

KINNERSLEY GROUP PARISH COUNCIL
Minutes of the Kinnersley Group Parish Council Meeting
held on Tuesday 27th July 2021
in Norton Canon Village Hall starting at 7.30p.m.

PRESENT: Cllr. R Davidson (Chair); Cllr T. Jones; Cllr C Thomas; Cllr J Greenfield and Cllr M Lewis.

PRESENT: Ward Cllr Graham Jones; Mrs Lesley Hay (Parish Clerk) - no other members of the public.

Chairman welcomed those present to the July Parish Council Meeting and introduced Councillors to the new interim Parish Clerk – Lesley Hay.

1. **Acceptance of apologies for absence:** Cllr R. Marshall; Cllr P Wrixon; Cllr S Smith; Cllr. R Bowen and Cllr. C Hawkins.
2. **Declarations of interests** - Disclosable Pecuniary, Non-Disclosable Pecuniary and Non-Pecuniary interests. Cllr C Thomas declared an interest in item 10.1
3. **Open Session:** No members of public present – Chairman closed the open session.
4. **Approval of minutes** from the Annual Parish Council meeting held 18th May 2021 and the Extra Ordinary Meeting held on 14th June 2021. The Councillors present unanimously agreed that these were a true record and that they should be adopted and signed by the Chairman.

4.1 Norton Canon Litter pick. In the absence of Cllr Smith, Cllr Greenfield said the equipment was free of charge from Herefordshire Council/Balfour Beatty. Item deferred to next meeting.

4.2 Norton Canon – verge cutting. Cllr Greenfield explained that it was hoped to develop various areas where – with less grass cutting - wild flowers could be sown and encouraged. However, it was recognised that management and visibility had to be considered before moving forward with this idea. Item to be deferred until the next meeting.

5. Chairman’s – update on working groups

5.1 The Chairman confirmed that Lesley Hay will act as interim Parish Clerk for the next 6 months and that HALC are preparing a temporary 6-month contract. HALC will re-advertise the vacant post in September with the view to appointing a CiLCA qualified Clerk in the New Year.

5.2 Consider Letton Flood Hub – as yet, no one has come forward to lead the group.

5.3 Consider Norton Canon and Letton SIDs applications for Assessment. Agreed Applications to be sent BBLP – await outcome of these assessments for suitability.

The Chairman confirmed that Bally Saran will act as the Norton Canon point of contact and Luke Connod as Letton's point of contact.

The Chairman confirmed that the Police Commissioner's grant for SIDs had been received and will appear 'ring fenced' in the accounts.

5.4 Update Community Email Initiative (CEI) No volunteer has come forward to oversee this initiative. It was thought that maybe if the initiative was relaunched as the 'Community Facebook Page' it may tempt someone to come forward.

5.5. The Chairman reminded Councillors that since the 2019 elections there are still Parish Councillor vacancies and these vacancies can be filled by co-option.

There maybe two residents in Norton Canon who could be interested in becoming Parish Councillors. The Chairman will approach, provide them with the application & invite them to attend the next meeting in September. The members are then reminded the Parish Council will follow the Co-option procedure policy.

- 6. Parish meeting.** HALC have raised a query over the relationship between the Parish Meeting and the Group Parish Council; as the Parish Meeting is not registered with Herefordshire Council. The Chairman reported that the PM Secretary James Copsey has kindly searched & provided documents dated back as far as 1973 establishing the formation of the Parish Meeting (and separation from the Group Parish Council) when the Group Parish Council was formed in 1973.

7. Ward Councillors Report:

Hereford Council Chief Executive, Paul Walker is working towards total transparency within the Council and this is producing various anomalies along the way. The Chief Executive is planning to visit all rural Ward Councillors in an effort to show support those working at ground level.

Following the ward council election with a win for the conservatives at Newton Farm, the council is made up of 14 conservative members, 19 Independents of Herefordshire formed out of IOC and Hereford Independents, 7 Liberals, 7 Greens, 5 True Independents and 1 un-aligned member.

The full Council meeting scheduled for the 23rd July at the Three Counties Hotel was cancelled. The decision was taken having consulted all the relevant group leaders.

Costs of hiring the venue plus concerns on safe social distancing were two of the main reasons for this decision.

Catherine Knowles has been appointed interim Director of Children's Services. She has a very good background in children's social services and we wish her well in this very tough role given the recent High Court judgement against Hereford Council Children service stating that it was not fit for purpose.

The current figures have just been released for the Housing Land Supply in Herefordshire. For the first time since the Core Strategy was adopted - Herefordshire has a 5-year Housing Land Supply - better than that – it actually has a 6.9-year Herefordshire Land Supply.

This news comes as a huge relief to those who have been worried about the potential impact on Neighbourhood Plan policies where plans are over 2-years old.

The Ward Councillor reported that Balfour Beatty were in the process of undertaking a survey with regard to the drainage issues outside the Kinnersley Arms and surrounding area.

Ward Councillor also reported having received an email from Mr Shiplee requesting an update with regard to an ongoing drain problem. Ward Cllr confirmed that Bruce Evans of the Highways Department and Mr Reilly from the Environment Agency had both been involved in trying to resolve this issue and that he will be liaising with them and Mr Shiplee in the near future.

8. Highways and Footpath Officer

8.1 Discuss quote for two SID posts - £185.00. After discussion, it was agreed to obtain additional quotes for supplying the post – so cheque No: 616 has not been presented. It was unanimously agreed that if a better /more competitive quote was received – the Chairman could go ahead and place an order before the next meeting – if not, then an order could be placed with Balfour Beatty.

8.2 The Clerk confirmed she had forwarded an invoice to Police Commissioner for SID grant and £3766.50 has now been paid into the account. This amount is to be ring fenced.

8.3 Consider Highways issues for next meeting - no issues raised.

8.4 Litter pick equipment – deferred see item 4.1

8.5 The Memorandum of Understanding (MoU) with regard to SID sharing had been circulated. The Chairman explained that Kinnersley Parish Council will sign for a ¼ share; Almeley Parish Council have already signed their part of the

agreement for a ¼ share and a payment of £568.75 has been received. There are two ¼ shares to be allocated – this is expected to be taken up by Norton Canon and to Letton upon successful application by Balfour Beatty.

With the agreement of the Parish Councillors present, the Chairman signed a copy of the MoU on behalf of Kinnersley Group Parish Council and, it was agreed, that a copy of this document should be filed with the official minutes of this meeting for future reference.

8.6. The Clerk confirmed that all Footpath Officers have now been registered with Balfour Beatty.

8.7 The Clerk confirmed that the Lengthsman Contract had been completed and registered with Balfour Beatty.

9. Finance: Current bank statement/schedule of payments circulated.

The Clerk warned the Parish Council that our reserves are dangerously low and there was a need to increase next years Precept to account for the ongoing and increased annual costs.

9.1 **Norton Canon Village Hall have charged Group Parish Council £8 for the use of their carpark. The meeting took 15minutes. After discussion ref the disproportionate charge, it was agreed to defer payment of cheque No: 608 to Norton Canon Village Hall. Item to be deferred until next agenda.

** See item 8.1 – Cheque No: 616 to be deferred pending additional quotes.

After discussion it was unanimously agreed payment of other outstanding invoices.

SCHEDULE OF PAYMENT FOR JULY 2021

Cheque made payable to:	FOR:	GROSS	VAT	NET	Cheque No:
**Norton Canon Village Hall	Use of car park on 14 th June 2021 for Extra Ordinary meeting	£8.00		£8.00	608
Signal Community Newsletter Group	Advert	£7.00		£7.00	609
Lesley Hay	Salary July 21	£258.23		£258.23	610

HMRC	PAYE July 21	£64.60		£64.60	611
Cheque cancelled					612
HALC	Planning training	£210.00	£35.00	£175.00	613
Zoom annual subscription £103 divide by 6 -	Zoom annual subscription	£17.00		£17.00	614
Expenses	July 2021	£24.24	£2.63	£21.61	615
<i>**Balfour Beatty</i>	<i>SID post</i>	<i>£185.91</i>		<i>£185.91</i>	<i>616</i>
Namesco	Upgrade of website	£54.99		£54.99	617
Norton Canon Village Hall	Hall hire for July meeting	£17.00		£17.00	618

9.2 The Clerk confirmed the end of year accounts 2020-2021 have been submitted to the external auditor.

9.3 The Clerk confirmed the VAT claim had been submitted and reimbursement received.

9.4 Future online banking – after discussion it was agreed to continue with issuing cheques but the Clerk would have ‘read only’ online access to the bank account. Chairman to organise.

9.5 Annual Zoom contract. The Clerk explained that it would cost £103 to renew the existing contract – however, divided between her 5 other parishes would cost each parish £17.00 for the year. It was unanimously agreed to continue with Zoom for another year.

10. Planning:

10.1 Prior Approvals within our Group Parish Council - these are Agricultural barns:

P212516/PA7 - Upper Ailey Farm, Ailey
P212570/PA7 - Hurstley Court, Letton
P212256/PA7 - Hurstley Court, Letton

10.2 Planning application No: 212327 Midland Farm Norton Canon (circulated)
No objection raised – recorded on Planning website.

10.3 Planning Application No: 212334 - New Dairy Barn, Norton Canon(circulated). A site visit had been arranged – no objections raised – recorded on Planning website.

CLlr T Jones raised an issue with regard to a contentious historic planning application (anonymous) which despite numerous local objections had been approved with conditions. Despite continued and repeated attempts to engage the Planning Officer and Enforcement Officers over 3 year period; these conditions had not been met.

The Enforcement Office told Cllr Jones the general public were responsible for reporting Non-compliance of Conditions to the Enforcement office.

The Ward Councillor offered to take the matter forward on behalf of the Parish Council and will liaise further with Cllr Jones.

11. Recent Correspondence/items for next agenda

Consider private road sign Hurstley to stop 'lost' traffic/articulated lorries from accessing.

The Clerk to liaise with Balfour Beatty about an appropriate sign – item to be discussed again at the next meeting.

12. Items for next agenda - deferred items to be brought forward for further discussion.

13. Items of parish Interests:

13.1 Post Covid19 party – despite the easing of restrictions, it was thought best to postpone a Post Covid party for the time being.

13.2 Queen's Jubilee celebrations 2022 - it was been rumoured that the Lord Lieutenant of Herefordshire has some funding available to use towards Jubilee celebrations. The Chairman and Clerk will investigate further and, if appropriate, make an application on behalf of the Parish Council.,

It was then agreed that maybe a combined Jubilee Celebration and Post Covid19 Party would be a great way to celebrate both events. To remain on the agenda as an ongoing item

14. Date of next Meeting: Tuesday 28th September 2021 – starting at 7.30p.m.

Chairman closed the meeting at 8.45p.m.

Signed: Date: