

HAMPTON BISHOP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 22nd May 2025 at 19.30 in the Village Hall

Present:

Councillors: Steve Hunt, Alistair McHarg, Gilliam Omar and Jamie Rogers.

In attendance: Lynda Wilcox – Parish Clerk, Ward Councillor – Graham Biggs (part meeting) and

1. Election of a Chair.

On a proposal by Alistair McHarg, seconded by Jamie Rogers, It was unanimously agreed to re-elect Steve Hunt as Chair. Councillor Hunt signed his declaration of acceptance of office.

2. Election of a Vice Chair.

On a proposal by Steve Hunt, seconded by Alistair McHarg, it was unanimously agreed to re-elect Jamie Rogers as Vice Chair.

3. Apologies for absence were received from Julia Pearson and Brendyn Rossouw.

The Chair reported that he had received a resignation email from Alexandra Kitchener.

4. Declarations of interest and written requests for dispensation.

Jamie Rogers declared a pecuniary interest in agenda item 10.1 and signed the book accordingly.

5. Open Session:

5.1 A brief verbal report from Ward Councillor, Graham Biggs, included:

- 5.1.1 Herefordshire Council's (HC) Annual Meeting would be held the following day.
- 5.1.2 A proposed new multi-storey car park on the bus station site would have 600 car park spaces.
- 5.1.3 The Skills and Business Board would be meeting in September and would be looking ahead to five years' time. In response to a query from Alistair McHarg, Councillor Biggs confirmed that HC was still supporting the university.
- 5.1.4 Update on the July closure of Mordiford Bridge. Residents requested that the signage be improved from that used on a previous closure and also requested that the bridge be kept open after work hours and not closed 24 hours per day.
- 5.1.5 In response to a query from Jamie Rogers, Councillor Biggs confirmed that he would be unable to attend meetings of the parish council between September and April because of a personal commitment. There was general concern at the prospect of such a lengthy period without representation from HC. It was suggested that the meeting night for parish council meetings might be changed – discussion would take place at agenda item 16, below.

5.2 Views of local residents on parish matters.

- 5.2.1 Local residents expressed their concern at the forthcoming lengthy period without the presence of their Ward Councillor at parish council meetings.
- 5.2.2 It was noted that the Thorn tree on the triangle by the Church had been looking poorly but, since being cut back to the ground, it looked a lot healthier.

6. Minutes of previous meeting held on 3rd April.

It was RESOLVED to adopt the minutes as a true record, and they were signed by the Chair.

7. Membership on PC Working Groups:

It was RESOLVED to adopt the following Working Group membership:

- 7.1 Planning: Steve Hunt, Alistair McHarg and Julia Pearson.
- 7.2 Finance: Steve Hunt and Julia Pearson.
- 7.3 Orchard: Jamie Rogers and Brendyn Rossouw.
- 7.4 Flooding: Steve Hunt and Alistair McHarg/Drainage Matters: Jamie Rogers.

8. To consider appointment of officers:

- 8.1 Tree Officer ... Susan Marr and Margaret
- 8.2 Footpath Officer ... Position vacant but one local resident interested.

9. Parish Land:

- 9.1 Orchard ... Jamie Rogers reported on behalf of the Working Group:
 - 9.1.1 A site meeting had been held to identify remedial work which had been funded by Jamie Rogers personally.
 - 9.1.2 Widening of the path was suggested, together with clearing the area on the inside of the roadside fence.
 - 9.1.3 Members authorised James Barrell to undertake work for £100.
 - 9.1.4 Areas had been identified for sowing wildflowers.
- 9.2 Offer of free Cherry Blossom trees
It was RESOLVED not to access any Cherry Blossom trees.

10. Planning ... It was RESOLVED to support the following applications for determination by HC:

- 10.1 Application 250781 - Whitehall Farm. Proposed conversion of listed hay barn and adjoining stable block. Demolition of 21st century lean to additions. Reinstate lean to structure to hay barn.
- 10.2 Application 251168 – Cider Mill House, Whitehall Road. Works to Trees in a Conservation Area. Ash to be reduced by 1-2 meters and shaped. Sycamore to be reduced by 1.3 meters and shaped. Maple to be reduced by 1-3 meters and shaped. *NB: Application is supported by the Parish Tree Officers.*
- 10.3 Application 250972 – Pippins Lodge, Rectory Road. Application for variation of a condition 2 following grant of planning permission 233295 (proposed garage) to revise external materials.
- 10.4 Application P240422 – Outline application for up to 350 dwellings to the east of Hereford:
It was RESOLVED to support CPRE comments on the amended application.

11. Flooding

11.1 Terms of Reference for Flood Wardens

It was RESOLVED to postpone this item until the next meeting.

11.2 Expression of Interest submission for Community Flood Equipment

It was noted that the Clerk had submitted an Expression of Interest for Community Flood Equipment.

11.3 Meeting with a representative from Flooded People UK

It was RESOLVED not to meet with the representative but his name and contact details were given to a local resident.

12. Finance

12.1 A Bank balance of £103,685.57 was noted.

12.2 Audit 2024/2025 ... Members considered the following documents for AGAR submission:

12.2.1 Internal Audit Report ... No items for consideration had been raised.

12.2.2 Governance Statement ... Members agreed with all governance statements.

12.2.3 Statement of Accounts ... derived from Receipts & Payments Schedule 2024/2025

It was RESOLVED to adopt the Statement of Accounts.

12.2.4 Exemption Certificate ... It was RESOLVED to submit an Exemption Certificate.

12.2.5 Dates for exercise of public rights ... It was RESOLVED that the Clerk would publicise appropriate dates in accordance with legislation.

12.3 Payments: It was RESOLVED to make the following payments:

12.3.1 Annual Insurance renewal ... £458.61.

12.3.2 River Lugg Internal Drainage Board annual fee ... £13.77.

12.3.3 Clerk's salary May.

12.3.4 HMRC ... £78.40.

12.3.5 Parish Contractor ... May.

12.3.6 Dog Poo signs

It was RESOLVED to delegate the style and number of dog poo signs for distribution where required around the parish, to the Clerk.

Areas already identified included the vicinity of the Village Hall and Meadow Cottage, Hampton Dene, following a request from a local resident.

12.4 Payments made by Clerk under delegated powers:

It was RESOLVED to endorse the following payments:

12.4.1 Parish Clerk's April salary.

12.4.2 Road name/no parking signage for Mantella Drive - Bishop Fields ... £845.00 + VAT.

12.4.3 Parish Contractor ... for March & April - £540.00.

12.5 Update from the Clerk on delegated power actions

12.5.1 Mantella Road signs ... In liaison with the Chair, the Clerk had requested larger letters for the 'Private Road - No Parking' signs, which had incurred an additional cost of £80, resulting in a final quote of £845. It was RESOLVED to endorse the additional amount.

12.6 Receipt of first half of 2025/2026 Precept £11,000.00 ... Noted by members.

13. Herefordshire Council's Lengthsman Scheme.

Consideration was given to joining the above scheme, but it was noted that the grant was only £336 and required match funding of £168. Given that the parish council was already funding parish maintenance to a far greater level without having to sign a detailed contract with HC, it was RESOLVED not to join.

14. Village Hall ... Parish Council representation on the Villagers Association.

It was RESOLVED that Jamie Rogers would be the parish council's representative on the Villagers' Association.

15. Adoption of updated Standing Orders

It was RESOLVED that the Finance Working Group would consider the updated Standing Orders, together with the new Financial Regulations and report back to the next meeting.

16. Date of next scheduled meeting

Following discussion at agenda item 5.1.5 above, it was RESOLVED to move future meetings to a Wednesday evening (subject to Village Hall availability) to enable the Ward Councillor to attend.

SIGNED DATE