YARPOLE GROUP PARISH COUNCIL

Croft with Yarpole and Lucton

Minutes of the scheduled Meeting of the Parish Council

Tuesday 7 October 2025 7.00pm at the Parish Hall

Present: Councillors Audrey Bott, John Cadwallader, Duncan Grant (Chaired the meeting following the resignation of Cllr Salmon, former Chairman), Harold Holder, Adam Scott, and Geoff Trotter.

In attendance: Five members of public, and Mrs Maggie Brown, clerk.

Cllr Duncan Grant, Vice Chairman, announced that the Chairman, Cllr Ian Salmon, had resigned from the Parish council. It was **RESOLVED** that Cllr Grant should chair this meeting.
Thanks were recorded to Cllr Salmon for his leadership and contributions to the Parish Council and the wider community.

60/25-26. **Apologies for absence** were received from Cllrs Diane Hill, Rose Jenkins, and Sam Colledge. Ward Councillor Dan Hurcomb was unable to attend due to the Parish Council Summit being held at Herefordshire Council.

61/25-26. **Declarations of interest and written requests for dispensation.** None received.

62/25-26. **Public Participation (limited to 20 minutes)**

a) Report from Ward Councillor Dan Hurcomb. None received.
b) Views of residents on Parish matters.
   i. Residents spoke regarding application P252596/V - Certificate of Lawfulness (CLOPD) at Homelea, Bircher. Whilst comments on the application are not being accepted, it was agreed to add it to the November agenda, the target determination date being 19 November.
   ii. Residents explained the variation of condition at item 65 b) when this item was discussed.
   iii. Two residents reiterated concerns submitted by email that the Parish may use chemicals to deter weeds in gutters prior to road sweeping. Comments received at item 71 a).
c) Reports from Councillors. None received.

63/25-26. **RESOLVED agree minutes of the scheduled meetings held on 2 September 2025**.

Agenda items 65 and 71 a) were brought forward by the Chairman and discussed at this point. They are minuted below.

64/25-26. **Finance:**

a) The Quarter 2 report from the Responsible Financial Officer, April to September 2025, was noted. No recommendations were made.
b) Noted: receipt of the Notice of Completion of Audit. Agreed: to display until the November agenda is posted on notice boards.
c) Noted: payments made since the publication of the September agenda. NatWest Business Card £30 Annual Fee. HiTrees £223.20 (£37.20 VAT) installation of metal gate and gate post. On 1 October, MJH Contracting £335 September invoice, One Stop Print Shop £38 printing costs.
d) Noted: balances: NatWest combined balances on 1 October £67,546.25.
e) Noted: Reserve and Earmarked fund balances. Reserve £7,000, General Reserve £18,466.21.

DRAFT

Earmarked: Election Costs £2,000, Community Projects £16,534.72. Total Reserve/Earmarked £44,000.93. Un-reserved/earmarked funds £23,545.32.

f) **RESOLVED** to approve payments i. to v. and vi, received after publication of the agenda.

i.	Hill, Cllr Diane – Timpson's - two keys/rings for Yarpole notice board	£10.30	£1.72 VAT.
ii.	Marches Grounds Maintenance SI-363 Mowing	£100.00	
iii.	Clerk Payroll Month 6 including back pay	£775.99	
iv.	HMRC Payroll PAYE & NI Month 5 £162.80 and 59.49	£276.72	
v.	Clerk Expenses Q2 Mileage and £50 Home Working Allowance (50%)	£138.65	
vi.	Yarpole Village Hall. Hall Hire 2 Sep and Finance Meeting	£41.00	
	Total Payments	£1,342.66	£1.72
	Un-reserved balance after payments:	£ 22,202.66	

65/25-26. Planning**. Comments on applications to be determined by Herefordshire Council:**

a) **P252538/F – Planning Permission** Croft and Yarpole, Bircher, National Trust Car Park Croft Castle and Parkland Yarpole, Leominster Herefordshire HR6 9PW. Proposed installation of three electric vehicle charging stations and associated equipment (feeder pillar) including installation of associated underground cabling to existing underground point of connection, Valid. *Deadline 9/10.* **RESOLVED** to support this application.

b) **P252462/F - Planning Permission** Croft and Yarpole, Bircher, Land At Barn House Brook Lane Yarpole Leominster. Proposed variation of condition 2 of planning permission 182828 (Proposed erection of a single dwelling house) - change of position, size, design & layout., Valid. *Deadline 16/10*
RESOLVED the Parish Council has no objection to this application.

