

Llanwarne & District Group Parish Council

Minutes of the Parish Council held in Llanwarne Village Hall on

Thursday 17th July 2025 at 19.30hrs

Present: Councillors: Jason Pacey (Chairman), Rosey Price and David Lloyd.

Also present were Toni Fagan (Ward Councillor) Mark Hearne (Clerk), Matt Heeley (Lengthsman) and two members of the public.

1. **To receive apologies for absence** – Councillors David Pursey, Fay Bevan and Paula Snow
2. **To receive declarations of interest & written requests for dispensation** – None.
3. **To consider minutes of the meeting held on 15th May 2025 and 26th June 2025** – It was RESOLVED to approve both sets of 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 request for a replacement village sign has been referred to the Traffic Management team at Herefordshire Council.
 - 4.2. No progress has been achieved in establishing the owner of Lyston Pillar noting that Mr Guy Davies c/o Lyston Court may be able to assist. It was RESOLVED that the Clerk writes to Mr Davies accordingly.
 - 4.3. The Chairman reported that the Lengthsman is unable to fell the trees close to the war memorial but a quote from a different contractor (£785 ex VAT) has been received. A second quote is expected in the next couple of weeks. It was RESOLVED to defer this matter until the September 2025 meeting of the Parish Council.
 - 4.4. The Chairman referred to the overhanging trees on Leniston Lane adding that they are situated on land without a registered owner. It was RESOLVED the Chairman will arrange for the required pruning to take place.
 - 4.5. The Lengthsman confirmed that he had declined the request to undertake an audit of all drainage assets in the parish adding that drainage grant funds had been made available by Herefordshire Council in 2024/25 for this purpose.
5. **Open Discussion (limited to 10 minutes)**
 - 5.1. Ward Councillor Fagan covered the following issues in her report:
 - 5.1.1. Requested that a defected stile on PROW L18 close to New Croft Farm is replaced and it was agreed that this would be included in a submission for PROW funds made available by Herefordshire Council in 2025/26.

- 5.1.2. Reported on the last monitoring report from Ofsted which highlighted continuing improvements in the provision of Children's Services in Herefordshire Council.
- 5.1.3. Reported on the planned roadworks on the A466 in August 2025.
- 5.1.4. Highlighted the UK Shared Prosperity Fund which will accept bids for funding until the 14th August 2025.
- 5.1.5. Provided an update on the planning application for 4 dwellings at Wormelow adding that the concerns expressed previously by the Parish Council have been addressed by the applicants.
- 5.1.6. The Village Hall Committee is awaiting the outcome of an application for funding to allow improvements to the village hall.
- 5.1.7. Provided details of the scope of the "call for sites" exercise recently announced by Herefordshire Council. Full details are available on the Herefordshire Council website.
- 5.1.8. The Chairman asked the Ward Councillor to investigate the recent installation of brown tourist signs on the A49 advertising the Loughpool Inn to confirm if owners of the pub were subject to the same process and costs required of the Parish Council regarding the proposed signs for promoting the ruined church in Llanwarne.

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

6. Lengthsman

- 6.1. The Lengthsman provided a brief summary undertaken during the last few months. The Chairman commented that the Lengthsman will end his contract on the 31st July 2025 and extended his thanks for all his hard work during his time supporting the Parish Council.
- 6.2. The Clerk provided an update on the recruitment of a new Lengthsman advising that Gareth Jenkins (Marches Ground Maintenance) is very interested in the role and has provided his daily rate (£250) should he be offered the role. It was RESOLVED that the Clerk brokers a meeting between Mr Jenkins and the Parish Council ideally before the end of July 2025 .

Ward Councillor Fagan left the meeting

- 6.3. The Clerk confirmed that Herefordshire Council has made £25k available to the Parish Council for the Lengthsman scheme, drainage works and PROW works. Submission must be forwarded to Herefordshire Council on or before the 30th September 2025. The Lengthsman suggested that the submission for drainage grant funding (including £4k for ditching works) should be based on a drainage day for each of the settlements in the parish and he agreed to provide the necessary supporting information to the Clerk to allow a request to be submitted to Herefordshire Council. The Lengthsman considered that the drainage issue at the crossroads in Llanwarne would fall within the scope of minor drainage works but recommended that the work is undertaken by a suitably qualified contractor.

7. Footpaths:

- 7.1. The Chairman introduced Holly Haines who has expressed interest in becoming the new Footpaths Officer for the parish and Councillors subsequently voted to approve her appointment. It was suggested that Holly reports back on her initial findings to the September meeting of the Parish Council.

