

DILWYN PARISH COUNCIL

Clerk: Lesley Hay

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Dilwyn Parish Council Meeting held on Monday 8th September 2025 starting at 7.30pm

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

MINUTES

Present: Cllr J Hall (Chairman); Cllr A Towler; Cllr D Stirling-Brown; Cllr J Stirling-Brown; Cllr E Jordan; Cllr M Griffiths; Cllr M Thomas; Cllr J Clarke; Cllr D Barron and Cllr R Fellows (Vice Chairman).

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

1. To receive apologies for absence: Cllr J Lewis and Cllr P Preston.

1.1 The Clerk reminded Councillors with regard to 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 11.1.

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 Cllr Mason gave an update on various local issues including:

- (a) Tyrrells signage. Unfortunately, previous designs have been lost so the project will need to be restarted from scratch. Ward Cllr Mason confirmed that he is continuing to liaise with both Tyrrells/KP Snacks and Herefordshire Council and it is hoped that new direction signs will be in place by early/mid 2026. In the meantime, Tyrrells have provided an assurance that all contract drivers have 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.
- (b) Townsend Field. A new application form has been submitted with regard to Townsend Field and it has been confirmed that funding has been approved. The Clerk confirmed that she has written permission from Mrs Munro, owner of the field, for the work to go ahead. Ward Cllr Mason confirmed that he has been in contact with Julian Cotton (Archaeological Advisor, Herefordshire Council) who has also confirmed that he has no issue with the work proceeding.

(c) West View/Orchard Close. Ward Cllr Mason confirmed that he has a meeting arranged with a Balfour Beatty engineer to discuss plans for future drainage/ditching works to help alleviate the recent flooding issues.

(d) Common Lane. Ward Cllr Mason expressed his concern that Welsh Water has not, to date, replaced the drain covers along Common Road near to the sewage works. Ward Cllr Mason will continue to follow up on this with Welsh Water.

(e) Replacing the DW20 footbridge. This is being project managed by the Weobley Footpath Officers. Proposed drawings have been circulated and it was confirmed that funding has been agreed and the bridge is now under construction.

(f) Community Flood Equipment Scheme. Ward Cllr Mason apologised for any confusion with regard to an invitation recently sent out only to parishes that had already signed up to the scheme. It is a closed trial workshop and not open to all parish councils at this time. However, if there is sufficient interest, another session may be arranged for further parishes in the future. Ward Cllr Mason confirmed that all future correspondence on the scheme will be sent to the Parish Clerks.

The Chairman proposed a vote of thanks to Ward Cllr Mason for his continued support.

3.1 Open Session

3.1.1 Refurbishing the underpass mural. Mrs Sonia Freemantle – who had offered to ‘project manage’ a scheme to repaint the underpass mural – was able to confirm that following an advert in The Dilwynner, 25–30 volunteers had come forward. Donations of tins of paint had been received and Cllr P Preston had very kindly offered to contribute towards the cost of any extra paint that may be required. Mrs Freemantle confirmed she is liaising with the school in the hope that the children could get involved.

3.1.2 Spring bulbs for the entrance to the underpass. Mrs Freemantle confirmed that she had, to date, received donations of approximately 250 spring bulbs and it is hoped that donations will continue. The lengthsman, Glen White, has strimmed and cleared the banks and eventually it is hoped to be able to plant 1000 bulbs later in the autumn. The Chairman proposed a vote of thanks to Mrs Freemantle for her enthusiasm and commitment to this project.

3.1.3 Underpass fly-tipping. The Clerk reported that signs had been erected by Balfour Beatty – ‘*You are being watched*’ – in the hope this will deter fly-tipping. Balfour Beatty have indicated that they will consider erecting security cameras if the fly-tipping continues to be a problem.

3.1.4 The Clerk confirmed that D C Gardening will be trimming back the hedge line at the Leominster side junction onto the A4412 now that hedge cutting restrictions have been lifted.

3.1.5 The Clerk confirmed that work has commenced on Plot 4, Great Orchard. The diggers have been working for about a week and have produced huge piles of soil close to the road entrance, plus piles in other locations on site. It was acknowledged that, if it rains, there may be significant issues with mud run off onto the road and subsequent blocking of nearby drains. The Chairman confirmed that she had visited the site and had been

reassured that the mud would be removed. However, huge piles still remain on site. The house is not being built by Oakwrights and so the Chairman asked for anyone passing the site to have a word with the contractors and, if possible, obtain contact details for the developer.

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 14th July 2025 were a true record and it was unanimously voted by the Councillors in attendance that they be adopted and signed.

