

Llanwarne & District Group Parish Council

Minutes of the Annual Meeting of the Parish Council Meeting held in Llanwarne Village Hall on
Thursday 21st May 2026 at 19:30

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

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

1. **Election of Chairman** - Councillor Pacey was proposed by Councillor Pursey and seconded by Councillor Price. There were no other nominations so Councillor Pacey was duly elected and signed his acceptance of office form.
2. **Election of Vice Chairman** - Councillor Price was proposed by Councillor Pursey and seconded by Councillor Snow. There were no other nominations so Councillor Price was duly elected and signed her acceptance of office form.
3. **To receive apologies for absence** – Councillor David Lloyd.
4. **To receive declarations of interest & written dispensation requests** – None received.
5. **To consider minutes of the meeting held on Thursday 19th March 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.
6. **To consider the Resolutions agreed at the last and previous meetings.**
 - 6.1 Replacement of Llanwarne Village Hall sign on A466 remained outstanding
 - 6.2 Deterioration of the stone pillar at Lyston Villa remained outstanding due to struggles with ascertaining ownership information.
 - 6.3 The broken bus stop sign on A466 remained outstanding and the Clerk continues to chase Herefordshire Council's Transport Team for updates.
 - 6.4 The Bronze Council award remains outstanding. The Clerk advised she is following up with HALC regarding outstanding feedback that had previously been closed out.
7. **Open Discussion (limited to 10 minutes)**
 - 7.1 To receive a brief report from Ward Councillor Toni Fagan.
 - Toni raised concerns regarding potholes from Llanwarne to Tretire. It was noted that the potholes had been temporarily fixed. Concerns were raised regarding the drainage contributing to the condition of the surface. It was noted that the Lengthsman had visited the area recently and drainage works at this location had been submitted to Herefordshire Council for consideration.
 - Residents on Laskett Lane were concerned for the speed of the road. Toni advised she will collate concerns from the residents in the area to facilitate a Traffic Regulation Order to reduce the speed.

- Horse riders raised concerns for safety when crossing from Lyston Smithy into Llanwarne. It was noted that the Clerk will contact the Traffic Management Team at Herefordshire Council to request signage be placed to notify highway users that horses at crossing at the location.
- Councillor David Pursey raised concerns of overgrowing hedges on the A466 between South Lodge and Lyston Smithy, noting that vehicles were driving in the middle of the road to avoid the hedges damaging wing mirrors. Toni advised she would follow up with the Locality Steward regarding the overhanging hedges.
- There remained a job outstanding to jet the drainage system on the A466 in the vicinity of Lawn Farm.
- Toni noted the littering on the A49 layby continues.
- Toni raised resident's concerns for proposal to plant a Christmas Tree in the vicinity of the War Memorial in Llanwarne.
- Following planning breaches at the Lower Monkton Farm site, Heritage England have been monitoring the site and a previous planning application was submitted to review rectified breaches.
- Councillor Anthony Snell noted the large pothole in the vicinity of Pencoyd Church had been filled and thanked Toni for her assistance with the matter.

7.2 To receive views of local residents on parish matters

- Resident raised concerns regarding overhanging branches on before the brook on Lenastone Lane. It was advised that the Lengthsman would be notified to rectify during his next maintenance visit.

8. Lengthsman

- 8.1 To receive update on recent works carried out by the Lengthsman - Members noted the Lengthsman was proactive and had no concerns for the works carried out.
- 8.2 To review outstanding works instructed – It was noted no works were outstanding and members would continue to notify the Lengthsman of any issues to be addressed during the monthly maintenance day.

9. Herefordshire Council Grant Funding 2026/27

- 9.1 To note the Lengthsman contract and Annual Maintenance Plan has been returned to Herefordshire Council for review – Clerk confirmed the Purchase Order for the Lengthsman Scheme had been issued and invoices could be submitted for reimbursement up to the contract value.
- 9.2 To note the Drainage Grant application has been submitted to Herefordshire Council for review – It was noted that the Drainage Team were to review applications in the coming weeks and an outcome should be received in due course. It was also noted that the drainage works in the vicinity of Lower Grove had been submitted as part of the application.

10. Footpaths:

- 10.1 To receive any update since the previous meeting including a report on any issues to be raised with Herefordshire Council – Clerk advised the Public Rights of Way report had been circulated and sent to the Lengthsman for quoting.

11. Finance

- 11.1 To note the current bank balance - £13,981.89 as at 30/04/2026, which included the first tranche of the precept for 26/27 financial year.
- 11.2 To following payments were **approved**:
- 11.2.1 Clerk's salary and PAYE (May 2026) in accordance with her employment contract.
- 11.2.2 Clerk's travel expenses - £7.83 (May 2026)

11.2.3 Employer NIC Contribution - £18.67 (May 2026)

- 11.3 Financial Monitoring and Bank Reconciliation 2025/26 – To note the final financial status of the Parish Council finances for 25/26 and sign bank reconciliation as at 31/03/2026 -
- Clerk noted the finalised 25/26 accounts had been circulated to members prior to the meeting. It was noted the Parish Council had overspent on budget items including Clerk's Salary, training and HALC subscription. It was noted the 26/27 budget and precept had been reviewed consciously to allow for expected expenses.
 - A bank balance as at 31/03/2026 was £7,243.61. There were no outstanding receipts or payments as at 31/03/26 and therefore, the reconciliation was signed as a true and proper reflection of the financial status.
- 11.4 To review and sign bank reconciliation for April 2026 – There were no outstanding receipts or payments as at 30/04/26 and therefore, the bank balance of £13,981.89 was a true and proper reflection of the accounts. The bank reconciliation was duly signed by the Chairman.
- 11.5 To review quotations for defibrillator replacement –
- It was noted 4 quotations had been circulated the most cost effective quotation was for £649+VAT per unit.
 - Members discussed ongoing maintenance costs including the cost of replacement pads.
 - It was noted the defibrillators were donated to the Parish Council previously and the Parish Council paid for the units to be installed.
 - The Clerk advised no funding streams were currently available to provide financial support. British Heart Foundation were opening grant funding applications for support in July 2026.
 - Toni Fagan advised Ward Members had £1000 to spend on projects that benefitted the community within the ward and perhaps a contribution could be awarded to the Parish Council to provide financial support.
 - Following discussions, it was **RESOLVED** to apply for financial support to British Heart Foundation once the applications open in July 26
- 11.6 To consider renewing insurance policy with Community First for the total of £212.02 – Clerk advised the Parish Council had a 3 LTA, due to expire June 2027. Due to an addition to the asset register in Nov 2025, the premium had increased by £3 for the 26/27 renewal year. It was **RESOLVED** to renew the insurance with Community First and to arrange relevant settlement of the invoice.
- 11.7 To consider instructing the Lengthsman to add the dog waste bin at the War Memorial in Llanwarne to the monthly schedule for the total cost of £5 per month – It was **RESOLVED** to instruct the Lengthsman to add the emptying of the dog waste bin near to the war memorial to the monthly maintenance day.

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

12.1. Planning Application 261046 - The Grange, St Owens Cross, Hereford, Herefordshire HR2 8JY - Rear extension to property and 30 no. solar panels to main roof. Full Householder Permission - Following discussion, Councillors voted to support the proposals set out in the planning application and it was **RESOLVED** that the Clerk notifies the LPA accordingly.

12.2 Planning Application 261047 - The Grange, St Owens Cross, Hereford, Herefordshire HR2 8JY - Rear extension to property and 30 no. solar panels to main roof. Listed building consent - Following discussion, Councillors voted to support the proposals set out in the planning application and it was **RESOLVED** that the Clerk notifies the LPA accordingly.

13. Christmas Tree Planting – To review proposed project to plant a Christmas tree within the vicinity of the war memorial in Llanwarne

- It was advised following the request at the March meeting, the Clerk had engaged with relevant statutory consultees including Highways, Heritage England, insurance and Conservation Teams. All statutory consultees had no objection to the proposal.
- It was noted that several residents were concerned about the proposal and request wider consultation to gain feedback in order to facilitate a decision.
- The following concerns were noted:
 - If the proposal for a Christmas Tree was tasteful given the close proximity to the War Memorial.
 - Concerns of roots encroaching on the war memorial area in future years.
 - The aesthetic of the tree outside of the festive season.
 - Safety of the crossroads
- Toni Fagan raised concerns on behalf of residents she had spoken to. This included the festive event currently organised for carol singing under the crab apple tree within the area, a tradition that has been ongoing for many years. Toni also noted that several residents raised that a public consultation should be carried out.
- Councillor Anthony Snell noted that Christmas Trees grow large and would require maintenance.
- Councillor Rosey Price suggested that if the Parish Council were to consider the proposal, local residents should be consulted.
- Members noted the cost of the ongoing require maintenance
- Members reflected on the previous works carried out to remove trees from the bank of the brook due to safety concerns.
- Members noted the request for the planting of the Christmas Tree was to facilitate a light switching on ceremony. The area has a long standing tradition of carol singing under the crab apple tree along with other events facilitated by local community groups.
- Following discussions, it was **RESOLVED** to not proceed with the proposal to plant a Christmas Tree within the vicinity of the war memorial in Llanwarne.

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

Toni Fagan advised there were no updates on the village hall developments at this time.

15. Registration of Llanwarne Village Car Park – To receive an update on any developments since the last meeting - Clerk provided update to advise a meeting was scheduled in due course with Llanyon Bowdler to discuss the process and associated costs for first time registration of the village car park.

16. Policies – To review and adopt the following policies:

17.1 Financial Regulations 26/27

17.2 Standing Orders 26/27

17.3 IT Policy

17.4 Publication Scheme

17.5 Risk Management Plan

17.6 Asset Register 26/27

17.7 Complaints Policy

It was **RESOLVED** to adopt the above policies

17. Parish Council Plan – To review 25/26 Parish Plan and provide feedback.

It was **RESOLVED** to defer the review of the 25/26 Parish Plan to the next meeting.

18. Communications – To discuss communications channels to inform parishioners of Parish Council activities

- Clerk noted she had contacted Wormelow 100 magazine and Archenfield magazine. Both magazines had advised they could not accommodate the nature of the information the Parish Council were looking to publish.
- Toni Fagan suggested that the Facebook Group permissions be amended to reduce the amount of advertising information published on the page.
- Following discussions, it was **RESOLVED** for the newsletter to be published on social media, website and for approx. 30 copies to be printed and displayed on noticeboards, village hall and local shops.

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

- Unauthorised entrance created at property in Pencoyd. It was noted this had been sent to the Planning Department for review.
- Correspondence regarding frequency of grass cutting within the vicinity of the war memorial. A response had been made to the resident to advise the Lengthsman is contracted to cut the grass once a month between April and September. The Lengthsman aims to visit the village within the second week of the month.

20. Items for next meeting (no discussion) – None raised

21. Note date of the next meeting: 16th July 2026

The Chairman moved a motion to exclude members of the public from the following confidential item

Clerk exited the meeting

22. To discuss booking Clerk's probation meeting

Following discussion between councillors it was resolved that the clerk had successfully passed the probationary period and the appointment should be made permanent. The chair will liaise with HALC to ensure records are updated accordingly.

Meeting closed at 8:54pm

Signed:.....

Date:.....