

## **Kinnersley & District Group Parish Council**

### **Minutes of a meeting of the Parish held on Wednesday 22<sup>nd</sup> of May 2024 from 7pm at Norton Canon Village Hall**

Present: Councillors: James Bright (In the Chair), Rosie Davidson, Bert Thomas, Roger Marshall, Reece Jones, Tatum Bisley, Patrick Wrixon.

In attendance were: Parish Clerk Jennifer Wilkie and Ward Councillor Robert Highfield and 2 members of the public.

**1. Acceptance of Apologies for Absence** – apologies were received from Cllr Janet Greenfield and Cllr Malcolm Lewis.

**2. Report from the Chair of the PC on Parish Council activities for the year ending 2023/24** – The Chair provided an overview of the PCs activities with a particular note on the PCs budget being in good health, the HCC funding that has been available to the PC for the Lengthsmans scheme, with the Chair noting particular thanks to Cllr Marshall for his work on securing this funding. The Chair also gave thanks to Cllr Davidson for their hard work and commitment to the progress made in the installation of a SID at Letton which is nearing completion. Finally, the Chair gave their thanks to the Clerk for their continued work in supporting the Council in all Council matters.

**3. Open discussion on Parish Matters** – Ruth Lovelace who is a member of the Norton Canon Village Hall committee, gave an update on the accounts and bookings for the hall over the last financial year. Currently bookings include those from the local church, pensions lunches and a local business known as the Cart Shed, who also held a successful summer fete at the hall. Ruth also noted that could they provide the accounts for the village hall to the PC clerk to be uploaded on the PC website, which was agreed. A member of the public also in attendance at the meeting noted that they had concerns over the lack of a footpath and speed limit in Norton Canon in the 50mph zone and in particular for the school children using the road, as well as for other pedestrians. Cllr Bright noted that they could look to put together a list of resident names for those concerned with the speed limit and lack of footpath, to then be forwarded to Highways. Cllr Davidson also noted that a TRO request can be submitted directly by residents to Highways and this action led to the current TRO review in Letton. Ward Cllr Highfield noted that he has been in discussions with Highways for the need for additional traffic calming measures such as splays, signage and the installation of footpaths, as well as speed reductions and is continuing to work with them to review this.

**Minutes of the Annual Parish meeting of Kinnersley and District Group Parish Council**

**held on Wednesday 22nd May 2024 from 7.30pm at Norton Canon Village Hall**

**Clerk's email address: clerk@kinnersleygrouppc.co.uk**

- 1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office** – it was RESOLVED that Cllr James Bright would continue in their position as Chair to KDGPC and Cllr Bright signed the declaration of acceptance of office as Chair to the Council.
- 2. To elect the Vice-Chairman of the Council** – no vice chair was nominated or elected at the current meeting and it was noted that the Clerk will place a notice in local newsletters and also on the PC website and community email (once established) that the PC is looking for new members due to vacancies and it is hoped a future Vice Chair will then be nominated.
- 3. Acceptance of Apologies for Absence and Note the Reason** – apologies were received from Cllr Janet Greenfield and Cllr Malcolm Lewis.
- 4. To Record any Declarations of Interest and Consider any Requests for Dispensation** – none were received.
- 5. To Consider Approval of Minutes of the Parish Council meeting held on 19<sup>th</sup> March 2024** – it was RESOLVED to accept the minutes and these were signed by the Chair.
- 6. Open Discussion**
  - 6.1 To receive views of local residents on Parish matters – see Parish meeting item 3. Open discussion on Parish Matters.
  - 6.2 To note any correspondence received on Parish matters –
    - 6.2.1 The clerk noted they had received correspondence from a parish member on the 50mph speed limit in Letton as discussed under item 3 of the parish meeting.
    - 6.2.2 Another Parish member noted they are having issues with accessing the PC website under version 10 of windows (under windows 7 version the website seems to be working) and this was noted by the Clerk to be looked into and resolved. The Clerk also noted that the PC website is going to be migrated in the near future to a gov.uk website domain, which should have good functionality on all applications.
  - 6.3 To note update from Ward Cllr Robert Highfield – Ward Cllr Highfield gave the following report updates:

6.3.1 HCC have committed 2.2 million pounds to roads improvements which should see significant improvements on the conditions of the roads in the next 2 years.

6.3.2 Children's services have a new director in post, with a new plan on improving the service and there are currently less children in care to date

6.3.3 35 million pounds has been allocated to improve the condition of the river wye and Ward Cllr Highfield worked on a total of four campaigns to bring together various groups to action the improvement of the water ways.

**7. To note Planning Applications determined by Herefordshire Council and comments to be made by Kinnersley and District Group Parish Council as listed in attached Appendix 1: Planning applications reviewed at KDGPC meeting held on 22<sup>nd</sup> of May 2024 – it was Resolved to support all applications listed in Appendix 1**

**8. To note update on reinstating the community email initiative** – Cllr Bisley gave an update following a meeting of Cllr Bisley, Cllr Bright, Cllr Marshall and the Clerk where reimplantation of the CEI was reviewed. Cllr Bisley noted that there is a previous mailing list but the PC need to consider a consent plan and also how update the list currently is. Previously mail chimp was utilised for the CEI and mail chimp provides GDPR compliance, as it provides an “opt out” option and so could be utilised again. Cllr Marshall noted that volunteer Cllr members could distribute leaflets to local resident homes with information on signing up to the CEI, as well as including information on the new Chairman and that new members are needed.

**9. To consider and agree on whether to adopt the councils updated policy for “Dealing With Planning Applications Between Parish Council Meetings”** – it was Resolved to adopt the updated policy and this was signed by the Chairman.

**10. Receive an update on working groups and consider action**

10.1 SID's at Letton – Cllr Davidson noted they have received a quote from TJ groundworks for £88 plus VAT for the installation of the SID post by the Bredwardine junction in Letton. It was Resolved to accept the cost of £88 for the pole installation and Cllr Davidson will contact and notify TJ groundworks to get the works completed asap. Cllr Davidson also noted that new volunteers are required to manage the SID machine once this is up and running, as Cllr Lewis is having to step down and it requires two persons to handle the SID machine.

**11. Footpaths and Highway**

11.1 To consider any footpath or highway issues for reporting:

11.1.1 – The Clerk noted that HCC have now confirmed the available PROW funding for PCs under the Lengthsmans scheme and the Clerk has forwarded these details to the relevant PFOs for their reference. The Clerk also noted that the deadline for PROW funding applications is the 1<sup>st</sup> of July. It was Resolved that the allocated PFO's for the PC will identify any works required and will submit all applications to HCC by the required deadline.

**12. Finance**

12.1 To note the 2023/2024 end of year financial reconciliation for KDGPC – this was noted.

12.2 It was RESOLVED to adopt the AGAR External Audit form for 2023-2024 including:

- 12.2.1 To consider and resolve to adopt the Internal Audit Report.
- 12.2.2 To consider and complete the Annual Governance Statement.
- 12.2.3 To consider and resolve to adopt the Accounting Statements.
- 12.2.4 To consider and resolve to submit a Certificate of Exemption to external auditors PKF Littlejohn.
- 12.2.5 To agree that dates for the exercise of public rights will be displayed on the website and noticeboards.

12.3 It was RESOLVED to make the following Payments of Outstanding Accounts:

- 12.3.1 Clerks May £505.66 and June 2024 Salary £505.66
- 12.3.2 Clerks March-May 2024 expenses: £127.19 (previously circulated)
- 12.3.3 Lengthsman March 2024 K23.12 invoice: £370
- 12.3.4 Clear Councils (previously BHIB) Insurance premium: £305.91
- 12.3.5 Cloud Next annual website and email hosting fee: £119.98
- 12.3.6 Cloud Next annual .gov.uk domain fee: £12
- 12.3.7 Reimbursement to Cllr of NAMESCO email and website hosting subscription fee for month of April 2024: £22.79 per month
- 12.3.8 Reimbursement to Cllr of renewal of email: 1 x 5GB Mailboxes for kinnersleygrouppc.co.uk for month of April 2024: £9.59 per month
- 12.3.9 Autela PAYE for Jan, Feb and March 2024: £78.33
- 12.3.10 Norton Village Hall Hire for May 2024 Council meeting: £27
- 12.3.11 Bob Taplin for internal audit - £30

**13. To note items for the next agenda (no discussion at current meeting)**

**14. To note the date of the next and future PC meetings** – It was noted that the next KDGPC meeting will be held on Wednesday the 10<sup>th</sup> of July 2024 at 7pm at Norton Canon Village Hall.

SIGNED ..... (Chair) DATE .....

**Appendix 1: Planning applications reviewed at 22<sup>nd</sup> of May 2024 KDGPC Meeting – including comments to be made by KDGPC where applicable with final determination being made by Herefordshire County Council:**

<b>Application number and info</b>	<b>HCC Status</b>	<b>K&amp;DGPC comment to be submitted to HCC</b>
P240316/F - Land at Moorhouse Potato Store A480 From B4230 To Sarnesfield Court Norton Canon HR4 7BN - Proposed erection of one no. new temperature controlled potato store.	Determination made - Approved with conditions.	N/A – determination made by HCC
P240701/FH - Full Householder - located at Orchard Cottage, Kinnersley, Hereford, Herefordshire, HR3 6QD - Proposed two storey side extension.	VALID	
P240753 - Land adjacent Lamaro Bungalow, Kittys Lane, Norton Canon, Hereford, Herefordshire, HR4 7BL - Proposed dwelling, access and garage	VALID	
P231634/XA2 - Sallie's Mill Newchurch Road, Kinnersley, Hereford - Application for approval of details reserved by conditions 3, 4, 5, 6 attached to planning permission 202817.	Determination Made - Approved	N/A – determination made by HCC