

## KINGSLAND PARISH COUNCIL

### **MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 21 MAY 2013 AT 8.05 PM AT THE CORONATION HALL**

#### **PRESENT**

R C Smallwood ... CHAIRMAN, Mr C Southgate (VICE CHAIRMAN), Mrs B Bengry, Mrs R J Edwards, Mr G T Bradley, Mr H Jones, and Mr P D Vaughan.

#### **IN ATTENDANCE**

District Cllr. S Bowen and Mr R Hewitt, Parish Clerk.

**2014/23**      **APOLOGIES FOR ABSENCE** accepted from Mrs J Barbour, Mr D Thompson, Mr D Fordham, and Mr B J Watkins.

**2014/24**      **DECLARATIONS OF INTEREST INTEREST and WRITTEN DISPENSATIONS**  
The Vice Chairman declared an interest in the church repairs (2014/40). There were no other declarations of interest or written dispensations on agenda items.

**2014/25**      **ELECTION OF OFFICERS**

[The Vice Chairman took the Chair.]

(i) Chairman: Cllr. B Bengry proposed Cllr. R C Smallwood as Chairman, and this was seconded by Cllr. R Edwards. Cllr. Smallwood accepted the office of Chairman;

[Cllr. Smallwood took the Chair.]

(ii) Vice Chairman: Cllr. B Bengry proposed Cllr. C Southgate as Vice Chairman, and this was seconded by Cllr. P Vaughan. Cllr. Southgate accepted the office of Vice Chairman;

(iii) Airfield Representative: Cllr. R Edwards proposed Cllr. P Vaughan and this was seconded by Cllr. B Bengry. Cllr. P Vaughan accepted the position of Airfield representative;

(iv) Footpath Representatives: Cllrs. H Jones and B Watkins were proposed by the Chairman, and seconded by the Vice Chairman. Cllr. Jones accepted the position and the Clerk was asked to inform Cllr. B Watkins who was not present at the meeting;

(v) Tree Warden: Cllr. B Bengry was proposed by Cllr. R Edwards and this was seconded by the Vice Chairman. Cllr. Bengry accepted the position.

(vi) Parish Watch Representative: Cllr. H Jones proposed Cllr. J Barbour and this was seconded by the Vice Chairman. The Clerk agreed to inform Cllr. J Barbour who was not present at the meeting; and

(vii) Lengthsman Administrator: Cllr. H Jones proposed Cllr. C Southgate and this was seconded by Cllr. B Bengry. Cllr. Southgate accepted the position of Lengthsman Administrator.

**2014/26**      **UPDATE REGISTER OF INTERESTS**

Members were asked to consider whether their register of interests needed to be updated.

- 2014/27 KINGSLAND PARISH COUNCIL ACCOUNTS 2012-13**  
The meeting RESOLVED to agree the Annual Accounts for 2012-13, and the Annual Return was signed by the Chairman and Clerk.
- The Clerk read out the Annual Governance Statement. All statements in the Annual Governance Statement were unanimously agreed and signed by the Chairman and Clerk.
- 2014/28 ACCOUNTS OF THE PAROCHIAL CHARITIES 2012-13**  
The meeting RESOLVED to agree the Parochial Charity Annual Accounts for 2012-13, which were signed by the Chairman.
- 2014/29 APPOINTMENT OF INTERNAL AUDITOR**  
The meeting RESOLVED to re-appoint Emma Greenald as the internal auditor for the accounts of the parish council and parochial charities.
- 2014/30 INSURANCE RENEWAL**  
The meeting considered two long term quotations for parish council insurance from Zurich Municipal Insurance and AON Insurance. The meeting RESOLVED to renew the parish council policy with Zurich Municipal Insurance on the basis of a long term five year agreement, effective from 1 June 2013.
- 2014/31 RISK SCHEDULE**  
The meeting considered the Risk Schedule for 2013-14 and noted the need to review the financial regulations and standing orders during 2013-14. The risk schedule was AGREED and signed by the Chairman.
- 2014/32 MINUTES OF PREVIOUS MEETING** –The Minutes of the Meeting held on Thursday 11 April 2013 were agreed and signed.
- 2014/33 HEREFORDSHIRE COUNCILLOR’S REPORT**  
District Councillor Bowen’s report was made at the Annual Parish Meeting held earlier in the evening.
- 2014/34 LOCAL RESIDENTS DISCUSSION**  
No members of the public spoke at the meeting.
- 2014/35 FEEDBACK ON ACTION ITEMS & MATTERS OUTSTANDING**  
The Clerk provided feedback on the Millennium Green Trust meeting on 18 May 2013. The Millennium Green Trust has proposed that a grit bin is located at the side of the property known as Wentworth, would like to trial the use of a small green bin next to the existing bin for recycling so long as it is emptied by Herefordshire Council; and would like to see the kerbing undertaken so long as it is at the same height as the adjacent land and drops to allow people to use the gate. The meeting noted the response of the Kingsland Millennium Green Trust, and postponed a decision on the kerbing pending a review of the Corners Inn crossroads with Herefordshire Council.

