

Llanwarne & District Group Parish Council

Minutes of the Parish Council Meeting held in Llanwarne Village Hall on

Thursday 20th March 2025 at 19.30hrs

Present: Councillors: Jason Pacey (Chairman), Anthony Snell, David Lloyd and Paula Snow.

Also present were Toni Fagan (Ward Councillor) and Mark Hearne (Clerk).

1. **To receive apologies for absence** – Councillors Rosey Price and Fay Bevan.
2. **To receive declarations of interest & written requests for dispensation** – None.
3. **To consider minutes of the meeting held on 16th January 2025** – It was RESOLVED to approve the minutes as a true and proper record of the meeting. The minutes were duly signed by the Chairman.
4. **To consider the Resolutions agreed at the last meeting.** The Chairman provided an update on each of the open resolutions passed at previous meetings. There was discussion on the following issues:
 - 4.1. The transition to the dot.gov.uk email regime is complete and the Clerk will provide email addresses and passwords to Councillors following the meeting.
 - 4.2. The design for a brown tourist sign has been provided by Balfour Beatty which also incorporates a replacement for the missing village sign at the western end of the village.
 - 4.3. An outstanding drainage issue has been forwarded to the recently appointed Locality Steward.
 - 4.4. No input has been received from Councillors on the proposed work schedule for the Lengthsman so it was RESOLVED to adopt the document from the 1st April 2025.
 - 4.5. The PROW maps have been published on the website.
 - 4.6. No progress to report on resolving the drainage issue at the crossroads in Llanwarne and there was a reluctance to include this issue as part of a bid for drainage grant monies in 2025/26 as this is considered a private matter. Ward Councillor Fagan agreed to bring this matter to the attention of the new Locality Steward to gauge his thoughts on a way forward.
 - 4.7. Balfour Beatty have advised that only safety critical signs will be approved and that excludes the proposed “Give Way” sign at the crossroads in Llanwarne.
 - 4.8. The landowner has agreed to remove the fallen tree which is blocking a PROW (HR1).
 - 4.9. The Locality Steward has confirmed that the owner of Lyston Pillar will be responsible for stabilising the structure.
5. **Open Discussion (limited to 10 minutes)**
 - 5.1. Ward Councillor Fagan advised that for this and future meetings her focus will be on parish matters. County wide matters will be covered in a separate written briefing. The Ward Councillor raised the following issues:
 - 5.1.1. Laskett Lane has been resurfaced.

- 5.1.2. A litter pick will take place on the A49 layby and the area around the bus stop.
- 5.1.3. New residents at the Old Coach House are concerned that their garden is a soakaway off the highway. This matter has been raised with Balfour Beatty.
- 5.1.4. Referenced a recent accident east of Duck House in Llanwarne the result of which damage was caused to a resident's fence.
- 5.1.5. The village hall has acquired a licence to sell alcohol. Grant monies secured from the Government will be used to fund a supper club in the hall. An expression of interest submitted for a capital grant for community buildings has been accepted.
- 5.1.6. Councillor Snow raised the issue of the Simply Stunning signs and Councillors concluded that as they are sited on private property there is no impediment in the Parish Council using them.
- 5.1.7. It was RESOLVED the Clerk forwards a copy of the proposed Parish Council wish list to the Ward Councillor for her comment.

Ward Councillor Fagan left the meeting

- 5.2. To receive views of local residents on parish matters. No issues were raised.

6. Lengthsman

- 6.1. The Lengthsman was unable to attend the meeting and no written report has been received.
- 6.2. It was RESOLVED that the Clerk works with the Lengthsman to make sure his log is regularly updated and circulated to Councillors. Councillors voted to approve the appointment of Mr Heeley as the Lengthsman during 2025/26.

7. Footpaths:

- 7.1. Councillor Pursey reported that his son has been surveying the footpath network as part of a Duke of Edinburgh award and fed back that the network is generally in good shape but some signposts are missing. It was RESOLVED that the Clerk acquires 50 directional signs from Herefordshire Council.

8. Finance

- 8.1. To note the current bank balance is £10,401.14.
- 8.2. The following payments were approved.
 - 8.2.1. Clerk's salary and PAYE (February and March 2025) in accordance with his employment contract.
 - 8.2.2. Clerk's travel expenses - £9.90
 - 8.2.3. Lengthsman (February 2025) - £270.00
 - 8.2.4. Lengthsman (March 2025) - £560.00
 - 8.2.5. Autela Payroll Services (Invoice 152150 – £102.33 (inclusive of VAT)
 - 8.2.6. HALC Affiliation/Subscription Fee (Invoice H5054) - £726.10 (inclusive of VAT)
 - 8.2.7. Eyelid (Website) (Invoice Inv 3826) - £100.00
 - 8.2.8. Eyelid (website and email transition – (Invoice Inv 3985) - £150.00
- 8.3. Financial Monitoring and Bank Reconciliation 2024/25 – The Clerk reported that based on spend to date and current budgetary projections it is estimated that reserves at the end of

2024/25 will be in the region of £9,750.00. The Clerk also presented a bank reconciliation which shows there is an uncashed cheque to the value of £165 which would reduce the bank balance to £10,236.14. The bank reconciliation form was duly signed by the Chairman.

9. Highways – The Chairman referenced the Automatic Traffic Counter (ATC) data collected following a recent survey in the parish. Councillors acknowledged that there is generally no evidence to justify a 30-mph speed limit. It was RESOLVED that the Clerk broaches the possibility of deploying chevrons on the corner by Townsend Bungalow, in Llanwarne, with Herefordshire Council given recent accidents in the village.

10. Planning: To comment on applications for determination by Herefordshire Council. No planning applications have been received.

11. Newsletter – Councillors were offered the opportunity to comment on the draft newsletter circulated prior to the meeting. During discussion it was agreed that the photographs should be more representative of the whole parish and Councillors were invited to submit annotated images to the Clerk by the middle of April 2025. It was RESOLVED that the Clerk acquires an estimate of the cost of printing the newsletter once the number of recipient households has been confirmed. It was further RESOLVED that the Clerk seeks input from Llanwarne Parochial Church Council on funding granted for the St John Baptist church.

12. Environment

12.1. The Chairman reported that The Wye/Usk Foundation delivered a presentation to Parish Councils within the catchment area of both the Garron and the Gamber on the 12th February 2025. The Foundation have developed a desk top analysis which, based on the land topography, will allow a pinpoint assessment of areas which are at risk of run off and offer suggested mitigation to prevent flooding. Currently, the Foundation is working with landowners to develop some case studies which will be used to inform their future work.

12.2. The Chairman raised the issue of self-seeded trees near the war memorial in Llanwarne which impacts on the flow of water in the adjacent brook. Herefordshire Council have advised that, as the trees are situated on land owned by the Parish Council within a conservation area, it would be necessary to follow an established process before the trees can be removed. It was RESOLVED that the Clerk submits the request to Herefordshire Council using photographs to be provided by the Chairman. In parallel, it was further RESOLVED that the Clerk asks the Lengthsman if he could undertake the work and, if so, how long it would take to complete.

13. Village Hall – Ward Councillor Fagan provided an update earlier in the meeting and there was nothing further to add.

14. Parish Council Wish List – The Chairman referenced the draft wish list circulated prior to the meeting. It was RESOLVED to forward the list to Ward Councillor Fagan for her thoughts before it is formally submitted to Herefordshire Council. Councillor Snow advised that she has a suggested amendment to the list which she will forward to the Clerk.

15. Local Council Awards – The Clerk provided an update on the application for a Local Council award which was submitted to HALC several months ago. Since the submission, the criteria for the award have changed so the Parish Council will need to resubmit an application against the new standard. It was RESOLVED that the Clerk gathers the necessary evidence and resubmits to HALC.

16. Simply Stunning Signs – Councillor Snow confirmed that it will cost £48 to provide for one sign advertising the St John Baptist Church and the Ruined Church but there will be an additional cost for the design. It was RESOLVED that Councillor Snow liaises with the Llanwarne Parochial Church Council to agree the exact wording.

17. Grass Verges - Following discussion. Councillors decided against nominating any verges for a single cut during the growing season.

18. Clerk Correspondence - The following issues were raised in clerk correspondence.

- 18.1. A resident has asked about the pruning of trees outside their property in Leniston Lane. Councillors agreed that the Locality Steward should be invited to establish on whose land the trees are situated which will identify where the responsibility lies for undertaking the required maintenance. It was RESOLVED that the Clerk contacts the Locality Steward accordingly.
- 18.2. Councillor Lloyd agreed to represent the Parish Council at the event at John Kyrle School on the 4th April 2025.

19. Items for next meeting (no discussion)

- Feedback from NPPF/Local Plan

20. Note date of next meeting: Thursday 15th May 2025

Dates of future meetings:

15th May 2025

17th July 2025

18th September 2025

Meeting closed at
20.56 hrs

Signed

Date

