

Kilpeck Parish Council

Minutes of an Ordinary Meeting of Kilpeck Parish Council held in The Kilpeck Village Hall on Tuesday 14th October 2025

No KPC/LL/217

Councillors Present

Councillor Mrs J Davies, Chairman
Councillor Mr M Parsons, Vice-chairman
Councillor Mr D Howie
Councillor I Manning (From 7:15pm)
Councillor R Probert
Councillor Mr G Statham
Councillor D Thompson
Councillor N Thompson

Also Present

Lisa Lewis (Clerk), Ward Councillor Richard Thomas and one member of the public.

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

1.0 Apologies for Absence

Apologies were received from Councillors Mr Nicholas Eynon and Ward Councillor Richard Thomas

2.0 Co-option

As agreed at the previous meeting, Councillor Isy Manning duly signed the Declaration of Acceptance of Office form and returned her completed register of interests form to the clerk. The clerk will complete the relevant paperwork for Herefordshire Council.

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/216** held on Tuesday 9th September 2025 were unanimously confirmed as a true record and were signed by the Chairman.

5.0 Financial Matters

5.1 The following receipts were noted:-

Business Bank Instant – Savings Account

Interest Received 09/09/2025	£18.47
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Community Account- Current Account

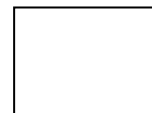
Precept (2 nd Half) Received 19/09/2025	£10,500.00
Field Rent 23/09/2025	£832.00

5.2 Invoices for Payment

The payments list for October was reviewed and it was **RESOLVED** by a unanimous vote to approve the payments listed in appendix 1. All payments to be paid by BACS, invoices were checked and signed by two signatories.

5.3 Bank Balances

The bank balances and bank reconciliations shown in appendix 2 were reviewed by the council and statements were checked and signed by Chairman and vice-chairman.



5.4 Parish Charter

Councillor Parsons relayed information from the recent Parish Summit regarding the Parish Charter. The Parish Charter was considered by members and it was proposed by Cllr D Thompson and seconded by Cllr N Thompson that the charter should be adopted by the council, it was resolved by a unanimous vote to proceed on this basis. Clerk to email to confirm adoption of the charter by the parish council.

5.5 Finance Working Group

It was resolved for Cllrs J Davies, D Howie, G Statham, M Parsons and the clerk to form a working group to consider the draft budget and precept requirements for 2026/27. A meeting to be held on Monday 20th October 2025 at 7pm.

5.6 HALC Executive Committee

It was noted that a response to the nominees was required outside of the meeting and that the clerk had submitted the nominations in line with the previous year. It was resolved that the chairman, Cllr J Davies and the vice-chairman, Cllr M Parsons, would remain as the parish council's nominees. Pre-budget ideas noted were Public Transport, Local Community Newsletter and Blue Light event.

6.0 Public Question Time

A member of the public raised concerns about speeding vehicles and farm machinery in the village of Kilpeck. It was noted that the data received from the previous traffic survey was carried out during a period when the main business in the village was closed. The clerk was instructed to establish if the survey can be redone to gather more accurate data and contact the Safer Roads Partnership and investigate the possibility of white lines to give a visual narrowing of the road.

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

Pipework at Old Mill to the brook needs jetting. The headwall near the Hall Field Oak Trees needs clearing. Gatepost at Marlas to be repaired. He had completed road sign checks but a number of signs require new clips. Clerk to establish if these can be provided by BBLP for the lengthsman to install on a maintenance day.

7.2 Highway or Public Rights of Way issues

Potholes on Church Road, Kilpeck – Clerk to re-report.

7.3 Village Gateways at Didley

Various details regarding the proposed gateways at Didley were discussed. It was resolved for the clerk to contact the Traffic Management Team at Herefordshire Council to establish any specific gateway requirements, including distance from the carriageway, checking for utilities and construction requirements for the gateways. Clerk to obtain quotes for gateways to compare against timber quotes and forward details to the lengthsman to quote for the installation.

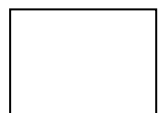
7.5 A465 Traffic Control / Speed limits

It was noted that the an Experimental Traffic Order Scheme Consultation letter had been received and that the clerk had responded in support of the scheme in line with the decision made by the council at the June meeting.

- 8.0 Planning** The following planning applications submitted to Herefordshire Council were considered:
None received.

9.0 Reports**9.1 Kilpeck Village Hall**

AGM is taking place next on Tuesday 21st October 2025. The recent Band night was well attended and enjoyed by all, it raised approximately £500 profit. Other events are being considered. The box office for pantomime tickets is open and tickets are selling fast.



