

PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting and Scheduled meeting of Stapleton Group Parish Council meetings held at Kinsham Village Hall, Monday 20 May 2024 commencing at 7.30 pm.

MEMBERS PRESENT: Councillors Caroline Scatcherd (chair), Margaret Edwards (vice-chair), Myra Chilman (arrived at 7.55pm), Paul Segrot, Stephen Weaver (arrived at 8.20pm).

ALSO PRESENT: 1 member of the public and Ward Councillor Carole Gandy

OFFICER PRESENT: Clerk to the Council.

No	Item	Description	Action
24.1	ELECTION OF CHAIR	The clerk asked for nominations for Chair - Cllr Caroline Scatcherd proposed Cllr Margaret Edwards and this was seconded by Cllr Paul Segrot, There were no other nominations, All Councillors were in favour and Cllr Edwards accepted the position and sign the chairman's acceptance form. Cllr Edwards chaired the rest of the meeting.	
24.2	ELECTION OF VICE-CHAIR	Cllr Scatcherd proposed Cllr Rogers and this was seconded by Cllr Segrot, as Cllr Rogers was not present the clerk will contact him and report back at the next meeting.	Clerk
24.3	APOLOGIES:	Cllr Rogers	
24.4	DECLARATIONS OF INTERESTS	None	
24.5	STANDING ORDERS	These had been circulated before the meeting. The Councillors approved them.	
24.6	FINANCIAL REGULATIONS	The new Financial Regulations had been circulated before the meeting. The regulations were discussed, and the Parish Council approved them.	
24.7	CODE OF CONDUCT	This had been circulated before the meeting. The Councillors approved these.	
24.8	TO CONSIDER	ARRANGEMENTS FOR 2024/25	
	8.1	Bank Mandate – Signatories were discussed, and it was agreed to add Cllr Rogers. Cllr Scatcherd is to obtain a list of signatories from Lloyds bank. Also agreed to still to have two Councillors to sign cheques/authorise online payments. (Cllr Chilman joined the meeting).	Cllr Scatcherd
	8.2	Appointment of Internal Auditor – The Councillors decided to appoint Paul Russell as the internal auditor for 2024/2025.	
	8.3	Register of Interests – Councillors were asked to make sure their Registers of Interests were on the HCC website and were up to date.	
	8.4	Meeting Schedule – The Councillors agreed the following dates for the meetings: starting at 7pm Monday 15 July 2024 Monday 16 September 2024 Monday 18 November 2024 Monday 20 January 2025 Monday 17 March 2025	
	MINUTES OF	SCHEDULED MEETING	
24.9	APOLOGIES:	Cllr Rogers	
24.10	DECLARATIONS OF INTEREST:	No declarations.	

24.11	OPEN SESSION:		
	11.1	Matters raised: Carol was thanked for her detailed PROW reports	
	11.2	No report from West Mercia Police	
	11.3	Report Ward Councillor Carole Gandy – as per her report (see website). May 2026 would see the end of the current contract with BBLP	
24,12	MINUTES:		
	12.1	Councillors approved the Minutes of the Full Council held on Monday 8 April 2024 and noted the minutes of the Parish meeting held on 8 April 2024. (Cllr Weaver joined the meeting).	Clerk
23.13	FINANCE		
	13.1	Outstanding Accounts- The Councillors approved the following payments: S A Ruell -Drainage works etc £ 960.00 RPM – electrics for phone box defibrillator £1,068.00 Clerk – reimburse – Go Daddy domain £35.98 Clear Councils Insurance £ 524.29 (Approved after discussion) Paul Russell- Internal Audit £ 110.00 Hugo Fox monthly sub £ 11.99 Alan Preece - £ 220.00 The receipt of £4,700 for the first instalment of the precept for 2024/25 was noted.	Clerk
	13.2	The Councillors noted the bank balances after the payment above are £ 16,349.42 Current Account. The bank reconciliations and invoices were signed.	
	13.3	The Income and Expenditure for the year ended 31 March 2024 was discussed and agreed.	
	13.4	The report from the internal auditor was discussed and recommendations noted.	Clerk
	13.5	The AGAR 2023/24 was discussed and approved. The Councillors approved the submission of the exemption form to the external auditors. The Councillors approved the notice of public rights to commence on Monday 3 June 2024 to Friday 12 July 2024.	Clerk
24.14	PLANNING	To consider any planning consultations received from Herefordshire Council and agree comments (if any) to be submitted by the Parish Council for determination by Herefordshire Council.	
	14.1	No applications have been received	
23.15	WORKING GROUPS		
	15.1	Parish Report – There had been 2 further road accidents at Combe last month. Carole Gandy to chase up Callum Bush re the installation of road markings and signs at Combe. Overgrown hedge at Combe corner – clerk to write to owners of Mistletoe House to request they cut the hedge back to their boundary. All Councillors were in favour of the new bench being placed in the village hall car park. Cllr Scatterd to take photographs of the new road signposts at Kinsham as they were not in	

		<p>the Councils preferred place and Carole will discuss this with HCC on Thursday.</p> <p>The Lengthsman has done a good job with the water from Church car park by the Court House Byton. He still needs to look at the drain cover by the Court House.</p> <p>The drains by the buildings at Byton need looking at as well as Cabin Lane – clerk to ask Natasha locality steward to look at the issues.</p> <p>Cllr Weaver will ask RPM to install the electrics for the defibrillator at Byton.</p>	
	15.2	<p>Footpath Officers – Carol had sent in reports on the PROW she had walked. These were discussed and the Councillors asked the clerk to send them onto the Lengthsman for him to action the points raised.</p> <p>PROW need to be walked by 25 June as the PROW grant form needs to be submitted by 30 June 2024.</p>	Carol & Cllrs Scatcherd & Segrot.
24,16	15.3	SID bases – The locations were discussed, and the Councillors agreed to install them in the positions recommended by Simon Hobbs where they can be used as evidence of speeds. Clerk to send locations to Lengthsman and Cllr Edwards was to ask him if he could install them.	Clerk
	NEXT MEETING	Council noted that the next meeting of the Parish Council would take place on Monday 15 July 2024	
23.17	AGENDA ITEMS FOR NEXT MEETING-	Need to be with the clerk by 9 July 2024.	Clerk
	CLOSE	The meeting closed at 9.10 pm	

Signed by the Chairman:	Date:
-------------------------	-------