

PARISH COUNCIL MEETING

Minutes of Stapleton Group Parish Council meeting held at Kinsham Village Hall, Monday 17 March 2025 commencing at 7.30 pm.

MEMBERS PRESENT: Councillors Margaret Edwards (chair). Paul Segrott (vice-chair), Stephen Weaver and Jonathan Rogers.

ALSO PRESENT: Ward Councillor Carole Gandy, Carol Robinson (PROW) and PCSO Emma Swallow

OFFICER PRESENT: Clerk to the Council.

No	Item	Description	Action
1	APOLOGIES:	A minute's silence was held in memory of Cllr Myra Chilman. Cllr Scatcherd apologises were accepted.	
2	DECLARATIONS OF INTEREST:	Cllr S Weaver item 5.3	
3	PUBLIC PARTICIPATION:		
	3.1	Ward Councillor Gandy report – This had been circulated prior to the meeting and is on the website. The state of the roads and verges were discussed Ward Councillor Gandy discussed the importance of attending the NDP Teams meeting with the increased number of houses for Herefordshire. BOATS – an action group are in discussion with HCC re their status going forward. Lengthsman grant for 2025/26 will be £120/km as previous year.	
	3.2	PCSO Swallow spoke about: Vans been broken into in the Leominster/Brimfield areas and vehicles thefts. Property marking surgeries – these will be advertised online. Operations that are currently taking place- Stop that sheep – checking trailers etc for animals and their documents Kerb it – speed checks Sports stars – for children in year 5 to year 7 Coffee with a cop – held in Leominster Police Station open day – Sunday 6 April 2025. The chairman thanked her for attending the meeting, PCSO Swallow then left the meeting.	
4	MINUTES	Council Resolved to approve the Minutes of the full Council held on 20 January 2025 and the chair signed them as a true record of the meeting.	
5	FINANCE:		
	5.1	The following payments were approved: Clerks' wages £ 468.00, PAYE £ 177.00 Clerk expenses and milage £230.36 Monthly Direct debit £ 11.99 Hugo fox – website. It was noted that the balance at bank £ 10,682.16	Clerk
	5.2	The invoices and bank reconciliation statement were signed by the Chairperson and the cheques were signed by two Councillors.	
	5.3	Grant – Kinsham Village Hall Committee – The grant application was discussed and the Councillors resolved to grant Kinsham Village Hall	Clerk

		committee £1,000 as a contribution towards the purchase of a projection system for the hall.	
	5.4	Budget/Actual figures from April to March 2025– The figures were discussed and agreed and will be posted on the website.	Clerk
	5.5	The reserve policy was reviewed, and the councillors agreed the following earmarked reserves: Traffic Management (Portable SID and bases) £6,000 PROW replacement Stiles £1,000 Notice Boards £570 The remainder of the funds to remain in General reserves. Proposed Cllr Edwards and seconded by Cllr Weaver – all Councillors agreed. It was noted that the asset register had not changed since 31 March 2024,	
	5.6	Policy Statement of Internal Control – the policy was discussed and Cllr Segrott proposed that the Parish Council should adopt this policy, this was seconded by Cllr Edwards, all Councillors agreed. On-line banking Policy – This was discussed and Cllr Edwards proposed that the Parish Council should adopt this policy as the council were proceeding with on-line payments etc. This was seconded by Cllr Rogers and all councillors agreed.	
6	PLANNING	Council considered the following planning consultations received from Herefordshire Council	
	6.1	Application No – 250491 Address – 2 Estate Yard, Kinsham, Presteigne Proposal – Proposed detached single-storey garden studio building. The application was discussed and the councillors agreed to support the application.	
7	ENVIRONMENT AND VILLAGE:		
	7.1	Villages and PROW updates- Clerk to check if volunteers clearing footpaths are insured. Carol will contact PROW team at Herefordshire council for A3 PROW maps to include parish boundaries. SID bases were discussed, and councillors resolved to install 5 bases and then discussed the two quotes received for their installation. The Councillors decided to go with Chris Shepperd. The transfer of the Kiosk to the village hall committee was mentioned and this will be on the agenda for the next meeting. One of the notice boards can be repurposed by the village hall committee and put on the wall of the village hall, the remaining notice board is to be stored until needed.	
	7.2	The Annual Parish meeting will be held on Monday 14 April 2025.	

8	NEXT MEETING	Council noted the Annual Parish Council meeting, and the next Parish Council meeting will take place on Monday 19 May 2025 starting at 7.00pm.	
	CLOSE	The meeting closed at 9.25 pm	

Signed by the Chairman:	Date:
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