

# **Kilpeck Group Parish Council**

**Minutes of the Annual Meeting of Kilpeck Group Parish Council  
held at “The Bridges Child Care Centre”  
on Monday 8<sup>th</sup> May 2017**

**No KGPC/MW/132**

## **Councillors Present**

Councillor Mrs J T Davies Chairman  
Councillor Mr M Parsons Vice-Chairman  
Councillor Mr M Chester  
Councillor Mr N J Eynon  
Councillor Mr D B Howie  
Councillor Mr G T A Statham  
Councillor Mrs B Wood

Clerk Mr M Walker

## **Also Present**

Ward Councillor Mr Jon Johnson, Mr Dave Roden Lengthsman/Contractor and one further member of the public

**The Annual Meeting of the Group Parish Council was formally opened by the Chairman at 7.30pm**

### **1.0 Election of Chairman & Vice-Chairman**

Councillor Mrs Joyce T Davies having been nominated unopposed was unanimously elected to the post of **Chairman** for the year 2017-2018 and duly signed the appropriate Acceptance of Office Form  
Proposed by Councillor Mr G T A Statham and  
Seconded by Councillor Mr N J Eynon

Councillor Mr Mark Parsons having been nominated unopposed was unanimously elected to the post of **Vice-Chairman** for the year 2017-2018 and duly signed the appropriate Acceptance of Office Form  
Proposed by Councillor Mr N J Eynon and  
Seconded by Councillor Mrs B Wood

### **2.0 Apologies for Absence**

Apologies were received and accepted from Councillor Mrs M A Lloyd and Councillor Mr R J Manning  
Balfour Beatty Living Places (BBLP) Locality Steward Mr Dave Atkinson not present  
Police Representative not present

### **3.0 Declarations of Interest & Dispensations**

#### **3.1 To receive any declarations of interest in agenda items from Councillors**

Due to Councillor Mrs J T Davies Chairman, Councillor Mr M Parsons Vice-Chairman, Councillor Mr N J Eynon, Councillor Mr D B Howie and Councillor Mr G T A Statham all having a Non Disclosable Pecuniary Interest (Non DPI) having previously been granted “Dispensation” they did not sign the Declarations Book

#### **3.2 To consider any written applications for dispensation**

No written applications received

#### **3.3 All members present reviewed their Notice of Registrable Interests Forms and no amendments were made**

### **4.0 Minutes**

The Minutes of the Ordinary Group Parish Council Meeting No **KGPC/MW/131** held on Monday 10<sup>th</sup> April 2017 were unanimously confirmed as a true record and signed by the Chairman.

**The Parish Council resolved to change the order of business at this time to Item 6.3**



### **6.3 Ward Councillor's Report**

Ward Councillor Mr Jon Johnson gave a general overview and update of both County and Wormside Ward activity

The Parish Council Chairman thanked Councillor Johnson for his support during the last twelve months.

Councillor Mr Johnson excused himself at this point to attend another meeting.

**The Parish Council resumed the correct order of business at this time to Item 5.0**

## **5.0 Financial Report**

### **5.1 Clerk to present end of year Accounts for Ratification**

The Parish Council **Resolved Unanimously** to ratify the 2016 - 2017 accounts as presented  
*See appendix 1*

2016-2017 year end Account Balances and Reconciliation approved and signed by

Councillor Mrs J T Davies Chairman and the Clerk/RFO Mr Malcolm Walker

Proposed by Councillor Mr M Parsons Vice-Chairman and

Seconded by Councillor Mr M Chester  
*See appendix 2*

### **5.2 Parish Council to agree Section 1 of the External Audit Form, Annual Governance Statement**

The Annual Governance Statement "Section 1" was read to the Parish Council and all responses were **Unanimously Approved** signed by Councillor Mrs J T Davies Chairman and Clerk/RFO Mr Malcolm Walker

### **5.3 Council to approve Section 2 of the External Audit Form and Chairman to sign**

The Chairman signed the Annual Audit Return form "Section 2" as did the Clerk / RFO

### **5.4 Confirmation of Bank Balances / Receipts / Invoices for Payment**

**Bank Balances** as per statements

@ 4<sup>th</sup> April 2017          Treasurers Account    £3,926.35

End of Financial Year 31<sup>st</sup> March 2017 Balance £4,236.55

Bank reconciliation to agree with end of Financial Year 31<sup>st</sup> March 2017 Balance £4,236.55

@ 5<sup>th</sup> April 2017          Business Bank Instant Account    £13,457.63

Bank reconciliation to agree with end of Financial Year 31<sup>st</sup> March 2017 Balance £13,457.63

### **5.4 Receipts**

Notification received from Herefordshire Council Precept

Reference 2224689 1<sup>st</sup> instalment 19<sup>th</sup> April 2017    £7,500.00

\*Sunderlands Field Rent 01/04/2017-30/03/2018    £730.00

HM Revenue & Customs BACS reference UB001852

01/04/2016-31/03/2017 £1,368.81

{Submitted but not yet received}

### **5.4 Invoices for Payment**

Harvey Morgan Invoice No 092 Strimming Car Park    £35.00

Cheque No 000827

Groundwork UK Underspend returned    £48.43

Cheque No 000828

Herefordshire Council Freighter Service    £395.00

{Kilpeck Village Hall Car Park Saturday 17<sup>th</sup> June 2017 11.00am-1.00pm}

Cheque No 000829

\*Sunderlands Professional Fes Invoice No 31263    £120.00

Paid Contra

G Morgan Electrical Contractors Limited    £286.44

Fit and connect outside AED Unit

Cheque No 000830

{Paid out of Grant from The Big Lottery}

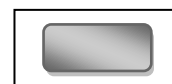


Dave Roden Invoice No 0000103 Pipework at Kilpeck Village Hall {Paid out of Field Fund} *Joint Cheque No 000831	£746.40
Dave Roden Invoice No 0000104 Fencing repairs at Kilpeck Village Hall {Paid out of Field Fund} *Joint Cheque No 000831	£234.00
Dave Roden Invoice No 0000105 Build 3 headwalls {Half Paid out of Field Fund} *Joint Cheque No 000831	£782.40
Dave Roden Invoice No 0000106 Standard Lane and Village Hall Car Park {Paid out of Field Fund} Cheque No 000832	£204.00
Clerk's Salary May 2017 Gross	£516.95
Mileage	£36.23
Postage	£10.70
Computer Software (1/5 share)	£28.88
TAX £103.40 NIC £0.00	
Nett Pay	£489.36
Cheque No 000833 ***Came & Company Parish Council Insurance 1701/1490 01/06/2017-31/05/2018 Cheque No 000834 **Mrs Julie Cole Internal Auditor's Fee	£312.58
Cheque No 000835 Wordpress.com Domain Name renewal <b>kilpeckgpc.org</b> 23225825 (Reimbursement to Clerk authorised to pay by credit card) Cheque No 000836	£20.03
Harvey Morgan Invoice Dated 8 <sup>th</sup> May 2017 {Paid out of Field Fund} Cheque No 000837	£40.00

- 5.5** Consider internal auditors report 2016-2017 and agree any required action  
There were no actions required from the Internal Auditor's Report for 2016-2017
- 5.6** Confirmation of scope of Internal Audit for 2017-2018  
The Internal Audit Plan was agreed and signed by Councillor Mrs J T Davies Chairman
- 5.7** To approve internal audit payment and the Re-appointment of Mrs J Cole as Internal Auditor  
Re-appointment of Mrs Cole unanimously approved  
\*\* See Item 5.4 Invoices for payment approved
- 5.8** To consider any required update of the Lloyds Bank Mandate  
No updates required  
*Cheque Signatories are Councillor Mrs J T Davies Chairman  
Councillor Mr M Parsons Vice-Chairman  
Councillor Mrs M A Lloyd  
Councillor Mr G T A Statham*
- 5.9** Parish Council Insurance review for 2017-2018  
\*\*\* See Item 5.4 Invoices for payment

All payments were **Unanimously Approved**

Councillor Mrs B Wood perused and checked the Accounts File for 2016-2017 and found no anomalies or discrepancies in the paperwork, also assessed risk and found no issues. Internet Banking remains only for the Parish Clerk to access & view Bank Statements.



## 6.0 Election of Delegates & Reports

- 6.1 Councillor Mrs J T Davies Chairman and Councillor Mr M Parsons Vice – Chairman were nominated as Parish Council Delegates to the **Kilpeck Village Hall Committee** {Parish Councillor Mr M Chester and Councillor Mrs B Wood are “Members” on the Kilpeck Village Hall Committee}  
Proposed by Councillor Mr N J Eynon and  
Seconded by Councillor Mr G T A Statham

### Kilpeck Village Hall Chairman's Report (not available at the meeting)

#### For The Kilpeck Group Parish Council For The Calendar period May 2016 – May 2017 Overview

This year the hall committee has been very busy in generating more business for the hall. We very much relied on the regular hall users and decided to have a big push on seeking more regular users by promoting the hall facilities to a number of local and national organisations. We felt that this new self-promotion pitch was warranted as we needed to boost the hall accounts and clearly show if warranted that the hall is a useful and viable village asset.

We were mindful that in these times of austerity that if we were to seek project or hall upgrade funding via grants or lottery funding etc we would need to demonstrate the viability of the hall to local residents and that it was a financially sustainable public building.

#### What's Gone On

Brightstripe who initially were part of Herefordshire Council helped us set up Yoga, TaeChi and gentle Exercise classes. Brightstripe arranged the class tutors and advertising paraphernalia and we do the promotion. It has proven popular.

Our Quiz evenings are proving very popular and a real fun event. The bring your own food format continues to suit all who attend. Our next quiz is to be held on Saturday 13<sup>th</sup> May. A special thanks to Mr Rob Williams and Mr Barry Myhill in helping to organise these evenings.

Crafts @ Kilpeck 2016 was a big success and we intend to continue with these events into the future. A spring event has been arranged for the 16<sup>th</sup> May 2017.

The 2016 Village BBQ was once again a success with great food, stalls and games.

The weather was really good and numbers were up on last year. It was noted that monies raised were the best for many years

The Christmas 2016 Kilpeck pantomime was a huge success and the hall committee received a large donation to the hall funds from the pantomime society.

The Kilpeck Art Club has been using the hall on a regular basis for many, many years and despite being low on numbers continue to produce superb artwork. Pictures are now hung around the hall for us all to enjoy.

The Kilpeck Youth Theatre continues to use the hall on a regular basis throughout the year and have presented a number of productions.

There were a number of small self-financed projects undertaken this year to improve are facilities for all who use them. The gents toilets and shower room were refurbished.

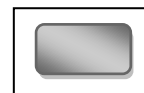
The halls cleaning equipment is now contained within a bespoke cleaning cupboard located in the store room off the lounge area at the rear of the hall.

The new cleaning cupboard storage was a necessary requirement to adhere to current chemical storage regulations.

The committee was also having issues with numerous hall hirers not leaving the hall clean for the next user. The hirer now has both the door key and cleaning store cupboard key as part of the hire so we hope that our hall remains tidy.

The halls outside lighting is being improved by the installation of motion sensor operated Led floodlights in the car parking area and along the roadside of the hall. This will improve visibility both for pedestrian and vehicle users.

The village hall recycling wheelie bins are proving popular for both hall users and local residents. We intend to speak to Hereford Council to request an additional one or two bins.



The car park gate which was installed a few years ago has prevented the young up and coming rally drivers from using the rear car park as a test track and rubbish dumping ground. With this in mind the gate will remain locked but the combination code for the lock will be made available to the hirer for larger functions.

As a result of the internal and external changes as explained above and many hours of phone calls and meetings with youth group leaders has enabled us to now take bookings for overnight stays at the hall for the first time in many years. This is due to our kitchen, toilet, secure inside and outside floor space, storage facilities etc

The village hall field stock tanks and water supply needed work undertaken this year as we were experiencing issues with water leaks and the need to isolate the system from the mains supply without requiring access to the halls internal plumbing. The hall committee would like to thank the Parish Council for arranging for the necessary works to be undertaken by a local contractor. The works involved two new bases for the stock tanks and a supply isolation tap valve installed in the hall car park.

