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**MINUTES OF THE KINGSTONE & THRUXTON GROUP PARISH
COUNCIL ANNUAL MEETING HELD ON 23 MAY 2018 AT THE
VILLAGE HALL**

PRESENT

Parish Councillors:

Cllr A Wright, Cllr R Piotrowski, Cllr C Rowan (Mrs), Cllr C Rowan (Mr), Cllr P Wright, Cllr. D Barton, Cllr S Walker, Cllr M Walker, Cllr T Mapp and Cllr D Lloyd.

ABSENT

Parish Councillor:

Cllr J Watkins,

IN ATTENDANCE

Mrs R Craine (Clerk), 2 parishioners and Ward Cllr. J Johnson.

1. ELECTION OF CHAIRMAN

Cllr. A Wright was unanimously elected as Chairman, proposed by Cllr. Clive Rowan, seconded by Cllr. Carol Rowan. Acceptance of Office form signed.

2. TO RECEIVE APOLOGIES FOR ABSENCE

None.

**3. DECLARATION OF INTERESTS AND DISPENSATIONS. TO RECEIVE
DECLARATIONS OF INTEREST AND TO CONSIDER ANY WRITTEN
APPLICATIONS FOR DISPENSATION**

Cllr. P Wright declared a DPI in Lengthsman invoice.

**4. TO APPROVE AND SIGN AS CORRECT THE MINUTES OF THE MEETING OF 11
APRIL 2018.**

The minutes of the last meeting were agreed and signed by the Chairman as a true record.

5. PUBLIC QUESTION TIME

None.

6. TO CO-OPT PARISH COUNCILLORS TO FILL CURRENT VACANCIES

None.

7. REGISTER OF INTEREST FORMS

All councillors reminded to update Register of Interest forms if necessary.

8. ELECTION OF VICE CHAIRPERSON

Cllr P Wright was unanimously re-elected as Vice Chairman, proposed by Cllr M Walker, seconded by Cllr S Walker.

9. TO CONFIRM REPRESENTATIVES

Sports Association – Cllr. Denise Lloyd.

Parish Hall Committee – Cllr P Wright.

William Hoskyns Trust. – Cllr A Wright and Cllr P Wright

Consolidated Charities – Cllr C Rowan, Cllr P Wright and Cllr A Wright.

John Smith Charity – Cllr C Rowan (Mr), Cllr C Rowan (Mrs) and Cllr J Watkins.

10. REPORT FROM LOCALITY STEWARD

None. Weekly updates received.

11. LOCAL POLICE REPORT

None.

12. REPORT FROM WARD COUNCILLOR

See attached. Pavement survey has been carried out. Drains, by the farm on the B4349 where flooding occurs, are to be sorted out. Balfour Beatty looking to renew their contract in next six months. Hereford University will be part of Hereford town centre and won't have separate student union.

13. P3/LENGTHSMAN SCHEME UPDATE

Footpaths at Dunswater Farm need reinstating again, Cllr P Wright to give a reminder. Annual walk of all paths imminent. Contract with Herefordshire Council signed.

14. VILLAGE HALL COMMITTEE REPORT

Fund raising options for an extension being investigated.

15. SPORTS ASSOCIATION REPORT

Upcoming events include one organised by Coldstone Cross residents, the dog show and an event organised by the Sports Association. Ramp has been reinforced.

16. RISK SCHEDULE UPDATE

Unanimously agreed and signed.

17. FINANCE

17.1 RFO Report - see attached copy.

17.2 Internal auditor's report. Mr A Godwin carried out internal audit and no actions were raised.

17.3 Financial statements. End of year receipts and payments account and balance sheet was adopted and signed by Cllr Wright and R Craine as being a true record of the financial state of the Parish Council. (See attached).

17.4 Adoption of annual accounts. Cashbook reviewed, approved by Council and signed by Cllr Wright and R Craine as being a true record of the financial state of the Parish Council.

17.5 To consider exemption from external audit. Unanimously agreed that the council met the requirements and exemption certificate was signed.

17.6 The Annual Governance Statement approved and signed.

17.7 Annual Accounting Statement was approved and signed.

17.8 To consider:

Invoices

Clerk's wages.
HMRC tax - £52.40
Insurance - £305.36.
Lengthsman - £145.00
SLCC - £57. 50.

Receipts

Precept - £6000.00

Balances:

The balance for the current account as at 12 May 2018 was £18390.81.

The balance of the deposit account as at 12 May 2018 was £3647.37.

18 PLANNING

APPLICATION NO & SITE ADDRESS: Planning Consultation - 181177 - Brownfield land off Dean Pool, Kingstone, Herefordshire, HR2 9ES DESCRIPTION: Proposed erection of 9 new dwellings together with associated vehicle access.

Comment: The number of new dwellings identified for Kingstone is already massively over the number expected for it in the 2011-31 Core Strategy. Although the Kingstone & Thruxton NDP accepts development on brown field sites the original planning application for this site was for five houses and the Parish Council feels that nine is far too many.

19 TO CONSIDER COMPLIANCE WITH GDPR

19.1 To consider setting up a GDPR working group – not at present.

19.2 A new Data Protection Policy – approved.

19.3 A Privacy Policy – approved.

19.4 A Privacy Notice – approved.

19.5 A Data Subject Access Policy – next agenda.

19.6 Retention and Disposal Policy – approved.

19.7 To consider options regarding appointment of a Data Protection Officer. Not considered necessary at present.

20 TO CONSIDER A NEW SAFEGUARDING POLICY

Policy unanimously approved. Cllr D Barton agreed to be responsible safeguarding person.

21. TO CONSIDER VILLAGE HALL SIGNS

Signs at Dunswater, Dews Corner and Gooses Foot need replacing, BB no longer doing it. Cllr Wright suggested that the village gateway idea was put on hold and that some really nice signs be purchased instead. It was unanimously agreed that Cllr. Wright should get some ideas and quotes for next meeting. Signs will still need approval of BB.

22. UPDATE ON LAGAN HOMES

Still working on 106 agreement so not yet approved and it will be going to delegated powers.

23. TO CONSIDER NEW WEBSITE

Unanimously agreed that PC should have its own website and that the old parish website should be shut down. Cllr. M Walker to set up new site.

24. TO CONSIDER LOCAL SPEEDING PROBLEM

Problem getting worse. SID's too expensive. Phone in any registrations obtained for speeding vehicles. Contact Community Ambassador to attend a meeting.

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25. TO CONSIDER WHITEHOUSE DRIVE ROAD SURFACE

White lines have been drawn and tarmac vehicles have turned up.

26. UPDATE ON BUS STOP AT CHURCH

Next agenda.

27. TO NOTE INFORMATION SHEET

Noted.

28. MATTERS NOTIFIED TO CLERK FOR AGENDA OF NEXT MEETING

Lagan Homes.

GDPR.

Bus stop.

Road signs.

WHD

Web site.

Resolved to hold following agenda item in closed session. Members of the public were asked to leave room.

29 CLERK'S ANNUAL PERFORMANCE REVIEW AND ASSOCIATED ANNUAL INCREMENTAL SALARY INCREASE

Agreed National pay increase be awarded from 1 April 2018 and that Clerk's salary should be increased one point to SCP 26.

30 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 4 July 2018 commencing at 7.30 pm at the Village Hall.

The meeting closed at 8.55 pm.

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KINGSTONE AND THRUXTON GROUP PARISH COUNCIL

Financial Report for the year 2017/2018

The precept for the year increased to £11,000.00 to compensate for withdrawal of HCC grants. Interest on Deposit Account, Lengthsman/P3 Grant, VAT refund, MDPC contribution towards SLCC subs generated other income.

Donations given by the Parish Council were £400.00 to Dore Transport, £1300 to Kingstone Sports Assoc. £300 to Kingstone Church for Churchyard maintenance and £150.00 to Thrupton Church for churchyard maintenance. Other significant expenses besides clerk's wages, insurance, the Lengthsman Scheme and Parish Paths Scheme include £331.88 towards Village Hall costs, £100.00 for external audit and £900.00 for grass cutting. As at 31.3.18 all Lengthsman Scheme and P3 invoices had been claimed. The Cash Book balance as at 31.03.18 stands at £13104.67, the Deposit Account at £3647.37. Overall balance as at 31.3.18 is £16752.04. Comparing receipts to expenditure at the end of the year we had a surplus of £3376.70. A precept of £12000.00 was agreed for 2018/19 to cover increasing costs and reduction in available grant amounts.

With the approval of the Parish Council, Mr Alan Godwin agreed to be our Internal Auditor. I have enclosed for you all to peruse a copy of the receipts and payments sheet and balance sheet that was given to Mr Godwin so that the Parish Council can approve the accounts at its next meeting.

SAAA has appointed PKF Littlejohn LLP as the external auditor for KTPC for 5 years from 2017/18. As KTPC meets the following criteria it is exempt from submitting the accounts for external audit:

- Total gross income and total gross expenditure is below £25k
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year
- has been in existence since before 1/4/14.

Rachel Craine

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KINGSTONE AND THRUXTON GROUP PARISH COUNCIL

BALANCE SHEET AS AT 31st MARCH 2018

2016/2017 £		2017/2018 £
	CURRENT ASSETS	
653.10	Debtors - VAT Recoverable	35.00
2.90	Petty cash	0.00
9735.18	Cash at Bank Current Account	13104.67
3637.26	Savings Account	3647.37
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14028.44		16787.04
	CURRENT LIABILITIES	
0.00	Creditors	0.00
14028.44	NET ASSETS	16787.04
	REPRESENTED BY	
14028.44	General Fund Balance	16787.04

Note 1. At the 31st March 2018 the following fixed assets were held

Village Hall £458224.00
Restated
Laptop & Printer £512.00

The entries on the statements on pages 1 and 2 represent fairly the financial position of the Authority as at the 31st March 2018 and reflect its payments and receipts during the year.

Approved by the Council on

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Chairman

.....
Responsible Financial Officer

2.

KINGSTONE AND THRUXTON GROUP PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2018

2016/2017	RECEIPTS	2017/2018
£		£
10000.00	Precept	11000.00
18.11	Interest Receivable	10.11
6969.00	Grants/donation	229.50
60.81	HMRC	0.00
<u>592.38</u>	VAT Refunded	<u>653.10</u>
17640.30		11892.71
	PAYMENTS	
	<u>General Administration</u>	
3508.38	Staff Costs	3647.48
135.81	HMRC	114.40
36.61	Petty cash items	29.99
	Petty cash reserve	2.90
100.00	Audit	100.00
1700.00	Donations	1700.00
450.00	Churchyard Maintenance	450.00
	<u>Running Costs</u>	
298.57	Insurance	305.36
900.00	Grounds Maintenance	900.00
600.89	Subscription (HALC)	0.00
0.00	SLCC subs	118.00
532.00	Village Hall Costs	331.88
1600.00	Footpath Maintenance Labour	195.00
0.00	Election costs	0.00
653.10	VAT	35.00
650.00	Lengthsman	290.00
80.00	HALC/training/books	0.00
0.00	Web site	0.00
426.74	Computer costs	21.00
35.00	ICO	35.00
600.00	Neighbourhood Plan consultants	0.00
189.01	NP Grant repayment	0.00
410.99	NP sundries	0.00
1508.00	Defib costs	200.00
125.00	Queen's tree	0.00
<u>40.00</u>	Internal audit	<u>40.00</u>
14580.10		8516.01
3060.20	Deficit/Surplus for Year	3376.70
	<u>General Fund Movements</u>	
10315.14	Balance brought forward 01.04.2017	13375.34
3060.20	Surplus for the current year	3376.70
13375.34	Balance carried forward 31.03.2018	16752.04