# Ewyas Harold Group Parish Council

## Minutes of the meeting of
## Ewyas Harold Group Parish Council
## Held at the Pavilion, Ewyas Harold on Tuesday 9th September 2025 at 7pm

**Present:** Councillors Malcolm Watkins (Chair), Sally Probert, Tony Ling, Debbie Sissons, Liz Overstall, Alex Culpin and Will Lloyd.

**In attendance:** Emma Thomas – Clerk to the Council

**Members of the public:** 2

1. **To accept any apologies for absence and note the reason**
   Apologies were received and accepted from Cllr Lucy Sevenoaks and Stephen Clayton. It was NOTED that Cllr Eynon would be late.

2. **To record any Declarations of Interest and consider any Requests for Dispensations**
   Cllr Sally Probert DECLARED a NPI against item 7.3 and DPI's against 7.4; 8.1; 8.3 and 10.2.5 and signed the Register of Interest book
   Cllr Malcolm Watkins DECLARED a NPI against item 10.2.4 and all matters relating to the Football Club.

3. **To consider approval of minutes of Parish Council meeting held on 8th July 2025**
   The minutes were APPROVED and duly signed by the Chair.

*Cllr Alex Culpin joined the meeting*

4. **Open Session**
   **4.1 To receive the views of residents on parish matters**
   The following issues were RAISED:
   - Is the surface of the MUGA porous? Yes.

*Cllr Sarah Eynon joined the meeting*

   - Can congestion caused by poor parking on the corner of School Lane be addressed? The clerk will contact the Safer Neighbourhood Team (SNT).
   - Can parishioners be reminded that Dark Lane is not a one-way highway? Yes, Cllr Probert will request the school put a note in their newsletter.
   - Could there be a discussion about siting a memorial bench on the Kemble Centre land? Yes, once future plans are better known.
   - There has been recent anti-social behaviour involving alcohol and littering noted. Can the SNT be informed? Yes.

*Ward Cllr Matthew Engel and one member of the public joined the meeting*

   **4.2 To receive a brief report from Ward Councillor Matthew Engel**
   Cllr Engel's report included an update on concerns raised about safety of the A465 by Locks Garage. The question of the safety of children being dropped off by school transport at this junction was NOTED as needing addressing.

5. **Kemble Centre**
   **5.1 To consider an update from the Kemble Centre Working Group and next steps**
   It was REPORTED that whilst some plans had been received from CDB Planning – they did not reflect what had been asked for. It was RESOLVED that the clerk would clarify what was required and request the correct information is presented urgently.

**5.2 To consider siting a memorial bench and tree at the Kemble Centre**

It was REPORTED that a request had been made to site a memorial bench and tree on the Kemble Centre site. This was AGREED in principle, but it was RESOLVED that future plans for the site need to be determined before this can be taken further. It was also AGREED that the area needs tidying up and temporary tree guards putting in place around newly planted trees. The clerk will arrange this.

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

**6.1 252055 - The Tin Barn, Ewyas Harold Common, Hereford, HR2 0JG**

Proposed variation of condition 2 of planning permission 242753 (Proposed detached garage and store) - amendment to design of garage

It was RESOLVED to object to this application for the following reason:
Development on this site was originally allowed following a Part Q application. Since then four further applications have been submitted gradually increasing the size and scope of the development into something that would not have been allowed under the original application. The Common is a special area for the parishioners and should be protected from a precedent being set for creeping over-development.

**6.2 251953 - The Barn, Pwll Yr Hunt, Pontrilas, Hereford, HR2 0HF**

Listed Building Consent - Proposed replacement of existing timber window with a larger timber window on the east facing elevation

It was NOTED that this application has been refused.

**7. Recreation Ground/Pavilion**

**7.1 To consider general maintenance works to the Pavilion and next steps**

It was REPORTED that the fixed football goals previously approved have now been installed and are already well used.

**7.2 To consider an update on the MUGA (Multi-use Games Area) and next steps – including a booking system**

It was REPORTED that the MUGA installation should be completed within the next three weeks. Progress has been good and the contractors commended for being considerate to neighbours. It was NOTED that a couple of issues were being dealt with. It was NOTED that extra ducting had been laid under the new path for the installation of water and electricity at a later date. It was further NOTED that the benefactor had agreed to include netball post sockets in the design. It was RESOLVED that Cllrs should investigate how best to set up a booking system for putting in place once the works are finished.

**7.3 To consider an update on the installation of a sign acknowledging investment in gym equipment by Parish Council and She Wolves**

It was REPORTED that quotes are still awaited.

*Cllr Sally Probert left the meeting*

**7.4 To consider the weekly playground and gym equipment check tenders received.**

It was REPORTED that a tender had been received for visual checks of the equipment at £10 a week. It was RESOLVED to accept this tender.

*Cllr Sally Probert re-joined the meeting*

**7.5 To consider the Legionella Risk Assessment and next steps**

It was REPORTED that while the pavilion had been inspected at the beginning of the summer, no report has yet been received. The clerk is chasing this.

**7.6 To note works undertaken to the trees near the zipwire.**

It was NOTED that following a visit from a tree surgeon, urgent H&S works to trees near the zipwire had been undertaken over the summer months.

It was further REPORTED that a new zip wire seat was needed. The quote for this is £127.29 + VAT. It was RESOLVED to accept this quote and ask the Lengthsman to install it.

**7.7 To consider hedge trimming at the Recreation Ground**

It was RESOLVED that Ray Pritchard should be asked to cut the hedges. Any areas too high to be cut will be brought to the next meeting for discussion.

**7.8 To consider works to upgrade the interior of the Pavilion.**

It was NOTED that the interior of the pavilion is now looking quite tired. It was RESOLVED that the Working Group would get costings to improve the building for discussion. It was AGREED that grant funding for these works should be sought.

**8. Lengthsman, Footpaths and Highways**

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

No report was received. Cllrs were REMINDED of the need to email the clerk with any tasks that arose for the lengthsman between meetings. It was NOTED that the Chair has requested the lengthsman undertake some tasks as general maintenance.

**8.2 To consider an update on footpaths and any further works to apply for a grant for.**

It was NOTED that the full grant of £2017 applied for has been awarded and the lengthsman instructed to complete the works. Cllrs were REMINDED that further grant applications could be submitted so to let the clerk know if any issues arise. Cllr Liz Overstall gave a brief report on the planned timescale for repairing the Dulas Footbridge. It is hoped this will be undertaken in October.

**8.3 To consider the quotes received for white gates and SID's in Ewyas Harold and next steps**

It was REPORTED that a variety of quotes for the gates, SID's and installation works had been received. The clerk will collate them for further discussion in October. It was REQUESTED that the Lengthsman turn the SID round so it is facing traffic entering the village.

**8.4 To consider submitting a Traffic Regulation Order Application to reduce the speed limit in Rowlestone.**

It was REPORTED that several parishioners had contacted the clerk asking if speeds could be reduced from 60mph to 30mph on the C1219. The clerk had explained the difficulties in achieving this. It was RESOLVED that an application should be submitted and parishioners encouraged to log any incidents and near misses on the police website in order that the application move up the list held by Herefordshire Council. It was NOTED that the "caution" signs approved in July have now been installed on this length of highway.

**9. Flooding**

**9.1 To consider any further drainage issues that could be included in the 2025-26 Drainage Grant application.**

It was NOTED that the grant application was ready to submit. No other works were added. The Ward Cllr gave an update on flooding issues discussed by Herefordshire Council.

**9.2 To consider the Community Flood Equipment update and next steps**

It was NOTED that all Parish Councils that had submitted an Expression of Interest would receive a quantity of aquasacks to be stored in the Parish. Equipment for two flood wardens would also be provided. It was AGREED that this item would be discussed further in October, once thought had been given as to the best way to move this forward. It was RESOLVED that the clerk would confirm how many flood wardens can be appointed.



[redacted]

**9.3 To consider developing a Flood Plan for the Group Parishes and next steps**
It was REPORTED that Herefordshire Council have also sent through a pro-forma flood plan.
It was RESOLVED again to defer this item until October.

**9.4 To note the correspondence from Binnies regarding flooded properties and responses sent.**
It was NOTED that the flood report by Binnies has been compiled over the summer and Cllrs had emailed Binnies to confirm the number of flooded properties in recent floods.
The clerk REPORTED that she did not know timescales for the release of this report as the Parish Council had not been included in communications. It was REQUESTED that the Ward Cllr push for a flood report to be commissioned in Dulas.

*The Ward Cllr and one member of the public left the meeting*

**10. Finance:**

**10.1 To consider the September finance report and bank statements. – Appendix 1**
The clerk REPORTED that the second precept figure is due soon and the drainage grant from last year has now been received. The report was APPROVED as evidence of bank reconciliation and budget monitoring.

**10.2 To consider the following payments to be made:**
10.2.1. Clerks September Salary
10.2.2. Clerks September Expenses £38.52 – Previously circulated
10.2.3. B E Chance – July/ August toilet cleaning and supplies £434.20
10.2.4. J M Probert – Lengthsman tasks; bin-emptying July and August 2025 £2014.20
10.2.5. J and D Sanders – Grass Cutting July- £516.00
10.2.6 PKF LittleJohn LLP – External Audit 2024-25 £378.00
10.2.7 Oli Stinchcombe – Works to trees near the Zipwire - £588.00
10.2.8 DM Payroll Services Ltd - £86.40
10.2.9 Sally Probert – Highway signs as agreed in July 2025 £90.02
The above invoices were APPROVED for payment by BACS. Cllrs were REMINDED of the need to log in to the bank and approve payments waiting.

**10.3 To note payment made between meetings**
10.3.1 Clerks August Salary
10.3.2 HMRC PAYE payments – July and August – total £612.36
10.3.3 Bank Charge – Unity Trust - £6.00
NOTED

**10.4 To note receipts received.**
10.4.1 Football Club – July payment - £40.00
10.4.2 Drainage Grant reclaim £16,534.00
10.4.3 Ewyas Harold Primary School – Pavilion hire £40.00
NOTED

**10.5 To note the following direct debits:**
10.5 1 Nest – Pension – total £421.04
10.5.2 Herefordshire Council – Waste Collection £197.60
NOTED

**10.6 To consider the following grant applications:**
10.6.1 Application for £500 for a display table and lighting/storage to house The Graham Sprackling Collection at St Michaels Church.
It was RESOLVED to award the £500 grant for the above. It was NOTED that the unit should be suitable for storing documents in a church.

**10.7 To consider the External Audit Report and any issues therein**
The external audit report was NOTED. It was NOTED that the Parish Council should have marked box A as no not yes. The clerk confirmed that all procedures are now in place to ensure all boxes are yes for this financial year.

**10.8 To consider the dates of publication of the Notice of Conclusion of Audit.**
It was RESOLVED that the Notice of Conclusion of Audit should hang from the 10th September – 1st October 2025 incl.

**10.9 To consider the insurance renewal quote from Gallagher**

The clerk REPORTED that she had undertaken a review of the insurance policy with Gallaghers. The quote had been sent back to the Underwriters for confirmation of cost. It was RESOLVED that the clerk should make the payment when the figure was confirmed as it needed paying before the next meeting. The clerk was also given authority to add the MUGA to the insurance policy, once installed, and pay any increase in premium.

**11. Policies - To consider and adopt the following policies**

11.1 Bullying and Harassment Policy
11.2 Discipline and Grievance Policy
11.3 Unacceptable Behaviour Policy

The above policies were taken as read and ADOPTED.

**11.4 To consider signing up to A Charter for Herefordshire's Councils 2025**

It was RESOLVED to adopt the Charter.

**12. Website, email and social media**

**12.1 To note that only .gov email addresses will be used for any Council matter moving forwards.**

NOTED.

**12.2 To consider items to put out on Social Media and in the newsletter**

The following items were APPROVED for putting on Social Media and in the newsletter:

- Promote Herefordshire Councils flood email address.
- Remind parishioners to contact the clerk if they come across any PRoW issues that need repairing.
- Update on the MUGA
- To be considerate about parking in the village
- To remind cyclists to be visible now the nights are drawing in.

**13. Correspondence: To consider correspondence received between meetings**

- Notification from HFAS that the Fire Alarm Service at the Pavilion is due – NOTED – the clerk will arrange this.
- Herefordshire Council's position on flags - NOTED
- St Michael's Church – regarding repairs – NOTED – unfortunately due to imminent works on the recreation ground carpark, it is not possible for the site to be used by contractors working at the church.
- Dore Community Transport – Invitation to 25th anniversary celebration - NOTED
- Highway closure Shepherds Hill to Great Walk Mill Farm – from Monday 21st July – Friday 24th October 2025 incl. – 24/7 – NOTED – it was REQUESTED the clerk ask that hedges are trimmed prior to the highway opening up again. It was further REQUESTED that the clerk ask that the Kings Road is re-surfaced following these works as the surface is breaking up due to heavy use.
- HALC Information Corner - NOTED
- BBLP Quarterly stakeholder update – 26th September 2025 11am – via Teams - NOTED
- Herefordshire Council's Parish Summit – 7th October 2025 – NOTED
- an email from Alfrick and Lulsley Parish Council regarding the phone mast - NOTED

**14. To consider items for the next meeting (no discussion)**

Health and Safety Policy; Training and Development Policy and Complaints Procedure

**15. To note the date of the next scheduled meeting: Tuesday 7th October 2025, at 7pm at Ewyas Harold Pavilion**

NOTED

*A resolution was passed to exclude the press and public from the following confidential item*

*Two members of the public left the meeting*

**16. Employment Matters**

**16.1 To consider the clerk's 6th month review.**

The 6th Month review was held, with both Cllrs and clerk being happy with the situation.

**16.2 To consider awarding the Clerk the NALC approved National Pay Increase backdated to 1st April 2025.**

It was RESOLVED to award the clerk the NALC approved national pay award backdated to 1st April 2025.

*The meeting closed at 20.55*

Signed: [redacted] Dated: 7/10/25