**KINGSTONE & THRUXTON GROUP PARISH COUNCIL**

Minutes of an ordinary meeting of the parish council held on Wednesday 4th October 2023

At 19.00 in Kingstone Village Hall, Green Lane, Kingstone Hereford

**Present:**

CllrDavid Bailey, Cllr Neil Howard, Cllr Denise Lloyd, Cllr Colin Pugh (Chairman), Cllr Paula Rawbone, Cllr David Rea, Cllr Christina Richards, Cllr Lynne Thorne and Cllr Colin Warrillow (Vice-Chairman)

**In attendance:**

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

|  |  |
| --- | --- |
| Agenda Ref | Minutes |
| **1.** | **Co-option:-** No potential members present |
| **2.** | **Apologies** **for absence:-** None received.  |
| **3.** | **To receive declarations of interest & written requests for dispensation** Recorded in the interests book for Cllr Paula Rawbone in respect of agenda item 7.5.  |
| **4.** | **Approval of minutes and sign** from parish council meeting held Wednesday 6th September 2023. It was **RESOLVED** to adopt the minutes as a true record, and they were signed by the chairman. |
| **5.****5.1** | **Members of the Public:-*** Roads and traffic calming and village name signs were discussed. It was agreed to add village name signs to the next agenda to consider whether to complete this task outside of the 106 funding.

**Clerk’s Report and Correspondence Received:** **Correspondence Received: -** None**Updates** * Lengthsman – Clearing of the footway and kerb lines along the B4349 part completed. The clerk has queried completion.
* Noticeboards have been ordered.
* New bank accounts with Unity now set up. Issues with switching, therefore £25,000 cheque was sent to the new accounts to enable the council to start making BACS payments. Clerk still pursuing the switch.
* Fuel account card received and passed to PFO.

**Planning Decisions – FOR INFORMATION ONLY** None to note.  |
| **6.****6.1****6.2****6.3****6.4****6.5****6.6****6.7****6.8****6.9** | **Verbal Reports****Local Policing Team** not present. It was noted that the police charter had been updated and returned. **Ward Cllr Reported on the following:-** Not present.**Lengthsman** not present. It was noted that a lengthsman working group meeting had taken place on the 27th September where the council had met and laid out their plans for the maintenance programme to the newly appointed lengthsman, Matthew Cobb. **Village Hall** **Committee** **reported:*** Bookings are ongoing and there are many.
* Fundraising for new doors is taking place with a quiz on the 20th October, Christmas Fair at the end of November and Christmas Bingo in December.

**Sports Association Reported:** * A Committee meeting had taken place on the 2nd October.
* The committee are obtaining quotes to refurbish equipment.
* Looking into using 106 money to build a new storage shed.
* Improvement of play area and possibly new equipment.

**Parish Footpath Office (PFO) Reported:*** He is still busy clearing paths. Many paths are now on their 3rd cut of the season.
* A fallen tree has been reported to the Parish Rights of Way (PROW) team at Herefordshire Council.
* A stile and bridge on KS7 had been vandalised. Bridge has been fixed by the local farmer, the stile is to be repaired and has been reported to the PROW team. Clerk to report to the local police team.
* Bridge on KS2 across the bog not yet extended. Clerk to email footpath inspector at Herefordshire Council to clarify when this will be done and ask about clearance of hedge cuttings from paths.

**Bike Track update:*** Ongoing maintenance to be added to the next agenda.
* It was noted that there were some concerns over the use of motorised vehicles on the track and vehicles speeding in Lowfield Meadow. Clerk to raise with the local police team. Public urged to keep a log of incidents and report to 101.

**Allotments** * A Committee meeting took place prior to the parish council meeting.
* It was resolved to purchase a software package for management of the allotments.
* Membership of National Allotment Society was agreed to provide the council with advice should it be required.
* Site management by the plot representatives is being run very efficiently.

**Kingstone Consolidated Charities*** Clerk to arrange a meeting with the Trustees prior to the next Parish Council meeting.
 |
| **7.****7.1****7.2****7.3****7.4****7.5** | **Financial Reports**The payments list for October, as shown in appendix 1 was **APPROVED**. **Banking** - Bank balances and reconciliation for August 2023 were noted and statements were signed by the chairman, see appendix 2. Membership of Hereford Association of Local Council’s (HALC) was considered and it was unanimously agreed to join with a review in 2 years’ time to establish the benefits. Clerk to action. Additional Signatories, it was agreed that Cllrs Rawbone and Warrillow will be additional signatories on the Unity bank account. Clerk to action. The draft grant application for a ‘Food Club’ in Kingstone was considered. It was unanimously agreed that the council will apply for the grant.  |
| **8.****8.1** | **Planning** * **232695 – Allensmore Nurseries, Brampton Lane, Madley, Hereford HR2 9LX. Proposed installation of two solar PV arrays.** The council considered the application and its impact on the parish and **RESOLVED** to respond with no objections or comments to make.

The correspondence received from another council regarding Neighbourhood Development Plans was considered and the parish council **RESOLVED** to take no further action.  |
| **9.** | **Drainage** Drainage work is complete. All drainage assets are now on a maintenance plan and will be checked by the locality steward on a routine basis. It was confirmed that the separate drainage item can be removed from the agenda and included under environmental matters.  |
| **10.****10.1****10.2****10.3****10.4****10.5****10.6****10.7****10.8** | **Highways and Environmental Matters**Traffic Calming and 106 money – an update was provided on the current position and the recent correspondence from Herefordshire Council noted. This item was covered under item 5. Scarecrow competition – Due to lack of entries, it was **RESOLVED** by a unanimous vote to award both 1st and 2nd prize to ‘Little Acorns Day Nursery’ for their excellent entry. It was noted that the scarecrows had, had a positive impact on the speed of vehicles in that area. Dog waste emptying on the Sports Field – It was noted that revised costs are awaited from the new lengthsman for bin emptying. There was an in depth discussion and after consideration the council asked the Sports Association if they could trial removing the bins from the field and installing signage politely asking people to take their dog waste home. It was **RESOLVED** that the parish council will support the Sports Association with this initiative by creating a joint statement for social media. Several councillors volunteered to help clear the field of poo bags if necessary. Cottons Meadow and other areas of the village – were discussed and it was **RESOLVED** that a working group will be created to look into these areas in depth. Cllrs Pugh, Rawbone and Thorne will form the working group. Costs for a bench at the Church Triangle, as allowed by the *Parish Council Act 1957, ss 1(1) and 7* – item deferred until the next meeting. Purchase of sandbags, it was **RESOLVED** that Cllr Lloyd will establish how many are left in the current supply. Japanese Knotweed on verge along B4348 – clerk has notified the Whitfield Estate. Remembrance Memorial in White House Drive Field – Initial plans were outlined and it was noted that several councillors and members of the public are happy to form a working group. It was noted that there is a possibility of using S.106 Open Spaces funds for the memorial.  |
| **11.****11.1****11.2****11.3** | **Communications**Noticeboards – The doctors surgery have confirmed that they are happy to have the noticeboard installed either within the grounds or outside. It was **RESOLVED** by a unanimous vote to install near the new bus stop outside the doctors surgery. Filing Cabinet in the Hall is to remain in place for parish council use. Social Media was discussed and it was agreed that better communication on social media will be done by John Anderson via the clerk.  |
| **12.** | **Village Christmas Tree** – It was noted that Cllrs Bailey, Rea and Warrillow are happy to form a working group to move this idea forward. Full costings to be bought back to the next meeting for consideration. The landlord of the Bullring has advised that he is happy to host the tree at the end of the car park. Clerk to look into insurance for the tree. Electric to be provided and a site survey has established power can be run to the tree installation area – costs to be established and clarification of who is paying for electric is required. Working group to look at further tree options. Clerk to email Whitfield Estate.  |
| **14.** | **Items for next agenda** * 106 money and village name signs.
* Additional Litter Bins
 |
|  | **Date of next parish council meeting is Wednesday 1st November 2023.**  |
|  | **Meeting closed to the public at 8:45pm for a confidential session.** |
| **15.** | **Confidential Session:-**Terms of the clerk’s contract were discussed and it was unanimously **RESOLVED** to agree the following terms:-* The annual increment of 1 Spinal Column Point (SCP) as stated in the clerks contract was noted. It was **RESOLVED** by a unanimous vote to award an increment of two additional SCPs following the clerks completion of CiLCA and now being a qualified clerk.
* Further education and training was discussed and it was **RESOLVED** that the council wish to continue investing in the current clerk and it was agreed to part-fund the level 4 course with the condition that it is in conjunction with equal funding from the other local council employing the clerk.
* Pension provision was discussed and it was **RESOLVED** to award the clerk a Nest pension with parish council contributions.
 |

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

**Appendix 1**



**Appendix 2**

****