

**Kinnersley & District Group Parish Council**  
**Minutes of the Annual Meeting held on 28th May 2019 at Norton Canon Village Hall**

**Present**

Roger Bowen, Janet Greenfield, Reece Jones, Malcolm Lewis, Roger Marshall, Patrick Wrixon  
Clerk in attendance, Ruth Lovelace

**Visitors**

Rosie Davidson, Cllr Graham Jones

**1. Apologies**

Colin Thomas

**2. Co-option**

Following the election on 2<sup>nd</sup> May, vacancies existed as follows - Norton Canon (3 vacancies); Kinnersley, Letton, and Sarnesfield (one vacancy each).

Rosie Davidson was co-opted as a member for Letton (proposed Patrick Wrixon, seconded Janet Greenfield)

Stephen Turner was co-opted as a member for Norton Canon (proposed Roger Marshall, seconded Patrick Wrixon). As ST had notified the clerk that he would be unable to attend the meeting, he was granted an extension of the deadline for signing Acceptance of Office and he will sign this at the next meeting, on 30<sup>th</sup> July.

It was agreed to write letters of thanks to outgoing members Don Evans, Richard Betterton and Allan Lloyd.

**3. Acceptance of office**

All members signed declarations of Acceptance of Office, witnessed by the clerk.

**4. Members' Register of Interests**

All members confirmed that they had checked their Register of Interests which can be viewed under Reference Documents on the PC website. If members need to update these, the clerk will supply a new form.

**5. Election of chairman and vice chairman**

Chairman: Rosie Davidson (proposed Patrick Wrixon, seconded Janet Greenfield, elected unanimously)

Vice-chairman: Stephen Turner (proposed Roger Marshall, seconded Patrick Wrixon, elected unanimously)

Patrick Wrixon was thanked for his chairmanship since May 2017.

**6. Approve the minutes of the last meeting**

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

**7. Any Declarations of Interest as required under the code of conduct**

Roger Marshall declared that he was the applicant for a planning application to be discussed at the end of the meeting, and he agreed to leave the room while this was discussed.

**8. Possibility of providing a Speed Indicator Device (SID) in Kinnersley**

Rosie Davidson had carried out research on SID's and the possibility of providing one in Kinnersley. The Highways officer Rob Hemblade had pre-assessed sites and agreed in principle to the scheme. Kinnersley Parish meeting had provisionally agreed to fund the SID subject to KDGPC adopting and insuring it, and the clerk had confirmed with KDGPC's insurers that the SID would be covered under the existing schedule with no additional premium needed.

Recent figures indicated that the cost of the equipment, plus assessment, plus installation was likely to be around £3,900. It was noted that the recommendation is for the SID to remain in place

for a maximum of four weeks at a time before being removed (either to storage or to another location) for a spell, otherwise motorists get used to it and may stop noticing it.

It was AGREED that if the SID was funded by Kinnersley Parish Meeting, KDGPC would adopt it, on the understanding that its use would be restricted to Kinnersley in the first instance but the other parishes are encouraged to join the scheme when funding is available.  
(Proposed Rosie Davidson, seconded Patrick Wrixon)

## **9. Correspondence**

9.1 Parish and town councils have been contacted by John Campion, the West Mercia Police and Crime Commissioner under a scheme called "We Don't Buy Crime" (WDBC), which promotes property marking using Smartwater. (*Items of property can be marked with an invisible and indelible fluid. If stolen property later comes to light, the police can check it under UV light and the composition of the marking fluid will prove who owned it*). Mr Campion is offering to pay 25% of the cost of providing smart water property marking to all households in a parish council area. We have about 260 households and the cost per household would be £8.90 + VAT so the total cost would be £2,314 which we would have to pay, and then claim 25% of it back; ie the total cost to us would be £1735.50 + VAT

It was noted that there is no parish council budget for this initiative in 2019/20.

ACTION: the clerk to find out a bit more about the scheme, including what is the deadline for applications.

9.2 Herefordshire Council had sent out some information about Temporary Event Signage which was circulated to PC members.

## **10. Highways and footpath matters plus Lengthsman scheme and Parish Paths Partnership (P3) scheme**

10.1 End of year outcome for the P3 scheme - £2,066 claimed from Herefordshire Council (close to the maximum possible - £2,115) and a further £594 had been spent out of the £635 set aside in the parish council budget. Expenditure was on a mixture of 'work' such as installing new hardware, re-instating damaged hardware and clearing footpaths where access wasn't easy, and on 'hardware' that we can keep in stock, typically finger posts, way markers, step-risers, and three gates to install where public rights of way come out onto the highway.

10.2 Planned P3 expenditure in the current year – limited to £635 as HC funding has ceased. The money will only be used where Parish Footpath Officers can't prevail upon landowners to meet costs or where repairs or new installations are beyond the scope of what can be tackled by the PFO's

## **11. Report back from the Parish Plan Action Plan Working Party (PPAPWP)**

11.1 Richard Betterton was retiring from the working party, having been an active member since it was first set up.

11.2 Events planned with young people in mind are a rounders match with picnic, and a Halloween Party/Quiz Night. The community lunches continue and it is hoped that there will again be a community BBQ in August

11.3 A Parish Plan Review should be ready for distribution in the summer. The intention is to deliver it door to door, and at the same time, promote the Community Email Initiative to households who have not yet signed up to this.

11.4 One of the parish plan objectives is an evaluation of all local road signs; work on this has started.

More detail can be found in the minutes of the PPAPWP meetings, available on the parish council website.

## **12. Appoint the internal auditor for 2019/20**

It was reported that Sue Hathaway had completed the internal audit for 2018/19 and was happy with the accounts. It was agreed to re-appoint her as internal auditor for 2019/20.

## **13. Approve the accounts for 2018/19**

13.1 The clerk had prepared a Receipts and Payments Account for 2018 to 2019 showing Receipts of £14,707.89 and Payments of £15,792 giving a balance of £1,017 carried forward. However £416 of this is already committed (parish plan budget carried over into 2019/20) leaving true reserves of £601, or £708 once VAT has been reclaimed. One reason that both Receipts and Payments had increased since the previous year was expenditure on Kinnersley St James community car park, which had been re-imbursed by Kinnersley Parochial Church Council. Another reason for increased expenditure (and lower end-of-year reserves) was a repair to the bus shelter at the Weobley turn which had not been budgeted for.

Copies of this account were distributed to members and will be available on the web site, together with a copy of the annual return to the auditors. The accounts were approved (proposed Rosie Davidson, seconded Roger Bowen).

13.2 The chairman read out Section 1 of the auditors' annual return, the Annual Governance Statement, and the meeting agreed "Yes" to statements 1 to 8 listed there; statement 9 concerns Trust Funds so is not applicable. The Governance Statement was then signed by the chairman and the clerk.

13.3 Members then examined Section 2 of the auditors' annual return, ie. accounting statements derived from the Receipts and Payments Account. These were approved by the meeting, after which the chairman and the clerk signed Section 2.

13.4 Where neither receipts nor payments exceed £25,000, and the parish council's accounting procedures have been deemed satisfactory in previous years, the parish council is entitled to certify itself exempt from further review by the external auditors (PKF Littlejohn of Canary Wharf, London). The necessary Certificate of Exemption was signed by the chairman and the clerk.

13.5 Electors' rights to examine the accounts will be publicised on the web-site.

## **14. Payments**

Retrospective agreement was needed for cheques paid since the last meeting:

P3 contractor: £384 on 28/3/19

Lengthsman: £208.25 on 28/3/19 and £218.75 on 13/5/19

Accounts for payment: Clerk's salary: £295.67 gross, £59 payable to HMRC

Expenses: postage, printing, heating for the hall etc £36.10

Insurance: £163.09 (in a long-term agreement to 2021)

Internal auditor's fee: £30

Hire of hall: £16

From the parish plan budget - £16.79 for Easter event

All the above payments were approved by the meeting (proposed by Patrick Wrixon, seconded by Janet Greenfield).

## **15. Planning matters**

It was decided that during 2019 / 2020, responses to applications in Norton Canon and Sarnesfield will be co-ordinated by Stephen Turner and responses to applications in Letton and Kinnersley will continue to be co-ordinated by Janet Greenfield.

Recent planning applications and decisions were as follows.

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<b>Deadline for comments</b>	<b>Application number</b>	<b>Details</b>	<b>Parish Council response</b>	<b>Decision</b>
12/5/19	191277	Brick House, Pig Street, Norton Canon, Erection of 2 storey extension with associated loft conversion and inclusion of roof lights	Support with comment = no objections	
15/4/19	190910 and 190909	Hyatt Sarnesfield Proposed annex extension to be used as ancillary accommodation	Support with comment = no objections	
26/4/19	191126	Brewery House, Norton Canon, Tree works	General comment = no objections	
5/4/19	190775	Letton Court, Retrospective permission for use of part of existing building for biomass boiler (999 KW) wood chip fuel. RE-APPLICATION	The parish council re-iterates its comment made to the original application.	
14/6/19	191377 and 191378 (one for listed building consent)	Keepers Cottage, Sarnesfield, Proposed replacement windows	Decided at the meeting, Roger Marshall having left the room Support with comment = no objections	

There being no other business the meeting was closed at 9.10 pm.