

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 8th July 2025

No KPC/LL/215

Councillors Present

Councillor Mrs J Davies Chairman
Councillor Mr N Eynon
Councillor Mr D Howie
Councillor Mr G Statham
Councillor Mrs N Thompson

Also Present

Lisa Lewis (Clerk), Ward Councillor Richard Thomas and Mr Jamie Probert (Lengthsman)

The Ordinary Meeting of the Parish Council was formally opened by the Chairman at 7.00pm

1.0 Apologies for Absence

Apologies received from Councillors D. Thompson and M. Parsons (Vice-chairman)

2.0 Co-option

It was noted that following the publication of a vacancy, no election had been called and the Elections Office had confirmed that the council can proceed to co-opt to fill the vacancy. Any interested parties should apply to the clerk for an application form.

3.0 Declarations of Interest & Dispensations

To receive any declarations of interest in agenda items from Councillors or written dispensation applications. None declared.

4.0 Minutes

The Minutes of the ordinary Parish Council Meeting No **KPC/LL/214** held on Tuesday 10th June 2025 were unanimously confirmed as a true record and were signed by the Chairman.

5.0 Financial Matters

5.1 Receipts

The following receipts were noted:-

Business Bank Instant – Savings Account

Interest Received 09/06/2025	£22.18
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Community Account – Current Account

Lengthsman Drainage Grant Reimbursement	
Confirmed by HC to be received	£2,500

5.2 Invoices for Payment

Clerk's Salary July 2025 (inc. 1 additional SCP as per contract)	£637.53
Mileage 28 miles at .45p	£ 12.60

BACS	£650.13
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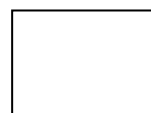
Nest Pension Contributions (Employer & Employee)	
By Direct Debit	£46.72

Kilpeck & District Village Hall Invoice No 156
8th July 2025

BACS	£25.00
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Scribe (Starboard Systems Ltd)

Accounting Software Package – July 2025



JM Probert

Lengthsman (June) Inv. 1014

BACS**£924.05 (inc. VAT £154.01)****Horton Services**

Village Green Mowing May & June (Inv. 764 & 769)

BACS**£160.00****HALC**

Internal Audit (2024/25)

BACS**£330.00 (inc. VAT £55.00)**

It was **RESOLVED** by a unanimous vote to approve the payments listed above and agreed that the invoices would be paid by BACS, invoices were signed by two signatories.

5.3 Bank Balances as per statements (See Appendix 1 for Bank Reconciliations)

Bank Statement Date: 30.06.2025

Community Account (current) closing balance 30th June 2025**£10,956.47**

Bank Statement Date: 30.06.2025

Business Bank Instant (savings) closing balance 30th June 2025**£33,337.60****Total****£43,365.27**

The above bank balances were noted and the bank reconciliations and statements were checked and signed by the Chairman.

5.4 Village Hall Maintenance

The Parish Council considered the cost of maintenance work recently carried out in the village hall toilets. It was proposed by Cllr Eynon and seconded by Cllr Statham that a total sum of £600 be paid to cover the labour provided by two volunteers, with £300 to be paid to each. This was agreed by unanimous vote, with the Chairman and Cllr N Thompson abstaining due to their involvement with the Village Hall Committee. The materials had been previously paid for by the Village Hall Committee; this payment reflects only the volunteer labour contribution. The payment is made under the General Power of Competence.

Cheque numbers 1196 and 1197 issued and signed.

5.5 Tenancy Agreement for the Village Hall Field

The terms of the tenancy agreement were considered and it was proposed by Cllr Statham and seconded by Cllr Howie to increase the annual rent to £1,000, keep the tenancy on an annual basis for the time being and accept the land agent fee of £140 plus VAT. It was **RESOLVED** by a unanimous vote to proceed on this basis. Clerk to inform the land agent.

5.6 Emergency Plan

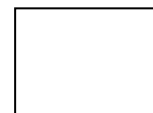
It was agreed to arrange a working group meeting in August to review the Emergency Plan.

6.0 Public Question Time

Designated maximum period of **10 minutes** to accommodate members of the public who may wish to either raise issues or ask the Parish Council questions. No members of the public were present.

7.0 Highways & Public Rights of Way Issues**7.1 Lengthsman report**

The barrier at Marlas had been repaired and the bench installed next to the church. The lengthsman will begin checking grips and gullies this month. He will install the 'No Parking' sign outside the phone box when received. He advised that upon jetting the drainage under the hall an obstruction had been found and further investigation work is required. It was **RESOLVED** by a unanimous vote for him to proceed with further investigation.



Drainage at the Pump Station could be considered in the drainage grant application – Cllrs Eynon and Parsons to update. The clerk advised the deadline for applications is 28th September 2025.

It was noted that the village hall roof is in need of moss clearance and the guttering will require cleaning, the lengthsman advised the costs will be in the region of £1,500. It was **RESOLVED** to await a quote and delegate authority to the clerk to proceed with works once the quotation is received.

7.2 To receive any new General Highway or Public Rights of Way issues

It was noted that a team from Shropshire had visited the Mynwys Drainage on the C1212. The clerk confirmed that she had requested follow up information from Herefordshire Council and forwarded to the Locality Steward. It was noted that pipework has been damaged by tree roots and requires replacement.

Hedging at Howton Barns as discussed previously – will proceed to clear when hedge cutting season begins.

It was noted that diversions and road closures across the County are not clear.

Signage on the A465 is obscured by vegetation and needs clearing – clerk had reported. Ward Cllr confirmed he will follow up on this.

There are overhanging branches along the road near Pontrilas Sawmills.

7.3 Public Rights of Way and Drainage Grant See item 7.1 above where the grant was discussed.

7.4 Village Gateways at Didley – no updates received.

8.0 Planning

No applications received.

9.0 Reports

9.1 Kilpeck Village Hall

- The food event went well.
- Breakfast taking place on Sunday.

9.2 Ward Councillor Mr Richard Thomas reported on the following items:-

- The Ward Cllr had attended three meetings.
- Western ring road and timeframes.
- Committees – task and finish.
- Adult Social Care overbudget.
- Locks Garage, he will remain in contact with Highways.
- Query to the Ward Cllr regarding Q Planning.

9.3 Police Representative - Not present.

10.0 Information Sheet

Correspondence

Lengthsman Scheme 2025/26 information received and document to be approved and signed at the meeting. The council considered the Scheme and it was **RESOLVED** to take part in the 2025/26 Scheme and the document was signed by the chairman and the clerk.

Bank mandate for online registration for the chairman had been prepared for signature by 2 signatories at the meeting. It was **RESOLVED** to sign the mandate to enable the chairman online banking access as a full power signatory. Mandate signed by Cllrs Howie and Statham.

BBLP Weekly briefings circulated.

HALC Information corner circulated.

Further correspondence from a member of the public regarding the Lock's Garage junction.

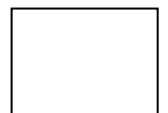
Ward Councillors Annual Report circulated.

Police Newsletter circulated.

Updates:-

Completed TRO application sent to Herefordshire Council.

Parish drive requested with the Locality Steward. Date to be confirmed.



Email sent to Herefordshire Council and Safer Roads Partnership requesting a speed reduction.
 Certificate of Exemption submitted to External Auditors. Confirmation of receipt received.
 The clerk has approached a local company for a quote for the 'No Parking Sign' in oak to remain in keeping with the area. As agreed at the previous meeting the clerk will proceed to order the sign.

Reported Defects:-

Potholes on Church Road – Clerk has re-reported. FS-CASE-725648875 – Job raised 41704013
 Footpath Bridge Farm to Church Path, overgrown entrance and cultivated path reported FS-Case-725661586.
 Kilpeck to Nash Hill Cottage, ditch crossings need clearing and paths have been cultivated re-reported FS-Case-725912364.
 Kilpeck Cross Roads to Much Birch, finger post need straightening and overgrown hedging reported FS-CASE-727500082 Balfour Beatty Ref: 11187576
 A465 near Locks Garage, large direction signage obscured by vegetation reported FS-CASE-727278340 Balfour Beatty Ref: 11187514

Planning for information only:-

P250282/L - St Marys Church Pontrilas Herefordshire HR2 0BE - Proposed repair and refurbishment of church building. Listed Building Consent Determination Made **(Approved with Conditions)**

P251453/PA4 - Land at Pennywink Farm, Bagwylydiart Pontrilas HR2 8EX - Application to determine if prior approval is required for a proposed change of use of an agricultural building to a single larger dwellinghouse (Class C3) and for associated operational development. (Part 3) Class Q - Prior Approval. **Determination Made (Withdrawn)**

11.0 Agenda of the Next Meeting

Items to be included at the next Parish Council Meeting: None Raised.

12.0 Date, Time and Venue of Next Meeting

12.1 The next Meeting will be an ordinary meeting of the Parish Council to be held on **Tuesday 9th September 2025 (No meeting in August)** to commence at **7.00pm**

Meeting closed at 7:43pm.

Signed.....
 Parish Council Chairman Councillor Mrs. Joyce Davies

Date 9th September 2025.

Appendix 1

7 July 202

Kilpeck Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		34,824.85
	ADD Receipts 01/04/2025 - 30/06/2025		14,883.47
			49,708.32
	SUBTRACT Payments 01/04/2025 - 30/06/2025		6,343.05
	Cash in Hand 30/06/2025 (per Cash Book)		43,365.27
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Current 30/06/2025	10,956.47	
	Savings 30/06/2025	33,337.60	
	Other 30/06/2025	0.00	
			44,294.07
	Less unrepresented payments		928.80
			43,365.27
	Plus unrepresented receipts		
	Adjusted Bank Balance		43,365.27
	A = B Checks out OK		

