

DILWYN PARISH COUNCIL

Clerk: Lesley Hay

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Dilwyn Parish Council Meeting held on Monday 14th April 2025 starting at 7.30pm

The Chairman welcomed those present to the April Parish Council Meeting.

The Chairman, on behalf of the Parish Council, expressed sincere condolences to the three local families who had recently suffered the loss of a family member.

MINUTES

Present: Cllr J Hall (Chairman); Cllr J Clarke; Cllr P Preston; Cllr M Griffiths; Cllr R Fellows (Vice Chairman); Cllr E Jordan and Cllr M Thomas. Also present: Ward Councillor Nick Mason; Lesley Hay (Parish Clerk); one member of the public.

1. To receive apologies for absence: Cllr J Lewis; Cllr A Towler; Cllr J Stokes; Cllr D Stirling-Brown; Glen White (lengthsman) and PC Emma Turberfield (West Mercia Police).

2. Declarations of Interest: All Councillors declared an interest in The Crown Public House as the Parish Council is the owner of the said Public House. Cllr M Griffiths declared an interest in Item 6.5. No other declarations received.

Written request for dispensation: The Clerk reminded members that written dispensation had been received from all Councillors in respect of The Crown Public House as the Council corporate is the owner. Without the dispensation, the number of persons prohibited by section 31(4) from participating in any business would be so great a proportion of the body transacting the business as to impede the transaction of business.

2.1 Exclusion of members of the public and press: To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. Item 5.6 to be discussed in closed session.

3. Ward Councillor's report: when available, this will be added to the end of these minutes and will be available on the website.

3.1 Open Session

3.1.1 The Clerk confirmed that she had attended Herefordshire Council's Summit Meeting on 4th April 2025 – this meeting included 'A Charter for Herefordshire's Councils' on the agenda. The Clerk explained that a project was initiated in April 2024 to develop a new Parish Charter for Herefordshire to define how Herefordshire, Town and Parish Councils will collaborate and work together. A final draft of the charter has now been produced and paper copies were available at the meeting.

The draft charter is now open for review by all councils within Herefordshire and will be circulated by email in due course. Councils are encouraged to consider, review, and, if agreeable, sign up to the charter. Item to remain on the agenda.

3.1.2 The Clerk explained that she had received a number of complaints about speeding through the village, particularly first thing in the morning. It was agreed to record the registration number of vehicles involved and pass this information on to the police. In the meantime, if parishioners see anybody speeding through the village, they should report this directly to the police.

3.1.3 Venmore Lane. The Clerk confirmed that the bottom of the dog waste bin is still missing. The Clerk will order a replacement.

3.1.4 The Clerk reported that she had received a number of concerns about the possibility of travelling families moving onto the village green. Councillors noted the concerns but agreed there was little that can be done to protect the village green beyond remaining vigilant.

3.1.5 It was noted that a complaint had been received about carrier bags of waste being deposited in the parish dog waste bins. As these bins are only emptied fortnightly, it is causing the bins to overflow. It was acknowledged that this practice is inconsiderate to other users and if these carrier bags do contain dog waste, Councillors wished to remind dog owners that it is acceptable for them to use their own black bins for dog waste.

3.1.6 A complaint had been received with regard to recent alleged shooting of rooks in the Sandpits area. Rooks are protected under the Wildlife and Countryside Act 1981 and any attempt to harm or kill them may constitute a criminal offence. However, there are exceptions to this and it would be for the police to determine. The Parish Council therefore suggested that residents report their concerns directly to the police.

3.1.7 A question was raised as to why there are two lengthsman employed within the parish. The Clerk explained that Glen White does not have the necessary equipment or workforce to undertake the more complex drainage works funded under the Drainage Grant Funding Scheme. It has therefore been necessary to seek assistance from D C Gardening, with all their work being funded from within the grant and not the precept.

The Clerk also explained that she had applied for and received a grant towards Glen White's lengthsman duties carried out over the past 12 months.

The Clerk confirmed that she had received notification that these grants will be available again for 2025–2026, but that more detailed information will be required when applying for reimbursement of the lengthsman grant – i.e. more detailed information accounting for hours taken to cover works within the parish. The Clerk will liaise with the lengthsman.

3.2 The Chairman closed the Open Session.

4. Minutes of the last meeting. It was agreed that the minutes of the Parish Council Meeting held on Monday 10th March 2025 were a true record and it was unanimously voted by the Councillors in attendance that they be adopted and signed.

5. Finance: Schedule of payment sheet for March 2025 had been circulated.

5.1 It was unanimously agreed to pay the outstanding invoices for March 2025.

5.2 End-of-year accounts. The Clerk confirmed that she had now prepared the end-of-year accounts and these were now with the internal auditor. Once signed off by the internal auditor, they will be brought to the May meeting for adoption ready to be sent to the external auditor.

5.3 VAT reimbursement. The Clerk confirmed that she had sent in a VAT return for reimbursement covering the period from January to March 2025.

5.4 The Clerk confirmed that the current internal auditor will be retiring after completing the end-of-year accounts and that she is in the process of obtaining quotes for a replacement. Item to remain on the agenda.