9.2 Ward Councillor Mr Richard Thomas - Not present**9.3 Police Representative** – Not present**10.0 Information Sheet****Correspondence**

Weekly BBLP updates circulated

Email received with the Annual Report 2025 from the River Dore Citizen Group circulated

Early Help in the Community Roadshow details circulated. Hereford Roadshow is Monday 17/11/2025 between 2pm – 4:30pm.

Quarterly Stakeholder Engagement meeting slides shared. The Clerk attended the online session.

HALC Nomination forms returned for Cllr Mark Parsons and the Chairman.

Parish Summit Invite was shared (Takes place 7/10/2025)

Experimental Traffic Order Scheme consultation letter received. The clerk has responded in support of the order as per the resolution at the June meeting. Agenda item 7.4.

Updates:-

Parish Meeting with the Locality Steward held on Tuesday 30th September – in attendance were the Chairman, Clerk, Cllr Eynon (at the start), Cllr Parsons and Locality Steward Lee Fishwick.

Planning for information only:-

P251985/XA2 - St Marys Church, Pontrilas, Hereford, Herefordshire HR2 0BE - Application for approval of details reserved by conditions 3 5 & 6 attached to Listed Building Consent 250282 - **Determination Made (Approved)**

P252215/L - St Marys Church, Kenderchurch, Pontrilas, Herefordshire HR2 0BE- Application for variation of condition 2 Listed Building Consent 250282 (Proposed repair and refurbishment of church building)-To permit application of lime mortar finishes and limewash to external stonework. Listed Building Consent - **Determination Made (Approved with Conditions)**

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 11th November 2025** to commence at **7.00pm**. It was noted that the hall will be unavailable for the planned December meeting due to pantomime rehearsals and it was resolved to move the meeting forward a week as a one-off. The December meeting will now take place on Tuesday the 2nd December 2025.

Meeting closed at 8:06pm.

Signed.....

Parish Council Chairman Councillor Mrs. Joyce Davies

Date 11th November 2025

Appendix 1

Kilpeck Parish Council
PAYMENTS LIST

2 November 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	S.137	14/10/2025		Current		Donation - We Are Farming Mir	We are Farming Minds	X	200.00		200.00
51	Staff Costs	14/10/2025		Current		Clerk's Salary - October	Lisa Lewis	X	653.50		653.50
51	Staff Expenses & Training	14/10/2025		Current		Clerk's Salary - October	Lisa Lewis	X	12.60		12.60
52	Staff Costs	24/10/2025		Current		Pension Contributions	NEST	X	48.20		48.20
53	S.137	14/10/2025		Current		Donation - Baton of Hope	Baton of Hope UK	X	200.00		200.00
54	Subscriptions & Memberships	01/10/2025		Current		Accounting Software	Starboard Systems Limited	S	12.00	2.40	14.40
55	Admin (Stationery, Printer, Pos	14/10/2025		Current		Stationery and Postage	Viking Direct	S	103.92	20.78	124.70
55	Admin (Stationery, Printer, Pos	14/10/2025		Current		Stationery and Postage	Viking Direct	E	43.50		43.50
56	Utilities	14/10/2025		Current		Village Green - Mowing	Horton Services	X	40.00		40.00
57	Communications (Phone, Webs	14/10/2025		Current		Kilpeck Village Hall - Hire	Kilpeck & District Village H	X	25.00		25.00
63	Subscriptions & Memberships	21/10/2025		Current		Bank Service Charges	Lloyds Bank	X	4.25		4.25
64	Staff Costs	23/10/2025		Current		HMRC PAYE - 2nd Quarter	HM Revenue & Customs	X	166.50		166.50
65	Utilities	14/10/2025		Current		Lengthsman - Maintenance Day	JM Probert	S	230.00	46.00	276.00
66	Other/Miscellaneous	14/10/2025		Current		Replacement Defib pads and p	Imperative Training Ltd	S	170.00	34.00	204.00
67	Bank Interest	09/10/2025		Savings		Bank Interest	Lloyds Bank	X	16.47		16.47
Total									1,925.94	103.18	2,029.12



Appendix 2

7 October 2025 (2025-2026)

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 30/09/2025		
	Cash in Hand 01/04/2025		34,824.85
	ADD Receipts 01/04/2025 - 30/09/2025		28,774.23
	SUBTRACT Payments 01/04/2025 - 30/09/2025		63,599.08
	Cash in Hand 30/09/2025 (per Cash Book)		13,478.09
B			50,120.99
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Current 30/09/2025	17,653.43	
	Savings 30/09/2025	33,396.36	
	Other 30/09/2025	0.00	
			51,049.79
	Less unrepresented payments		928.80
			50,120.99
	Plus unrepresented receipts		
B	Adjusted Bank Balance		50,120.99
	A = B Checks out OK		