66/25-26. **Budget.** The first draft of the 2026-27 budget was considered. A copy will be placed on the Parish Council website for the public to view and will be discussed again in November/December.

67/25-26. **Bench at Lucton Graveyard.** Agreed: To look again at options. Lucton Councillors prefer a timber bench. Clerk to send information to Cllr Trotter.

68/25-26. **Flood Plan. Item deferred.**

a) To note receipt of template flood plan from Herefordshire Council and provision of equipment
b) To consider storage location for equipment.

69/25-26. **Working Groups.** Agreed: Cllr Cadwallader will join the Finance Group and Cllr Scott will join the Community Meadow Group.

70/25-26. **Consultation.** To agree three Police priorities to include in the SNT Police Contact Contract. See Information Sheet for list of priorities. **Item deferred.**

71/25-26. **Lengthsman**

a) Advice regarding herbicide used prior to road sweeping was considered including concerns about the use of chemicals which had been raised by several residents. **RESOLVED** to not continue spraying kerbs prior to road sweeping.
b) To consider arranging road sweeper for Croft Crescent and Green Lane Crescent and optimum time of year to sweep roads. **Item deferred**. Noted: Sweeping Green Lane is considered a preventative measure to help mitigate the risk of flooding.
c) To consider funding hire and use of a jetting machine. See Financial report. Agreed: further information is needed from the Lengthsman before a decision is made.

72/25-26. **Highways.**

a) Fence installed on west side of C1039. Reported: A copy of the letter from Balfour Beatty to the fence owner had not been received. It is understood that the correspondence mentioned the issue of insurance liability. Comments from the owner were noted together with advice from Traffic Management. **RESOLVED** considering concerns regarding public safety and possible non-

DRAFT

compliance with Conservation Area regulations, it was agreed to ask Traffic Management to follow up the matter.

b) Grit Bins. Noted: The Locality Steward is following up the request from the Parish Council to replace/move grit bins as per report submitted in February 2025. The clerk will stress that this needs to happen now, as winter approaches.

73/25-26. **Community Meadow**.

a) To note receipt of Annual Inspection Report and consider recommendations. **Item deferred**.
b) Noted: date playground inspection completed. 13 September 2025.
c) Costs for proposed signage warning of children playing. Agreed: to not purchase triangular Playground warning signs but to use A3 yellow signs encouraging drivers to slow down. Clerk to bring signs to the November meeting.
d) A report from the Working Group was considered, and recommendations agreed as follows. The clerk is to follow up as agreed:
    i. Provide simplified mowing instructions to Marches Grounds Maintenance.
    ii. Contract care of trees and shrubs to a gardening company. A quote is expected. **RESOLVED** up to £200 may be spent on works to be completed this autumn.
    iii. To allow grass to grow under the benches and to ask the gardening company to keep this under control to prevent strimmer damage to the benches.
    iv. To replace chippings beneath the picnic table with slabs. Choice of slabs deferred to November.
    v. To not install a gazebo at this juncture, but to investigate a water supply instead.
    vi. To remove thistles from the wildflower strip on the southern boundary. Cllr Cadwallader kindly agree to do this.

74/25-26. **Parish Council Computer.** Purchase of a laptop able to support Windows 11**.** A Hewlitt Packard EliteBook 860 16-inch G11 had been recommended to the clerk. **RESOLVED** to purchase as soon as possible, with one terabyte of storage and an external hard drive for backing up files. A firm in Leominster was recommended if help setting it up is needed. An upper limit of £1,500 was agreed.

75/25-26. **Contents of the information sheet were noted.** Agreed: clerk to follow up items 3, Planning Enforcement Case Ref 385090 and 7a, regarding drainage issue at Bircher FS-Case-707131282 / FS-CASE-719731167 (BBLP 11186188).

76/25-26. Items for next agenda.

a) To elect a Chairman of the Parish Council.
b) Items deferred at this meeting.

77/25-26. **Date of next scheduled meeting**: 4 November 2025, 7pm at Yarpole Parish Hall.

Meeting closed: 21:24

Signed: ……..

Chairman, Yarpole Group Parish Council Date 4 November 2025

DRAFT