

DRAFT MINUTES
ANNUAL MEETING OF THE PARISH COUNCIL
Held at Kington & Dormston Village Hall
May 9th 2022 at 7:30pm

Present: Cllr M. Tilt (Chair) Cllr I. Bull
Cllr P. Collins Cllr T. Richards
Cllr P. Laight Clerk
Cllr V. Longmore

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 Drake. The Declaration of Acceptance of Office was signed.
- 2. Apologies**
County & District Councillor L. Robinson
- 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, Collins and Laight 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 2022 were approved and signed by Chair. Also, the Minutes for the Annual Meeting of the Parish Council held in May 2021 were signed by Chair.
- 8. District & County Councillor Report**
See Parish meeting minutes.

KINGTON & DORMSTON PARISH COUNCIL

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

Email: kndparishcouncil@gmail.com

Tel. 01386 860616 (office hours only)

9. Highways

Clerk reported back from Highways and Cllr Robinson that the speed data from the wires on the road had not logged speeds high enough to warrant another VAS sign on Cockshot Lane- they had proposed to provide another post and solar sign so that the current VAS could be moved intermittently. All Cllrs agreed that this would not be viable as the sign is so difficult to move.

Cllr Drake noted that 4 drains that needed clearing had been reported to WCC through Barry Barnes, the Clerk also had reported these drains that day as they had been logged by the lengthsman.

10. Lengthsman

a. New agreement- This has been sent to the lengthsman as a new contract for the year detailing the new rate of pay as £15 per hour. The Lengthsman allowance from WCC for the year is £2,298.

11. Planning

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

W/22/00871/HP	The Leys Kington Lane Kington Worcestershire WR7 4DH	Alterations to the existing façade, including windows and both single and partial double storey extensions to the rear	Pending Decision
W/22/00918/FUL	Building Off Kington Lane Kington	Erection of new cow housing with robot milking facilities (Phase 1 of 4) and new slurry storage	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 2021/22. *Action: Clerk to publish.*
4. The Council approved the Accounting Statements of 2021/22. *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:

KINGTON & DORMSTON PARISH COUNCIL

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

Email: kndparishcouncil@gmail.com

Tel. 01386 860616 (office hours only)

Luke Farnsworth	Lengthsman Feb/ March	£300.00	Cheque 000514
Lisa Cope	Salary	£483.25	Cheque 000515
HMRC	Lisa Cope Tax	£120.80	Cheque 000516
Lisa Cope	Expenses	£77.02	Cheque 000517
Zurich	Insurance liability	£447.75	Cheque 000518
ICO	Data protection fee	£40.00	Cheque 000519
Worcs CALC	Subscription fee	£298.83	Cheque 000520
Pheonix flooring	Hall kitchen floor	£1134.00	Cheque 000521
Dormston Church	Jubilee celebration donation	£50.00	Cheque 000522
Kington committee	Jubilee celebration donation	£50.00	Cheque 000523

13. Jubilee Celebrations

The Clerk reported that no parishioners had been in touch regarding organising additional Jubilee celebrations, however there is already a street party planned in Kington and the Church are hosting an open weekend in Dormston. Cllr Collins then suggested splitting the £100 Wychavon Jubilee party funds between these two celebrations so that parishioners can benefit- this was greed by all Cllrs, Clerk to action.

14. Trees

Cllr Tilt suggested various trees suitable for heavy soil in the village such as: Field Mapel, Oak and Acer. It was confirmed that two trees are required for Kington and 4 at Dormston- all Cllrs requested the clerk contact Frank P. Matthews to get a quote for the trees including, stakes, guards and planting and present at the July meeting. The budget for the project being approximately £400.

15. Correspondence

Clerk presented correspondence from a resident enquiring as to when the overgrown verge will be mowed where the noticeboard is- Clerk to contact the lengthsman.

16. Councillors Reports and Items for future agenda.

Cllr Laight requested the Clerk contact the Flyford Clerk and request the footpath is cleared at the property opposite the garage as it is obstructing the pathway.

Cllr Laight resigned from the Parish Council- the resignation was accepted by Cllr Tilt who thanked him for all his effort and time.

Cllrs Drake and Collins reported back to the Council on the County Council contingency planning training meeting that they attended via zoom and stated it was very useful.

17. Date of Next Meeting

To confirm the date of the next Ordinary Parish Council Meeting is scheduled for the 18th July 2022 at 7:30pm at Kington and Dormston Village Hall.

.....
Signed – Chairman

.....
Date

KINGTON & DORMSTON PARISH COUNCIL

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

Email: kndparishcouncil@gmail.com

Tel. 01386 860616 (office hours only)