

KINGSLAND PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT 7.30PM ON WEDNESDAY 29 MAY 2024 AT THE CORONATION HALL

PRESENT: Mrs C Sawyers (Chairman), Mr P Saunders (Vice Chairman), Mr D Fordham, Mr R Harris, Mr S Hicks, Mr S Morgan, Mr D Thompson, and Mr B J Watkins and Mr J Vaughan

IN ATTENDANCE: Ward Cllr. D Hurcomb; and Mr R Hewitt, Parish Clerk. One (1) member of the public was present.

2024/34 ELECT CHAIRMAN

Cllr. C Sawyers was elected Chairman.

2024/35 APOLOGIES FOR ABSENCE – None.

2024/36 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr. S Morgan declared a disclosable pecuniary interest in 240977 Stoneleigh.

2024/37 CO-OPTION OF NEW MEMBERS

Deferred.

2024/38 ELECTION OF OFFICERS

(i) Vice Chairman: Cllr. P Saunders was elected Vice Chairman.

(ii) Footpath Officer: Cllr. S Morgan.

(iii) Tree Warden: Cllr. B Watkins.

(iv) Neighbourhood/ Parish Watch Representative: Cllr. J Vaughan.

(v) Lengthsman Coordinator: Cllr. S Hicks.

(vi) School representative: Cllr. P Saunders.

2024/39 WORKING GROUP MEMBERS

(i) Finance: Cllrs. P Saunders, D Fordham, S Morgan and B Watkins.

(ii) Traffic management: Cllr. P Saunders.

(iii) Playground: Cllr. P Saunders.

2024/40 ANNUAL RETURN 2023-24

a) *Internal audit and report:* The annual return has been submitted to HALC for internal audit. The finance working group have met to review the 2023-24 accounts. HALC is expected to have completed the internal audit by the time of the next meeting on 19 June 2024.

b) *Annual Governance Statement:* Deferred.

c) *Accounting Statement 2023-24 (AGAR3):* Deferred.

d) *Parochial Charity accounts 2023-24:* Deferred.

2024/41 RISK SCHEDULE and INSURANCE

The risk schedule was reviewed and approved. It was resolved to accept the insurance policy renewal quotation for 2024-25.

- 2024/42 REPORT ON HEREFORDSHIRE COUNCIL**
Ward Cllr. D Hurcomb's report was noted. The cost of repairing the Mousenatch swing bridge has increased significantly. Options for the replacement of the footbridge have been requested so the PROW can be brought back into use.
- 2023/43 POLICIES AND PROCEDURES**
The review of Standing orders is due to be completed by Cllrs. R Harris and P Saunders. The Finance working group was asked to review the new NALC model Financial regulations.
- 2023/44 MINUTES OF PREVIOUS MEETING**
The Minutes of the Meetings held on 17 April and 8 May 2024 were agreed.
- 2024/45 LOCAL RESIDENTS' DISCUSSION**
There were no matters raised.
- 2024/46 TRAFFIC MANAGEMENT PLAN**
A written report was noted: The draft traffic plan is in progress; speed enforcement by the police is ongoing.
- 2024/47 PLAYGROUND FOR OLDER CHILDREN**
The snagging issues have been resolved and the playground donated to the Coronation Hall Committee. The bike shed conditioned as part of the planning permission for the playground remains outstanding. A quotation for construction of the bike shed and necessary groundworks will be obtained. It was agreed to have a plaque to thank local sponsors for their generous support of the playground.
- 2024/48 WIGMORE SCHOOL CELEBRATION EVENING**
A donation of £50.00 to sponsor two awards at the Celebration Evening were agreed.
- 2024/49 PLANNING**
[Cllr. S Morgan left the meeting.]
1. 240977 Stoneleigh, Kingsland, HR6 9QS – Erection of aluminium and glass garden greenhouse on a concrete perimeter base. *The planning application was supported.*
[Cllr. S Morgan re-joined the meeting.]
2. 24110 Hollybank, Kingsland, HR6 9SE – 2 large yew trees forming a boundary hedge to be felled due to increased growth and leaning into road side. The main issue being the obstruction of the main carriageway out onto the A4110 when exiting the drive. This has caused multiple near misses and two accidents in recent months. The client is only looking to fell the large trees and leave the remaining hedge and infill the resulting gaps. With a view to replant with similar or native specimens at a suitable within the holly bank grounds. *The proposed tree work was supported.*

3. Planning Decisions: Herefordshire Council have granted planning permission for 240535 Stocking Barn Farm and allowed works to trees within a conservation area for 240673 1 Three Owls and 240819 Gawsworth.

2024/50

FINANCE

i) Receipts NOTED: HMRC, VAT reclaim to 31 March 2024 (£7,455.36) and Vaughans Farms, donation for playground (£250.00).

ii) Payments AGREED: Coronation Hall, meetings April 2024 (£20.00); Wigmore School, donation for celebration evening awards (£50.00); Village shop and tearoom, meetings (£60.00); Eyelid Productions Ltd, annual website support (£100.00); Zurich Municipal, parish council insurance (£668.63) and Hitrees, lengthsman (£552.00).

iii) Parochial charity mandates: Cllrs. C Sawyers, D Fordham, S Morgan and J Vaughan kindly agreed to be signatories.

2024/51

NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

It was agreed to form a working group to prepare for a review of the Kingsland Neighbourhood Development Plan. Members of the public who expressed an interest at the Annual Parish Meeting will be invited to a meeting to start the process. This will be done once the council has received the contacts from HALC.

Ward Cllr. Hurcomb has kindly invited interested members to an NDP question and answer session which is expected to be held in the early summer. Cllrs. P Saunders, S Morgan and J Vaughan kindly agreed to join the NDP working group. A budget of £500.00 was agreed to support the preparations for review. The working group will report to the parish council and make recommendations for the parish council to consider.

2024/52

HIGHWAYS/ LENGTHSMAN SCHEME

1. Lengthsman annual maintenance plan 2024-25: Approved.

2. Report on lengthsman activity: Noted. Lengthsman arrangements and proposed tender will be considered at the next meeting.

3. Highway matters to bring to the attention of the highway authority: Deferred.

2024/53

FOOTPATHS

1. Report on PROW in the parish: Noted.

2. Herefordshire Council PROW grant for 2024-25: It was resolved to participate in the grant scheme. An expression of interest will be submitted, and details provided to support an application for £6,000.00.

2024/54

HALC COURSES

Deferred.

2024/55

MATTERS RAISED FOR THE NEXT MEETING (no discussion)

Review banking arrangements, review lengthsman arrangements and consider proposal to undertake a tender and consider request to purchase a strimmer for use by the footpaths officer.

The next meeting will be at 7.30pm on Wednesday 19 June 2024 at the Coronation Hall.

The Chairman closed the meeting at 9.38 pm.

Signed:

Date: