

KINGSTONE & THRUXTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 7th May 2025
At 19.00 in Kingstone Village Hall, Green Lane, Kingstone, Hereford

Present:

Cllr Colin Pugh (Chairman), Cllr Colin Warrillow (Vice Chairman), Cllr Neil Howard, Cllr Colin Knight, Cllr Denise Lloyd, Cllr Paula Rawbone, Cllr David Rea, Cllr Christina Richards, Cllr Leah Dunsmuir, Cllr Lexi Richards-Powell

WA

In attendance: Lisa Lewis (Parish Clerk), Ward Cllr Richard Thomas, Steve Madison (Sports Association), Paul Neate (Footpaths Officer). No members of the public were present.

The meeting was opened at 7.00pm and those present were welcomed by the Chairman.

1. Election of Chairman and Vice Chairman

Cllr Colin Pugh was proposed as Chairman and it was unanimously agreed to re-elect him.

Cllr Colin Warrillow was proposed as Vice-Chairman and it was unanimously agreed to re-elect him.

Declarations of Office forms were completed.

2. Apologies for Absence

Apologies were received from Cllr David Bailey and Lengthsman Matt Heeley.

3. Declarations of Interest

Councillors were reminded to ensure their Register of Interests remain correct, paper copies were provided. As a Committee member of the village hall, Cllr Paula Rawbone declared an interest in item 10.5. of the agenda.

4. Minutes

It was **RESOLVED** to adopt the minutes of the meeting held on 2nd April 2025 as a true record and they were signed by the chairman.

5. Appointment of Delegates to Outside Bodies

5.1 Village Hall Committee – Cllr Paula Rawbone

5.2 Sports Association – Chairman and Cllr Knight

5.3 John Smith Charity – Cllrs Warrillow and Rea

6. Public Participation

(Open session – max 10 minutes, 2 minutes per speaker)

No members of the public were present.

7. Clerk's Report and Correspondence

Correspondence: A response to the letter received from a member of the public had been sent and a response to this was noted. No further action required.

Updates:

Drainage grant reimbursement and remaining Lengthsman reimbursement applied for from Herefordshire Council.

8. Brief Reports (as available)

Police – Not present.

Ward Cllr Richard Thomas – Reported on:

- Devolution
- Drainage Grants
- Planning / Neighbourhood Development Plans (NDP's)

Questions from Cllrs about:

- School Buses / Bus Services
- Drainage at Lagan Development
- Hedging along the C1221
- Flooding/Drainage – Ward Cllr will take this back and liaise with BBLP.

Lengthsman – Apologies had been received. He will carry out a maintenance day in the village next week. Lengthsman working group meeting to be arranged.

Village Hall – Bookings are ongoing and fundraising continues.

Sports Association – Plant sale and cake fundraiser taking place on Saturday 10th May. Small play area to be replaced, security fencing will be installed and the play area will be locked until completion. The Tractor Shed planning application had been submitted. Potential summer event not proceeding due to lack of volunteers. Football Team will remain on the pitch next season. AGM will be on 29th June 6pm.

Footpaths – Paul thanked the council for the leaf blower attachment. It was noted that the main piece of equipment had been repaired under warranty. It was noted that Whitfield Estate had kindly removed fallen trees. Other fallen trees had been reported to Herefordshire Council. BT path is overgrown and he has started to clear, it was **RESOLVED** for the clerk to write to BT to request a cut and include Ward Cllr in correspondence. KS25 has also been cut. Paul had attended a Footpath Officer meeting with Herefordshire Council (HC). It was noted that PFO's had been told it is up to the parish what works can be conducted, it was **RESOLVED** for the clerk to request written guidance from HC.

Bike Track – A cut was carried out before Easter school holidays. It has grown considerably and it was **RESOLVED** for the clerk to request an additional cut for May. A litter pick was carried out and the amount of litter collected suggests the area is well used.

Allotments – no updates to report.

Food Share – Last month was quiet as it coincided with Easter. Hoping to obtain grant monies to carry on, approx. cost is £200 per month to run.

