

Llanwarne & District Group Parish Council

Minutes of the Parish Council Meeting held in Llanwarne Village Hall on Thursday 18th
September 2025 at 19.30hrs

Present: Councillors: Jason Pacey (Chairman), Rosey Price (Vice Chairman), David Pursey, Anthony Snell, David Lloyd, Paula Snow and Fay Bevan.

Also present were Toni Fagan (Ward Councillor), Mark Hearne (Outgoing Clerk), Molly Walters (Incoming Clerk) and two members of the public.

1. **To receive apologies for absence** – None
2. **To receive declarations of interest & written dispensation requests** – None
3. **To consider minutes of the meeting held on 17th July 2025 and 7th August 2025** It was RESOLVED to approve the minutes as a true and proper record of the meeting, subject to a minor change reflected on the minutes for the 7th August. The minutes were duly signed by the Chairman
4. **To consider the Resolutions agreed at the last and previous meetings.** The Chairman provided an update on each of the open resolutions passed at previous meetings. There was discussion on the following issues:
 - 4.1 Village Sign for Llanwarne – Waiting for the Traffic Management Team at Herefordshire Council to make enquiries and come back to the Council. It was RESOLVED that the Clerk requests an update from Herefordshire Council.
 - 4.2 Lyston Pillar – Clerk wrote to Mr Davies previously in relation to the condition of the structure. No response has been received. This point to remain on Clerk Action Log for the foreseeable future in order to keep under observation.
5. **Open Discussion (limited to 10 minutes)**
 - 5.1. Ward Councillor Fagan covered the following issues in her report:
 - 5.1.1 Received email from Chief Executive of Herefordshire Council to advise they have reviewed the Fair Funding Review in relation to the next financial year. They have identified a £27million deficit. However, it has not been finalised yet

and will be confirmed in the budget. In the meantime, this will progress through various stages to analyse what can be done to fill the deficit and how this will have an impact on the delivery of local services across the county. It has been speculated that Herefordshire Council will increase council tax by 4.99% in the next financial year.

5.1.2 Ward Councillor Fagan received email from Herefordshire Council to advise the Chief Executive, Paul Walker, will be stepping down from post in 6 months.

5.1.3 Reported the poor condition and concerns with drainage on the C1262 to Balfour Beatty.

5.1.4 Received an email from a resident in Tretire in relation to speeding through the area - Including B4521 from St Owens Cross to Broad Oak. This has been raised with the Traffic Management Team at Herefordshire Council previously and the response advised that reducing the speed limit was not feasible. The Team proposed that the Parish Council consider funding SLOW markings through the Community Commissioning Model via Balfour Beatty. Chairman asked the Ward Councillor to contact the Traffic Management Team to request speed monitoring to be carried out in Tretire in order to review data.

5.1.5 Highlighted that the granted planning permission in Wormelow is subject to additional drainage systems being installed. The drainage system may not be suitable for 5 dwellings and the planning may have to be reduced to 3 dwellings.

5.2 To receive views of local residents on parish matters.

5.2.1 Councillor Snell asked Councillor Toni Fagan if there has been any development for a bypass in the county. Councillor Toni Fagan advised the current administration are determined to move forward with the plans to implement a bypass in the county.

5.2.2 Councillor Price raised the matter of a broken bus stop sign on A466 opposite the junction of the C1262. The post is still in situ but the sign has been knocked off. It was RESOLVED for the Clerk to instruct the Lengthsman to reattach the bus stop sign to the post on receipt of What.Three.Words reference and photo from Councillor Rosey Price.

5.2.3 Councillor Pursey raised that the hedges half way up Lyston Lane are growing out into the road and causing an obstruction. Councillor Price to investigate identifying the landowners to enable a discussion in relation to cutting the hedges.

6. Lengthsman

To consider the approval of a Lengthsman contract.

6.1 It was RESOLVED to implement the contract until March 2027 to negate the need to go through the tender process at the end of the current financial year. The contract was duly signed by the Chairman and Clerk.

6.2 Councillor Pursey raised concern for how the Council would monitor the Lengthsman's work. It was confirmed that the Lengthsman will capture works completed through photographs and What.Three.Words references.

6.3 It was RESOLVED for a Schedule of Works to be drafted and sent to the Lengthsman.

7. Footpaths:

To receive any update since the previous meeting including a report on any issues to be raised with Herefordshire Council.

7.1 No update from Holly Haines (Footpaths Officer). It was RESOLVED for the Clerk to request an update.

8. Drainage Grant (2025/26) – To consider the scope of a submission for drainage grant funding (2025/26).

8.1 Clerk circulated proposed drainage grant application with a variety of locations for grips and ditching works. It was RESOLVED to approve these items.

8.2 Llanwarne Crossroads – Two quotations have been organised by the property owner to resolve the highways issue and these have been circulated. This included a quotation from Wye Water for £5470.00 and J.R. Hilldrup £7200.

8.3 Resident raised concerns regarding who would manage the works and what would happen in the eventuality of a contractor hitting a gas pipe or coming across unforeseen works as part of the project. The Chairman confirmed that the Parish Council will be responsible for contracting the work out and the onus sits with the Parish Council. The Parish Council would expect the chosen contractor to carry out due diligence in relation to utilities in the area and a full scan to be carried out with a CAT and Genny to avoid disruption.

8.4 Councillor Pursey requested clarification on the scope of the works. The Chairman advised that the works would include channelling the route for water to be collected into a gully and discharged into the brook. The Chairman confirmed that the funding for the works would come from Herefordshire Council grant funding and not the Parish Council's budget.

8.5 Councillor Lloyd raised that if the works would resolve the issues at the location and the cost would not affect the Council's current budget, it should be something the Council support.

8.6 Councillor Price raised the concern of adding a contingency for unforeseen works.

8.7 Councillor Bevan asked how long ago the quotations were drawn up. It was RESOLVED that the Clerk will request how long the quotations are valid for along with timescales for delivery.

8.8 It was RESOLVED that the Council were happy to include the works in the drainage grant funding application. Councillor Price PROPOSED and Councillor Bevan SECONDED the motion.

8.9 It was RESOLVED to submit an application for the higher quotation from J.R. Hillrup, allowing for a contingency if the Council decided to procure the works with Wye Water Services (£5470.00)

8.10 Councillor Anthony Snell voiced concerns of the potholes on the roads across the area. Chairman advised the drainage grant funding does not include a provision for pothole repairs.

8.11 Resident requested they are informed of any developments. Clerk confirmed one of the conditions of the grant funding is that the works are carried out by 31st March 2026.

9. Finance

9.1 To note the current bank balance is £10,706.17

9.2 To following payments were PROPOSED by Councillor Lloyd and SECONDED by Councillor Price.

9.2.1 Clerk's salary and PAYE (Mark Hearne) (August and September 2025) in accordance with his employment contract.

9.2.2 Clerk's salary and PAYE (Molly Walters) (September 2025) in accordance with her employment contract.

9.2.3 Clerk's travel expenses – £19.80 (July and September 2025)

9.2.4 Stationery (Ink) – £46.49 (inclusive of VAT).

9.2.5 Autela Payroll Services (Invoice 15927) – £87.00 (inclusive of VAT)

9.2.6 HALC (Hosting and Domain website) (Invoice H3047) – £403.02 (inclusive of VAT). Clerk confirmed this cost is for the period March 2025 – January 2027. Clerk confirms this was not in our budget although we have

contingency to cover it. It was RESOLVED that the Clerk confirms the cost for the annual hosting with HALC in order for this figure to be included in the budget for the next financial year.

9.3 Financial Monitoring and Bank Reconciliation 2025/26.

9.3.1 It was RESOLVED that uncashed cheque made out to Balfour Beatty Living Places for the brown tourist sign be removed from the reconciliation as it was raised 12 months ago.

9.4 To note the recent pay award for Local Government staff and consider approving the requisite increase in the Clerk's salary effective from the 1 April 2025.

9.4.1 For the purpose of the minutes, 9.4 was discussed and Mark Hearne advised that due to his departure from the Parish Council, he will not be claiming the back date of salary from 1 April 2025 due to the insignificant amount and administrative burden.

10. Planning: – To comment on applications for determination by Herefordshire Council.

10.1 Planning Consultation 252138 – Land adjacent Wildwood, Harewood End, Hereford. Proposed variation of condition 2 of permission 240398 (Proposed erection of two dwellings with garaging, construction of vehicular access and associated works) – design modifications to the front elevations of both dwellings. Councillors voted to support the planning application and it was RESOLVED that the Clerk notifies the LPA accordingly.

10.2 Broadway, Hillgates – To note the recent exchange of correspondence between Ward Councillor Fagan and the Local Planning Authority. Councillor Fagan advised that an error had been made by Herefordshire Council's Planning Department: The planning application had been incorrectly allocated to Bircher Ward in the north of the county, rather than Birch Ward. As a result, the application was sent to the wrong ward and the wrong Parish Council for comments. The mistake went unnoticed by both the relevant Ward Councillor and Parish Council, and the application was subsequently approved without any comments. Councillor Toni Fagan confirmed no residents have formally complained in relation to the works being carried out, but were surprised as they hadn't been notified. Councillor Fagan also confirmed Herefordshire Council believe the appropriate Planning Officer may not have published the relevant planning notices in the area however, this is not definite. It was RESOLVED that the Clerk would draft a letter to the Planning Department at Herefordshire Council outlining the Council's disappointment on the failings during this process and request confirmation of how the process has been reviewed to ensure this instance doesn't reoccur.

11. Felling of Trees Adjacent to the War Memorial – To consider the quotes received for the required work and to agree any actions arising.

11.1 Two quotes have been received. Oliver Field for the cost of £785.00. Anchor Point for the cost of £1430.00.

11.2 It was RESOLVED for the Clerk to approach Lengthsman, Marches Ground Maintenance to quote for the works.

11.3 It was RESOLVED that that Clerk confirms how long the quote is valid for from Oliver Field.

12. Environment – To receive an update on any developments since the last meeting.
No update.

13. Parish Council Policies – To consider the adoption of the following policies:

13.1 Dignity at Work Policy – It was RESOLVED to adopt the policy.

13.2 Equality Policy – It was RESOLVED to adopt the policy following an amendment to the title wording.

Both of the above were PROPOSED by Councillor Snow and SECONDED by Councillor Lloyd.

14. Old Coach House – To note the recent developments concerning the drainage issue at the Old Coach House.

14.1 Balfour Beatty had visited site in recent years and Councillor Toni Fagan contacted them again for an update. Drainage Engineer, Tom Szuketi advised that drainage has been installed to divert the water off the highway and discharges onto the nearby footpath.

15. Village Hall – To receive an update on any developments since the last meeting.

15.1 Councillor Toni Fagan advises the village hall has been awarded a Talk Community Grant. This covers 6 sessions focusing on supporting parents. There will be 1 session a month running from October 2025 to March 2026.

15.2 UK Shared Prosperity Grant

15.3 Cultural Activities Grant supporting Llanwarne Cultural Festival running from present to March 2026 including a host of events.

15.4 Awaiting outcome on large portion of funding to support the Village Hall.

15.5 Taurus Healthcare are attending the Pop Up Pub at the Village Hall offering Health Checks.

16. Brown Tourist Signs – To consider the developments since the last meeting and agree any actions arising.

16.1 Clerk received response from Mr Whitehouse (Herefordshire Council) to advise they could add the works into the PROW works. However, they would still need to request sign off from Balfour Beatty.

16.2 It was RESOLVED that the Parish Council is unable to commit to the cost for the signage from Balfour Beatty at a cost of £4744.92.

16.3 It was RESOLVED that the uncashed cheque for £165, originally issued to Balfour Beatty for the feasibility study, be considered for donation to the associated church, in line with the previous agreement to support the feasibility study.

16.4 It was RESOLVED to contact Llanwarne Parochial Church Council to confirm the Council received a quotation from Balfour Beatty for the cost of £4744.92 however, are not in a position to commit to this cost.

17. Simply Stunning Signs – To receive an update on the deployment of the signs in the parish.

17.1 The artwork has been approved by the church.

17.2 Councillor Snow to confirm the cost of the signage remains valid from January 2025.

17.3 The Council RESOLVED that the uncashed cheque for £165, originally issued to Balfour Beatty for the feasibility study, be considered for donation to pay for the wrapping of this sign.

18. Clerk Correspondence: Any correspondence received by the clerk.

18.1 Correspondence received from resident in Michaelchurch in relation to works needed to a grip on U71403. These works were sent to the Lengthsman to be carried out.

19. Items for next meeting (no discussion):

19.1 Budget 26/27

19.2 To consider donation to a local charity in support of recently passed resident.

20. Note date of the next meeting: Thursday 20th November 2025.

Chairman passes thanks to Mark Hearne (current Clerk) on behalf of the Council for all of his hard work during his time over the years.

Dates of future meetings:

20th November 2025

15th January 2026

19th March 2026

Meeting closed
at 21:06hrs

Signed

Date