

**KINNERSLEY & DISTRICT GROUP PARISH COUNCIL**

**Minutes of a Parish Council meeting held on Tuesday 27<sup>th</sup> September 2022 at 19.30 in  
Norton Canon Village Hall**

**Present**

Councillors: Caius Hawkins (Chairman), Tatum Bisley, James Bright, Rosie Davidson, Janet Greenfield, Sarah Smith, Bert Thomas & Patrick Wrixon.

**In attendance ...** Lynda Wilcox (Acting Clerk-HALC), Ward Councillor Graham Jones & 2 members of the public.

1. **Apologies for absence** were received from Councillors Roger Bowen and Roger Marshall.

2. **Declarations of interest & written dispensation requests ...** There were none.

**3. Open Session**

3.1 A brief verbal report from Ward Councillor Graham Jones included:

3.1.1 Children's Services have been struggling and additional funding has been allocated. The CEO is issuing a weekly update and the number of Social Workers has been increased. The latest Ofsted report would be considered at an additional Council meeting on Friday which Cllr Jones was unable to attend.

3.1.2 Two units had already been set up re the sewage treatment plant for the Welland area.

3.1.3 Households would be receiving three additional refuse bins next year, making five in total. It was hoped that the new system would enable an increase in dealing with recycled waste which was currently only 40%.

3.1.4 In response to a query, Cllr Jones confirmed that recycled waste contained in the new bins would continue to go to Worcester for disposal.

3.2 Views of local residents on parish matters:

3.2.1 A local resident queried the 'subscriber' element of the parish council website.

3.2.2 It was noted that the email address for the 'Signal' magazine was:  
[editor.thesignal@gmail.com](mailto:editor.thesignal@gmail.com)

#### **4. Minutes of a parish council meeting held on 19<sup>th</sup> July**

- 4.1 It was RESOLVED to adopt the minutes as a true record, and they were signed by the Chairman.
- 4.2 It was noted that Cllr Thomas would have given his apologies if he had received his usual paper copy of the agenda.

#### **5. Road safety ... arrangements for SIDs at Letton.**

- 5.1 Cllr Davidson reported that it was hoped that the SID (Speed Indicator Device) posts could be sited on private land in hedgerows, following Herefordshire Council's reluctance to enable them to be sited on highway verge, for health & safety reasons.
- 5.2 Ward Councillor Jones offered to raise the matter with the Cabinet Member for Highways, later that week.

#### **6. Planning**

- 6.1 It was RESOLVED to support Application 222599 Waterloo, Letton.  
Proposed timber frame conservation and repair work. Brick infill panel conservation work, replacement of windows. Lay flagstone floor over existing concrete floor throughout. Fit an additional joist to strengthen 1<sup>st</sup> floor area near s/w staircase.
- 6.2 Following detailed consideration it was RESOLVED to hold a parish meeting before the end of the year, to ascertain whether local residents would support the parish council in undertaking a Neighbourhood Development Plan (NDP).
  - 6.2.1 The Chairman offered to produce a leaflet, supported by Cllr Greenfield. HALC CEO, Lynda Wilcox would attend the event in her role as a national NDP Champion, to outline the benefits and process for developing an NDP.

#### **7. Finance**

- 7.1 Completion of the AGAR External Audit form for 2021-2022:
  - 7.1.1 Members considered and RESOLVED to adopt the Internal Audit Report.
  - 7.1.2 Members considered and completed the Annual Governance Statement.
  - 7.1.3 Members considered and RESOLVED to adopt the Accounting Statements.
  - 7.1.4 Members considered and RESOLVED to submit a Certificate of Exemption to external auditors, PKF Littlejohn.
  - 7.1.5 Dates for the exercise of public rights would be displayed on the website and noticeboards.
- 7.2 Members considered and RESOLVED to pay invoices itemised at 7.2.1 & 7.2.2 below.

- 7.2.1 Village Hall hire £16.00.
- 7.2.2 HALC Internal Audit Report £220 & Clerk Cover £200.

7.3 Reimbursement to councillor for payment made to Namesco ... members discussed the refund of a payment to Namesco and it was RESOLVED that the matter be deferred to the next meeting, pending clarification.

7.4 Online banking arrangements & Bank signatories ... Following discussion, it was recognised that the online banking system had not been set up in accordance with parish council requirements and it was therefore RESOLVED that all future payments would be made using the Lloyds Bank cheque account, until such time as the new Clerk/RFO had been able to regularise the online system with advice from HALC.

**8. Parish magazines ...** Possible inclusion of adverts/editorials.

- 8.1 It was noted that parish magazines were able to advertise in order to offset production costs.
- 8.2 It was suggested that once the new Clerk/RFO was in post, he/she would submit a regular news item from the parish council.

**9. Date of next meeting and frequency of future meetings**

It was RESOLVED that the next meeting would be held on Tuesday 22<sup>nd</sup> November at 19.30 in Norton Canon Village Hall.

*A resolution was passed to exclude the public from the following confidential employment item*

**10. Employment of Clerk/RFO ...** The Acting Clerk from HALC gave an update:

- 10.1 No applications for the post had been received to date but an enquiry was likely to result in an application in the near future.

SIGNED ..... DATE .....