



PARISH COUNCIL

Minutes of The Parish Council Meeting held Monday 20 October 2025 at 7.00pm at Hope Mansell Village Hall.

Present: Councillor Lori Weber (Chairman), Councillor Diana Tobin, Councillor Ellen West, Councillor Tim Hardie, Councillor Sheila Heath, Councillor Geoff Phelps, Councillor Janet Wall
Susan Mountcastle (Parish Clerk)

Apologies: None

In Attendance: There was one member of the public in attendance, Mr M.

The chair welcomed everyone to the meeting and reiterated the requirements for members of the public to speak during the open forum for receiving the local residents on Parish matters.

2. To receive apologies for absence.

Apologies from resident, Rob Davies.

To receive declarations of interest and written requests for dispensations.

None declared.

3. Open forum to receive the views of local residents on Parish matters.

Mr M thanked the clerk for advance notice of dates on the noticeboards and also for the financial information shared on the website. Mr M requested a more full description of expenditure. Mr M commented that the draft planning policy was not shared. Mr M referred to an email he had sent to the Clerk and asked if it had been addressed.

4. To agree and sign the minutes of the previous meeting held on Monday 14 July 2025.

The minutes of the Parish Council meeting held on Monday 14 July 2025 meeting were **noted**. The Chair referred to the email from Mr M and requested the Clerk to alter the draft minutes as follows, as suggested by the resident:

"the resident believes the Forestry Commission should not use it " (ie Eunice Saunders Way). My comment was that I understood that the Forestry Commission previously owned Eunice Saunders Way and I was uncertain whether it had been fully adopted by Herefordshire Council. If it has not been adopted then it would be impossible to put a weight restriction order on it. If it has been fully adopted then it would be unreasonable to restrict Forestry Commission vehicles.

ACTION Clerk to change the minutes.

5. Matters Arising

There were no matters arising which are not already on the agenda for this meeting.

6. To receive an update on the Clerk's actions and actions from the previous meetings.

The Action Log was noted and completed actions were removed.

ACTION

7. Standing Items

- 7.1 To consider correspondence received by the Parish Council
The only item of correspondence received was the email referred to above.

- 7.2 Finance
To receive and approve the finance report.
The finance report, included with the associated documents for this meeting and available on the website, was approved.

The bank balances as at 9 October 2025 of £4,207.94 and £150.25 and associated bank reconciliation were approved. It was noted that the bank reconciliation had been checked by Councillor Tobin.

- 7.3 The following payments made were approved.

Chq 363 Wayne Reed drainage	£400.00
Chq 364 Martyn Thomas defib hosting	£108.00
Chq 365 Ray Margrett defib hosting	£ 18.00
Reimbursement of Clerk for anti-virus	£ 59.99
Inv 23308 Web Hosting for 2 years	£ 13.49

A query about the payment of £400 for drainage was raised by Councillor Phelps. Following a short discussion it was agreed that where possible more than one quotation will be obtained in future.

- 7.3.1 Herefordshire Council 2023 elections £161.76

An invoice from HC was received recently in respect of election fees for 2023. Councillor Tobin gave a brief overview saying the invoice was for an election admin fee for an election we did not hold. Expressions of concern were made for charges being levied against the PC for services not received. It was agreed to look closely at the fees for elections in the future.

- 7.4 To consider invoices for payment.

The following invoices were approved for payment:

Clerk for Paper	£ 5
Clerk for envelopes	£ 3.75
Clerk for folders	£13.99
Clerk mileage Jun July Aug Sep	£25.50

Councillor Tobin gave a summary of what the Finance sub committee has been doing. HMRC has been updated and will now run well. Oversight of clerk's spending on behalf of the PC is evolving. Councillor Wall will work with the clerk to ensure the structure works for HMPC with the correct categories for expenditure to be allocated. Budget for 2026 has begun and councillors were asked for their input about what projects, defibrillators, precept setting they wish to see included. Election costs have been confirmed. Thanks were expressed to the finance sub committee for their work to get to this situation.

- 7.5 Online banking

As stated earlier, online banking is in place and running. Two councillors and the clerk have access.

- 7.6 Finance Regulations Policy – Agreed to adopt and review annually

7.7 Debit card

Agreed to request a debit card. £100 daily limit.

7.8 Roads, footpaths and rights of way

HM9 to Bailey Brook Councillor Hardie said there was an objection to the gate so an application for a stile has been accepted and will be funded as long as the work is completed before 6 April. Work is expected to be done very soon. As requested at the last PC meeting, the clerk had asked HC for a list of lengthsman but received no response. The Chair said it would be helpful to have a list of daily charges for other Lengthsman.

Kiln Lane - The Chair said bottom of Kiln Lane has a culvert which took water under the lane and into the brook. Because of similar activity to that in HM14, a lot of soil and mud has been churned up which is blocking the culvert. It cannot be dug out. Asked to get a quote from the Lengthsman to dig out. TH has met with the resident and inspected. Ellen and Tim to explore drainage and Lengthsman grants.

ACTION TH and EW to explore photos what 3 words information

7.8.1 Lengthsman – PL insurance and certificates are in the insurance folder

7.9 Local amenities - Nothing to record

7.10 Planning

7.10.1 P252108 Streete House, Hope Mansell HR9 5TJ – no objection

7.10.2 P252657 Hopes Ash Farm, Hope Mansell HR9 5TJ – no objection

7.10.3 to appoint a planning working group to ease the management of planning issues. It was agreed not to have a sub group.

7.10.4 to adopt the planning policy statement – wording needs to be amended regarding the planning group Moving forward the planning application will be circulated to all councillors with a request for a decision – if there is an objection a majority of 4 councillors will meet to agree. They will notify the clerk copying in other councillors and clerk will communicate to HC.

ACTION LW to amend the wording in the Planning statement

8. Policing

Viewpoint - Drugs associated activity is still taking place. It has been reported to the PCSO. The CCTV is not available at the moment. The police will try to put more patrols in that area. LW to clarify times and places the PCSO will be holding her public sessions - next dates in November and December to be put in WestonNEWS .

Parish priorities for the quarter –

- anti social behaviour incl activity and noise and light pollution around drug activity
- crime prevention and illegal use of drugs / controlled substances,
- road safety Hawthorns Road in Bailey Lane End.

ACTION Clerk to notify PCSO Denton

9. Communication

Communication has improved between councillors and clerk. WestonNEWS – LW asked for assistance with the Chair's report. Agreed to ask parishioners for their ideas for projects to contribute to budget setting. Agreed there will be no report to WestonNEWS for the November edition but to focus on December edition.

ACTION

SH and TH agreed to put together a summary of the minutes for December WestonNEWS

10. HALC (Herefordshire Association of Local Councils)

The PC approved membership for 1 year and then review.

ACTION Clerk to contact HALC

11. Insurance

Clerk to ask the insurance company Weston under Penyard uses for a quotation. HALC may be able to assist with suggestions.

ACTION Clerk to contact insurance company and HALC.

12. Lengthsman's agreement

Suggested to include the stile at HM14 and culvert works at Kiln Lane

ACTION Ellen and Tim to get costings labour and materials, W3W and photos
Clerk to remind LW about what is needed and work needs to be completed by end March 2026

13. Next Steps for HM14

TH said the TRO process is not going to happen. He also said HM14 is the subject of a Court case to enforce repair by HC. It will be decided in April 2026. A lot of correspondence has been received from one member of the public recommending pursuing a grant to repair the lane. A discussion about the advantages and disadvantages of effecting a repair were discussed, and the PC agreed that an application for repair should not be made at this stage. TH suggested meeting with Councillor Dan Hurcomb at HC to discuss the concerns of local residents that had been raised with members of the PC and the possibility of a seasonal TRO which might protect the lane and reduce risk to the local residents.

14. Viewpoint

Following a complaint from a resident, councillors met with residents to discuss the inconvenience from the activity that takes place there and they are reluctant to remove trees that gives them some relief from the anti social lights. A reduction to a lower height, of a small number of trees, has been agreed to re-establish the view.

Councillor Wall said the picture on the website of the viewpoint is out of date and asked if it could be changed.

ACTION LW to send pictures to Chris Chowney to be changed on website.

15. Ward Councillor Report

The report from Councillor Harry Bramer has been circulated

An extraction about the budget and roads has been included in WestonNEWS. Agreed to invite him to a future meeting.

16. To note Items for next agenda (no discussion).

Review Risk Register - Clerk to send a template to DT

Clerk Salary - a decision by email will be taken

ACTION Clerk to circulate the pay scales

17. Date of next meetings

The next Parish Council meeting as Tuesday 9 December 2025 at 7.00pm at Bailey Lane End

Chapel.

The February meeting will now take place on Monday 23 February 2026 at Hope Mansell Village Hall due to availability of the Clerk.

ACTION Clerk to check the booking with Jan Powell

Meeting closed – 8.40 pm.

Susan Mountcastle Parish clerk – 3 November 2025

SIGNED:

DATE:

Lori Webber, Chairman.