English Heritage undertook a site meeting at The Glebe Land on 22 April 2013, and provided a written report which stated that: “Scheduled Monument Consent will be required to strip the overburden off the pathway... The application should include the methodology to be used i.e. hand cleaning, no additional retaining edging to be introduced and no repairs to the tarmac... we are unlikely to support an application to plant additional trees along the avenue.” The Clerk said a draft application for Scheduled Monument Consent has been completed and sent to Smiths Gore for the Hereford Diocese to consider.

**2014/36 FINANCE**

The Clerk reported that 50 percent of the Precept for 2013-14, amounting to £5,000, has been received from Herefordshire Council.

The following payments were AGREED by the meeting: Zurich Insurance (£403.83); Emma Greenald, internal audit (£225.00); Parish Plan questionnaire prize draw (50.00); and the Clerk’s expenses, April 2013 (£48.66).

**2014/37 LENGTHSMAN SCHEME**

The meeting noted that the lengthsman grant for 2013-14 is £2,354.00. The Vice Chairman reported that the lengthsman has removed a bench which was unsafe and cleared a section of the footpath to Pinsley Brook.

**2014/38 P3 FOOTPATHS SCHEME**

The Clerk to Richard’s Castle Parish Council will allow their equipment to be used to clear footpaths in Kingsland in return for a contribution to the costs of servicing the equipment. Cllr. Bradley said he has walked 24 of the 26 footpaths in the parish and noted several minor repairs including a replacement post and kissing gate. The repairs will be undertaken once the P3 funding has been confirmed by Herefordshire Council.

Cllr. Bradley said the lengthsman had undertaken the clearance of the Pinsley Brook footpath following an incident when a member of the public fell on the footpath. The footpath was reviewed by Herefordshire Council and found to be in good order, but Cllr. Bradley arranged for the lengthsman to clear part of the footpath in order to mitigate the risk of a further incident.

**2014/39 PARISH PLAN AND PROPOSED NEIGHBOURHOOD PLAN**

The Vice Chairman reported that the parish plan questionnaire has been completed by 59.5 percent of people in Kingsland, and the results are due to be analysed shortly. The Clerk reported that Eardisland Parish Council will be considering whether to undertake a neighbourhood plan at their Annual Meeting on Thursday 23 May 2013. The meeting agreed to postpone a decision on the neighbourhood plan pending feedback from Eardisland Parish Council.

**2014/40 RENOVATION OF KINGSLAND CHURCH**

The meeting noted the request made by Kingsland PCC in the Annual Parish meeting.

**2014/41 RESURFACING OF CORONATION HALL CAR PARK**

The Clerk advised the meeting the Local Government Act 2003 requires the parish council to obtain approval to borrow money from the Secretary of State of the Dept. for

Communities and Local Government, and that the application form requires information which is not yet available to the parish council such as whether the annual funding has been put in place by the Coronation Hall to repay the loan for the resurfacing of the car park. The meeting noted the requirement to contribute parish council funds to the project which are not ring-fenced or already allocated for other purposes.

The meeting noted that a decision on a loan to resurface the car park can be made once the annual funding available to the Coronation Hall has been clarified and confirmed by the management committee.

**2014/42 POLLING STATION VENUES AND FACILITIES**

The meeting confirmed that present polling station arrangements were satisfactory.

**2014/43 REDUCTION IN RECYCLING SITES**

The meeting noted the reduction in the glass recycling service by Herefordshire Council which took effect at the end of April 2013.

**2014/44 PLANNING**

**130392/F The Rosary, Kingsland, HR6 9QJ** – Erection of a new sustainable dwelling (amended plans). The amended planning application was supported.

**Dark Orchard, Kingsland** – The Clerk reported that planning enforcement will arrange to visit the site to review any ‘unauthorised elements’.

[Cllr. Bengry left the meeting.]

**131040/C Outbuildings and land at Former Glendaph Nursing Home, North road, Kingsland** – Retain original house and demolish modern extensions, retain outbuildings and convert into single dwelling. Erect three new detached dwellings and four detached garage. The planning application was supported.

**Planning Decisions** – The meeting noted planning permission has been granted for all applications made since September 2011, including N/113363/F Kingsland Fire Station.

**2014/45 COUNCILLORS’ FORUM**

There were no matters raised for consideration at the next meeting of the parish council.

The Chairman closed the meeting at 9.45 pm.

**Signed:** .....

**Date:** .....