Litter Picking – 5 bags recently collected and was attended by 10 adults and 2 children. Total = 74 bags this year. Cakes kindly provided and tea and coffee was held in the Bull Ring Inn afterwards.

9. Annual Governance and Accountability Return (AGAR) 2024/25

9.1 Internal Audit Report – deferred awaiting internal audit report.

9.2 Annual Governance Statement – deferred

9.3 Accounting Statements 2024/25 – deferred

9.4 Dates for Exercise of Public Rights – to be set

10. Finance & Policy

10.1 Payments for May – the list was approved and invoices were signed by signatories. See appendix 1.

10.2 Bank balances and reconciliation were noted along with current ear marked reserves. Bank statements were signed by signatories. See Appendix 2. Receipts also noted, see appendix 3.

10.3 Santander Closure – The Unity Trust transfer had been completed and all money transferred. Both Santander Accounts have been closed.

10.4 Food For Families – It was **RESOLVED** by a unanimous vote to approve a grant of £500 to Food For Families under Section 137 of the Local Government Act 1972, as the council is satisfied that the expenditure is in the interests of and will bring direct benefit to the area or its inhabitants, and that the benefit is commensurate with the expenditure.

Councillor Paula Rawbone left the room following her declared interest in item 10.5.

10.5 Kingstone Village Hall Committee – It was **RESOLVED** by a unanimous vote to approve a grant of £600 to the Committee under Section 137 of the Local Government Act 1972, as the council is satisfied that the expenditure is in the interests of and will bring direct benefit to the area or its inhabitants, and that the benefit is commensurate with the expenditure. It was noted that this is a one-off contribution for the financial year 2025-26 as opposed to several smaller donations for various items.

10.6 Parish Summit – It was **RESOLVED** to defer any decisions on this item to enable Councillors to review the documents in detail. Add to the next agenda.

11. Planning and NDP

11.1 Planning Applications – None received

11.2 NDP – No further updates. Leaflets have been received for the annual parish meeting where the public will have access to the current status of the NDP. These are being distributed on Friday with the Young Hopefuls at Kingstone Primary School.

12. Highways and Environment

12.1 Highways and Public Rights of Way – It was noted that the chicane and lighted sign had been damaged and is being dealt with by BBLP. No other issues to note.

12.2 S106 Footpath in orchard behind Whitehouse Drive – Risks assessments being sent to Herefordshire Council and contractors are liaising to arrange a start date.

12.3 Equipment for older children – Cllr Richards-Powell is carrying out research and will arrange a working group meeting shortly.

12.4 Bulb Planting – To be discussed further in July, add to agenda.

13. Training

HALC training session took place on 22nd April 2025 and it was noted that the council should appoint a single spokesperson for planning/press issues. Add to next agenda.

Cllr Knight will organise a Hereford Heartstart training session for July. It was noted that an additional defibrillator should be available at the opposite end of the village – add to the next agenda.

14. Items for Next Agenda

- Bulb planting (July) - Parish Charter review

15. Date of Next Meeting

Wednesday 4th June 2025

The meeting closed at 8.16pm.

Date: 09/05/2025

Kingstone & Thruxton Parish Council

Page 1

Time: 11:57

Unity Current A/c

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/05/2025	Lisa Lewis	BACS	713.51		May Salary
07/05/2025	Nest Pension Contributions	DD	58.40		May Contributions
07/05/2025	Unity Bank	DD	6.00		Service Charges
07/05/2025	Zurich Town & Parish A/C	BACS	509.87		Insurance Renewal
07/05/2025	Doug Addis	BACS	200.00		April - Bike Track
Total Payments			<u>1,487.78</u>		

Date: 02/05/2025

Kingstone & Thruxton Parish Council

Page 1

Time: 11:06

Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		46,746.09
			<u>46,746.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			46,746.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			46,746.09
		Balance per Cash Book is :-	46,746.09
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 02/05/2025

Kingstone & Thruxton Parish Council

Page 1

Time: 11:06

**Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		46,746.09
			<u>46,746.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			46,746.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			46,746.09
		Balance per Cash Book is :-	46,746.09
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate