

Kinnersley & District Group Parish Council

**Minutes of the meeting of Kinnersley & District Group Parish Council held on
Tuesday 30th November 2021 from 7.30pm
in Norton Canon Village Hall**

Present: Cllr. R Davidson (Chair); Cllr M Lewis; Cllr R. Marshall; Cllr P Wrixon; Cllr T Bisley and Cllr J Greenfield

In attendance: Emma Thomas – HALC Cover Clerk

Public: 1

1. Acceptance of apologies for absence:

Apologies were RECEIVED and ACCEPTED from Cllr. C. Hawkins

2. Declarations of interests:

None

3. Open Session:

No matters raised

4. Approval of minutes from the Annual Parish Council meeting held on September 2021.

The minutes (without the highlighted queries) were APPROVED and duly signed by the Chair.

5. Planning: to consider comments on applications to be determined by Herefordshire Council:

Date received:	Application No:	Address:
1 st October 2021	213276	Land adjacent Brick House, Norton Canon Proposed siting of static caravan to live in on site whilst building is taking place for approved planning application P210731/F

It was RESOLVED to submit the following in support of the above application:

The Group Parish Council has no objections to the temporary siting of a static caravan on the site, from the commencement of the building works and throughout the duration of those works on the clear understanding that, upon completion of the dwelling referenced in planning application 210731, it is not retained as a residential unit or for any other purpose and is removed from the site.

6. To note Planning applications determined by Herefordshire Council

The following table was NOTED

Application No:	Address:	Determination
2828/V	Brewery House – single storey rear extension to existing dwelling	Approved
212447	Lower Ailey – Digestate storage tank	Refused

7. Matters arising from previous minutes.

7.1 Riparian responsibilities

The recent information sent from Balfour Beatty needs to be put on the website to publicise it. Cllr Marshall AGREED to write a piece about it for the January edition of the Signal.

7.2 Consider future advertising for clerk after December 2021.

It was AGREED to continue to recruit through HALC. It was further AGREED to continue to advertise in the Signal and Offa Tree News. Cllr Greenfield AGREED to check that the correct email for the clerk is being used in the adverts and to ensure that adverts were placed.

7.3 Update from Cllr M Lewis ref: SIDs at Kinnersley install

Cllr Lewis REPORTED that the SID was in situ and working. It will go to Almeley Parish Council on the 20th December for a month and then come back to the other site following the rotational guidelines.

Cllr Lewis and Mr James Copsey were thanked for their efforts in installing the SID and pole. It was NOTED that a second battery or solar power may be needed to avoid any down time. Cllr Davidson to investigate costs.

7.4 Parish Council Website - Update from Cllr C Hawkins on new website

Cllr Hawkins was not present, so Cllr Bisley REPORTED that the website was now up and running. There are a couple of security issues to resolve. It appears to be simple to use and has a direct link to Herefordshire Council planning applications on it. Once it is fully operational the intention is to advertise it throughout the parishes. Cllrs Hawkins and Bisley are meeting shortly to complete any last tasks.

7.5. Trees & Queens Jubilee Celebrations - Clerk to advise if applications have been sent

It was NOTED that the applications had yet to be submitted. As no suitable area for planting has been found it was AGREED not to take this item any further.

7.6. Village Hall - update from Cllr C Thomas ref to NCVH £8 charge for meeting in carpark

It was AGREED to defer this item until Cllr Thomas is present.

7.7 Community Email Initiative –

It was REPORTED that they are unable to recruit an administrator & the initiative is not working

8. Chairman's update on working groups

8.1 Update Letton Flood hub & potential Jarvis Flood funding

It was REPORTED that the Letton Flood Hub had met with Andy Johnson the KDGPC's representative on the Jarvis Charity board of Trustees - he had decided not to put the draft proposal forward for further consideration. Instead, a new letter has been drafted & sent to all affected parishioners with a list of options that Jarvis may help with funding for. It was AGREED that the Letton Flood Hub was the best group to collate any information received from residents as this is a Working Group of the Parish Council. Any proposal requiring support from the Parish Council can then be considered at a future full council meeting.

Letton Parish: The Jarvis Trust also wants to hear from Letton residents on any other potential funding opportunities - particularly around health and wellbeing - in which Jarvis can support financially. Cllr R Davidson offered to support Letton/Jarvis in any community consultation next year.

8.2 Norton Canon and Letton SIDs Assessment results.

It was REPORTED that the Norton Canon SID assessment undertaken by Balfour Beatty does not support the siting of a SID in this area. There is some disagreement about how the data has been used to calculate this decision. The Chair has written to Balfour Beatty asking them to review the data received. Letton will receive the SID when installation is complete.

9. Ward Councillors Report

Not present

10. Highways and Footpath Officer

10.1 Update regarding the Footpaths Booklet

It was REPORTED that the Group Parish Footpaths booklet has been updated. There have been several changes made. Quotes had been received for re-printing it. The best value quote was £249 for 400 copies. It was AGREED that the Parish Council should pay for this out of the Parish Plan budget. It was AGREED that Cllr. Marshall would write a few words about the Parish Council, to be printed on the inside cover of the booklet, at no extra cost. It was further AGREED that the booklet should be available for sale at a cost in the region of £3. It was AGREED that it may be necessary to purchase a few more copies than 400. It was AGREED that Cllr Marshall can determine how many the budget can afford. It was AGREED these should be printed before Spring.

10.2 Consider Highways issues for reporting

The following issue was RAISED for reporting to Balfour Beatty

Following a vehicle collision with the fence, BBLP had been removed it and replaced with temporary plastic fencing. A permanent fix has yet to be carried out. Hurstley Lane half mile down from Church at the double bend opposite the wood on the side of the brook.

11. Finance: Current bank statement/schedule of payments circulated for November

It was NOTED that the bank balance stands at £8660.56 on the 29th November 2021

11.1 To consider the Draft Precept 2021/22(circulated to members 19th Nov 2021).

It was RESOLVED to submit the precept figure of £13,500 for 2022-23. A Band D property will therefore pay £1 per week.

The following draft budget was APPROVED

	2021-2022	2022-2023	2022-2023
	Budget	Forecast	Comments
Income:			
Precept	£6,500.00	£13,500.00	
VAT		£250.00	
TOTAL:		£13,750.00	
Expenditure:			
Clerks salary	£1,810.00	£5,500.00	
New Clerk	£1,100.00	£0.00	
Laptop/Printer		£500.00	
PAYE	£0.00	£0.00	
Expenses/Mileage	£220.00	£240.00	
ICO/Data	£35.00	£35.00	
Insurance	£170.00	£190.00	
SLCC	£65.00	£65.00	
Hall Hire	£96.00	£96.00	
Internal Audit	£90.00	£90.00	
SID Contingencies	£100.00	£100.00	
Training	£75.00	£175.00	
Lengthsman	£2,686.00	£2,686.00	
Website	£200.00	£700.00	
Election costs	£0.00	£500.00	To go to allocated reserves
P3 footpaths	£635.00	£635.00	
Asset depreciation	£200.00	£500.00	To go to allocated reserves
Tree warden	£50.00	£25.00	
Hereford green net	£50.00	£0.00	
HALC subscription		£400.00	
Zoom		£0.00	
Parish Plan			
Reserves		£1000.00	To build unallocated reserves

Total budget	£7,582.00	£13,437.00	
VAT	£190.00	£250.00	
Running total	£6,472.00	£13,687.00	
Precept required	£6,500.00	£13,500.00	

11.2 To agree payment of outstanding invoices.

SCHEDULE OF PAYMENT FOR Oct/November 2021

Cheque made payable to:	FOR:	GROSS		NET
Hire of Hall Nov	Hire of Hall	£16.00		
Lengthsman	October	£218.75		

The above invoices were APPROVED for payment

12. Parish Plan - update from Cllr Roger Marshall

There will be a meeting shortly.

13. Recent Correspondence/items for next agenda

13.1 Consider Full Contract of Employment

13.2 Consider implementation and adoption of Expenses Policy

13.3 Consider implementation and adoption of Grievance Policy

It was AGREED to defer these until the January meeting

14. Items of parish Interests:

14.1 Post Covid party maybe to combine with Queen's jubilee celebrations 2022 - proposed 4 day bank holiday from Thursday 2nd June.

NOTED

14.2 Letton and Norton Canon - Fundraising Evening & Raffle for Speed reduction campaign at The Swan, Letton, 4th December, 2021

CANCELLED

14.3 Hereford to Hay Greenway –

A feasibility study is being funded and will be finished by March 2022.

15. Date of next Meeting: Tuesday 25th January 2022

NOTED

The meeting closed at 21.19

Signed: _____ Dated: _____