

Kinnersley & District Group Parish Council

Minutes of a meeting held on 3rd December 2019 at Norton Canon Village Hall

Immediately before the meeting, there was an Open Forum.

Present

Rosie Davidson (chairman), Robert Humphreys, Reece Jones, Malcolm Lewis, Roger Marshall, Stephen Turner

Clerk in attendance, Ruth Lovelace.

Visitors

Cllr Graham Jones, Mark Serjeant, Andy Johnson, Frank Goodwin

1. Apologies

Roger Bowen, Janet Greenfield, Patrick Wrixon

2. Minutes of the last meeting

Minutes of the last meeting had been circulated to all members of the Council. These were approved, and signed by the chairman.

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

Malcolm Lewis declared an active planning application.

4. Report back on the Jarvis Charities by Andy Johnson

Andy is the parish council's nominated Trustee, and since being appointed he has attended four meetings. The Jarvis Educational Foundation supports Staunton-on-Wye primary school, and also gives grants to young people in further or higher education to help them with their studies. The Jarvis Eleemosynary Charity provides and manages 12 almshouses, and is also able to help meet the needs of local elderly residents in other ways. This charity plans a consultation in the parishes (Staunton, Letton and Bredwardine) for residents to suggest possible future projects. The Jarvis Recreational Charity owns land that is used as a playing field. The Trustees are in the process of merging the Eleemosynary and Recreational charities so as to cut down on overheads. Andy's report is available on the KDGPC website.

Andy was thanked for his contribution, he then left the meeting.

5. Proposed speed indicator device (SID) for Kinnersley

The following resolutions were put to the meeting

5.1 The parish council resolves to accept the money donated to purchase a SID and therefore the KDGPC agree to take ownership of the SID machine.

Proposed by Rosie Davidson, seconded by Roger Marshall

Passed with 4 members in favour, one against, and one abstention

5.2 The parish council resolves to cover maintenance costs according to a schedule circulated to members as follows: no costs in the first two years as any faults are covered by warranty; a contingency sum of £55 to be put aside in year 3 and year 4 in case a new battery is required; option of payment of £379 in year 5 for a service contract (all costs net of VAT)

Total projected costs over 10 years: £1,158 plus VAT

Proposed by Rosie Davidson, seconded by Roger Marshall

Passed with 4 members in favour and two abstentions

6. Consideration of the arrangement for commenting on planning applications

This topic follows on from the last meeting – see Minutes. The chairman had invited members to submit proposals for a new arrangement, but none had been received, so the current arrangement will continue unchanged.

7. Any other matters arising from the last meeting

7.1 The proposal to start each meeting with an Open Forum had been publicised and implemented.

7.2 The clerk, together with the Neighbourhood Watch co-ordinator, had met with Ellie Giles who is a communications intern in the Police and Crime Commissioner's office. The main purpose was to promote communication between the PCC (John Campion) and rural parishes.

John Campion has sent out details of Question and Answers sessions for members of the public as follows: Kington (Town council office) 27th January 2020 5 - 7pm;
Eardisley (Village Hall) 12th February 12 - 2pm

8. Correspondence

8.1 Mark Serjeant had contacted the clerk expressing an interest in being co-opted as a parish council member for Kinnersley parish, and hence had been invited to this meeting.

8.2 Notification of Herefordshire Council (HC) budget consultation.

8.3 HC is offering road salt to any parish councils who wish to store and distribute it. (This is in addition to filling up grit bins as usual). KDGPC decided against applying for salt.

8.4 HC Neighbourhood Planning Team has sent out a questionnaire asking about parish councils' intentions in this area.

ACTION: The clerk to respond - KDGPC is not intending to start a Neighbourhood Plan.

9. Report back from the meeting about Letton flooding

HC had arranged this meeting which took place in Whitney-on-Wye on 19th November which happened to be just a couple of weeks after a severe flooding episode. Two KDGPC members had attended, plus the clerk. One proposal put forward by HC was an automated system whereby a certain depth of water triggers warning signs on the road. Local residents stressed to HC the importance of timely setting up and removal of road closure notices.

10. Set meeting dates for 2020

Meeting dates were decided as follows: 4th February, 7th April, 26th May, 4th August, 6th October and 8th December (all Tuesdays)

11. Planning matters

New applications and decisions since the last meeting were as follows.

Deadline for comments	Application number	Details	Parish Council response	Decision
17/12/19	193912	New Dairy Barn, Norton Canon. Change of use of land from agriculture to residential to facilitate an extension of the garden associated with the residential planning unit, erection of a domestic outbuilding and regularisation of design changes to the approved scheme. Retrospective.	The Parish Council supports this application <i>Decided at the meeting</i>	
13/12/19	193953	Little Parton Farm Proposed agricultural muck storage building. (Retrospective)	The Parish Council supports this application <i>Decided at the meeting, Malcolm Lewis declared an interest and left the room</i>	
4/11/19	193400	Midland Farm, Pig Street, a yurt and a shepherds hut. Retrospective change of use to holiday accommodation	Support The Parish Council supports the development of small rural enterprises including tourism. Whilst there is some potential impact to immediate neighbours, this is considered acceptable, although any further development of the site may be considered unsustainable.	
Target determination date 27/10/19	193411	Lower Kinley Farm House Letton Application for prior notification for proposed agricultural building.	N/A	Prior approval rejected, planning permission is required 24/10/19
9/10/19	193125	Norton House School, Proposed alterations and extensions to existing dwelling	Support with comment = no objections	Approved 25/11/19
25/9/19	193093	Green Farm Barn Green Farm Norton Canon Hereford HR4 7BH, Notification for prior approval for a proposed change of use of an agricultural building to a dwelling house.	N/A	Prior approval given 21/10/19
1/7/19	191632	Land at Norton House School Proposed development for 7 dwellings (based on an amendment to previous planning permission for 5 dwellings (161246/F) and permission for an amended road layout (183757/AM).	Support Comment: The parish council would like to draw to the attention of planners that there have been several accidents on this stretch of road over the years.	Approved 24/10 19

12. Highways and footpaths

12.1 The lengthsman had been very busy responding to the extreme wet weather by clearing / digging out grips and gullies. Problems beyond the scope of what he can do are reported to BBLP, one of these being long-term water on the road at the point where Kinnersley Lane joins the A438.

12.2 Two of the Parish Footpath Officers (PFO's) had attended a briefing by BBLP in October. It was reported that since grant funding for the Parish Paths Partnership has ceased, paths are becoming more overgrown – sometimes local residents with loppers or trimmers will take it upon themselves to make paths more accessible. The PFO's were briefed on Project 2026 – individuals or groups can apply to have ancient or lost paths added to the Definitive Map – the cut-off date is 2026.

12.3 Richard Summerbell, the Parish Tree Warden, has been responding to residents who have had queries about tree diseases.

13. Report back from the Parish Plan Action Plan Working Party (PPAPWP)

The Working Party met on 26th November to set the budget for 2020 / 2021.

The Working Party has been active for five years – due to pressure of work on the WP members, they had agreed to suspend meetings for a few months and resume in June 2020. This arrangement was ratified by KDGPC.

14. Set the Parish Council budget for 2020 / 2021

The clerk had provided the following figures

CURRENT YEAR EXPENDITURE AGAINST BUDGET (2019/20)			
	Budgeted	Expected total expenditure	Expected amount of under-spend (budget surplus)
lengthsman	2,686	2,686	-
footpaths	635	635	-
clerk's salary	1,774	1,774	-
expenditure on postage, printing, heating	200	210	-10
hire of hall	96	96	0
insurance	170	163	7
elections in 2019	400	400	-
training for members and/or clerk	75		75
internal auditor	30	30	0
web hosting for 2 years	90	110	-20
data protection registration	35	35	0
other (<i>tree warden network</i>)	50	25	25
actions from the parish plan	475	307	168
TOTAL BUDGET 2019/20	6,716		
Expected budget surplus in 2019/20			245

14.1 It was noted that KDGPC had not yet been billed for the elections in May, but the sum in the current budget is expected to be accurate – although there were no contested parish council elections, KDGPC will be charged for the administration costs of the uncontested elections.

14.2 It was agreed to increase the clerk's salary by 2% from 1st April 2020, bringing it to £1,810 (proposed Stephen Turner, seconded Malcolm Lewis)

14.3 It was agreed to create an "asset pot" for maintenance of KDGPC assets – bus shelters, notice boards and the Speed Indicator Device. It was agreed to pay annual amounts of £100 for the SID and £100 for the other assets into the asset pot.

After discussion, the following budget was agreed.

AGREED KDGPC BUDGET FOR 2020 / 2021	
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	30
domain name for 2 years	30
data protection registration	35
asset pot	200
other	100
actions from the parish plan	460
contingency amount to raise reserves to £1200	200
TOTAL BUDGET	6,747
Minus expected budget surplus	-245
TOTAL FUNDS NEEDED	6,502
PRECEPT REQUIRED FOR 2020 / 21	6,500

The precept required for 2020 / 21 is the same as for 2019 / 20

10. Finance

Retrospective agreement for cheques paid since the last meeting:

Lengthsman: £223.12 on 9/10/19, £227.50 on 28/11/19

Footpaths contractor: £303 on 28/11/19

Accounts for payment:

Clerk's salary: £295.77 gross, £59 payable to HMRC

Expenses: postage, printing, heating for the hall etc: £44.05

Hire of hall for meeting: £16

All the above expenditure was agreed. (Proposed Stephen Turner, seconded Rosie Davidson)

There being no other business, the meeting was closed at 9 pm.