

Kinnersley & District Group Parish Council
Minutes of a meeting held on 8th December 2020 at 7pm, held remotely via Zoom

The meeting started with an Open Forum.

Paragraph numbering in these minutes is continuous from the first meeting of 2020/21 ie. from the August meeting.

Present

Roger Bowen, Rosie Davidson (chairman), Janet Greenfield, Caius Hawkins, Robert Humphreys, Tom Jones, Malcolm Lewis, Roger Marshall, Mark Serjeant, Colin Thomas (Bert), Patrick Wrixon who left the meeting at 21.03.

Clerk in attendance, Ruth Lovelace.

Visitors

Cllr Graham Jones, Sarah Smith, Val Hopfinger, Maryan Hanson

28. Apologies

Reece Jones due to not having the IT equipment needed to participate. There is on-going approval for Reece Jones' absence for this reason – approved at the last meeting.

29. Minutes of the last meeting

Minutes of the last meeting on 2nd November had been circulated to all members of the Council. These were approved, and will be signed by the chairman at the next opportunity.

30. Any Declarations of Interest as required under the code of conduct

Colin Thomas declared an interest in planning application 203943 infill of Hurstley Bridge, due to owning adjoining land and the need to use the bridge for his farm business.

Rosie Davidson declared an interest in planning application 203894 proposed digestate storage tank, Lower Ailey, due to being friends with the applicant.

31. Matters arising from the last meeting

31.1 There were no nominations for Vice Chairman so appointment of a Vice Chairman is held over until the next meeting.

31.2 Vacancies for members. Sarah Smith had applied to be co-opted as a member for Norton Canon and her application form had been circulated to members. Members were given the opportunity to ask her any questions, and she was given the opportunity to ask questions of the members. Sarah then left the meeting.

Sarah Smith was co-opted as a member for Norton Canon (proposed Patrick Wrixon, seconded Janet Greenfield and agreed unanimously).

ACTION: the clerk will arrange for her to sign the Acceptance of Office form, and to complete a list of her Registrable Interests.

31.3 Possible actions to address traffic speed on the A480 through Norton Canon as requested by some Norton Canon residents. See paragraph 35.3

31.4 Software for running meetings remotely. There is a continuing need to run meetings remotely due to the pandemic. It was proposed that the Chairman remains as the Zoom host due to the number of community projects she is involved with – this was agreed, and it was also agreed that she will continue to purchase Zoom software monthly and reclaim the cost from the parish council. The monthly cost is £14.39 which includes VAT of £2.40 but it was noted that with the type of VAT claim made by the parish council, known as a VAT126 claim, it is not possible to reclaim VAT from a non-UK company such as Zoom.

31.5 Decision as to whether KDGPC should join Herefordshire Green Network (HGN). After discussion, it was agreed that the parish council should join HGN as of January 2021 (proposed Roger Marshall, seconded Caius Hawkins), agreed with 8 members in favour, and 3 abstentions.

ACTION: the clerk to put this in place

31.6 Proposal that KDGPC should have a Complaints Procedure. As a draft procedure had not yet been circulated, this item was deferred to the next meeting.

32. Planning matters

The following applications were awaiting comments from the parish council.

203926 Hurstley House Farm – amendment to existing planning consent. Members agreed that the parish council would support this application.

203894 Lower Ailey, Kinnersley Proposed digestate storage tank adjacent to the current two tanks that make up the anaerobic digester

203943 Hurstley Bridge, Infill former rail bridge

203945 Gough Bridge, Ailey Lane, Infill former rail bridge.

During the Open Forum, visitors had made representations as follows: Val Hopfinger had commented on planning application 203894, and Maryan Hanson had commented on planning application 203943.

It was noted that a total of 15 residents had contacted the parish council objecting to 203943

There was some discussion about 203894, 203943 and 203945 but it was decided that the parish council would defer making a decision on its response so that more information could be gathered (proposed Patrick Wrixon, seconded Janet Greenfield and agreed by all members).

Details of other recent planning applications and decisions are as follows.

| Deadline for comments | Application number | Details | Parish Council response | Decision |
|-----------------------|--------------------|---|---|----------|
| 25/11/20 | 203559 | Land adjacent Brick House Norton Canon Herefordshire HR4 7BP, The conversion of a redundant agricultural building, the closure of an existing access off Kitty Lane, and the creation of a new access off Pig Street. | Comment = no objections | |
| 24/11/20 | 203536 | Land adjacent to Moorhouse Wood, Norton Canon, ground source heat pump and associated infrastructure | The Parish Council is fully supportive of this application on the basis that it is very much in line with the County ambition of carbon reduction | |

33. Correspondence

An invitation from Herefordshire Council for two members to participate in an interactive Zoom meeting on 17th December to discuss HC's budget for 2021/22. It was agreed that Rosie Davidson would attend.

34. Community email initiative (CEI)

34.1 A Terms of Use document had been circulated, and this was agreed (proposed Rosie Davidson, seconded Caius Hawkins)

34.2 Bally Saran (full name Baljinder Saran) had indicated that she would be prepared to run the CEI and she had been sent the Terms of Use.

It was agreed to appoint her in this role subject to her still being interested, and returning the signed Terms of Use.

35. Updates on KDGPC initiatives

35.1 Community (Covid) volunteer support group. The work of this group was continuing. Rosie Davidson had produced posters, to include contact details of a PC member, which would be used to publicise the group. It was agreed that this is a Working Group of the parish council.

35.2 Letton Flood Hub. This group had been formed to disseminate information about sources of help for residents. It was agreed that this should become a Working Group of the parish council.

35.3 Norton Canon Traffic Group. Paragraph 31.3 refers. Bob Humphreys is the lead parish council member on this group and they are working towards fund raising to carry out an assessment with a view to setting up a SID (speed indicator device). It was agreed that this should become a Working Group of the parish council.

36. Parish plan

It was agreed that Roger Marshall would circulate information to the newer parish council members, and that Roger, together with Rosie, would review the Terms of Reference for PPAPWP (Parish Plan Action Plan Working Party).

37. Set the parish council budget for 2021/22 and hence decide on the amount of the precept

The clerk had circulated a draft budget. However, she announced a last-minute change – having been employed as clerk for 20 years, she had decided to retire from the post, and she had realised that there would need to be a budget to cover recruitment of a new clerk. She apologised for springing this on members at the meeting. Her contract gives a one month notice period – she was prepared to extend this by a week or two, but she wished to leave before the meeting scheduled for 2nd February.

Kinnersley & District Group Parish Council

The figures circulated by the clerk were as follows.

| KDGPC 2020/21 EXPENDITURE AGAINST BUDGET | | | | |
|---|--------------|---------------------|--|---|
| | Budgeted | Expenditure to date | Expected total expenditure | Expected amount of under-spend (budget surplus) |
| lengthsman | 2,686 | 1,820 | 2,686 | - |
| footpaths | 635 | £132.50 | 635 | - |
| clerk's salary | 1,810 | £844.60 | 1,810 | - |
| expenditure on postage, printing, heating etc | 220 | £102.89 | 210 | 10 |
| hire of hall | 96 | 32 | 64 | 32 |
| insurance | 170 | £162.70 | 163 | 7 |
| training for members and/or clerk | 75 | 70 | 70 | 5 |
| internal auditor | 30 | 75 | £75 | -45 |
| domain name for 2 years | 30 | 0 | 30 | 0 |
| data protection registration | 35 | 35 | 35 | 0 |
| asset pot | 200 | | 200 | 0 |
| actions from the parish plan | 460 | | 460 | 0 |
| elections in 2019 | 0 | | £219.68 | -£219.68 |
| other | 100 | £14.39 | £79.15 | £20.86 |
| Repairs | | 133.95 | Repair of the notice board comes out of the asset pot so doesn't affect the budget | |
| TOTAL | 6,547 | | | |
| Expected budget surplus or loss in 2020/21 | | | | -189.53 |

clerk joined SLCC

£400 was budgeted in 2019/20

Zoom

| | | |
|------------------------------------|--|-----------|
| Planned reserves on 1st April 2020 | £1,200 plus £200 in the asset pot plus £460 parish plan: | £1,860 |
| Actual reserves on 1st April 2020 | | £3,163.25 |
| Excess reserves | | £1,303.25 |

DRAFT BUDGET FOR 2021 / 2022 CIRCULATED BEFORE THE MEETING BEFORE ADDING IN AN AMOUNT FOR RECRUITING A NEW CLERK

| | |
|--|---------------|
| lengthsman | 2,686 |
| footpaths | 635 |
| clerk's salary | 1,810 |
| expenditure on postage, printing, heating etc | 220 |
| hire of hall | 96 |
| insurance | 170 |
| training for members and/or clerk | 75 |
| internal auditor | 90 |
| web hosting for 2 years | 200 |
| data protection registration | 35 |
| membership of SLCC | £65 |
| asset pot | 200 |
| other | 100 |
| actions from the parish plan | |
| TOTAL BUDGET | 6,382 |
| Plus expected budget deficit | 190 |
| Minus surplus reserves | 1300 |
| TOTAL FUNDS NEEDED not including an amount for recruiting a new clerk | £5,272 |

£460 is available which was unspent in 2020 / 2021

FIGURES FROM PAST YEARS FOR COMPARISON

| | KDGPC PRECEPT | EFFECT ON COUNCIL TAX FOR A BAND D PROPERTY |
|---------|---------------|--|
| 2012/13 | £3000 | £11.83 |
| 2012/13 | £3000 | £11.83 |
| 2013/14 | £3200 | £13.13 |
| 2014/15 | £3500 | £14.01 |
| 2015/16 | £3500 | £13.85 |
| 2016/17 | £3600 | £14.84 |
| 2017/18 | £4300 | £17.58 |
| 2018/19 | £5600 | £22.90 |
| 2019/20 | £6500 | £26.09 |
| 2020/21 | £6500 | <i>figure not available but similar to 2019/20</i> |

It was noted that the annual number of hours worked by the clerk may need to be increased, and also a higher hourly rate might be needed to recruit a new clerk, particularly if he or she held relevant qualifications.

Also the KDGPC website had been created by the clerk who updates it by amending the html coding. The website would be passed over to a new clerk who would have full access to update it, but he or she may wish to commission a new website.

After discussion the following budget was agreed. (Proposed Roger Marshall, seconded Caius Hawkins)

AGREED KDGPC BUDGET FOR 2021 / 2022

| | |
|--|--------------|
| lengthsman | 2,686 |
| footpaths | 635 |
| clerk's salary | 1,810 |
| expenditure on postage, printing, heating etc | 220 |
| hire of hall | 96 |
| insurance | 170 |
| training for members and/or clerk | 75 |
| internal auditor | 90 |
| web hosting for 2 years | 200 |
| data protection registration | 35 |
| membership of SLCC | £65 |
| asset pot | 200 |
| tree warden network | 50 |
| membership of Herefordshire Green Network | 50 |
| other | 100 |
| actions from the parish plan | |
| budget for recruitment of new clerk (<i>some of this may be used to increase the clerk's salary</i>) | 1100 |
| TOTAL BUDGET | 7,582 |
| Plus expected budget deficit | 190 |
| Minus surplus reserves | 1300 |
| TOTAL FUNDS NEEDED | 6,472 |
| PRECEPT REQUIRED | 6,500 |

£460 is available unspent in 2020 / 2021

ACTION: The clerk will notify the precept amount to Herefordshire Council accounts department before the end of December.

38. Highways matters and public rights of way

The work of the lengthsman and the parish footpath officers continues, there was nothing specific to report.

39. The Jarvis Trust

It was agreed to invite Andy Johnson, the KDGPC appointed Trustee for this charity, to the next meeting.

40. Finance

Accounts for payment:

- Clerk's salary: £301.67 gross, £241.47 net
- £120.60 to HMRC which includes the tax due on the October salary payment as well as this one
- Expenses: postage, printing, etc. £33.76
- Expenses claim from Rosie Davidson for 1 month of Zoom professional platform, 19th November to 18th December: £14.39
- Payment of £113 to Kinnersley Parish Meeting – this is the VAT on the SID assessment

All the above expenditure was agreed. (Proposed Janet Greenfield, seconded Roger Bowen)

There being no other business, the meeting was closed at 9.15 pm.