

Pixley & District Annual Parish Council Meeting

Minutes

Monday 12th May 2025

7.30pm at Munsley W.I. Hall

Present: Cllrs Allen Mawby, Andrew Riga, Brendan Sugden, Charles Smart, Kelvin Lynch and Steve Swaithes

Clerk: Ella Wayman

Members of the Public: Five

25/1. To elect a Chairman

Cllr Mawby proposed Cllr Lynch and was seconded by Cllr Sugden. It was resolved to appoint Cllr Kelvin Lynch as Chairman and a Declaration of Acceptance of Office was signed by Cllr Lynch and the Clerk.

25/2. To elect a Vice Chairman

Cllr Lynch proposed Cllr Sugden and was seconded by Cllr Smart. It was resolved to appoint Cllr Brendan Sugden as Vice Chairman.

25/3. Apologies for absence

None.

25/4. To receive Declarations of Interest, Councillors are reminded of the need: -

None.

25/5. Minutes (Chairman)

The minutes of the Parish Council meeting held on the 10th March 2025 were confirmed as a correct record and signed by the Chairman.

The Council resolved to move agenda items 12 - Public Participation, 13 – Haygrove Community Garden Project and 14 – Cheltenham Motor Club forwards to prevent members of the public from waiting for these items.

Cllr Steve Swaithes joined the meeting along with a 5th MOP.

25/12. Public Participation

A member of the public had reported to the APM that the Cheltenham Motor Club was intending to apply to close approximately 40km of Herefordshire roads for its event in September 2025. Having held this event in the previous year, residents had found it very noisy and restrictive, causing inconvenience to the public, twelve farms and those wishing to visit the seven H.Art venues affected. The route would pass through the AONB, three SSSIs and was found to interfere with wildlife in previous years. No facilities for stewards and spectators had been provided previously which had resulted in trampling of wildlife areas and residents hedges being used as a public convenience. The noise of cars passing properties every two minutes had lasted for 10 hours in the previous year which residents found stressful.

25/14. Cheltenham Motor Club

County Cllr Durkin had requested views of parishioners regarding a complaint from a MOP asking for the event to be prevented. Cllrs discussed the impact on the parish and surrounding area and could not see any benefit to the communities affected. The Motor Club's website stated that it was a Cotswold group promoting motorsport in the Cotswold area so Cllrs could not see why the event would be held in Herefordshire. Cllrs were concerned that wear and tear on Herefordshire roads seemed inappropriate by a club from a different county. It was resolved to write to County Cllrs Barry Durkin, Cabinet Member for Roads and Regulatory Services and Elissa Swinglehurst, Cabinet Member for the Environment in objection to the event and to local MP Ellie Chowns if necessary.

RBL.

25/13. Haygrove Community Garden Project

The director of the Haygrove charity explained that Haygrove Farm had purchased the land between The Nest and Berries Unlocked with the aim to open a community garden on approximately 3 acres of the 10-acre site. The site would use the same entrance as Berries Unlocked and would occupy the section of the land that was sloped down out of sight from the road. The charity had sites in Ross-on-Wye, Leominster, Hereford and Newent that were successful in helping those with mental health issues and extra needs such as learning difficulties. The charity also worked closely at these sites with young people from schools and groups such as Scouts and Guides. Groups had already been run in Ledbury and at The Nest and now needed a site of their own to expand and continue their work. The focus for the new site would be on healthy eating and living for young people, veterans, ex farmers such as the group We Are Farming Minds and school leavers with learning difficulties such as graduates of the National Star College looking for work experience. Haygrove were in the process of pre-planning and would be aiming to apply for full permission in two months' time. The site would require change of use and it was hoped permission would allow for polytunnels, raised beds and an outdoor kitchen and classroom.

Four MOPs left the meeting.

25/6. Committees

The option of a staffing committee was discussed and it was agreed to continue without any committees and use a working group to manage the Clerk's appraisal.

25/7. Standing Orders and Financial Regulations

The latest NALC model versions of Standing orders and Financial Regulations had been circulated via email prior to the meeting. It was resolved to adopt the updated versions for 2025/26.

25/8. Appointment to external bodies

It was resolved to appoint Cllr Kelvin Lynch to the WI Hall Committee.

25/9. Insurance

The Clerk reported on difficulties obtaining responses from some insurers and requested more time. Two quotes had been obtained but the Clerk was hoping to obtain two more for the extraordinary meeting in June. It was agreed to postpone the item to the next meeting.

25/10. Policy & Procedure

The following policies based on the latest NALC and HALC templates had been circulated via email prior to the meeting to allow Cllrs more time to read and review them. It was resolved to adopt them all:

Code of Conduct	Training & Development Policy	Unacceptable Behaviour Policy
Complaints Procedure	Document Retention Policy	Data Protection Policy
Grievance & Disciplinary Policy	Publication Scheme	Filming & Recording Policy
Health & Safety Policy	Media & Press Policy	Equality & Diversity Policy

25/11. Meeting Dates for 2025-26

It was agreed for the Council to meet on the second Monday bimonthly as follows:

- Monday 14th July 2025
- Monday 8th September 2025
- Monday 10th November 2025
- Monday 12th January 2026
- Monday 9th March 2026

25/12. Planning (Chairman)

a) The following applications and PC comments made under delegation were noted:

- **250715** - Tunnel Cottage, Ashperton, Ledbury, Herefordshire HR8 2SB
PC comment: Pixley & District Parish Council has no objection to this application.
- **250702** - Broadfield, Aylton Court Lane, Aylton, Ledbury, Herefordshire HR8 2QH
PC comment: Pixley & District Parish Council has no objection to this application.

b) The following decisions made by Herefordshire Planning Dept were noted:

250702 Broadfield – Approved

250715 Tunnel Cottage – Approved

c) **To review information regarding housing allocation in the parish and consider any actions**
Cllrs discussed the lack of affordable and smaller homes in the parish and it was resolved to liaise with Herefordshire Council regarding its new housing priorities and allocation for Spring 2026.

25/13. Finance & Governance

a) The 2024-25 annual budget comparison report was reviewed and signed by the Chairman.

b) The year end payments, receipts and bank reconciliation was reviewed and signed by the Chairman.

c) The following list of invoices was ratified and accepted for payment:

Staff salaries and expenses	April & May 2025	£1195.68 (inc tax refund)
HMRC Q4 2024/25	PAYE	£340.60
HALC	Fees 2025/26	£688.38
Herefordshire Council	2023 Elections	£514.37

25/14. Communication

a) **To consider a project to support use of IT by parishioners as part of leaflet drop to every household in the parish.**

Cllr Lynch proposed support sessions for parishioners and canvassing demand via the potential future leaflet drop. After noticing Bartestree was running successful sessions to assist parishioners with IT struggles, Cllr Lynch felt it may be of use in Pixley CP. Cllr Smart suggested an initial call for interest via the next Cider Press article and it was agreed to proceed with this in the interim.

b) **To receive an update on the noticeboard at The Nest and consider any actions required.**

Cllr Sugden confirmed that the owners of The Nest had given permission for the noticeboard to be repositioned at The Nest to a site that received greater footfall.

c) **To consider options for cloud storage and data backup.**

The Clerk had circulated a report comparing three options for cloud storage of Council files and it was resolved to go ahead with Parish Online as the most cost-effective solution and as a bolt on to the current website and email. The cost would be £42 + VAT per annum for one account managed by the Clerk.

d) **To receive an update on Cllr emails.**

The Clerk reported that the new practitioners guide had been released and there would be an assertion added to the AGAR from 2025/26 relating to the use of an official email by the Council such as .gov or.org domains. This was currently in place but there was an expectation from professionals in the field that there would be an assertion expecting all members to use official email accounts in the next few years due to the risk of data breaches with personal accounts.

e) **To consider signing a charter with Herefordshire Council.**

The charter had been circulated prior to the meeting and it was resolved for the Clerk to sign on behalf of the Council.

f) **To consider a donation towards Aylton Noticeboard.**

A new noticeboard for public use had been installed outside Aylton Church and it was resolved to donate £150 to the church towards the total cost of purchase and installation. Powers S111 and S137 allow for this spend.

25/15. Civility pledge

The decision to sign up to the pledge was ratified and the requirements had been met in accepting new policies.

KBL

25/16. Highways/Footpaths

Cllr Smart reported that the stile on AL3 had been demolished by a car many months beforehand and requested that a replacement be requested from Herefordshire Council (HC) with a view to having the parish Lengthsman fit it. It was agreed to request this from HC.

25/17. Ashperton Railway Bridge

Cllr Lynch reported he had been in contact with National Rail who were still looking for funding for some sort of barriers for the bridge.

25/18. Correspondence

The following correspondence was noted and Cllr Lynch explained he would be meeting with the HC officers to discuss funding with the WI Hall roof in mind:

Talk Communities – Parish Council Funding Assistance Update

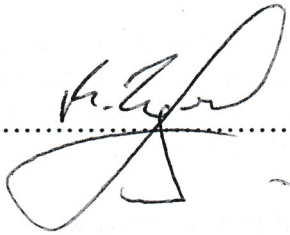
25/19. Matters to be raised for next meeting

AGAR (Annual Governance and Accountability Return), WI Hall, Cider Press, Smart Water, defibrillator checks, insurance.

25/20. Date of next meeting

The date of the next meeting was agreed as an extraordinary meeting on Monday 16th June at 7:30pm to meet the deadline for the AGAR.

Chairman.....



Date: 20th June 2025