Draft Minutes of the Dilwyn Parish Council Meeting

Parish Clerk: Lesley Hay
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held on Monday 9th November 2026 at 7.00 p.m.

The Chairman welcomed everyone to the November Parish Council meeting.

Present

Cllr J Hall (Chairman), Cllr M Thomas, Cllr P Preston, Cllr J Clarke, Cllr M Teakle and Cllr E Jordan.

Also Present

Lesley Hay (Parish Clerk) and two members of the public.

1. Apologies for Absence

Apologies were received from Cllr A Towler, Cllr D Barron, Cllr M Griffiths, Cllr D Stirling-Brown, Cllr R Fellows (Vice Chairman), Cllr J Lewis and Ward Councillor Nick Mason.

2. Declarations of Interest

All councillors declared an interest in The Crown Public House, as the Parish Council is the owner of the property.

Written Request for Dispensation

The Clerk reminded members that written dispensations had been received from all councillors in respect of The Crown Public House, as the Council, in its corporate capacity, is the owner of the property. Without these dispensations, the number of persons prohibited by Section 31(4) from participating in the business would be so great a proportion of the body transacting the business as to impede the transaction of that business.

Cllr P Preston declared an interest in Item 9 on the agenda.

2.1 Exclusion of Press and Public - no issues declared.

2.2 Attendance Ruling Parish councillors are legally required to attend meetings. Self-disqualification occurs if they fail to attend meetings for six consecutive months, unless the reason for absence has been approved by the Council beforehand.

3. Ward Councillor's Report : No report was available at this time.

3.1 Open Session

A member of the public again raised concerns regarding the annex building adjoining The Crown. The guttering requires replacement as rainwater is damaging the brickwork of the building and is also draining into the garden of The Forge. It was noted that this matter has been raised and discussed previously, when it was acknowledged that access for repair or replacement of the guttering is difficult.

Following discussion, it was agreed that Cllr M Thomas would arrange to meet with the resident, together with any interested councillors, on Sunday 6th December at 10.00 a.m. to discuss possible solutions and agree a way forward.

The issue of flooding outside The Forge, and concerns regarding the potential long-term impact on the timber-framed property, were also discussed. It was reported that Ward Councillor Mason is currently liaising with the Flood Risk Team regarding the possibility of securing funding for a diversion scheme to redirect surface water currently flowing down the road from Townsend House into the village centre. Such a scheme would help alleviate flooding in the centre of the village and reduce the threat to The Forge.

Personal .gov.uk Email Addresses

The Clerk explained the importance of councillors accessing and using their Parish Council .gov.uk email addresses. The Clerk will circulate information again explaining how councillors can access their accounts. The Chairman will liaise with Ian Brown regarding the possibility of arranging individual assistance for councillors experiencing difficulties accessing the system.

Inspection of Trees on the Village Green

Following discussion, Cllr Preston offered to contact Owen Weatherall (Tree Surgeon) with a view to arranging a site meeting on Sunday 6th December whilst the cherry picker is on site for the installation of the Christmas tree lights.

3.7 Open Session Closed

The Open Session was closed.

4. Highways and Environmental Matters

4.1 Drainage Grant Update - West View Drainage

Gareth Jenkins, with assistance from Cllr Mark Teakle, commenced work in September.

To summarise the current position, Cllr Teakle reported that the drains between Nos. 1 and 3 Orchard Close are now running, although further work is required to clear a

suspected obstruction. Within the main drainage network, Turn Water were able to jet the drains successfully. While this was not achieved as efficiently as hoped, the drainage system is now operational and represents a significant improvement.

The drain running from the rear of No. 3 Orchard Close to the ditch situated along the field boundary has been cleared and is now flowing freely. This has resulted in a major improvement to the overall drainage system.

The main drainage ditch, which had previously been blocked, was cleared manually, a task which proved particularly challenging. Once cleared, the drainage system was able to operate at full capacity, significantly reducing the risk of water backing up onto the main road.

Cllr Teakle advised that three smaller matters remain outstanding:

a) Installation of a replacement manhole cover;
b) Leaving the ditch open for a period to allow the cement pipe sufficient time to settle; and
c) The landowner has agreed that the excavated soil may remain in situ until it can be removed in the spring.

The Chairman thanked Cllr Teakle for his report and expressed appreciation for the considerable amount of work and support he has provided to the Lengthsman throughout this substantial and challenging project.

4.2 Castle Mount

The Chairman confirmed that a letter had been delivered to all residents of Castle Mount regarding the safe disposal of garden waste.

4.3 Annual Maintenance Plan

The Chairman presented a draft Annual Maintenance Plan to provide a formal record of routine work required by the Lengthsman on a weekly, monthly and annual basis.

A copy of the draft plan will be circulated to all councillors for consideration and further discussion at the next meeting.

4.4 Councillor WhatsApp Group

To support the proposed maintenance programme, the Chairman suggested the creation of a WhatsApp group for councillors to report ongoing issues directly, enabling the Lengthsman to address matters promptly as required.

The proposal was supported in principle by those councillors present; however, it was agreed that the matter should remain on the agenda for the December meeting to allow councillors who were unable to attend to participate in the discussion.

4.5 Hedge at Townsend House The Clerk confirmed she had written to the householders concerned.

4.6 Boyce Field Corner Drainage

The Parish Council asked the Lengthsman to inspect the ditch at Boyce Field Corner. A quotation has been received to:

- Dig out the ditch on the inside of the corner to expose the culvert pipes;
- Rod through the culvert pipework;
- Jet through the pipework to clear built-up silt and restore water flow.

Whilst it was acknowledged that this work was not included within the Flood Drainage Grant Scheme, Ward Councillor Mason had offered to approach the Flood Risk Team with a view to securing grant funding. However, it was agreed that, should funding not be available, the work would be funded from the Parish Council's Lengthsman budget due to the ongoing nature of the problem.

The Clerk reported that the Lengthsman had already visited the site and dug out the ditch and culvert. He will return to jet the pipes and attempt to restore water flow. The Lengthsman will also attempt to use a camera to inspect the pipes, as there is a possibility that one of the pipes beneath the road may have collapsed.

4.7 The Lengthsman has been asked to inspect the grips and gullies around the Chadnor area and has submitted the following quotation:

Clean out grips and gullies around the above locations and roads to the south of the village of Dilwyn to allow storm water to drain from the roads, reducing flooding and improving driving conditions during the winter months.

The existing grips and gullies are either blocked or in poor condition, resulting in water remaining on the carriageway.

Estimated time to complete the works: 3 days Total cost: £1,500

It was agreed that the Clerk would approach the Flood Risk Team to ascertain whether any grant funding may be available. However, as the works are considered necessary, it may be required that they are funded from parish reserves if no grant funding can be secured.

Members noted that the works would need to be delayed until after the completion of the leaf clearance and hedge-cutting programme. It was agreed that this item should remain on the agenda for consideration at the January meeting

5. Footpaths 5.1 DW7

Three self-closing gates have been installed, although one gate remains to be fitted at the top of Bankie. The Clerk requested that this gate be installed as soon as possible to allow reimbursement to be claimed through the PRoW Grant Funding Scheme.

5.2 DW17 and DW19 Two plank bridges remain on order.

6. Christmas 2026

6.1 Coffee Morning The Chairman confirmed that Maria and Team Crown will organise the Coffee Morning on Saturday 28th November 2026.

6.2 Light Up Dilwyn 2026 The Clerk confirmed that arrangements are in place. A poster will be included in the December edition of The Dilwynner and displayed on the Parish Notice Board.

6.3 Carols on the Green The Chairman confirmed that Maria and Team Crown will organise Carols on the Green on Wednesday 16th December 2026.

This year's chosen charity, in memory of Peter Kyles, will support oesophageal cancer research.

6.4 Church Christmas Tree The Chairman and Clerk will liaise regarding the decoration of the Church Christmas Tree.

6.5 Village Christmas Tree Lights

Cllr P Preston will liaise with the volunteer team regarding the erection of the village Christmas tree lights on Sunday 6th December, commencing at 10.00 a.m.

7. Minutes

The minutes of the Parish Council Meeting held on Monday 19th October 2026 were approved as a true record and signed accordingly.

8. Finance

8.1 Payments It was agreed to approve payment of the outstanding invoices for October 2026, as circulated.

8.2 Budget and Precept

A Budget and Precept Working Party met on Tuesday 3rd November 2026, following which the Clerk was asked to prepare a draft budget. A paper copy was circulated to members.

Following detailed discussion, councillors acknowledged that, due to rising costs and ongoing financial pressures, a modest increase in the precept was necessary. Following a unanimous vote, the Clerk was instructed to submit a precept request of £38,000 for the 2027/28 financial year, representing an increase of £3,000.

9. The Crown

9.1 Replacement Carpet

A representative of the Friends of The Crown attended the meeting to discuss the quotations received and the various flooring options available.

Councillors confirmed that they had no preference regarding the type of floor covering selected, provided the tenant was satisfied with the proposed choice.

Cllr Preston, having declared an interest, offered to provide details of an additional supplier who may be approached for a quotation. Cllr Preston will liaise further with the Friends of The Crown Committee.

9.2 Cellar Head Doors

Replacement of the cellar head doors has now been completed.

The Clerk has enquired whether the timber has been treated but has not yet received a response.

9.3 Annex Building Windows

Following receipt of a quotation, it was agreed that Cllr Preston would liaise with Graham Dyer and that this item should remain on the agenda for the December meeting.

10. Play Park

Cllr Barron reported by email that there had been no update regarding funding for the play park. However, this was not unexpected, as it may take a further month or more before any decision is received.

11. Risk Register and Asset Register No additional assets were recorded.

11.2 Risk Register No issues were raised.

12. Police Report

The Chairman welcomed PC Stephen Thomas to the meeting.

PC Thomas was pleased to report that no crimes had been reported in the Dilwyn area during the previous month.

He advised that poaching continues to be an issue within the wider rural area and reminded residents that information which may seem insignificant can often prove

valuable to the police. Members of the public were encouraged to report suspicious vehicles, unusual behaviour and any concerns promptly.

The best way to report a crime in the UK depends on whether it is an emergency or a non-emergency situation: [

- Emergency (Life-threatening or crime in progress): Call 999 immediately. If you cannot speak, you can use 999 BSL, text 18000 (if pre-registered), or use the silent solution system by dialling 999 and pressing 55 when prompted.

- Non-Emergency (Crime already happened, no immediate danger): Report it online via your local police force's website or the national Police.uk Contact Page, or call the police on 101. Reporting online avoids phone hold times and goes directly to the control room.

- Anonymous Reporting: Contact the independent charity Crimestoppers by calling 0800 555 111 (free from landlines) or by submitting information through the Crimestoppers Online Form.

If you can share what kind of incident it is or whether you want to remain anonymous, I can give you the exact steps or direct link for your local area.

The Kington and Weobley Safer Neighbourhood Team for West Mercia Police includes the following officers:

- Inspector James Ashton — Inspector
- Sergeant Nicola McColl
- Police Constable Stephen Thomas (Phone: 07773043153)
- Felix Rawlinson — Police Community Support Officer (PCSO) (Phone: 07971051480)

PC Thomas also reminded councillors of the Neighbourhood Matters online service, which provides regular policing updates and community alerts.

The Chairman thanked PC Thomas for attending the meeting.

13. Planning

13.1 Planning Consultation 262711

Land Adjacent to The Great House, Great House Orchard, Dilwyn

Description: Variation of Condition 2 of Planning Permission 214615 to optimise the dwelling on Plot 5 through construction of a more energy-efficient and airtight building to meet the applicant's needs, together with a new access to Plot 5.

Update: Recent responses to this application have been filed online; however, no further information is currently available.

13.2 Planning Consultation 263141 4B The Glebelands, Dilwyn, Hereford

Description: Installation of an air source heat pump to the front of the property (retrospective) and installation of a solar PV system to the existing roof.

Following discussion, it was agreed that the Parish Council had no comment to make on the application.

14. Items for the Next Meeting As noted throughout the minutes.

14.1 Date of Next Meeting Monday 7th December 2026, commencing at 7.00 p.m.

There being no further business, the Chairman closed the meeting at 8.30 p.m.

Signed: ..... **Date:** .....