

**DRAFT MINUTES**  
**ANNUAL MEETING OF THE PARISH COUNCIL**  
 Held at Kington & Dormston Village Hall  
 May 9<sup>th</sup> 2023 at 7:30pm

<b>Present:</b>	Cllr M. Tilt (Chair)	Cllr E. Faizey
	Cllr P. Collins	Cllr T. Richards
	Cllr S. Richins	Cllr V. Longmore
	County Councillor L. Robinson	Cllr I. Bull
	1 Member of the Public attended	Clerk

**PUBLIC QUESTION TIME** - There were no questions from the Public.

- 1. Election of Chairman and Declaration of Office** – Cllr Tilt was elected to the post of Chairman, proposed by Cllr Collins and Seconded by Cllr Faizey. The Declaration of Acceptance of Office was signed.
- 2. Apologies- None**
- 3. Declaration of Interest**  
Disclosable Pecuniary Interest – none recorded. Other Disclosable Interest – none recorded.
- 4. Grants for Dispensation** – none requested.
- 5. Staffing Committee and Scheme of Delegation were considered:**
  - a. Cllr's Tilt, Drake and Richins were elected to form the Staffing Committee.
  - b. The Council approved the Scheme of Delegation which had been circulated prior to the meeting, and Chair signed.
- 6. The Council reviewed and adopted the following documents which had been circulated prior to the meeting and were signed by Chair:**
  - i. Financial Regulations
  - ii. Standing Orders
  - iii. Risk Assessment
- 7. To approve the Minutes**  
The minutes of the Ordinary Parish Council Meeting held in March 2023 were approved and signed by Chair. Also, the Minutes for the Annual Meeting of the Parish Council held in May 2022 were signed by Chair.
- 8. County Councillor Report**  
See Parish Meeting minutes

KINGTON & DORMSTON PARISH COUNCIL

Clerk: Lisa Cope, Walcote, Top Street, Charlton WR10 3LE

Email: [kndparishcouncil@gmail.com](mailto:kndparishcouncil@gmail.com)

Tel. 01386 860616 (office hours only)

## 9. Highways

Cllr Robinson stated that she had received correspondence from Parishioners regarding speeding on the A422 and suggested that she will ask Highways for the speed wires to be put down to check average speeds.

## 10. Lengthsman

The Clerk shared that the lengthsman budget has increased by 5% this year to £2,413.89 which equate to approx. 3 hours per week at £15 per hour. As there was currently no lengthsman in post it was agreed by all Councillors to meet with Paul Caldicott and discuss the position with him. All being well if he accepts the position he would need to attend the next lengthsman course before starting the role.

## 11. Planning

The following planning applications are outstanding and there were no objections:

<a href="#">W/23/00498/HP</a>	Hillview Kington Lane Kington Worcester WR7 4DQ	Front and side extension to existing residential property to replace existing sun room	Pending Decision
<a href="#">W/23/00306/FUL</a>	Brockington Cottage Kington Lane Kington Worcester WR7 4DH	Proposed replacement dwelling and carport.	Pending Decision

## 12. Finance

1. Clerk outlined the report from the Internal Auditor. *Action: Clerk to publish.*
2. Council approved the Certificate of Exemption. *Action: Clerk to submit to External Auditors and Publish.*
3. The Council approved the Annual Governance Statement of 2022/23. *Action: Clerk to publish.*
4. The Council approved the Accounting Statements of 2022/23. *Action: Clerk to publish.*
5. The Council approved the Schedule of Fixed Assets. *Action: Clerk to publish.*
6. The Council approved the proposed dates for Exercise of Public Rights. *Action: Clerk to publish.*
7. The Council approved the Insurance Renewal document. *Action: Clerk to renew.*
8. Clerk presented the proposed payments below which were approved:

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Luke Farnsworth	Lengthsman Feb/ March	£405.00	Cheque 000548
Lisa Cope	Salary	£507.28	Cheque 000549
HMRC	Lisa Cope Tax	£126.80	Cheque 000550
ICO	Data Protection Fee	£40.00	Cheque 000551
Worcestershire Calc	Annual subscription fee	£306.29	Cheque 000552
Zurich	Insurance and Public Liability	£477.94	Cheque 000553
School Bears	Coronation Coins	£168.00	Cheque 000554
K&D Village Hall	Meeting hires	£72.00	Cheque 000555
Paul Caldicott	Coronation celebration	£200.00	Cheque 000556
Lisa Cope	Expenses	£90.13	Cheque 000557

### 13. Flag Pole

Cllr Tilt suggested that as the Kings Coronation had now passed the Flag Pole suggestion be dissolved as the funds could be better used for a new noticeboard for Kington, this was seconded by Cllr Collins and all Cllrs present.

### 14. Police Parish Contract

It was noted that no annual Police report had been sent for the Parish meeting, Cllr Drake suggested that the three priorities for the West Mercia Police Community Charter be: Speeding on the A422, Rural Crime and speeding on Cockshot Lane- all Cllrs agreed.

### 15. JBM Solar Farm

There were no further updates as yet or a date of when the Committee meeting would take place.

### 16. Kington Noticeboard

The Clerk presented a new noticeboard option for Kington which was made of hardwearing recycled plastic and fits 4x A4 sheets the cost is £1,043.70+VAT, this was agreed by all Cllrs. This does not include the removal of the old board and fitting of a new one.

Cllr Robinson offered £700 from County funds toward a new board which was gratefully accepted by Cllrs- Clerk to check the design and specification of the board before ordering. Clerk to contact highways for the fitting as it is on a highway in Kington.

### 17. Correspondence

The Clerk shared correspondence from JBM Solar regarding the Community Benefit Fund if the planning application is approved- Clerk to accept the offer of £20,000 to be used towards rooftop solar on community buildings and or towards other local sustainable initiative that will benefit the whole parish.

### 18. Councillors Reports and Items for future agenda- None

### 19. Date of Next Meeting

To confirm the date of the next Ordinary Parish Council Meeting is scheduled for the 10<sup>th</sup> July 2023 at 7:30pm at Kington and Dormston Village Hall.

Signed – Chairman .....

Date.....

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