavours Ltd	BACS	36.80		Eggs - Foodshare
04/03/2026	Society of Local Council Clerk	BACS	1,660.20		CG4 Study Days & Fees
04/03/2026	Hereford Association of Local	BACS	1,511.69		Annual Subs
05/03/2026	Little Acorns	BACS	-749.58		Clerks Salary - March (Correct
05/03/2026	Lisa Lewis	BACS	749.58		Clerks Salary - March
27/03/2026	Nest Pension Contributions	DD	61.72		Pension Contributions
Total Payments			6,319.99		

Appendix 2

Date: 26/02/2026		Kingstone & Thrupton Parish Council		Page 1	
Time: 16:36		Bank Reconciliation Statement as at 31/01/2026 for Cashbook 3 - Unity Current A/c		User: LISA	
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>		
Unity Current Account	31/01/2026		8,110.17		
			8,110.17		
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>			
		0.00	0.00		
			8,110.17		
<u>Unpresented Receipts (Plus)</u>					
		0.00	0.00		
			8,110.17		
			Balance per Cash Book is :- 8,110.17		
			Difference is :- 0.00		