The hall committee has had a commemorative plaque installed in the hall as a record of gratitude to the late Sonnie West who generously bequeathed a considerable donation to the hall which was used for the kitchen refurbishment.

The hall committee would like to thank the Kilpeck Group Parish Council for their continued support over the last 12 month period. Our relationship is getting stronger and stronger and we continue to value their input and representation on the hall committee. Mr M J Parsons Chairman

- 6.2** Councillor Mrs J T Davies Chairman and Councillor Mr M Parsons Vice - Chairman were nominated as **HALC SAM** Representatives

Councillor Mrs J T Davies Chairman and Councillor Mr M Parsons Vice - Chairman were nominated as the Parish Council's prospective representatives to the **HALC Executive Committee**

Proposed by Councillor Mr N J Eynon and  
Seconded by Councillor Mr G T A Statham

- 6.3** **Ward Councillor's Report**  
See after Item 4.0

- 6.4** Balfour Beatty Living Places (BBLP) Locality Steward Mr Dave Atkinson not present

**Lengthsman Report**

Mr Dave Roden gave a brief overview of works to date including works at Didley and for ditch  
Attending to visibility splays tomorrow (Tuesday 9<sup>th</sup> May 2017)  
Weed control at Wormbridge and Boars Hill Bus Stop  
Remedial work on Didley Notice Board  
Change locks at Wormbridge Notice Board

- 7.0** **Public Question Time**

Designated maximum period of 10 minutes to accommodate members of the public who may wish to either raise or ask the Parish Council questions  
No matters raised

- 8.0** **Parish Lengthsman Contracts for Approval**

Confirmation of re-appointment of Mr D Roden as contractor for Parish Lengthsman Scheme

The Parish Council unanimously resolved to appoint Mr Dave Roden as Lengthsman / Contractor for 2017 – 2018

**Parish Lengthsman Contracts for Approval**

Parish Council's contract with Herefordshire Council / BBLP

The Parish Lengthsman and Parish Paths Partnership (P3) Schemes Contract between Herefordshire Council and the Parish Council was signed by Councillor Mrs J T Davies Chairman and Clerk Mr M Walker, with the amendments as below



PART 2A

Core Public Realm Maintenance – Lengthsman grant funded

3. Highway minor works	As agreed through the annual maintenance plan	Removal of soils and detritus build up; clear minor storm debris discharged onto the highway as is reasonable and practical; cutting back vegetation overhanging the road or footway; clearing and siding out of footways; removing vegetation from structures and fences; verge cutting and strimming of visibility splays; <del>paint and repair fences.</del>
------------------------	---	--

4. Environmental	As agreed through the annual maintenance plan	Sweeping footways and public realm spaces; litter clearance and litter picking and bin emptying; removal of fly posting, graffiti and unauthorised signs; street name plates cleaning <del>and repair;</del> <del>repair of street furniture including litter bins, benches and bus stops</del>
------------------	---	---

PART 2C

Public Rights of Way – Parish Paths Partnership (P3) grant funded

6. Public Rights of Way	Parish Paths Officer (PPO)	The parish must have least one Parish Paths Officer (PPO) in post, who will inspect ALL paths in the parish at least twice a year.
	As agreed through the annual maintenance plan	Ensuring cutting back of vegetation (excluding crops) is carried out on ALL paths where necessary at least twice in summer months. Maintenance and installation of gates, stile crossing steps and other PROW furniture. Signposting and Waymarking. Purchase/hire/maintenance of tools

Ready for submission to Balfour Beatty/Herefordshire Council

**9.0 Orders, Policies & Regulations Annual Review**

**9.1** To undertake a review of the Parish Council’s Standing Orders

The Parish Council reviewed their Standing Orders with no amendments

**9.2** To undertake a review of the Parish Council’s Financial Regulations

The Parish Council reviewed their Financial Regulations with no amendments

**9.3** To review and update as required Parish Council’s Risk Assessment Schedule

The Parish Council reviewed /their Risk Assessment Schedule as updated as required

**9.4** To review and update as required Parish Council’s Asset Register

The Parish Council reviewed their Asset Register and updated as required

**9.5** To review and update as required Parish Council’s Health & Safety Policy

The Parish Council reviewed their Health & Safety Policy with no amendments and signed by Councillor Mrs J T Davies Chairman

**10.0 Planning Application**

Application No 171251 Yew Tree Cottage, The Common, Wormbridge, Hereford HR2 9DQ OS 342489, 231305 Application for variation of condition 2 (162529)

Resolved:- Unanimously to support the amended application, specifically on health and safety Grounds

**11.0 Community Speed Watch – Information for Volunteers**

To consider Community Speed Monitoring

The Parish Council resolved to form a Community Speed Watch Team



Clerk instructed to contact the Local Safer Neighbourhood Team [www.westmercia.police.uk](http://www.westmercia.police.uk) for more information. Article for the Good News Magazine and Parish Council Newsletter

## 12.0 Highways and Footpaths

To receive **new** information on any Parish Highway & Public Footpath Issues  
General on-going issues

## 13.0 Information Sheet (Not covered by an agenda item and (**FOR INFORMATION ONLY**))

Application No	164114 Pontrilas Sawmills, Hereford HR2 0BE
Description	Proposed construction of new conversion/grading building
Type	Planning Permission

### **Planning Application Still Valid**

Application No	171023 Rabbit Cottage, Whitfield, Hereford HR2 9BA
Description	Demolition of existing extension and replace with extension Renovation of apple store to a study
Type	Full Householder

### **Planning Application Still Valid**

## Correspondence

11 <sup>th</sup> April 2017	Herefordshire Association of Local Councils (HALC) Information Corner 10 <sup>th</sup> April 2017
14 <sup>th</sup> April 2017	Email sent to Balfours with Berringtons Reference Tree on Kilpeck Village - Green Dead Wood/Branches
20 <sup>th</sup> April 2017	Sunderlands Kilpeck Parish Council-Grass Keep Farm Tenancy Agreement returned signed
24 <sup>th</sup> April 2017	Letter sent to MOD/GVA an Apleona Company Reference Proposed Road Closure at Pontrilas Army Training Area

## **Golden Valley Safer Neighbourhood Team (SNT) Briefing 11th - 21st April 2017**

Unfortunately it would appear that the criminal fraternity have been busy in The Valley since the last bulletin - please check the security measures on your sheds and outbuildings, and if you need any advice please get in touch and one of us will be happy to pop round.

Crime Trends Ewyas Harold A shed at the end of a garden of a property in the centre of the village was entered and two chainsaws - a Husqvana and a Stihl - were taken. This happened sometime between Saturday 8th and Sunday 16th April Incident ref 176-s-170417

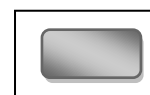
Michealchurch Escley Sometime between 6pm on Tuesday 11th April and 6.30pm on Thursday 13th April, a garage at a property in the village was forcibly entered and the following items were stolen - A child's white and blue Suzuki LT50 Quad bike; a white and red Yamaha PW80 motor cycle (identifiable by having a hand-made exhaust and kick stand); a green 110cc pit bike, unknown Chinese make; a Stihl chainsaw; a Stihl long armed hedge trimmer; a small Kawasaki hedge trimmer, a Makita petrol hedge trimmer and a Titan TTK587GDO 4 headed strimmer. I have attached a photo of the bikes Incident ref 632-s-130417

Rowlestone Sometime between 7.30pm on Wednesday 12th and 7.30pm on Thursday 13th April, a garage at a property on the outskirts of the parish was broken into and a yellow Stiga ride on lawnmower, a leaf blower and a strimmer were stolen. The padlock had been forced off the door Incident ref 690-s-130417

Vowchurch A 2 year old black Labrador bitch and her five 6 day old puppies were stolen from a kennel in the garden of a property on the B4348. Two of the puppies were golden, the other three were black, but had not been sexed. Also taken was a Samoyed puppy from a litter in the porch, this puppy was also very young. The theft was reported on social media and the post has had over 7000 shares but to date no clues as to the whereabouts of the dogs have been forthcoming Incident ref 579-s-140417

Scams A local company was scammed out of a large amount of money by the following means...

1. They had an email from a company to say they had changed their bank account – which turned out to be true.
2. They rang the company to check and they said – yes – that is true.
3. They then paid the outstanding debt but it didn't go to the company for whom it was intended.



4. They chased it and somehow it had disappeared.

5. It turned out that the email to the customers to explain that their bank details had changed had been intercepted and the company bank details had been changed to the bank of the scammers!!!

**Crime reduction tips – Outbuildings** Garages and sheds are vulnerable to burglary, as they are generally quite flimsy structures, but they should not be forgotten. They are often the first places that a burglar will target, because they provide a ready source of tools and implements for breaking into the main house.

Garages and sheds also have lawnmowers, bikes and other valuables that are easy to steal and costly to replace. By fitting additional security to garages and sheds, burglars will find it more difficult to break in and they will have to make more noise doing so. A few simple security measures can increase the visual deterrent and reduce the likelihood of garages and sheds being targeted.

#### **Garages and Sheds are often the first places a burglar will target**

- metal up-and-over garage doors can be secured with additional purpose made locks fitted to either side, approximately 300mm up from the floor, to reduce the leverage points
- an external floor mounted, solid steel locking 'T' bar with a closed shackle padlock, will offer a good visual deterrent and make it difficult to force the door open
- wooden garage double doors can be secured with two substantial hasps and staples and closed shackle padlocks, one towards the top and one towards the bottom.
- garage side or rear doors can be secured with British Standard 5-lever mortice locks and two internal mortice rack bolts, one towards the top and one towards the bottom to reduce the leverage points
- shed doors can be secured with two substantial hasps and staples and two closed shackle padlocks on the outside, one towards the top and one towards the bottom. External hinge screws should be replaced with one-way clutch head screws to prevent them being removed and access gained this way
- garage and shed windows can be secured with internal diamond mesh grilles, which provide a good visual deterrent to opportunistic burglaries
- garden tools and ladders should be secured by wrapping a substantial chain around them and padlocking them to an eyebolt which has been secured to the floor or wall. This will prevent them being stolen or used to break into the house
- tools and garden implements should be visibly property marked with the postcode and house name or number, to deter theft and assist police with identifying the rightful owner

We have plenty of leaflets/booklets/signage to help you protect your property, please get in touch if you would like some. Kind Regards **Fiona Golden Valley Safer Neighbourhood Team**

Insp 2345 Callie Bradley (covering all Herefordshire rural areas)

PS 1954 Nick Green (covering Ross, Ledbury and Peterchurch) PC 164 Roger Bradley

PCSO 6173 Fiona Witcher PCSO 6378 Pete Knight Peterchurch Police Station 101 ext 4820

Team mobile 07779 141232 (Non urgent messages only)

Team e-mail - [goldenvalley.snt@westmercia.pnn.police.uk](mailto:goldenvalley.snt@westmercia.pnn.police.uk) Twitter - @GValleyCops

Parish Freighter Saturday 17<sup>th</sup> June 2017 Kilpeck Village Hall Car Park 11.00am – 1.00pm

Neighbourhood Development Plan Open Day Saturday 10<sup>th</sup> June Kilpeck Village Hall  
11.00am – 4.00pm

The Parish Council authorised the Clerk to use his personal payment card to purchase the agreed equipment

#### **14.0 Parish Council Clerk's Annual Performance & Salary Review**

Clerk's Annual performance and Salary Review

This item was deferred until the next full Parish Council meeting





**15.0 Matters Relayed to the Clerk for Agenda of the next meeting**

- Community Speed Watch Scheme
- Proposed Road Closure at Pontrilas Army Training Area update
- Telephone Kiosk on Kilpeck Village Green update
- Clerk's Annual performance and Salary Review

**16.0 Confirmation of the Next Meeting Time, Date & Venue**

The next Meeting will be an Ordinary Meeting of the Group Parish Council and is to be held on Monday June 12<sup>th</sup> 2017 in "The Bridges Child Care Centre" Wormbridge and will commence at 7.30pm.

Meeting declared closed at 8.50pm

Signed.....

~~Councillor Mrs Joyce T Davies Chairman Kilpeck Group Parish Council~~  
Councillor Mr. Mark Parsons Vice-Chairman Kilpeck Group Parish Council

Date 12<sup>th</sup> June 2017