5.5 The Clerk confirmed that all outstanding invoices for reimbursement of drainage grant funding have now been received. There is still some outstanding drainage work to be completed which will be funded from within the current purchase order. D C Gardening will complete this work within the extended timescale of June 2025.

5.6 Clerk's annual salary scale increase. To be discussed in closed session.

5.7 The Clerk explained that she had received an invoice for the Parish Council's annual donation to the Parochial Church Council to cover a third of the annual grass-cutting programme and maintenance of the church clock. It was unanimously agreed to pay this invoice.

5.8 The Clerk explained that *thecrowninndilwyn.co.uk* domain is due for renewal at £12.99 plus VAT. It was agreed that this should be paid by the Clerk who will, in turn, be reimbursed.

6. Highways and Environmental Matters:

6.1 Flood management – Herefordshire Council. Submit expression of interest by Tuesday 22 April 2025.

6.2 Flooding in Herefordshire – Flood Re and Build Back Better – information had been circulated.

6.3 Haven Lane Bin – A4112. Although this bin was eventually replaced by the Parish Council, it was originally emptied by Balfour Beatty. Unfortunately, Balfour Beatty is now refusing to empty the bin. The Chairman confirmed that she has submitted a complaint about this and is awaiting a response. In the meantime, the Clerk has made temporary

arrangements for removal of the waste. Item to remain on the agenda.

6.4 Update on additional gauges for Lower Burton Ford. The Clerk confirmed she had taken delivery of the 8-foot gauge and Cllr M Thomas will collect and make arrangements to erect it.

6.5 Following the site visit to Townsend Pond on Saturday 25th January 2025, the Clerk confirmed she had received a quote from Martyn D Meredith (Agricultural Contractor) which had been submitted to Herefordshire Council for consideration for reimbursement under the current Drainage Grant funding scheme. Unfortunately, despite two further reminders, to date this request has not been acknowledged or agreed. The Clerk to be asked to email again.

6.6 Update on Haven Lane drainage works. The work has now been completed. A local resident came to the meeting to express their personal vote of thanks to the Parish Council and to Edward Lewis, Glen White, Cllr M Thomas and D C Gardening for their involvement in getting the work completed.

6.7 Ongoing work at Gadbridge/Stocking Cottages. Major works have taken place and hopefully the problem has now been resolved. A vote of thanks was extended to Ward Cllr Nick Mason for all his efforts liaising with the various contractors and land owner to get the work completed.

6.8 The Clerk explained that she had received a Lengthsman Agreement/Contract for 2025–2026 which had been circulated. It was agreed that the Chairman and Clerk should sign this on behalf of Dilwyn Parish Council. The Clerk had also circulated a draft Annual Maintenance Plan for 2025–2026 and it was agreed that this should be submitted to Herefordshire Council in support of the above contract.

6.9 It was agreed to follow up replacing the missing bin on Venmore Lane. Clerk will liaise with lengthsman.

7. Footpaths

7.1 Parish Footpath Officer sessions – circulated. The Clerk confirmed that the lengthsman and various footpath officers will be attending a meeting in Pembridge on 15th April 2025.

7.2 Update on ongoing work on DW7. It was confirmed that four self-closing gates had been delivered for footpaths DW7 and DW19. The replacement bridge boards have been collected. However, on walking the DW7 again, it has become apparent that two additional gates are needed and the Clerk has submitted a request for these. The lengthsman together with Cllr M Thomas will liaise with a working group/landowners to get these in place. It was noted that the Weobley Footpath Officers/working group had kindly offered their assistance. Once this work has been completed, the Parish Council will be in a position to order the next batch of replacement equipment. The payment for this is being deducted at source from the Parish Council's allocated PROW grant funding.

8. The Crown – nothing to report.

9. Planning – Planning Consultation – 250770 – Land adjacent to The Great House, Dilwyn, Herefordshire, HR4 8HQ. APPLICATION TYPE: Planning Permission.

DESCRIPTION: Proposed variation of condition 2 of planning permission 214615 (Proposed variation of condition 2 of planning permission 182991 (Erection of five dwellings with garages and private road (Changes to previous approved application P171228/F)) – to allow changes to approved plans, including to omit the five-bedroom property and provide four 4-bedroom and one 3-bedroom properties and a new access to plot 5). Amended house design for plot 4.

After lengthy discussion, it was agreed that it was impossible to make any comment as these plans have been amended on so many occasions that it is not clear exactly what this current amendment covers. The Clerk to try and get a clearer understanding of proposed amendments and to report back to the Councillors.

10. Police Report – the police reported by email that neither Felix Rawlinson nor Emma Turberfield could attend the meeting but no incidents had been reported in the last month.

11. To raise issues for the next meeting of the Parish Council – no discussion.

12. Date of next Parish Council meeting:

Monday 12th May 2025 – 7.00pm in the Village Hall

The Annual Parish Meeting will start at 7.00pm followed by
the Annual Parish Council meeting starting at 7.30pm.

Closed Session:

5.6 In closed session, it was agreed to approve the Clerk's annual salary scale increase.

Signed:

Date: