Ewyas Harold Group Parish Council

Minutes of the meeting of Ewyas Harold Group Parish Council held at the Pavilion, Ewyas Harold on Tuesday 14th July 2026 at 7pm

Present: Councillors: Malcolm Watkins (Chair), Tony Ling, Alex Culpin, Liz Overstall, Sally Probert, Stephen Clayton, Lucy Sevenoaks and Sarah Eynon

In attendance: Emma Thomas – Clerk to the Council
Ward Councillor Matthew Engel

Members of the public: 5

1. **To accept any apologies for absence and note the reason**
   Apologies were received and accepted from Cllr Will Lloyd.

2. **To record any Declarations of Interest and consider any Requests for Dispensations**
   Cllr Malcolm Watkins DECLARED a NPI against item 11.2.5 and all matters relating to the Football Club and SIGNED the Register of Interest book.
   Cllr Sally Probert DECLARED a DPI against item 11.2.4 and all matters relating to the Lengthsman and SIGNED the Register of Interest book.
   Cllr Liz Overstall DECLARED a DPI against item 7.1 and SIGNED the Register of Interest book

One member of the public joined the meeting

3. **To consider approval of minutes of Parish Council meeting held on 9th June 2026**
   The minutes were APPROVED and duly SIGNED by the Chair.

4. **Open Session**
   4.1 To receive the views of residents on parish matters
   The following items were RAISED:
   - Thanks to the Parish Council for the work they do on behalf of the community.
   - How can the MUGA be booked – *via the website*
   - Will the cricket pavilion be upgraded? *Conversations are underway.*
   - The fallen tree is still in the brook – when will it be removed. *The EA have stated that they do not want it removed.*
   - The road by the village shop needs a "no through road" sign installing and parking bays and yellow hatching lines marking in order to keep the roads clear and safe. *The clerk will look into this.*

   4.2 To receive any reports related to parish matters
   None

Two members of the public joined the meeting

   4.3 To receive a brief report from Ward Cllr Matthew Engel
   Cllr Engel's report included the following item:
   - The redevelopment of the Shire Hall is behind schedule.

5. **Kemble Centre**
   5.1 To consider an update on the installation of a carpark and community space on the Kemble Centre site and next steps
   It was NOTED that the KCWG had met. The following report was RECEIVED:
   - The clerk had investigated whether planning permission is needed to create a carpark and community shelter. The answer is not as these can be constructed under permitted development allowances. However, the demolition of the building will require Prior Approval Planning Permission. This takes 28 days. A quote has been received from CDB Ltd for £800 plus the £340 application fee + VAT.

It was RESOLVED to accept this quote in order that permission can be applied for over the summer. If a new access point is created, then full planning permission will be required. This will cost in the region of £2000. It was RESOLVED to wait until the building has been demolished and plans for the car-park layout drawn up before applying for this.

- The costs to remove the electricity cables and supply from the site are as follows:
  - SSE Meter = £79 + VAT with no charge to end the contract.
  - National Grid supply cables - £595.78 + VAT
  It was RESOLVED to query how much it would cost to reinstall the facility should the need ever arise in the future before approving the removal.
- A quote had been sought to remove the asbestos from the site as this needs to be undertaken before demolition can proceed. A quote has been received for £3450 - although this could increase by £2,000 if the demolition company insist on all the glue being removed. A further quote was received to demolish the building – this quote includes the removal of the asbestos. It was RESOLVED to seek further demolition quotes over the summer in order to streamline the cost of removing the asbestos. It was RESOLVED that Wye Valley Demolition; Golden Valley Construction; Collins Design and Build and the lengthsman should all be contacted – alongside all parishioners and the current quote received in order that a decision on contractor can be made at the September meeting.
- The bat survey has been undertaken at a cost of £780 + VAT – as agreed by email between meetings due to the tight window allowed for the survey to be completed this year – no bats have been found so works can continue. It was RESOLVED that the clerk should make this payment as soon as the report has been received.
- It was considered whether any parts of the building should be kept and incorporated into the community shelter. It was RESOLVED that Councillors should bring any thoughts to the September meeting so these items can be considered alongside the demolition.
- It was RESOLVED that the EA should be asked who has responsibility for the bank running along the brook on the site.
- It was RESOLVED that parishioners would be asked about landscaping ideas once the building has been demolished.
- It was AGREED that the trees on the site need protecting when it comes to the demolition but should remain as they are for the summer to protect them from the heat.
- It was NOTED that the hedge and fence on the right-hand side of the plot need maintenance. It was further AGREED that another grass cut is needed. The clerk will organise this.
- A parishioner asked several questions that were all answered.

One member of the public left the meeting

6. Flooding

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

The clerk REPORTED that the flood plan has been returned by Herefordshire Council with a couple of additions needed adding to it by the EA. The clerk has sent this to them to complete.
The clerk further REPORTED that the works to the culvert adjacent to the A465 can be undertaken without a highway closure. A date for the works is awaited but will likely be end of September.
It was NOTED that Connexus are in discussion with Herefordshire Council about the potential demolition of a couple of properties at Horsecroft and the installation of a bund.
The clerk further REPORTED that she had met with the EA and HC and discussed the installation of a debris catcher in the Dulas Brook along side the recreation ground.
Herefordshire Council are drawing up a scheme for this. Works under the bridge near to Mailes Butchers are also due to start shortly – with concrete being removed and the curve of the river smoothed to ease the passage of water.
Cllr Tony Ling REPORTED on the letters he continues to write to the Minister for Rivers to try to exert pressure on the relevant agencies to act.
Cllr Liz Overstall REPORTED that the Dulas Flood Working Group had met and were working on a plan for tree-planting.

Cllr Liz Overstall left the meeting

7. To consider the following planning application for determination by Herefordshire Council

7.1 261837 - The Old Trout Inn, Dulas, Hereford, Herefordshire HR2 0HL

Mixed forestry, arboricultural and agricultural building and retention of hardstanding. (Part retrospective)

A parishioner was invited to give representations.

It was RESOLVED to make the following comments:

- Although the design is felt to be in-keeping, several of the other areas of the application lack clarity.
- It was queried whether the Highways Department have actually visited the site, as the access on the bend is dangerous as it is without any extra traffic on the highway.
- A drainage/flood risk assessment should be undertaken as any extra run-off caused could potentially cause issues further down the brook.
- Conditions need to be put on the working hours allowed in order to keep noise pollution to a manageable level. Can sound-proofing also be considered?
- Screening and landscaping could help with the above and should be detailed.
- How is the removal of any waste product going to be managed?
- External lighting needs to be kept to a minimum.
- Should environmental surveys be undertaken due to the proximity to the brook?

The Parish Council are not aware that any notices have been displayed advising parishioners of the application. Ideally the Council would like all of the above to be addressed and a re-consultation held so that a decision on whether to support or object to the application can be better made.

Cllr Liz Overstall rejoined the meeting
Four members of the public and Ward Cllr Matthew Engel left the meeting.

8. Recreation Ground/Pavilion/MUGA

8.1 To consider general maintenance works and next steps

It was REPORTED the door to the pavilion needs replacing. It was AGREED that Cllr Watkins would arrange this.

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

It was NOTED that another quote has been received. A further quote is awaited.

8.3 To consider the Fire RA; Policy and Fire Zone and Fire Evacuation Plan – Appendix 1a, b and c

The above fire documentation was considered, the clerks queries answered and then all were APPROVED. It was NOTED that the evacuation plans have been hung by each fire exit and that all the above will be sent to anyone hiring the pavilion, alongside the following documentation: Pavilion Terms and Conditions of hire; Health and Safety Policy and First Aid details.

8.4 To consider the PAT Testing certificate and 5-year EICR and the quote for works recommended

The PAT Testing Certificate and 5-year EICR report were NOTED. It was RESOLVED to accept the quote for the recommended works at a cost of £232.60 + VAT. It was NOTED that the item that failed the PAT test has been removed.

8.5 To consider purchasing a bin to be installed by the picnic benches

The clerk REPORTED that the cost of a new bin was £258.50 incl VAT, with a £55 installation cost. It was RESOLVED that the clerk should order the bin and instruct the Lengthsman to install.

8.6 To consider the quote to upgrade the signs at the entrance to the MUGA

The quote for the signs has not yet been received. It was RESOLVED that the signs could be purchased by Cllr Sally Probert over the summer break at a cost of up to £500. It was NOTED that they would be in the style of the gym equipment sign.

9. Lengthsman, Footpaths and Highways

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

The report of works carried out by the Lengthsman was NOTED.

9.2 To consider installing planters by the white gates for maintenance by parishioners and improving the signage alongside.
It was REPORTED that parishioners had expressed an interest in maintaining planters by the white gates if the Parish Council could purchase them. It was RESOLVED to purchase four planters at a cost of £180 + VAT. It was RESOLVED that the clerk could make this payment between meetings. The parishioners were thanked for their interest in doing this. It was AGREED to discuss the signs further in September.

9.3 To note the drainage grant awarded - £4000.00
It was NOTED that the two new asset creation tasks applied for had been awarded. The Lengthsman will be instructed to proceed with the works.

10. To consider the quote to replace the sign at The Castle to be paid for using the donation of £300.00 from the Ewyas Harold Twinning Group.
The quote has not yet been received. It was RESOLVED to defer this item until September. It was NOTED that the donation has generously been increased to £500.

11. To consider the CCTV Policy, checklist and update Privacy Notice – Appendix 2a, b and c
The Clerk REPORTED that the above policy and checklist were followed using guidance from the ICO. The checklist was completed and all three documents APPROVED and ADOPTED.

Three members of the public left the meeting

12. Finance:

12.1 To consider the July 2026 finance report, summary and statements. – App 3a and 3b
The clerk REPORTED that she had entered the wrong figure for the current account – this had been amended and the report corrected. The corrected report was APPROVED and SIGNED as evidence of budget monitoring and bank reconciliation by Cllr Lucy Sevenoaks. The clerk REPORTED that the external audit had been undertaken, with the only query being regarding the variance in the clerk's salary costs between 2024-25 and 2025-26. The conclusion of audit paperwork is expected shortly.

12.2 To consider the following payments to be made:
12.2.1 Clerks July Salary
12.2.2 Clerks July Expenses £128.98 – Previously circulated
12.2.3 HMRC PAYE £554.34
12.2.4 Mr. J. Probert – Lengthsman, PRoW, Play Area Checks, Legionella checks, white gates installation and bin emptying - £2533.20
12.2.5 Mr. B. Chance – Toilet and changing room cleaning - £301.30
12.2.6 D & J Sanders – Mowing - £486.00
12.2.7 Elan City – UK – SID agreed 9th June 2026 - £3107.99
12.2.8 HALC – Internal Audit 2025-26 - £330.00
12.2.9 Border Office Supplies and Systems – Ninja RMM and antivirus software £54.00
12.2.10 Martin Watkins – PAT and 5-year electrical test – Pavilion - £744.00
12.2.11 DM Payroll – Payroll Services - £122.40
The above invoices were APPROVED for payment by BACS

12.3 To note payments made between meetings
12.3.1 D & J Sanders – Mowing - £837.00
NOTED

12.4 To note receipts received.
12.4.1 Football Club – June 2026 - £50.00
12.4.2 Pavilion hire - £60.00 and £24.00
NOTED

12.5 To note the following direct debits taken
12.5.1 Nest Pension - £114.06
12.5.2 Bank Charge £7.00
12.5.3 SSE Energy - £79.89 and £43.73
NOTED

13. Correspondence: To consider correspondence received between meetings

- Parishioner – update regarding vehicles at The Neville Arms
- HALC – Ten things you need to know in June – including an increase in mileage allowance
- Football Club – cleaning of changing rooms
- Water being taken from the brook to water garden query
- Herefordshire Council – Planning Policy and Neighbourhood update and amendment
- Amendment to arrangements for dealing with Code of Conduct complaints
- Herefordshire Council – Legislation requirement to remove residential addresses from PC interest forms
- SNT Newsletter
- Correspondence with parishioners regarding flooding queries
- Parishioner – can white highway gates be installed in Rowlestone?
- HC – PFO Induction dates and Footpath asset logging.
- Football club – A memorial match will take place on Sunday 19th July between 12.30 -4 pm

The above correspondence was CONSIDERED.

- It was RESOLVED to increase the clerk's mileage allowance to 55p per mile in line with the current HMRC figure. It was NOTED this can be backdated to April.
- It was RESOLVED not to alter the Code of Conduct arrangements from current practice.
- It was RESOLVED to follow HALC advice and not alter the Register of Interest forms as this falls under the responsibility of Herefordshire Council.

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

White entrance gates in Rowlestone

15. To note the date of the next scheduled meeting: Tuesday 8th September 2026, at 7pm at Ewyas Harold Pavilion

NOTED

The meeting closed at 20.33

Signed: [redacted] Dated: 8-9-26