

## **DILWYN PARISH COUNCIL**

*Clerk: Lesley Hay*

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### **Dilwyn Parish Council Meeting held on Monday 14<sup>th</sup> July 2025 starting at 7.30pm**

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

#### **MINUTES**

**Present:** Cllr J Hall (Chairman); Cllr A Towler; Cllr P Preston; Cllr E Jordan; Cllr M Griffiths; Cllr M Thomas; Cllr J Clarke and Cllr R Fellows (Vice Chairman).

Also present: Ward Councillor Nick Mason; Lesley Hay (Parish Clerk); six members of the public.

**1. To receive apologies for absence:** Cllr J Lewis and Cllr J Stirling-Brown.

1.1 Co-option of Parish Councillor. Following the resignation of Cllr J Stokes (as reported at the last meeting), the Chairman was delighted to confirm that Mrs Deborah Barron and Mr Jon James had both put their names forward to be considered as a Parish Councillor representing Dilwyn Parish Council.

Both candidates were invited to give a short presentation and were then asked to leave the room. After discussion, a sealed vote took place and, by majority, it was unanimously agreed to accept Deborah Barron's application and the Chairman welcomed Deborah to the Parish Council.

Mrs Barron signed the Acceptance of Office form and came to the table with full voting rights. The Clerk will inform the Elections Officer.

The Chairman thanked Mr James for his interest and invited him to please reapply again should a future vacancy become available.

1.2 The Clerk reminded Councillors about the legally required six-month attendance rule (not six meetings).

**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 Thomas declared an interest in item 8.2.

**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.

#### **3. Ward Councillor's Report**

Ward Councillor Mason gave an update on various local issues including:

- (a) Stockingfield. The speed limit along Stockingfield is to be re-assessed this year by the Traffic Management Team.
- (b) Townsend Pond. A new application form needs to be submitted with regard to the Townsend Pond Application as the funding will now come from within the 2025–2026 financial budget. The Clerk will liaise.
- (c) West View/Orchard Close. There are plans in hand for the Flood Risk Team to survey this area with a view to future drainage/ditching works to help alleviate the recent flooding issues.
- (d) Common Lane. Welsh Water and Herefordshire Council's Highways Department are liaising with regard to future works to help alleviate flooding problems.
- (e) Watery Lane. Plans are in place to carry out repairs and white lining, with a view to the road being resurfaced in the future.
- (f) Venmore Lane. The planned surface dressing is intended to extend the life of the existing surface that was laid two years ago.
- (g) Tyrrells signage. Unfortunately, previous designs have been lost so the project will need to be restarted from scratch. However, in the meantime, Tyrrells provided an assurance that all contract drivers had been informed about the specified route. However, sat nav systems may still direct drivers to take the quickest route which, unfortunately, may be via Dilwyn village.
- (h) Replacing the DW20 footbridge. This is in hand and being project managed by the Weobley Footpath Officers.
- (i) Wetlands. No plans have been submitted to date.

### **3.1 Open Session**

3.1.1 Lengthsman contact details. Herefordshire Council had recently requested full contact details of Parish Council Lengthsmen. As with a similar request for contact details of all Parish Footpath Officers (PFOs), parish/town councils should check with their volunteer/contractor prior to handing over such details.

The Clerk confirmed that she was aware and compliant with the Lengthsman/PFOs contracts/insurance etc.

3.1.2 New audit arrangements for 2025/2026 Annual Governance and Accountability Return (AGAR). During the autumn, Herefordshire Association of Local Councils (HALC) will be offering guidance/training on the changes, including the new assertion about compliance with GDPR.

The Clerk confirmed that she had already attended a Zoom meeting on this subject, but will also attend any training/guidance offered in the future by HALC.

3.1.3 Government backs remote council meetings. The government has announced plans to amend legislation to allow parish/town councils to hold remote and hybrid meetings.

Remote meetings will hopefully gain government backing and the Clerk will keep Councillors posted.

3.1.4 Loss of Neighbourhood Development Plan (NDP) funding – details circulated.

3.2 The Clerk reported that she had received emails regarding two damaged notice boards – one at the school and one on Haven Lane. It was agreed to ask Mr Graham Dyer if he can take a look at both and repair/replace as required.

3.3 Cllr A Towler enquired about risk and asset management following the advice in The Practitioners Guide. The Clerk explained that a Definition of Risk Management document was in place which is reviewed and updated as required and also annually at the Annual Parish Council meeting held in May. The Clerk bring a copy to the next meeting. The Clerk will liaise with lengthsman and bring an up to date asset list to the next meeting.

3.4 Refurbishing the underpass mural. Mrs Sonia Freemantle has kindly offered to 'project manage' a scheme to repaint the underpass mural, with Cllr P Preston kindly offering to contribute towards the cost of paint. It was agreed that an advert will be placed in The Dilwynner to ask for volunteers and a site meeting will be arranged in September. The Clerk will liaise.

3.5 The Clerk was asked to liaise with D C Gardening with regard to trimming back the hedge line when leaving the village at the Leominster side junction on to the A4412.

### **3.2 The Chairman closed the Open Session.**

**4. To approve and sign the minutes.** It was agreed that the minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> June 2025 were a true record and it was unanimously voted by the Councillors in attendance that they be adopted and signed.

4.1 Update on Sollers notice board. A vote of thanks was extended to Mr Graham Dyer who had repaired and re-erected the Sollers notice board.

### **5. Finance**

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

5.2 Cedar Hall funding. The Clerk confirmed that she had circulated two emails with regard to a request by the Cedar Hall Committee for the Parish Council to consider contributing annually to Cedar Hall funding. It was agreed that this item would be discussed further at the Precept setting meeting held in November.

### **6. Highways and Environmental Matters**

6.1 Tyrrells signage – covered within the Ward Councillor's Report.

6.2 Townsend Pond – drainage grant. Following the site visit to Townsend Pond on Saturday 25<sup>th</sup> January 2025, the Clerk confirmed that 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.

However, as this work had not been authorised to be carried out within the 2024–2025 financial year, it was agreed to resubmit the application for urgent consideration from within the 2025–2026 grant funding allocation. The Clerk was asked to forward a 2025/2026 application form with attachments.

6.3 Drainage Grant funding for 2025–2026. The Clerk will liaise with Glen White, D C Gardening and Locality Steward Phil Pankhurst and bring their suggestions to the next meeting in September.

6.4 The Ward Councillor agreed to inspect the road at Lower Dewell. It was reported that the road surface has seriously deteriorated due to water coming directly off the neighbouring fields.

**7. Footpaths** – update on 2025–2026 PRoW Grant (circulated). Work continues on the various footpaths, including DW20 footbridge repair/replacement. The Clerk to organise a Footpath Officers meeting in September.

## **8. The Crown**

8.1 Update on pool table. Cllr A Towler confirmed that Mr Jon James will purchase the pool table and make a donation.

8.2 Discussion regarding replacement of the existing wood burner in the bar. Quotes had been circulated prior to the meeting. There was considerable discussion and it was eventually agreed, by a majority vote, to accept the Friends of the Crown's offer to organise a replacement wood burner together with a contribution covering half of the purchase price and installation costs. The Clerk confirmed that there are sufficient funds in The Crown's HUB account to be able to match fund the Friend's offer.

8.3 To discuss replacement of three windows in outbuilding. It was agreed that the Clerk should obtain a quote from Mr Graham Dyer to replace the three front-facing windows and circulate when available, with a view to getting them replaced before autumn.

8.4 Councillors M Thomas and P Preston kindly offered to inspect the roof space at The Crown with a view to, if necessary, replacing the insulation to help reduce heating costs.

## **9. Planning**

9.1 Planning Consultation – 251693 – Old Forge, Dilwyn, Hereford. Planning permission and Listed Building Consent (circulated). Cllr J Clarke confirmed that she had visited the Old Forge. Cllr Clark explained in detail the various issues raised within the application and she could see no objection.

9.2 Planning Consultation – 251592 – St Mary's School – demolition of redundant toilet block to create a small new classroom (circulated). No objections raised.

## **10. Police Report – emailed report as follows:**

*"Unfortunately, we can't attend Dilwyn's meeting tonight so here's a report to read out on our behalf.*

*In terms of incidents over the past month:*

*22<sup>nd</sup> June 2025 – we received a report of loose cattle on the road on the A4112 just outside Dilwyn. No collisions occurred thankfully.*

*At the last meeting, the speed of vehicles and the number of collisions on the A4112 was raised. At the meeting I said I'd scour our systems to see how many collisions occurred in the last 12 months. I've done that and I can only find one reported collision within this period. This is the one you're already aware of, that occurred on the 17<sup>th</sup> May 2025 whereby it was reported a vehicle pulled out of a junction on the A4112 and a collision occurred with a vehicle already travelling that road. There were minor injuries reported (e.g. bumps/bruises).*

*That's not to say that there haven't been other collisions, but on our systems that is the only incident whereby it has been recorded, and police have attended. There may have been other collisions that weren't reported to us or collisions outside the twelve-month period I've searched for.*

*Do let me know if anything crops up at the meeting you want to run past me."*

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

**12. Date of next Parish Council meeting:** no meeting in August; next Parish Council meeting will be held on Monday 8<sup>th</sup> September 2025 at 7.30pm.

The Chairman closed the meeting at 9.15pm.

Signed:

Date: