

KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of an ordinary meeting of the parish council held on Wednesday 2nd April 2025
 At 19.00 in Kingstone Village Hall, Green Lane, Kingstone, Hereford

Present:

Cllr David Bailey, Cllr Leah Dunsmuir, Cllr Neil Howard, Cllr Colin Knight, Cllr Colin Pugh (Chairman), Cllr Paula Rawbone, Cllr David Rea, Cllr Christina Richards and Cllr Lexi Richards-Powell

In attendance:

Lisa Lewis (Parish Clerk), Ward Cllr Richard Thomas, Matt Heeley (Lengthsman), Steven Madison (Sports Association), Paul Neate (PFO) and three members of the public.

The meeting was opened at 7pm and those present welcomed by the chairman.

Agenda Ref	Minutes
1.	Apologies for absence:- were received from Cllr Denise Lloyd, Cllr Colin Warrillow.
2.	Co-option – the clerk advised that no applications had been received.
3.	To receive declarations of interest & written requests for dispensation None declared.
4.	Approval of minutes and sign from the parish council meeting held on Wednesday 4 th March 2025. It was RESOLVED to adopt the minutes as a true record, and they were duly signed by the chairman.
5.	<p>Members of the Public made comments on the following points:-</p> <ul style="list-style-type: none"> Query regarding quotes for a path on the land behind Whitehouse Drive. The chairman confirmed that adequate quotes had been received and passed to the s.106 team at Herefordshire Council who are dealing with the requirements.
5.1	<p>Clerk's Report</p> <p>Correspondence:-</p> <ul style="list-style-type: none"> Email received from Food For Families seeking support. Circulated 27.03.25. The clerk had informed the charity that the parish council had previously helped directly through the Food Share. It was RESOLVED to add a donation request to the next agenda. Email from Locality Steward to advise that he had inspected Cotton's Meadow Trees and no issues were identified. The PFO has since cut the area and it has been cleared by the Lengthsman. Email regarding the Flood Pod circulated and posted on social media and the website. Weekly Locality Steward Briefings circulated. A letter was received from a member of the public concerning drainage issues. As requested the letter was circulated to all councillors. The contents were noted, and several points raised in the letter were mentioned by the Chairman during the meeting. It was RESOLVED that the matter would be progressed outside of the meeting. The chairman reiterated that the council are very happy with the level of service and work carried out by the current contractor. <p>Updates</p> <ul style="list-style-type: none"> 17.03.25 – Meeting took place at Coldstone Common with a resident, the Lengthsman, chairman and Ward Cllr to discuss drainage and flooding. The Ward Cllr confirmed that he will follow up on the drainage issues with Herefordshire Council and land owners. It was noted that the land owner at Coldstone Common had given the Ward Cllr permission for the Lengthsman to clear ditches. The chairman advised he would like the matter progressed through Herefordshire Council initially. It was noted that the WOW Grant funding for the Food Share was unsuccessful as the project doesn't fit the criteria. Following the last meeting and authorisation from the parish council, the

	<p>clerk has submitted an application to the National Lottery Community Fund. Now awaiting the outcome.</p> <ul style="list-style-type: none"> • The clerk has purchased advertising material, banners and leaflets under delegated authority from the NDP grant money. • Online teams meeting regarding the Herefordshire Council Local Plan and NPPF update was attended by the clerk and Cllr Dunsmuir on 24.03.25. <p><u>Planning Decisions – FOR INFORMATION ONLY</u></p> <p>None to note.</p>
6.	Verbal Reports
6.1	Local Policing Team Not Present. Apologies had been received. Police Charter to be returned along with meeting dates.
6.2	<p>Ward Cllr Reported on the following subjects:-</p> <ul style="list-style-type: none"> • Herefordshire Council are still advising parishes to pause the Neighbourhood Development Plan and only complete the basics. • Potholes. • Drainage outside Kingstone Grange Development.
6.3	<p>Lengthsman:-</p> <ul style="list-style-type: none"> • Had assisted the Footpath Officer with clearing debris at Cottons Meadow. • Attended a meeting at Barrow Common with BBLP's land drainage. • Some drainage grant work left to complete.
6.4	<p>Village Hall Committee reported:-</p> <ul style="list-style-type: none"> • Going to progress the application for funding for the outside space at the hall. • Bookings still coming in.
6.5	<p>Sports Association Steve Madison reported:-</p> <ul style="list-style-type: none"> • 3 incidents of anti-social behaviour were reported to the police. • S.106 funding still ongoing • A resident had offered a bench to the Sports Field, which has been accepted. • Hedgerow has been replanted. • Joint music festival was mentioned previously but will need help from parish council members. Councillors confirmed that they are happy to be involved. • Next meeting will take place on Sunday 4th May at 6pm in the Bullring.
6.6	<p>Parish Footpath Office (PFO) reported:-</p> <ul style="list-style-type: none"> • A number of fallen trees had been reported. • KS25 had been cleared this week. • The KS16 bridge had been cleared. • The PFO requested the purchase of a leaf blower. The council noted that it takes considerable time to clear cuttings from paths such as the KS25 and a leaf blower would make the job carried out by a volunteer much quicker and easier. It was noted that the item can be purchased as an attachment at a cost of £217 inc. VAT. The chairman proposed to proceed with the purchase and this was carried by a unanimous vote.
6.7	Bike Track: No updates. The clerk had requested a cut prior to the school holidays.
6.8	<p>Allotments Cllr Knight reported:-</p> <ul style="list-style-type: none"> • A meeting had taken place immediately prior to the Parish Council meeting and minutes will follow. • There are 4 plot representatives on site to ensure it is well run. • Excellent communication between the site and the clerk. • 1 Plot remaining. • All invoices for the coming year have been sent out. • Clean up days are being organised.
6.9	<p>Food Share Cllr Rawbone reported:-</p> <ul style="list-style-type: none"> • Remaining funds will enable the food share to run for the next 2/3 months. Awaiting the outcome of national lottery community fund application. Will apply to the Kingstone Consolidated Charities in the meantime.

6.10	<ul style="list-style-type: none"> • 32 people attended the last meeting. • Now being advertised as a Food Share and Coffee morning to combat social isolation, as well as helping vulnerable people. • A number of vulnerable residents have been helped through the project. • A very kind donation of £200 had been received from residents who wished to remain anonymous. <p>Litter Pick Cllr Dunsmuir reported:- No litter pick carried out yet, next one is on Sunday 6th April with tea and coffee in the pub afterwards. Total number of bags collected so far remains at 60.</p>
7.	<p>Appoint additional Trustees for Kingstone Consolidated Charities – It was proposed by Cllr Rawbone that Cllr David Bailey and Mrs Amanda Bailey be appointed as Trustees. It was noted that the local Reverend holds an ex-officio Trustee position. The proposal was considered and it was RESOLVED by a unanimous vote to appoint Cllr Bailey and Mrs Bailey as additional Trustees. The charity Trustees now consist of Cllrs Lloyd, Bailey, Rawbone and Mrs Bailey (independent trustee) and the Reverend which meet the requirements of the Constitution.</p>
8. 8.1 8.2 8.3 8.4 8.5 8.6	<p>Financial Reports</p> <p>The payments list for April as shown in appendix 1 was Approved. Invoices to be signed by two signatories.</p> <p>Banking - Bank balances and reconciliation for the Unity current account at the end of February 2025 were noted at £2,465.64 . See Appendix 2. Bank statements signed by signatories.</p> <p>Santander Account Closure - The clerk advised that Santander have requested additional Signatories for the account closure. It was resolved that Cllrs Paula Rawbone and Christina Richards be added as signatories to the Santander account in order to facilitate the closure of the account, as previously resolved by the Parish Council. As there are currently no other available signatories, this updated mandate was signed by the Chairman at the meeting.</p> <p>Purchase of Laptop – the clerk advised that she is currently using her personal laptop and the parish council should have their own. It was RESOLVED by a unanimous vote for the clerk to purchase a laptop up to the value of £800.</p> <p>Social Media - Cllr Richards-Powell explained the benefits of having a specific parish council Facebook Page and proposed that the council create one. The council considered the option and it was RESOLVED by a unanimous vote to proceed with the creation of a page. Commenting on the page is to be turned off and it should only update on issues specific to the parish council. It was noted that the website provider have recently updated the software and posts can be mirrored on social media. It was agreed for access to the website to be set up for Cllr Richards-Powell and updates will be made in liaison with the clerk/chairman.</p> <p>Annual Governance and Accountability Return (AGAR) - It was noted that the submission deadline for completed forms is Tuesday 1st July 2025. The asset register was considered and it was noted that the new noticeboards had been added and no further changes were necessary. It was confirmed that HALC will carry out the internal audit and the clerk will make the relevant arrangements.</p>
9. 9.1 9.2	<p>Planning</p> <p>None received.</p> <p>Neighbourhood Development Plan (NDP) – A meeting had taken place on Wednesday 12th March at 4pm with the planning consultant from Kirkwells which was well attended. Cllr Leah Dunsmuir and the clerk accompanied the planning consultant on a village drive prior to the meeting. It was noted that following Herefordshire Council's Local Plan and NPPF meeting parishes had been advised to pause any updates to NDP's. We have received the estimate figures from Herefordshire Council for new housing in Kingstone & Thruxton and this is stated at 68 new homes over a 6 year period. Advice is being sought from the planning consultant and further updates will follow.</p>
10. 10.1 10.2 10.3 10.4	<p>Highways and Environmental Matters</p> <p>No new issues to note in respect of Highways or public rights of way.</p> <p>Community Initiatives – It was noted that the young hopefuls at the Primary School have agreed to distribute the annual parish meeting leaflets after the Easter holidays.</p> <p>s.106 Traffic Calming Plans – it was noted that the plans are still progressing and the aim for construction is summer.</p> <p>s.106 Path on land behind Whitehouse Drive – it was noted that Herefordshire Council have given the go ahead for contractors to proceed. Risk Assessments prior to work commencing need to be sent back to Herefordshire Council for approval.</p>

10.5	CLlr Richards-Powell presented her ideas for easily accessible, private areas for younger members of the community, along with equipment and seating that could be provided. It was noted that there are various potential funding avenues, such as the crime commissioner and s.106 money for open spaces. It was proposed that a working group consisting of all CLlrs be created to support CLlr Richards-Powell with producing a plan, this was agreed unanimously.
11.	Training - A group in-house training session with HALC has been booked for all councillors and the clerk on Wednesday 23 rd April 2025 at 7pm.
12.	Annual Parish Meeting – it was agreed to hold an annual parish meeting on Wednesday 14 th May 2025 at 7pm in the parish hall. Ideas were discussed and it was decided to have a presentation of the parish council achievements, update on the NDP, possibly information on flooding / police / sports association. It was proposed and unanimously agreed to have a budget of £500. Clerk to make arrangements.
13.	Items for the next agenda <ul style="list-style-type: none"> Bulb Planting
14.	It was noted that the next meeting will be the Annual Meeting of the Parish Council and will be held on Wednesday 7 th May 2025.
	Meeting closed at 20:27pm.

SIGNED.....

DATED.....

Appendix 1

Payments List April 2025

02/04/2025	Lisa Lewis	BACS	£ 713.71	Salary – April
02/04/2025	NEST	DD	£ 58.40	Pension Contributions – April
02/04/2025	Signs & Labels	BACS	£ 873.47	NDP Advertising
02/04/2025	Unity Trust	DD	£ 6.00	Bank Service Charge
02/04/2025	MJH Contracting	BACS	£ 560.00	Lengthsman Work (Cottons Meadow)
02/04/2025	Kingstone Food & Wine CC		£ 33.43	NDP Refreshments
02/04/2025	Welsh Water	BACS	£ 39.80	Allotments Water Sept '24 – March '25
02/04/2025	Kingstone Surgery CT	BACS	£ 500.00	s.137 Community Grant (as agreed)
02/04/2025	Country Flavours	BACS	£ 57.50	Eggs (Foodshare)
02/04/2025	Ron Smith	BACS	£ 217.00	PFO Equipment
02/04/2025	MJH Contracting	BACS	£ 105.00	Lengthsman

Total Payments **£3,164.31**

Appendix 2

Date: 26/03/2025

Kingstone & Thruxton Parish Council

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Time: 22:49

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		2,465.64
			<u>2,465.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,465.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,465.64
		Balance per Cash Book is :-	2,465.64
		Difference is :-	0.00

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