8. Finance

8.1. To note the current bank balance is £13,486.22

8.2. The following payments were approved.

8.2.1. Clerk's salary (June and July 2025) in accordance with his employment contract.

8.2.2. PAYE (June and July 2025) - £438.40

8.2.3. Clerk's travel expenses (May and June 2025) - £19.80

8.2.4. HALC (Internal Audit – H3206) - £330.00 (inclusive of VAT)

8.2.5. Lengthsman (April 2025) - £280.00

8.2.6. Lengthsman (May 2025) - £560.00

8.2.7. Lengthsman (June 2025) - £480.00

8.2.8. Eyelid Productions (Invoice 3990) - £100.00

8.2.9. Mark Taylor (Repairs to Bench – Llanwarne) - £45.00

8.3. Financial Monitoring and Bank Reconciliation 2025/26 – The Clerk reported that based on spend to date and current budgetary projections it is estimated that reserves at the end of 2025/26 will be in the region of £10,300. 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 £13,321.22. The bank reconciliation form was duly signed by the Chairman.

9. Planning

9.1. Planning Consultation 251145 – Land off Birch View Road, Former Sun Valley Poultry Site, Much Dewchurch. Proposed residential development of 6 new dwellings. Following discussion, Councillors voted to support the planning application and it was RESOLVED that the Clerk notifies the LPA accordingly.

9.2. The Chairman provided an update on the planning application for the felling of trees at Knowle House. Following representations from the Parish Council and Ward Councillor Fagan, Herefordshire Council have instructed the applicants to restrict the felling to three diseased trees which reprieves two healthy trees. Additional future removals (if not appropriate) would result in a provision TPO being placed on the site.

10. NPPF/Local Plan – Following discussion, Councillors voted to support the campaign launched by HALC and other Local Council Associations to lobby Government to restore grant funding and technical assistance for Neighbourhood Development Plans during 2025/26. It was RESOLVED that the Clerk proceeds accordingly.

11. Environment – The Chairman reported that some Himalayan Balsalm bashing took place on the 24th June 2025 on land at Brom-y-Court.

12. Parish Council Policies – Councillors voted to adopt the following policies and it was RESOLVED that the Clerk publishes the documents on the Parish Council website.

12.1. Financial Regulations 2025/26.

12.2. Standing Orders 2025/26

12.3. Risk Management Plan 2025/26

12.4. Reserves Policy – 2025/26

13. Code of Conduct – Councillors voted to adopt Herefordshire Council's Code of Conduct policy and it was RESOLVED that the Clerk publishes the document on the Parish Council website.

- 14. Parish Council Business Plan 2025/26** – Councillors voted to adopt the business plan for 2025/26 and it was RESOLVED that the Clerk publishes the document on the Parish Council website.
- 15. Village Hall** – An update on any developments since the last meeting was provided earlier in the meeting. As an aside, the Chairman reported that restoration work has begun on the church ruin in Llanwarne.
- 16. Brown Tourist Sign** – The Chairman alluded to the quote (£4744.92) from Balfour Beatty for the supply and installation of two brown tourist signs. Councillors considered the cost of the signs was prohibitive and at the suggestion of the Lengthsman it was RESOLVED that the Clerk approaches Mr Leigh Whitehouse (Herefordshire Council) to explore if the signs could be procured under the auspices of the Community Commissioning Model.
- 17. Simply Stunning Signs** – In the absence of Councillor Snow it was RESOLVED to defer discussion on this matter until the next meeting.
- 18. Clerk Recruitment**- The Chairman reported that two applications have been received for the Clerk post. Arrangements are being made to interview both candidates before the end of July 2025.
- 19. Clerk Correspondence:** Correspondence has been received concerning the drainage issue at the crossroads in Llanwarne. The property owner was seeking quotes from drainage contractors to resolve the issue without success. The Lengthsman suggested a possible contractor and agreed to provide the details to the Clerk who, in turn, will forward the information to the property owner. Once quotes have been acquired the Parish Council can consider whether this project can be funded from the drainage grant (2025/26).
- 20. Items for next meeting (no discussion)**
- 21. Note date of next meeting: Thursday 18th September 2025**

Dates of future meetings:

18th September 2025

20th November 2025

15th January 2026

19th March 2026

Meeting closed at
21.00 hrs

Signed

Date

