

KINGSLAND PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT 7.35PM ON WEDNESDAY 28 MAY 2025 AT THE CORONATION HALL

PRESENT: Mr D Thompson (Chairman), Mr S Morgan (Vice Chairman), Mrs C Sawyers, Mr R Harris, Mr S Hicks, Mr A Scholar and Mr B J Watkins.

IN ATTENDANCE: Ward Cllr. D Hurcomb; Mr M Heeley, lengthsman; and Mr R Hewitt, Parish Clerk. Two (2) members of the public were present.

2025/18 ELECT CHAIRMAN

Cllr. D Thompson was elected Chairman. Cllr. D Thompson thanked the outgoing Chairman, Cllr. C Sawyers for her years of service and said she will be a hard act to follow.

2025/19 APOLOGIES FOR ABSENCE – Mr D Fordham, Mr G Lewis, Mr P Saunders and Mr J Vaughan.

2025/20 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION
Cllr. R Harris declared a disclosable pecuniary interest in 2025/33 Churchyard maintenance.

2025/21 ELECTION OF VICE CHAIRMAN AND OFFICERS

- (i) Vice Chairman: Cllr. S Morgan was elected Vice Chairman.
- (ii) Footpath Officer: Cllr. S Morgan.
- (iii) Tree Warden: Cllr. B Watkins.
- (iv) Neighbourhood/ Parish Watch Representative: Deferred.
- (v) Lengthsman Coordinator: Cllr. S Hicks.
- (vi) School representative: Deferred.

2025/22 WORKING GROUP MEMBERS

- (i) Finance: Cllrs. D Fordham, S Morgan, A Scholar and B Watkins.
- (ii) Traffic management: Cllr. A Scholar. To confirm additional member(s) at next meeting,
- (iii) Playground: It was agreed to discontinue the playground working group.
- (iv) Noticeboard: Cllrs. R Harris and S Hicks.

2025/23 ANNUAL RETURN 2024-25

- a) *Internal audit and report:* The annual return has been submitted to HALC for internal audit. HALC is expected to have completed the internal audit by the time of the next scheduled meeting on 25 June 2025.
- b) *Parochial Charity accounts 2024-25:* The meeting RESOLVED to agree the Fire Station Trust and AH Williams Trust annual accounts for 2024-25.

2025/24 RISK SCHEDULE and INSURANCE

The risk schedule was reviewed and approved. It was resolved to accept the insurance policy renewal quotation for 2025-26.

- 2025/25 POLICIES AND PROCEDURES**
Updated model standing orders and financial regulations were noted and that these had been updated by the parish council in 2024. It was agreed to keep the latest standing orders and financial regulations under review and to take no further action.
- 2023/26 MINUTES OF PREVIOUS MEETING**
The Minutes of the Meeting held on 23 April 2025 were amended under 2025/17 to reflect the scheduled starting time of the annual meeting, which was 7.15pm. With this amendment the minutes were agreed.
- 2025/27 LOCAL RESIDENTS' DISCUSSION**
There were no matters raised.
- 2025/28 TRAFFIC MANAGEMENT PLAN**
Cllr. A Scholar kindly provided a brief verbal report on the traffic management working group. An update by the traffic management group has been submitted to the newsletter. Recommendations will be made for the other initiatives that could not be implemented as part of the resurfacing works.
- Ward Cllr. Hurcomb kindly confirmed that the double yellow lines at the Corners crossroads will be reinstated, and that the plan in the long term is for all village roads to have the middle lines removed.
- 2025/29 NOTICEBOARD ON SCHOOL WALL, LONGFORD**
Cllr. R Harris kindly provided a brief verbal report on the noticeboard working group. Plans have been drawn up for a new noticeboard with sliding doors and acrylic panels. It is proposed that it has the same dimensions as the existing noticeboard and that the sign above, which is on a separate panel, is retained.
- The parish council supported the proposed bespoke design and way forward recommended by the working group and asked that a quotation is obtained for the noticeboard to be made and put up on the wall of the school. Alternative commercially manufactured external noticeboards with sliding doors/ acrylic panels do not appear to be available.
- 2025/30 HIGHWAYS/ LENGTHSMAN SCHEME**
Cllr. S Hicks, lengthsman coordinator kindly reported on lengthsman activity. The new lengthsman has been appointed and started routine maintenance including a single session maintaining the churchyard.
- The bench on the risk schedule which is located at Lugg Green has been checked by the footpath officer. It is in disrepair and removal is recommended. The highway mirror at the Corners has been reported to be out of alignment. It was agreed to request the lengthsman remove the bench and reset the highway mirror.
- Overgrown hedges which encroach onto the pavement and highway signs are to be reviewed with the highway authority for assessment and appropriate action.

2025/31

FOOTPATHS

Cllr. S Morgan, footpath officer kindly reported on recent strimming, including at the small field adjacent to the churchyard, which is used as a 'permissive' footpath to access KL2. A quotation is to be obtained for footpath furniture with delivery, if possible, before the deadline for the 2024-25 footpath grant on 30 June 2025. The new bridge at Blue Ditch was included in a recent walk, gates are planned for each bank. Hopefully, the new footbridge over the Lugg will follow soon.

2025/32

INTERPRETATION PANEL, BATTLE OF MORTIMER'S CROSS

A proposal from The Battlefields Trust was considered. The Trust have suggested the parish council might consider using permitted development powers under Part 12 (AB) of The Town and Country Planning (General Permitted Development) (England) Order 2015 to put up a Battle of Mortimer's Cross interpretation panel next to the Welcome to St Michaels and All Angels notice board by the main gate to Kingsland Church.

It was stated that the Battlefields Trust have approval in principle from the church, and that the plan to locate an interpretation panel next to the Monument has been dropped in preference for a panel opposite at Luctonians.

It was resolved to request more details on the proposed size and location of the interpretation panel by the main gate to the church, seek reassurance on whether or not the PCC might need to obtain a faculty, and to look again at the matter at the next meeting.

[Cllr. R Harris left the meeting.]

2025/33

CHURCHYARD MAINTENANCE

It was resolved to provide a grant to the PCC for the exclusive purpose of churchyard maintenance in 2025. The grant agreed is £700.00 less the cost of recent work undertaken by the lengthsmen in the churchyard which means that the grant is £575.00 in 2025.

[Cllr. R Harris re-joined the meeting.]

2025/34

OAKER WOOD

The consultation on the woodland management plan at Oaker Wood was noted.

2025/35

PLANNING

Planning Decisions: Herefordshire Council have issued a Certificate of Lawful Use or Development for 250489 Bryher and 243239 Windwhistle. A notification from a local developer concerning re-submission of plans to the planning authority for development behind the Methodist Chapel was noted. A planning enforcement matter was noted.

2025/36

FINANCE

i) *Financial statement to date:* The financial statement to 30 April 2025 was noted. Cash at hand at this date was £43,750.10.

- ii) *Payments AGREED*: Eyelid Productions Ltd, annual website support (£100.00); Zurich Municipal, parish council insurance (£557.52); MJH Contracting, lengthsman (£287.50); Clerk, admin/ expenses to 31 March 2025 (£326.83); Cloud Next, hosting of parish council website (£119.98) and Kingsland PC, transfer to new account (£7,500.00).
- iii) *Banking matters*: It was RESOLVED to open an instant access account with the parish council’s current banking provider to hold reserve/ earmarked funds.

2025/37 **MATTERS RAISED FOR THE NEXT MEETING** (no discussion)
There were no matters raised.

2025/38 **DATE OF NEXT MEETING**
The next meeting will be at 7.30pm on Wednesday 25 June 2025 at the Coronation Hall.

The Chairman closed the meeting at 9.06 pm.

Signed:

Date: