

KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of the annual meeting of Kingstone and Thrupton Group Parish Council held on Wednesday 6th May 2026 at 7.00pm at Kingstone Village Hall, Green Lane, Kingstone, Hereford.

Present: Cllr. Rachael Fitton, Cllr. Neil Howard, Cllr. Colin Knight, Cllr. Colin Pugh, Cllr. Paula Rawbone, Cllr. David Rea, Cllr. Christina Richards and Cllr Colin Warrillow

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

The outgoing chairman, Cllr Pugh opened the meeting and gave his resignation to the clerk and council and handed over the meeting to the vice-chair who thanked him for his work over the last 5 years. Colin Pugh left the meeting.

1. Election of Chairman

Cllr Paula Rawbone was elected as chair following a majority vote and 3 abstentions. Proposed by Cllr Warrillow and seconded by Cllr Knight. The Declaration of Acceptance of Office was completed.

2. Election of Vice-Chairman

Cllr Colin Warrillow was proposed as Vice-chairman and was elected following a unanimous vote.

3. Apologies

Received and noted from Cllr. David Bailey, Cllr. Leah Dunsmuir and Cllr. Rea.

4. Co-option

It was noted that one of the applicants was unavailable for the next few meetings, therefore Mr. Keith Price was invited to introduce himself. It was resolved by a unanimous vote to appoint Mr. Price as a member, the Declaration of Acceptance of Office form was completed. The register of interests form was provided.

5. 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 11.8 – Chairman Cllr Paula Rawbone
- ii) Declarations from Officers
None



6. Minutes of Previous Meeting

It was resolved that the minutes of the meeting held on Wednesday 1st April 2026 be approved as a correct record and were signed by the Chairman.

7. Public Participation

Nothing raised.

8. Reports

8.1 Clerk's Report & Correspondence

Correspondence:-

BBLP weekly updates circulated.

Working Outdoors Toolbox Talk document from Herefordshire Council forwarded to the Footpath Officer.

Updates:-

Lengthsman Scheme paperwork submitted.

Internal Audit documents sent to HALC.

Following the Email sent to Herefordshire Council regarding the request for a pedestrian crossing at the new estate – Update requested (28/04/26).

Annual Parish Meeting – leaflets printed and given to Young Hopefuls at Primary School to distribute. More may need to be delivered by parish council. Volunteer Groups have been approached to attend.

Refreshments will be ordered.

Planning Decisions – FOR INFORMATION ONLY

None to note.

8.2 Verbal Reports

(8.2.1) Local Policing: Not present.

(8.2.2) Ward Councillor reported on:

- Resurfacing of B4348 Kingstone to Allensmore
- Bypass work to commence
- Centric are the management team at Kingstone Grange Estate
- Yeomans Bus Services
- BBLP finish at the end of May when 'M' Group will take over.
- Housing Development numbers queried by a Councillor.
- It was noted by members that the C1221 is in need of resurfacing.

(8.2.3) Village Hall: s.106 application to be completed for redesign of the garden area. Still plenty of bookings.

(8.2.4) Sports Association: There is no specific dog warden but Environmental Health Enforcement have been visiting. PSPO and dog fouling signs to be displayed. The application for land by Octavia Place had been submitted, a decision is due in October. Clerk was asked to follow up on the drainage issues with BBLP. A maintenance day will be held on 6th June. Gates into play area are to be fixed. Preparations for Funfest well underway – posters being displayed.



(8.2.5) Bike Track: Cllr Warrillow reported that anti-social behaviour had taken place in the mushroom shelter belonging to Connexus and there is a burnt out mattress and damage to the shelter. Clerk to report to Connexus and Police.

(8.2.6) Allotments: No updates. Next meeting will be in July.

(8.2.7) Kingstone Food Share: 35 attendees last month and food supplies increased.

(8.2.8) Litter Picking: 10 bags were collected at the last litter pick.

9. Appointment of Delegates to Outside Bodies

9.1 Village Hall – Cllr Paula Rawbone

9.2 Kingstone Sports Association – Cllrs Leah Dunsmuir and Colin Knight.

9.3 John Smiths Charity – Cllrs Rachael Fitton, David Rea and Colin Warrillow.

9.4 Kingstone Consolidated Charities – Cllrs David Bailey, Denise Lloyd and Paula Rawbone.

9.5 Parish Charter Reference Group – Cllrs Neil Howard and Christina Richards. Cllr Keith Price to join in addition if possible.

10. Appointment of Committees and Working Groups

10.1 Allotment Committee – it was resolved by a unanimous vote to appoint Cllrs Knight, Rawbone and Bailey as Committee members supported by the clerk.

10.2 Staffing Committee – following consideration and recommendation by the clerk it was resolved to create a staffing committee consisting of Cllrs Price, Rawbone, Richards and Warrillow. Clerk to draft Terms of Reference for approval.

10.3 Lengthsman Working Group – It was resolved by a unanimous vote to appoint Cllrs Bailey, Dunsmuir and Rea supported by the clerk.

10.4 Finance Working Group – it was resolved by a unanimous vote to appoint the current signatories to the group who are Cllrs Knight, Lloyd, Rawbone, Rea, Richards and the Vice-chairman Cllr Warrillow, supported by the clerk.

11. Financial Reports and Policy

11.1 Payments: It was resolved to approve all payments listed for May, see appendix 1. All invoices to be signed by two signatories at the end of the meeting.

11.2 Bank balances and reconciliations the bank balances at the end of March were noted and bank statements were signed by signatories. See appendix 2.

11.3 Asset Register The asset register was reviewed and approved.

11.4 Insurance Policy 2026-27 The policy was reviewed and it was resolved by a unanimous vote to proceed with the renewal of the Zurich Insurance policy.

11.5 Policies It was resolved to defer this item to enable members to fully review the policies.

11.6 Spend against Budget report for the year end The report was noted and approved.

11.7 Annual Meeting the clerk advised that due to the purchase of noticeboards and leaflets the spend will be above the budget allocated and refreshments need to be purchased. It was resolved by a unanimous vote to approve an additional spend of £750 making the total budget £1,000.



7:50pm Cllr Paula Rawbone left the meeting in connection with her declared interest in the following item.

11.8 Community Grant to Kingstone Sports Association The application was discussed and it was proposed to grant £2,500 as allocated in the budget. It was resolved by a majority vote to proceed with providing the grant under the Local Government (Miscellaneous Provisions) Act 1976, s.19.

Cllr Rawbone returned to the meeting.

12. Planning

To consider planning applications submitted to Hereford Council:- None received.

13. Highways & Environment

13.1 Lengthsman: had sent his apologies. He will be carrying out a maintenance day to include strimming around signs. It was noted that there is a 'Thruyton' sign in need of clearing.

13.2 Footpaths: KS3/KS1/KS26 all cut and cleared. The new machine has reduced cutting time considerably. Strimmer had been repaired again under warranty and has been returned. KS2 walked/Bog issue and trees down.

13.3 s.106 Update: no updates received. Herefordshire Council have advised there will be a new member of staff starting on the 18th May 2026.

13.4 Flood Planning: No updates.

13.5 Bleed Kits: It was noted that a number of bleed kits had been secured and the West Midlands Ambulance Service wanted to install them in the defibrillators. Clerk to invite the representative along to the next to provide further information.

14. Training

It was resolved to organise group training for August/September.

15. Items for Next Agenda

Annual Governance and Accountability Return.

16. Date of Next Meeting

The next meeting will be an ordinary meeting, held on Wednesday 3rd June 2026 at 7.00pm in Kingstone Village Hall.

MEETING CLOSED AT 8:25pm

Signed: (Chairman)

Date:

Date: 05/05/2026	Kingstone & Thruxton Parish Council	Page 1			
Time: 14:49	Unity Current A/c				
List of Payments made between 01/05/2026 and 31/05/2026					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/05/2026	Lisa Lewis	BACS	762.18		May Salary
06/05/2026	Viking	BACS	528.59		Stationery
06/05/2026	Kingstone Village Hall	BACS	16.00		Hall Hire - Food Share
06/05/2026	Kingstone Sports Association	BACS	3,000.00		Annual Grant
06/05/2026	CPRE	BACS	60.00		Annual Membership Renewal
06/05/2026	Dore Community Transport	BACS	500.00		Community Grant
06/05/2026	MJH Contracting	BACS	360.00		April Lengthsman Work
06/05/2026	Country Flavours Ltd	BACS	18.25		Eggs - Food Share 104372
29/05/2026	Nest Pension Contributions	DD	61.72		Pension Contributions
Total Payments			5,306.74		

Appendix 2

Date: 13/04/2026	Kingstone & Thruxton Parish Council	Page 1	
Time: 12:15	Bank Reconciliation Statement as at 31/03/2026 for Cashbook 4 - Unity Savings A/c	User: LISA	
Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Savings Account	31/03/2026		45,556.73
			45,556.73
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			45,556.73
Unpresented Receipts (Plus)			
		0.00	
			0.00
			45,556.73
		Balance per Cash Book is :-	45,556.73
		Difference is :-	0.00

Date: 13/04/2026	Kingstone & Thruxton Parish Council	Page 1	
Time: 12:11	Bank Reconciliation Statement as at 31/03/2026 for Cashbook 3 - Unity Current A/c	User: LISA	
Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Current Account	31/03/2026		4,146.21
			4,146.21
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			4,146.21
Unpresented Receipts (Plus)			
		0.00	
			0.00
			4,146.21
		Balance per Cash Book is :-	4,146.21
		Difference is :-	0.00