

Llanwarne & District Group Parish Council

Minutes of the Parish Council Meeting held in Llanwarne Village Hall on
Thursday 20th November 2025 at 19.30hrs

Present: Councillors: Jason Pacey (Chairman), Rosey Price, David Lloyd, David Pursey and Fay Bevan

Also present were Toni Fagan (Ward Councillor), Molly Walters (Clerk) and 1 member of the public

1. **To receive apologies for absence** – Councillor Paula Snow and Holly Haines (Footpaths Officer)
2. **To receive declarations of interest & written dispensation requests** – None received
3. **To consider minutes of the meeting held on 18th September 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 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 Chair advised no update from Herefordshire Council in relation to the replacement of the Llanwarne Village signs. Item to remain on Action Log for monitoring
 - 4.2 No update on any PROW locations in need of waymarkers. Item to be removed from Action Log.
 - 4.3 Chair advised following correspondence there is no further update on the concern with the pillar at Lyston Court. Item to remain on Action Log for monitoring.
 - 4.4 The Chairman confirmed the Lengthsman schedule has been sent to the Lengthsman and the contract has been signed. The Chairman and Clerk countersigned the contract. Item to be removed from the Action Log.
 - 4.5 The Chairman summarised the previous request for Brown Tourist Signage to promote the Church Ruins in Llanwarne. It had been resolved at an earlier meeting that the Parish Council could not commit to the quoted cost from Balfour Beatty (approximately £5,000). Instead, the Council agreed to fund the sign wrapping from Simply Stunning Signs to advertise the church. The Parish Council has provided this update to the Parochial Church, and the signage has now been wrapped. This item is to be removed from the Action Log.
 - 4.6 The broken bus stop sign on the A466 at the junction with Llanwarne has been attached back onto the post. The sign is badly damaged and has been reported to the Transport Team at Herefordshire Council. Item to remain on the Action Log
 - 4.7 Chairman provided an update on the response received from Simon Withers in Herefordshire Council's planning department regarding the letter sent about the incorrect allocation of the planning application for Broadway, Hillgates. This item is to be removed from the Action Log.

5. Open Discussion (limited to 10 minutes)

- 5.1 Ward Councillor Fagan covered the following issues in her report:
- 5.1.1 Hereford Community Foundation is currently managing a small grants programme, Small Sparks, on behalf of Herefordshire Council (funded through UKSPF). The fund offers grants of up to £1,000 to support local projects - primarily new initiatives, though it's open to both established organisations and newly formed groups. The applications must be submitted by 30th November 2025 and the funding must be utilised by 28th February 2026.
 - 5.1.2 Edge of carriageway on the B4348 from Pool Springs has deteriorated during the recent weather. Lee Fishwick (Locality Steward at Balfour Beatty Living Places) is aware of the issue.
 - 5.1.3 Water is pooling on the bend in the road from Pollock Farm on B4348 adjoining with the A49. This has been reported to Lee Fishwick and Ward Member Fagan is due to have a drive around the area with Lee Fishwick on 28th November.
 - 5.1.4 Potholes outside Mayfield in Llanwarne were raised to Balfour Beatty and were quickly sprayed for rectification.
 - 5.1.5 Much Birch are undertaking a Parish Walk from Axe and Cleaver on 30th November.
 - 5.1.6 A resident has reported a redundant stile to be replaced on the footpath at Little Newcroft.
 - 5.1.7 Guidance have been provided to suggest that redundancies are being made in the Public Rights of Way Team at Herefordshire Council and key stakeholders are opposing this.
 - 5.1.8 Councillor Fagan advised she has repeatedly requested a bus shelter on the A49 by Laskett Lane.
 - 5.1.9 It was reported that the Number 33 bus service has been reduced. At the start of the academic year, two buses were allocated to the route to support college students; however, following half term this was reduced to one. As a result, the morning service has been leaving Ross-on-Wye at full capacity and is unable to pick up students en-route. The service costs students/parents £1,000 per annum. Herefordshire Council's Transport Team instructed Stagecoach to reduce the service from two buses to one bus after half term due to the decrease in demand. As a result, Stagecoach has allocated the resource of the bus and driver elsewhere. Ward Member Toni Fagan is opposing this change, noting that it conflicts with Herefordshire Council's commitment to making the county more accessible and welcoming to young people, as reflected in the Transport Plan.
 - 5.1.10 Talk Community are working hard to ensure the fares for the 66 bus from Monmouth are in line with English rates as the bus service is operated by a provider in Wales and the rates are higher.
 - 5.1.11 The Village Hall has secured £148,000 in funding for the roof replacement, guttering works, and the reopening of the upstairs rooms as a multi-use space. A further £17,000 still needs to be raised.
 - 5.1.12 The Village Hall has a new website: llanwarnevillagehall.org.uk
 - 5.1.13 In response to Cllr David Lloyd's question regarding when information will be available on the Local Plan proposing 27,000 new homes, Cllr Fagan advised that

Herefordshire Council is still undertaking the “Call for Sites” process. It is expected to take a couple of years before an update can be provided.

5.2 To receive views of local residents on parish matters.

- 5.2.1 Resident raised that planks on stile on TM3 require replacing and requested clarity if the Lengthsman has been procured to carry out Footpaths maintenance. It was RESOLVED that the Parish Council request for the Lengthsman to visit to quote for remedial works and submit this as an application to utilise the PROW funding available from Herefordshire Council. Councillor Fagan advised she would send details to the resident of somebody who could provide guidance and information in relation to the PROW funding.
- 5.2.2 A resident raised concerns regarding a footpath near the newly built house in the dip at Pencoyd, beyond Cherry Tree Cottage. The owner has installed a pedestrian gate and marked out a path; however, the definitive footpath runs alongside the pond and has been partially obstructed by electronic gates. Chair advised resident to send footpath number, photos and What3Words to the Clerk to follow up with the landowner.
- 5.2.3 Resident raised concern in relation to the grips on U71403 near to Trevasse Farm. It was RESOLVED for Councillor Pursey to contact the Lengthsman to arrange a meeting to resolve.
- 5.2.4 On the U71403 towards Tretire, water pooling has resulted in vegetation beginning to grow in the middle of the carriageway. It was RESOLVED to refer the issue to the Lengthsman for rectification.

6. Lengthsman

- 6.1. To received update on Lengthsman contract and schedule - Contract has been signed by Lengthsman, Chairman and Clerk. Schedule has been sent to Lengthsman.
- 6.2 To discuss areas across settlements for Lengthsman to review drainage assets
 - 6.2.1 Chairman advised Councillors to add any areas in need of works to the Whatsapp Group for Gareth to action.

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

7.1 Councillor Rosey Price advised that Holly Haines (Footpaths Officer) will be sending over a report and defects located on the PROW network.

8. Drainage Grant (2025/26)

8.1 To receive update on drainage grant application submitted at the end of September 2025

8.1.1 Clerk provided the following update:

An order has been placed with Wye Water Services to undertake the highway works required to address the drainage issues at Lower Grove, Llanwarne. The contractor has since advised that, upon submitting the request for four-way traffic lights, the Traffic Management company confirmed the lane is too narrow and that a full road closure would be required instead. The cost of a full road closure was not included in the original quotation, and an additional £2,200 would be required. The Clerk has asked whether the traffic management costs for a road closure would be equivalent to those for four-way lights, to determine if any contingency could

be applied. No response has yet been received from Wye Water Services. As a result, an uplift in the order for the total of £200 is required. It was RESOLVED that the Clerk approaches Herefordshire Council with a request to uplift the grant allocation by £200. It was RESOLVED that the Parish Council contribute the additional £200 from Reserves if Herefordshire Council do not facilitate the increase. PROPOSED by Councillor David Lloyd and SECONDED by Councillor Fay Bevan.

9. Finance

9.1 To note the current bank balance - £14,500.77 as of 31/10/2025

9.2 To approve the following payments:

9.1.1 Clerk's salary and PAYE (November 2025) in accordance with her employment contract.

9.1.2 Clerk's travel expenses - £15.66 (September and November 2025)

9.1.3 HALC training invoices for Certificate in Local Council Administration - £990.00 (Inv No: H3080 £330 and H3050 £660).

9.1.4 Marches Ground Maintenance September invoice £250 (Inv No: SI-359)

9.1.5 Autela Payroll Services £108.76 (Inv No: 16452) Note, an increase in cost due to payroll 2x payroll in September.

9.1.6 Financial Monitoring and Bank Reconciliation 2025/26. 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 £9,223.44. The bank reconciliation form was duly signed by the Chairman.

9.3 Clerk provided update that due to appointment of Clerk for Peterchurch Parish Council that the CiLCA costs will be split with Peterchurch Parish Council and no further invoice should be received by Llanwarne and District Group Parish Council.

9.4 To approve the precept and budget for 2026/27 –

9.4.1 The Clerk circulated the budget sheet for 26/27 which identified a deficit in the region of £2500 based on the current precept figure.

9.4.2 It was RESOLVED that Councillors David Lloyd and David Pursey would review the data outside of the meeting to present findings at the January 2026 meeting.

9.5 To consider giving delegated power to the Clerk to make authorised payments between meetings on behalf of the Parish Council - Councillors voted to approve the Scheme of Delegation document circulated prior to the meeting. PROPOSED by Councillor Rosey Price and SECONDED by Councillor David Pursey.

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

10.1 The Salmons, Hoarwithy, Hereford, Herefordshire HR2 6QR (252945). Excavation of soil mound and associated landscaping works to the exterior of the Salmons. The Parish Council had no comment on this application.

10.2 To consider giving delegated power to the Clerk to comment on planning applications between meetings on behalf of the Parish Council - Councillors voted to approve the Scheme of Delegation document circulated prior to the meeting. PROPOSED by Councillor Rosey Price and SECONDED by Councillor David Pursey.

11. Felling of Trees Adjacent to the War Memorial – To receive update on quotation received.

11.1 Further to the two quotations received: Oliver Field £785 (exc VAT) and Anchor Point £1430 (ex VAT) a third quotation has been provided by the Lengthsman for the total of £1000 (ex VAT).

It was RESOLVED to proceed with the quotation from Oliver Field. This was PROPOSED by Councillor David Pursey and SECONDED by Councillor David Lloyd.

11.2 Councillor David Pursey requested if the bank is going to be sprayed to reduce the growth on the bank once the works have been completed and it was RESOLVED maintenance would be required and this is to be discussed during Item 16.

12. Overhanging Trees on Leniston Lane – The Chair provided an update in relation to the overhanging trees on Leniston Lane. It was RESOLVED that the Lengthsman be instructed to carry out these works during his scheduled maintenance day in the village.

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

14. Parish Council Policies – To consider the readoption of the following policies

14.1 Complaints Policy – The Parish Council agreed the readoption of the Complaints Policy.

This was PROPOSED by Councillor David Lloyd and SECONDED by Councillor Rosey Price.

15. Update on Local Council Bronze Award – No update from HALC.

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

16.1 To discuss ownership of the village hall car park – It was RESOLVED for the Clerk to look into legal process and implications of the Parish Council registering ownership of the land.

16.2 It was RESOLVED to request that Councillor David Lloyd will arrange a meeting with the Lengthsman to explore if he able to include the grass cutting, rose pruning and weeding at the war memorial within his scope of works from March 2026.

It was further RESOLVED that Councillor David Lloyd will arrange a meeting with the Lengthsman to explore if he is able to include hedge cutting and verge trimming around the Village Hall car park within his scope from March 2026.

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

17.1 The Chairman noted the signage looks to be zoomed in and the standard white border normally used for Brown Tourist Signage has been omitted from the design. It was RESOLVED for Councillors to review the signage at the location and confirm if they are happy.

18. Clerk Correspondence: Any correspondence received by the clerk. Resident sent correspondence regarding maintenance of the village hall car park and war memorial. This was addressed in agenda number 16.

19. Donation to charities in support of recently passed resident – It was RESOLVED for the Parish Council to donate £50 to a charity in support of a recently passed resident who served as a parish councillor.

20. Autumn/Winter Newsletter: To discuss design draft and contents

20.1 The Parish Council confirmed they are happy with the design draft and it was RESOLVED that the Chairman and Clerk populate the newsletter and circulate.

21. Items for next meeting (no discussion):

22. Note date of the next meeting: Thursday 15th January 2026

Meeting concluded at 21:22pm

Jason Pacey – Chairman – Nov 2025

Dates of Forthcoming Meetings

15th January 2026

19th March 2026

21st May 2026 (Parish Meeting and Annual Parish Council Meeting)

Signed (Chairman)

Dated: