Ewyas Harold Group Parish Council

Minutes of the meeting of Ewyas Harold Group Parish Council held at the Pavilion, Ewyas Harold on Tuesday 12th May 2026 at 7pm

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

In attendance: Emma Thomas – Clerk to the Council

Members of the public: 9

1. **To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office form**
   It was RESOLVED that Cllr. Malcolm Watkins would be Chair for the coming year, and he SIGNED the Declaration of Acceptance of Office form.

2. **To elect the Vice-Chairman of the Council**
   It was RESOLVED that Cllr Sally Probert would be Vice-Chair for the coming year.

Cllr Liz Overstall joined the meeting

3. **To accept any apologies for absence and note the reason**
   Apologies were RECEIVED and ACCEPTED from Cllr Stephen Clayton

4. **To record any Declarations of Interest and consider any Requests for Dispensations**
   Cllr Sally Probert DECLARED a DPI against all items relating to the Lengthsman and SIGNED the Register of Interest book.
   Cllr Malcolm Watkins DECLARED a NPI against all items related to the Football Club and SIGNED the Register of Interest book.

5. **To remind Councillors to review their Register of Interests forms and make Herefordshire Council aware of any alterations.**
   Cllrs were REMINDED of the need to update their Register of Interest forms with Herefordshire Council within 28 days of any change taking place.

6. **To consider approval of minutes of Parish Council meeting held on 14th April 2026**
   The minutes were APPROVED and duly SIGNED by the Chair.

Cllr Debbie Sissons joined the meeting
One member of the public joined the meeting

7. **Open Session**
   7.1 To receive the views of residents on parish matters
   The following items were RAISED:
   - Various comments regarding the future use of the Kemble Centre were discussed including community use; possibility of an income stream; selling it at auction; design of the carpark.
   - Several details on the consultation were queried which the clerk responded to.
   - It was noted that the Lengthsman does a good job
   - It was queried if the MUGA will have tennis nets. It was NOTED that it does and this will be opened up now CCTV is in place.
   - Issues relating to CCTV and anti-social behaviour were discussed.
   - Queries on why the precept had been increased were raised and answered. It was requested that the clerk put the reasons in the newsletter.

   7.2 To receive any reports related to parish matters
   None

8. Kemble Centre

8.1 To consider an update regarding the "Future of the Kemble Centre" consultation.

It was NOTED that the consultation was underway and the clerk was collating responses. It was further NOTED that a couple of longer comments had been received and passed to Cllrs. All responses will be considered by the Kemble Centre Working Group once the consultation has finished.

9. Flooding

9.1To consider an update from the Flood Working Group and next steps.

It was NOTED that there is considerable frustration with the lack of action on the part of agencies with regards moving forward flood alleviation projects. Thanks were given to Mr. Phil Collins and the Flood Working Group for their immense efforts to keep Ewyas Harold at the forefront of everyone's minds despite challenges.

The clerk REPORTED that Herefordshire Council have looked at the draft flood plan and think it is good with few changes needed. This will be formally confirmed shortly.

It was further REPORTED that Herefordshire Council are designing a scheme (based on that from Mr. Phil Collins) that will mean laying new pipes so that the gullies near the garage will discharge directly into the river. Although this will not stop flooding it should mean that the area drains much faster than it does at present.

It was NOTED that Herefordshire Council are timetabling in when the pipes along the Pontrilas Road will be jetted.

It was also NOTED that Welsh Water have confirmed that the lining work undertaken to pipes was for the foul sewer in Ewyas Harold and would not have affected the highway discharge into the river. Further clarification will be sought on this.

10. Planning

10.1 To consider the following planning application for determination by Herefordshire Council

260907 - Hall Meadow, Ewyas Harold, Hereford, HR2 0HA

Single-storey ground floor extension to south-east elevation and erection of timber double garage/workshop.

It was RESOLVED to support the application

One member of the public left the meeting

11. Recreation Ground/Pavilion/MUGA

11.1 To consider general maintenance works and next steps

It was REPORTED that the toilets have been reopened but need re-painting. The clerk will arrange this. It was NOTED that the fence by the zip-wire needs repairing too.

11.2 To consider a booking system for the MUGA

It was REPORTED that now the CCTV has been installed an online booking system will be put in place so that the MUGA can be fully used.

11.3 To receive an update on installing CCTV on the recreation ground

It was NOTED that the CCTV installation on the Recreation Ground is now complete. Thanks were given to Cllr Sarah Eynon for organising this.

11.4 To consider quotes received to refurbish/upgrade the play area

It was REPORTED that two companies have been approached for quotes. The clerk will forward details of a third.

11.5 To consider the recent Fire Risk Assessment undertaken at the Pavilion and next steps

The clerk REPORTED that several issues had been raised by the recent Fire Risk Assessment report. The most important being the need to undertake a 5-year fixed wire test and PAT testing. It was RESOLVED that the clerk should organise these to be done. It was also NOTED that a logbook should be kept on site. The clerk was authorised to purchase one. The remaining issues will be put into a monitoring schedule for approval at the June meeting.

One member of the public left the meeting

12. Lengthsman, Footpaths and Highways

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

The lengthsman report included play area checks; bin-emptying and lengthsman maintenance days. It was NOTED that the clerk applies for grant funding to cover a lot of this work. In 2025-26 this came to £34,000.

It was NOTED that a footpath sign needs re-installing.

12.2 To consider the installation of white gates and a SID and next steps

The clerk REPORTED that the license had been submitted and approved so white gates could now be installed if approved. It was NOTED that costs of gates had remained the same at £720 and that installation had increased by £50 to £680, making the total for the installation £1400 plus VAT. It was RESOLVED to press ahead with this.

13. To consider a project to use the donation offered of £300.00 from the Ewyas Harold Twinning Group.

It was NOTED that as the Twinning Group was no longer active, they wished the Parish Council to have £300.00 for a community project. It was RESOLVED that Cllrs should think of ideas and bring them to the June meeting for discussion. It was suggested that replacing the information board leading to the castle could be one idea.

All remaining members of the public left the meeting

14. To review committee structures, areas of responsibility, and to appoint members to serve as required:

14.1 To note the Cllr meetings attendance record for 2025-26

NOTED

14.2 Cllr who undertakes finance check / bank reconciliation

It was RESOLVED that Cllr Lucy Sevenoaks would undertake this role.

14.3 Bank Signatories

It was CONFIRMED that the following councillors would continue as signatories for the coming year – Cllrs: Malcolm Watkins; Sally Probert; Sarah Eynon; Tony Ling; Lucy Sevenoaks; Will Lloyd; Debbie Sissons and Alex Culpin

14.4 Parish Footpaths Officer

It was NOTED that the clerk had not heard from the 2025-26 PFO for a while. It was also NOTED that Mr. R. Stow was interested in the undertaking the role for Rowlestone and Llancillo. It was RESOLVED that Mr. R. Stow be appointed to this role and that a further volunteer be sought for Ewyas Harold and Dulas.

14.5 Parish Tree Warden

It was REPORTED that the current Tree Warden, Mark Chester has been asked if he will continue in this role. This will be confirmed once the clerk hears back.

14.6 Finance Working Group

It was RESOLVED that the following Cllrs would form the FWG for the coming year: Cllrs: Malcolm Watkins; Sally Probert; Lucy Sevenoaks; Sarah Eynon and Tony Ling

14.7 Highways Working Group

It was RESOLVED that the following Cllrs would form the HWG for the coming year: Cllrs: Tony Ling and Will Lloyd

14.8 Kemble Centre Working Group

It was RESOLVED that the following Cllrs would form the KCWG for the coming year: Cllrs: Sally Probert; Sarah Eynon; Alex Culpin; Tony Ling; Liz Overstall and Lucy Sevenoaks

15. To review the Group Parish Council policies and (re)adopt

15.1 Asset Register – Appendix 1

15.2 Bullying and Harassment Policy – Appendix 2

15.3 Code of Conduct – Appendix 3

15.4 Complaints Policy – Appendix 4

15.5 Data Protection Policy; General Privacy Notice; Staff Privacy Notice; Subject Access Request Form; Security Incident Procedure; Retention Schedule and Privacy Consent Form – Appendix 5 and 5a-5f incl.

15.6 Donations and Grants Policy – Appendix 6

15.7 Equality Policy – Appendix 7
15.8 Financial Regulations – Appendix 8
15.9 Grievance and disciplinary Policy – Appendix 9
15.10 Health and Safety Policy – Appendix 10
15.11 Information Technology Policy – Appendix 11
15.12 Planning Policy – Applications between meetings – Appendix 12
15.13 Press and Media Policy – Appendix 13
15.14 Publication Scheme – Appendix 14
15.15 Reserves Policy – Appendix 15
15.16 Risk Management Policy – Appendix 16
15.17 Risk Schedule and finance controls – Appendix 17
15.18 Standing Orders 2025 update – (England) – Appendix 18
15.19 Training and Development Policy – Appendix 19
15.20 Unacceptable Behaviour Policy – Appendix 20

As none of the above policies, except the Financial Regulations and Reserves Policy, had changed from 2025-26, it was RESOLVED to re-adopt them all. Further consideration was given to the following policies:

- It was RESOLVED to continue to comply with the Code of Conduct
- It was RESOLVED to adopt the updated 2024 Financial Regulations with the following alterations having been made: 5.8 will now state "for contracts greater than £5000" and 5.9 "where the value is between £500 and £5000"
- The Risk Management Policy and Risk Assessment Schedule and Finance Controls were CONSIDERED. It was RESOLVED to re-adopt both as it was deemed that they adequately covered and mitigated against the risks faced by the Council.
- It was AGREED that the Asset Register was an accurate reflection of the Parish Council assets.
- The Reserves Policy had been updated to reflect the End of Year finances. It was NOTED that unallocated reserves are too low and should be actively increased. It was RESOLVED to adopt the policy.
- The Data Protection suite of policies was REVIEWED. It was RESOLVED to re-adopt them.

15.21 To consider agreement to continue to comply with the Transparency Code and confirm that the website has all the requirements on it.

It was RESOLVED to continue to comply with the Transparency Code. The clerk CONFIRMED that the website had all the 2015 Code requirements on it.

15.22 To confirm the legality of the website and accessibility statement has been confirmed by providers

The clerk REPORTED that providers had confirmed that the website and accessibility statement were compliant with regulations.

15.23 To consider asking Boss to undertake an annual data security review to prevent data breaches

It was RESOLVED to do so.

15.24 To remind councillors of self-disqualification law

Cllrs were REMINDED of the requirement to attend at least one meeting every six months to remain as a Councillor.

15.25 To confirm eligibility to act under the General Power of Competence and confirm intention to do so.

The clerk CONFIRMED that at the last relevant election, the Council had a qualified clerk and over two-thirds of Councillors were elected. They are therefore eligible to act under the General Power of Competence. It was RESOLVED to do so.

16. Finance:

16.1 To consider the End of Year 2025-26 finance report & bank statements. – Appendix 21

The EOY report was NOTED. The report and bank statements were SIGNED by Cllr Lucy Sevenoaks as evidence of budget monitoring and bank reconciliation.

16.2 To consider and approve Internal Audit report – Appendix 22

The Internal Audit report was CONSIDERED. It was NOTED that there had been significant improvement in Council processes and procedures over the past year. It was NOTED that three recommendations had been raised. The clerk REPORTED that recommendation 1 and 3 had been completed under items 15.25 and 15.23 respectively above. She REPORTED that recommendation 2 was in hand but would be confirmed at the June meeting.

16.3 To consider and approve the Annual Return Governance Statement – Appendix 23

It was confirmed that all Internal Controls had been reviewed in item 15 above. The statements set out in the 2025-26 AGAR were CONSIDERED. It was RESOLVED that all controls had been put in place and achieved for the past year. It was RESOLVED that Section 1 of the AGAR be SIGNED by the Chair and Clerk and it was done so.

16.4To consider and approve the Annual Return Accounting Statements – Appendix 24

The Accounting Statements were CONSIDERED and APPROVED. They were SIGNED by the Chair.

16.5 To confirm the dates of the period for the exercise of public rights

It was RESOLVED that the dates for the Exercise of Public Rights would be Wednesday 3rd June – Tuesday 14th July 2026 inclusive.

16.6 To review the parish council insurance policy and decide on any amendments required.

Cllrs REVIEWED the insurance policy. It was RESOLVED that all policies still covered the needs of the Council. This will be reviewed again in September before renewal.

16.7 To consider the internal auditor for 2026-27

It was RESOLVED that HALC should be the internal auditor for 2026-27.

16.8 To consider continuing to use the "payments and receipts" accounting method for 2026-27 and the use of BACS payments

It was RESOLVED to continue to use the "payments and receipts" accounting method for 2026-27 and the use of BACS payments to pay invoices.

16.9 To consider the clerks delegated authority to make payments of up to £1500 between meetings as required

It was RESOLVED that the clerk continue to have delegated authority to make payments between meetings of up to £1500.

16.10 To confirm the following variable direct debits for continued payment this coming year

16.10.1 Herefordshire Council Waste Collection – quarterly payments - £205.14
16.10.2 NEST pension – monthly payments - variable
16.10.3 ICO – annual fee - £47.00
16.10.4 Welsh Water – quarterly payments - variable
16.10.5 SSE – quarterly electricity payments for the Pavilion and Kemble Centre - variable
16.10.6 PWLB – loan repayment – bi-annually - £1515.60

The above direct debits were APPROVED for the coming year.

16.11 To confirm the banking arrangements are suitably secure to manage any financial risk to the Council

The banking arrangements were CONSIDERED. It was RESOLVED that they are suitably secure to manage financial risk to the Council for the coming year.

16.12 To note the VAT return for 1st January 2026 – 31st March 2026 - £3869.13

NOTED. The clerk REPORTED that this has been received in the account. It was NOTED that the VAT 126 department have yet to send the customer reference number to the clerk.

16.13 To consider the following payments to be made:

16.13.1 Clerks May Salary
16.13.2 Clerks May Expenses £59.10 – Previously circulated
16.13.3 HMRC PAYE £554.14
16.13.4 Hoople Group – Address list for Kemble Centre consultation £27.60
16.13.5 Fire and Risk Management Services Ltd – Pavilion Risk Assessment - £360.00
16.13.6 Royal Mail – Freepost Licence – Kemble Centre consultation £489.60
16.13.7 Mr. J. Probert – Lengthsman tasks, Pay area checks and bin-emptying £983.40
16.13.8 J & D Sanders – Mowing contract £486.00

16.13.9 Mr. M. Watkins – Defibrillator battery £336.00
16.13.10 BeSecure – final CCTV payment £2897.70
The above payments were APPROVED for payment by BACS

16.14 To note payments made between meetings
16.14.1 BeSecure Protection Systems Ltd – CCTV Installation deposit invoice - £1560.30
16.14.2 Clerk – Kemble Centre consultation – stamps, printing and stationery £652.41
NOTED

16.15 To note receipts received.
16.15.1 Herefordshire Council Precept 1 £45,500
16.15.2 Football Club – April 2026 - £50.00
16.15.3 Herefordshire Council – ProW Grant - £306.50
16.15.4 Wayleave payment – Ref: 7605536 - £31.84
NOTED

16.16 To note the following direct debits taken
16.16.1 Herefordshire Council – waste collection – £205.14
16.16.2 Welsh Water - £177.28
16.16.3 SSE Energy – Kemble Centre - £51.15
16.16.4 SSE Energy – Pavilion - £177.38
16.16.5 SSE Energy – Kemble Centre - £16.03
16.16.6 SSE Energy – Pavilion - £58.43
16.16.7 Nest Pension - £114.06
16.16.8 PWLB - £1515.60
16.16.9 Bank Charge £7.00
NOTED

17. Correspondence: To consider correspondence received between meetings
- Herefordshire Council – Surface dressing works U74213 – 8-5pm daily until 15th May 2026
- Parishioner with concerns regarding PFR survey
- Parishioner with concerns regarding abandoned vehicles opposite Neville Arms
- Herefordshire Council – appointment of new CEO – Mr. Paul Satoor
- HALC – 10 things you need to know in April 2026
- Herefordshire Council – various press releases.
- Kemble Centre consultation responses

The above items were NOTED

18. To consider items for the next meeting (no discussion)
None

19. To note the date of the next scheduled meeting: Tuesday 9th June 2026, at 7pm at Ewyas Harold Pavilion
NOTED

The meeting closed at 8.53pm

Signed: [redacted] Dated: 9-6-26