Ewyas Harold Group Parish Council

Minutes of the meeting of
Ewyas Harold Group Parish Council
held at the Pavilion, Ewyas Harold on Tuesday 10th June 2025 at 7pm

Present: Councillors Malcolm Watkins (Chair), Sally Probert, Sarah Eynon, Tony Ling, Lucy Sevenoaks, Debbie Sissons and Will Lloyd.

In attendance: Emma Thomas – Clerk to the Council
Katrina Kalkwarf – Parish Footpaths Officer
PCSO Pete Knight
Mr Jamie Probert – Parish Lengthsman

Members of the public: 1

1. **To accept any apologies for absence and note the reason**
   Apologies were RECEIVED and ACCEPTED from Cllrs: Alex Culpin – work and Liz Overstall – personal.

2. **To record any Declarations of Interest and consider any Requests for Dispensations**
   Cllr Sally Probert DECLARED DPI's against items 14.2.5; 14.3.2 and 10 and a NPI against item 9.3 and signed the Register of Interest book
   Cllr Malcolm Watkins DECLARED NPI's against item 14.2.4 and any matter relating to the Football Club and signed the Register of Interest book
   Cllr Lucy Sevenoaks DECLARED a NPI against item 9.3 and signed the Register of Interest book

3. **To consider approval of minutes of Parish Council meeting held on 2nd May 2025**
   The minutes were APPROVED and duly signed by the Chair.

4. **To note the minutes of the Annual Parish Meetings and any issues raised therein**
   The minutes were NOTED. There were no issues therein.

5. **Open Session**
   5.1 To receive the views of residents on parish matters
   The following items were RAISED:
   - The Parish Footpaths Officer reported that she had attended PFO training and was due to go on 1st Aid Training shortly. She will forward the clerk details of any issues that could be rectified using the 2025-26 PRoW Grant.
   - PCSO Pete Knight reported that although there was no new crime to note within the Group Parishes, neighbouring parishes had suffered from rural theft recently so to remain vigilant. The Safer Neighbourhood Team have been undertaking speed enforcement. They would also like to roll out the recent property marking event they held at Longtown.

   Ward Cllr Matthew Engel joined the meeting.

   5.2 To receive a brief report from Ward Councillor Matthew Engel
   Cllr Engel's report included the following items:
   - The Local Transport Plan Consultation is open for comments.
   - He is following up the lack of fibre broadband in the parishes.
   - There are concerns that the footpath by the church (EH16) is dangerous as it is overgrown and runs close to the Dulas Brook.
   - The Scarecrow Festival was a wonderful event.

6. **To consider the following planning application for determination by Herefordshire Council**
   See item 8.

7. **Kemble Centre**

7.1 To consider an update from the Kemble Centre Working Group and next steps

The clerk REPORTED that she had contacted CBD Planning and Architecture for an update on the report. It was confirmed that draft reports would be worked on towards the end of May. It was NOTED that the grass cutting undertaken by the Scarecrow Committee had made the site look really tidy.

8. **To consider the following planning applications for determination by Herefordshire Council**

8.1 251324 - Land adj 1 Railway Terrace, Pontrilas, Hereford, Herefordshire HR2 0BH

Proposed new dwelling (Mostly retrospective)

It was RESOLVED to make no comment on this application as it is not in the parish.

PCSO Pete Knight left the meeting

8.2 251494 - Unit 3, Longmeadow Industrial Estate, B4347 From Springetts Lane To, Ewyas Harold, HR2 0UA

Proposed change of use of existing building from Sui Generis use to General Industrial (Use Class B2)

It was RESOLVED to support this application.

9. **Recreation Ground/Pavilion**

9.1 To consider general maintenance works to the Pavilion and next steps

It was REPORTED that Sovereign Play will be repairing the cross trainer on the 17th June. It was further NOTED that the carpark barrier had been updated and that Martin Watkins would be instructed to repair the broken light in the toilet.

9.2 To consider an update on the MUGA (Multi-use Games Area) and next steps

It was REPORTED that a meeting had been held and a start date of the 21st July had been agreed. The contractor will be South Wales Sports Grounds. This company will supply the relevant risk and H&S assessments for the work. The area will be fenced off for approximately eight weeks – weather permitting. There will be a further site visit before works start. All spoil will remain on site and will be formed into a bank for spectators to sit on. There will also be a tarmac path laid to the old cricket pavilion, with water and electricity ducts put in place should they be required later. Works will be undertaken between the hours of 8 and 5pm.

It was AGREED that the clerk would contact the Headteacher of the school to ask that this information be shared.

9.3 To consider installing a sign acknowledging investment in gym equipment by Parish Council and She Wolves

It was NOTED that wording of an appropriate sign had been drawn up and would be circulated by email for approval by Councillors. Once this has been done a quote will be sought for a suitable sign.

9.4 To consider putting weekly playground and gym equipment checks out to tender.

It was RESOLVED to put the weekly play area and gym equipment checks out to tender. It was further RESOLVED that the clerk could seek a quote for a Legionella risk assessment in order that any checks needed for this could also be arranged. It was NOTED that the MUGA would need regular checks once installed.

9.5 To consider installing a key safe for the pavilion to make hiring the premises easier.

It was RESOLVED that Cllr Watkins could purchase a key safe for the key to the pavilion up to a value of £100.

10.Lengthsman

10.1 To consider the lengthsman's report and agree any work to be carried out.

The lengthsman REPORTED that he would be taking a tour of the parishes shortly to note any issues. He was thanked for his recent work on footpath and drainage works throughout the parishes. It was NOTED that he has started the process of clearing Dark Lane.

One member of the public joined the meeting

11. Footpaths: to consider an update on footpaths and the PRoW grant and next steps

It was CONFIRMED that all tasks from last years PRoW grant had been completed. The new process for applying for a PRoW grant for 2025-26 was clarified by the clerk. It was RESOLVED that the Lengthsman, PFO and Cllrs would forward the clerk with any issues that funds could be applied for. It was NOTED that the clerk will need a photo and description of the issue; W3W reference and preferably the footpath number too, in order to submit an application. It was AGREED that this should be put on social media so that parishioners could also submit issues.

12. Highways: To consider an update from the Highways working group and next steps

An update was received regarding the highways working group meeting with Herefordshire Council Traffic Management Team. The plans for improved signage, highway markings, village gateways and SID's were discussed. It was RESOLVED that the clerk should request further details so that these plans could be pursued and funds sought. It was NOTED that the clerk is awaiting an update on potential signage options for Rowlestone.

13. Flooding

13.1 – To receive an update on the Section 19 Flood Investigation undertaken by Binnies on the 3rd June 2025 and next steps.

Feed back on the walkaround with Binnies was RECEIVED. The clerk confirmed that she has since received information from three parishioners and has forwarded this detail, along with previously received flooding information, to Binnies for consideration when writing their report. Thanks were expressed to all those who attended. It was AGREED that the clerk should ask if the Parish Council can have sight of the draft report when it is published. It was NOTED that the bridge over the Dulas Brook has yet to be reinstated. The Ward Cllr is chasing this. It was REQUESTED that the clerk is given details of the issue so that she can pursue it too.

13.2 – To note the EOI to be part of the flood equipment pilot scheme has been received by Herefordshire Council.

NOTED

Ward Cllr Matthew Engel and Cllr Sarah Eynon left the meeting

14. Finance:

14.1 To consider the June finance report and bank statements. – Appendix 1

The finance report was RECEIVED. The bank reconciliation figures were independently verified by Cllr Lucy Sevenoaks and the report was signed as evidence of budget monitoring and bank reconciliation.

14.2 To consider the following payments to be made:

14.2.1. Clerks June Salary
14.2.2. Clerks June Expenses £51.90 – Previously circulated
14.2.3. HMRC PAYE £306.28
14.2.4. B E Chance – April and May toilet cleaning and supplies £442.17
14.2.5. J M Probert – Lengthsman tasks; bin-emptying April 2025 £1836.30
14.2.6 J and D Saunders – Grass Cutting April and May - £1170.00
14.2.7 Eyelid Productions Ltd – Web support - £100.00

The above invoices were APPROVED for payment by BACS

14.3 To note payment made between meetings

14.3.1 HMRC PAYE – May figure - £306.08

14.3.2 J M Probert – drainage grant tasks – agreed 2nd May 2025 - £19,840.00

NOTED

14.4 To note receipts received.

14.4.1 Herefordshire Council – Bristol Gate - £318.00

14.4.2 Football Club – May payment - £60.00

14.3.3 Wayleave rent - £31.98

NOTED

15. Policies - To consider and adopt the following data protection suite of policies

15.1 Data Protection Policy

15.2 General Privacy Notice

15.3 Staff Privacy Notice

15.4 Data Security Incident Procedure

15.5 Retention Policy

15.6 Data Consent Form

15.7 Subject Access Request Form

The above policies and notices had been previously circulated, and it was RESOLVED to adopt them all.

16. To consider parish priorities for the Police to concentrate on.

It was RESOLVED the priorities for the coming year should be speeding, rural theft and anti-social behaviour.

17. Website, email and social media

17.1 To consider all Cllrs using .gov email addresses for any Council matter.

It was NOTED that as previously agreed, the clerk has set up all Cllrs with a .gov email address that is to be used for Council business moving forwards. All Cllrs were given their login details.

17.2 To consider what to put out on Social Media and in the newsletter

It was AGREED that the following items should go out on social media and in the newsletter:

- Herefordshire Local Transport Plan consultation
- Thanks to the Scarecrow Festival Committee for a wonderful event – it was AGREED that the clerk should also write to the committee expressing thanks
- Details of the forthcoming MUGA works on the recreation ground
- Details of the PRoW and Drainage Grants and how to contact the clerk with issues to be addressed.
- Photos and details of recent footpath works undertaken by the lengthsman.

17.3 To consider setting up a Parish Council WhatsApp Community Group

It was RESOLVED that the clerk should set up a Parish Council Facebook page in the first instance.

17.4 To consider any issues relating to the website

It was REPORTED that the clerk is going through the website and updating various aspects to make it more user friendly. It was queried how many newsletter subscribers there were. The clerk will find out.

18. Correspondence: To consider correspondence received between meetings

- Football Club – Junior goalposts - NOTED
- Fallen tree obstructing the Dulas Brook – The clerk has reported this to the EA and will inform the landowner.
- Resurfacing works – U74418 – Wigga Road – 30th June – 4th July incl. – NOTED – Cllrs will inform those most affected.
- HMRC – Request to cancel VAT registration has been accepted as of 28th May 2025. – NOTED

19. To consider items for the next meeting (no discussion)
Policy for dealing with Planning Applications received between meetings; Media and Press Policies and Donation and Grants Policy; camera installation at the play area; drainage grant.

20. To note the date of the next scheduled meeting: Tuesday 8th July 2025, at 7pm at Ewyas Harold Pavilion
NOTED

The meeting closed at 8.15pm

Signed: [redacted] Dated: 8/7/2025