4.1. A copy of the current Asset Register was made available for discussion. Whilst it was agreed that most valuations were within current guidelines, it was agreed that Cllr R Fellows would arrange for The Crown to be valued. Cllr Fellows will then confirm that the current insurance cover is in line with the updated market value.

4.2 At the last meeting, Cllr A Towler had asked about Risk Management and Asset registration. The Clerk confirmed that a copy of the current Definition of Risk Management document had been circulated. After discussion, it was agreed that this document needs to be updated and a Working Party of Cllr Towler, Cllr R Fellows and Cllr J Stirling-Brown will meet and prepare a draft to be brought back to the October Parish Council meeting for consideration by full Council. Cllr Towler will liaise.

5. Finance

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

5.2 It was agreed to adopt the new administration pay increase backdated to April 2025.

5.3 The Clerk explained that due to the external auditor mislaying the 2024–2025 accounts, there would be a delay before these can be officially adopted.

6. Highways and Environmental Matters

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

6.2 Townsend Field – drainage grant – covered in the Ward Councillor's Report.

6.3 Drainage Grant funding for 2025–2026. The Clerk confirmed that she had liaised with Glen White and D C Gardening and had now submitted an application for drainage grant funding – details of which had been circulated. The Clerk confirmed that she is still waiting for a decision on this application.

6.4 The Clerk was asked to again report the dropped road sign at Golden Cross.

7. Footpaths

7.1 DW20 footbridge replacement – covered in the Ward Councillor's report.

7.2 Replacement of DW2 footbridge – the Clerk confirmed that it might be possible to replace this bridge with the prototype designed for the DW20 footbridge. Item to remain on the agenda.

7.3 The Clerk reported that only three Footpath Officers had responded with photographic evidence as requested. The Clerk will send out a reminder.

7.4 The Clerk reported that it had become necessary to urgently replace the gate on the DW17 footpath. The replacement gate had been ordered, delivered and is now in place. A vote of thanks was extended to Glen White for his prompt action.

7.5 Cllr D Barron asked about footpath DW10. The Clerk confirmed that she had recently walked the footpath and was liaising with Glen White with regard to its reopening. The Clerk to speak with the PRoW Officers about whether re-registration of the footpath is needed.

8. The Crown

8.1 Update on pool table. The Clerk confirmed that Mr Jon James had made a donation of £100 and collected the pool table as agreed.

8.2 Replacement of the existing wood burner in the bar. The Clerk confirmed that Smokerite had now ordered the replacement wood burner and members of The Friends had agreed to liaise and support installation. The Clerk confirmed that there are sufficient funds in The Crown's HUB account to be able to match fund the Friends' offer.

8.3 Replacement of three windows in outbuilding. The Clerk confirmed that she had received a quote from Graham Dyer to replace the three front-facing windows but, despite several telephone calls, had been unable to obtain two further quotes. After discussion, it was agreed that the Clerk would attempt to get another written quote to comply with the financial regulations and bring this back to the October meeting.

8.4 The Clerk explained that there had been recent drainage problems at The Crown which had been dealt with as an emergency call out. The attending engineer highlighted two areas where urgent pipe work was required and had left quotes for this work. The Clerk confirmed she had left a message asking Graham Dyer for a quote and it was agreed to approach Nathan Davies (Groundworks & Concreting) for an additional quote. Item to remain on the agenda for the October meeting.

9. Play Park. Copies of the most recent report had been circulated. While no major issues had been highlighted in the report, Cllr M Thomas confirmed that he and Glen White had arranged a site visit in order to discuss addressing the minor issues raised.

10. Police Report – emailed report as follows:

“Felix and I are unable to attend the meeting tonight – however, I have checked our systems and there is nothing of note to advise you of prior to tonight’s meeting. There has been one highway incident recorded.”

11. Planning

11.1 P251278/V – Hilltop Bungalow – a Certificate of Lawfulness (CLOPD) had been issued in support of the recent planning application.

11.2 P201024/F – Land adjacent to Beaufort Dilwyn. Cllr J Clarke reported that she had received a copy of the letter from Welsh Water addressed to Herefordshire Council. It was agreed that this should be passed on to the Ward Councillor.

12. A Charter for Herefordshire Councils 2025–2026. After discussion, it was unanimously agreed to adopt this charter. A copy had previously been circulated.

13. Date of next Herefordshire Council Parish Summit meeting. This will take place on 7th October, at Plough Lane. When available, an agenda and supporting documents will be forwarded.

14. Date of next Parish Council meeting: Monday 13th October 2025 at 7.30pm.

The Chairman closed the meeting at 8.55 pm.

Signed:

Date: