

Llanwarne & District Group Parish Council

Minutes of the Parish Council Meeting held in Llanwarne Village Hall on
Thursday 19th March 2026 at 19.30hrs

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

Also present were Toni Fagan (Ward Councillor), Molly Walters (Clerk) and 3 members of the public.

- 1. To receive apologies for absence – Councillor Fay Bevan**
 - 2. To receive declarations of interest & written dispensation requests – Councillor David Pursey**
declared a DPI against agenda item 12.2.
 - 3. To consider minutes of the meeting held on Thursday 15th January 2026 -** 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. West Mercia Police**
 - 4.1 To receive a brief report from West Mercia Police in relation to crime in the area – Representative not present. Clerk circulated monthly newsletter prior to meeting.
 - 5. To consider the Resolutions agreed at the last and previous meetings – The following updates were provided:**
 - 5.1 Clerk advised that Balfour Beatty were unable to add the dog poo bin in front of the war memorial to the asset list for emptying. Balfour Beatty suggested removing the dog poo bin as the bin next to the village hall car park could facilitate dog poo waste and general waste. Councillors discussed removing the bin and requesting the Lengthsman to empty the dog poo bin. It was RESOLVED that the Clerk approaches the Lengthsman to check if he has the appropriate licenses to empty the dog poo bin at the war memorial.
 - 5.2 Chairman provided update to advise a site meeting had been undertaken to consider a Christmas tree to be planted near to the war memorial. Councillor Anthony Snell kindly offered to donate a Christmas Tree. Councillors discussed concerns around visibility from the junctions in the area, maintenance of the war memorial and the aesthetic of the area around the war memorial and church ruins. It was RESOLVED that the Clerk contacts appropriate stakeholders to gain feedback on the proposal.
 - 5.3 Councillor David Pursey confirmed the carriageway vegetation on U71403, near Tretire has been removed.
- Councillor Paula Snow joined the meeting*
- 6. Open Discussion (limited to 10 minutes)**
 - 6.1 To receive a brief report from Ward Councillor Toni Fagan
 - 6.1.1 Ward Member Fagan reported the ongoing concern for the condition of the roads. The Locality Steward has returned to work and is catching up on works. Toni advised she is communication with Local Authority to gain permission for Lengthsman to carry out pothole filling.
 - 6.1.2 Laskett Lane has been subject to increased traffic flow due to the landslip in Hoarwithy. Residents have voiced concerns around the increased traffic and speeding on the road. Toni approached the Traffic Management Team, who advised signed will be placed in the area.
 - 6.1.3 Drainage outside The Old Coach House – Toni advised she has followed up with the Drainage Engineer from Balfour Beatty regarding investigation of the water pooling on the carriageway.
 - 6.1.4 Locality Steward spoke with landowner regarding reinstating ditch on Yew Tree Lane.

6.1.5 Chair requested update on foul water on road towards Wormelow. Toni advised that the Drainage Engineer at Balfour Beatty is aware of the concerns and will continue to request updates.

6.2 To receive views of local residents on parish matters

6.2.1 Resident raised concern for the reporting function of road defects. Toni Fagan advised concerns had been raised with Highways and hopefully this will improve.

7. Drainage Grant (2025/26) – To review highway drainage works at Lower Grove, Llanwarne.

7.1 Chair provided update to advise the works at Lower Grove were unable to proceed. It was advised the details were sent to Herefordshire Council and the road closure was confirmed. It was noted the road closure had been raised for the C1262, where it should have been raised for U71400. When the Clerk raised this with Herefordshire Council, they advised this would not cause an issue and the works could proceed. When the contractor attended site to begin the works, the Clerk of Works from Herefordshire Council attended and advised works could not proceed as the diversion route included A49 and National Highways had not been consulted. It was advised the Parish Council would need to resubmit the application for the 26/27 funding. Councillors raised concerns that the advanced signage should be in place 2 weeks before the closure, at either end of the road, ensuring the dates are visible.

8. Lengthsman

8.1 To receive update on recent works carried out by the Lengthsman

8.1.1 Clerk advised the Lengthsman had completed the ditching works in the vicinity of Tretire Mill, carried out works to grips near Trevase Cottages and removed the fallen tree on the boundary of Llanwarne village.

8.2 To review outstanding works instructed

8.2.1 Clerk advised the Lengthsman had received a report of water pooling outside Townsend Bungalow and was due to attend with the jetter. Lengthsman advised it would be appropriate to clear the ditches out first and then jet.

9. Herefordshire Council Grant Funding 2026/27

9.1 To provide update on Lengthsman contract and grant funding –

Clerk advised the funding is on a match funded basis calculated on KM of C and U roads across the area. Herefordshire Council would fund £1824, providing the Parish Council fund £912. Clerk advised the Annual Maintenance Plan and signed Lengthsman contract was due to be returned to Herefordshire Council no later than 15th May 2026. It was RESOLVED to include 11 maintenance days in the Annual Maintenance Plan to be submitted to Herefordshire Council.

9.2 To provide update on Drainage Grant Funding –

Clerk advised the drainage grant funding was split between maintenance and project works. The maintenance aspect of the funding is capped at £4000. Maintenance of assets included minor drainage maintenance such as ditch clearance, scraping of kerbs, clearing grips as well as other activities that help reduce flooding or standing water on the highway network. The Clerk advised the grant funding excluded gully emptying. The Clerk advised maintenance of private assets is permitted, providing it provided a clear benefit to the highway. Funding for project works (uncapped) includes minor drainage works including installation of culverts, drains, pipes or other similar infrastructure. The deadline to submit the drainage grant application was 17th May. Councillors discussed drainage concerns and RESOLVED to submit the following locations to the Lengthsman for quoting:

- An area up Lenastone Lane towards Pencoyd where water is running off the field and onto the road due to absence of ditches.

- Bottom of Bevan's drive - bridge over Gamber brook where water pools.

- In Pencoyd – Ditches have collapsed and need attention.

- Marsh Lane, off A49 – Water pooling on bend.

- Ditches near Townsend Bungalow. To reinstate ditches and jet.

- Tretire Church - Water runs down the road, even in the summer.

- Yew Lane C1262 between A49 and B4348 – Lack of ditches.
- Gillow Lane, U71403 near church. Large pile of spoil to be moved and ditches to be reinstated.
- Monkton Lane, U71600, near Monkton Place, U71621. Road condition is poor, contributed by lack of drainage.

9.3 To provide update on Public Rights of Way Funding

9.3.1 Clerk advised the grant funding for PROW works is capped at £5000 and applications must be submitted by 30th September.

10. Footpaths:

- 10.1 To receive any update since the previous meeting including a report on any issues to be raised with Herefordshire Council.
 - 10.1.1 Clerk advised the installation of PROW steps on TM3 was due to be carried out next week.
 - 10.1.2 Chair noted that for the role of Footpaths Officer to succeed, regular and ongoing communication with the PC was required, including updates on the Parish's footpaths at each PC meeting, to ensure the network remains accessible. Councillors felt that even though a voluntary role, very little information was being provided by the current Footpaths Officer, despite best efforts by the Clerk to seek feedback on the state of network. Councillors therefore RESOLVED to seek to appoint a new Footpaths Officer to reinvigorate this area of work and provide necessary updates.

11. Finance

- 11.1 To note the current bank balance – The bank balance as of 28/02/2026 was £8432.98
- 11.2 To following payments were approved:
 - 11.2.1 Clerk's salary and PAYE (March 2026) in accordance with her employment contract.
 - 11.2.2 Clerk's travel expenses - £7.83 (March 2026)
 - 11.2.3 Employer NIC Contribution - £18.67 (March 2026)
 - 11.2.4 HALC 26/27 Membership (INV 6059) - £762.74 (inc VAT)
 - 11.2.5 Marches Grounds Maintenance (SI-424) - £250.00 (No VAT)
- 11.3 Financial Review of 2025/26 FY and Bank Reconciliation 2025/26 –
 - 11.3.1 The Clerk circulated the 25/26 review of the finances prior to the meeting. The review outlined areas where the Parish overspent against budget lines. This included an overspend on training due to a new Clerk in post. The review provided clarity that the reserves had dropped approx £2000 from the previous year, due to increased costs and the precept not set in line with the budget. The review document had been scrutinised by Councillor David Lloyd and he provided feedback that the finances should be reviewed every 6 months to understand end of year projections and spend within year.
 - 11.3.2 Clerk advised there were no payments outstanding to be cleared and therefore, the bank balance reported of £8432.98 was a true representation. The bank reconciliation was duly signed by the Chairman.
- 11.4 To review the Reserves Policy for 26/27 – Councillors RESOLVED to adopt the Reserves Policy for 26/27 FY.
- 11.5 To consider updating signatory authorisation for Unity Trust – It was RESOLVED to update the signatory authorisation to reflect Councillor Jason Pacey and Councillor Paula Snow be able to raise and authorise payments. It was noted that Councillors would remain unable to raise and authorise a single transaction to protect financial governance.
- 11.6 To consider instructing HALC to carry out internal audit for 2025/26 FY at a cost of £330 (inc VAT) – It was RESOLVED to instruct HALC to carry out the internal audit for 25/26 FY.
- 11.7 To consider quotations for defibrillator replacement parts – Clerk advised a condition review was carried out for both of the defibrillators. Clerk advised the Charge pak battery is out of date along with the pads. Clerk advised the charge pak battery is a replaceable non rechargeable battery cartridge that feeds energy into the defibs internal battery. The internal battery runs the device, but the charge pak

supplies the power required for the shock. Clerk advised the defibs currently had charge, but the supplier advised that the charge pak may not have enough power to provide the necessary energy to create the required shock if it was needed. It was advised that the manufacturer no longer manufactured the spare parts and therefore, replacement parts cannot be procured. Clerk advised 3 quotations had been procured for replacement units between the region of £650 and £710 (subject to VAT). Councillors RESOLVED to explore grant funding avenues to replace the defibrillators. Councillors RESOLVED to decommission the current defibrillators and remove from situ.

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

12.1 Planning Consultation - 260296 - Lyston Smithy, Wormelow, Hereford, Herefordshire HR2 8EL – Councillors RESOLVED to support the planning application.

Councillor David Pursey left the room in accordance with declared DPI

12.2 Planning Consultation - 260516 - Trevase Farm, St Owens Cross, Hereford, Herefordshire HR2 8ND – Councillors RESOLVED to support the planning application.

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

14. Village Hall – To receive an update on any developments since the last meeting – Councillor Fagan advised the roofing works had been completed and the Village Hall Committee are working to apply for further funding.

15. Bronze Award – To review feedback from panel and update on progress – Clerk advised feedback had been received from HALC to advise once a few items had been closed out, the award would be granted. The Clerk is to receive the feedback in due course and implement the necessary actions for the award to be granted.

16. Registration of Llanwarne Village Car Park – To receive an update on any developments since the last meeting - Clerk advised Llanyon Bowdler confirmed the required documents to support a possession order for the car park had been received and the Clerk is awaiting a quotation for this to be applied for.

17. Formation of working grounds – To discuss forming the following working groups: Finance, Planning and Safety.

17.1 Councillors RESOLVED to form a Finance Working Group comprising of David Lloyd, David Pursey and the Clerk.

17.2 Councillors RESOLVED not to form a Planning or Safety Working Group at this time.

18. Newsletter – To review Parish Council newsletter – This item was deferred.

19. Clerk Correspondence: Any correspondence received by the clerk – No response received.

20. Items for next meeting (no discussion):

Newsletter review

Lengthsman co-ordinator role.

21. Note date of the next meeting: 21st May (Parish Meeting and Annual Parish Council Meeting)

Meeting closed at 21:12pm

Dates of Forthcoming Meetings:

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

16th July 2026