

**Pixley & District Parish Council Annual Meeting Minutes
Monday 11th May 2026**

7.30pm at Munsley W.I. Hall

Present: Cllrs Allen Mawby, Brendan Sugden (Vice Chairman), Charles Smart, Kelvin Lynch (Chairman) and Steve Swaithes

Clerk: Mrs Ella Wayman

Members of the public: One - Ward Cllr Lester.

26/119. To elect a Chairman

Cllr Swaithes proposed Cllr Lynch and was seconded by Cllr Mawby. It was **resolved** unanimously to elect Cllr Kelvin Lynch as Chairman for a third year.

26/120. To elect a Vice Chairman

Cllr Mawby proposed Cllr Sugden and was seconded by Cllr Swaithes. It was **resolved** unanimously to elect Cllr Brendan Sugden as Vice Chairman for a third year.

26/121. Apologies for absence

None.

26/122. To receive Declarations of Interest

None.

26/123. Minutes (Chairman)

The minutes of the Parish Council meeting held on the 16th March 2026 were **agreed** as a correct record and signed by the Chairman.

26/124. Committees

It was **agreed** not to form any committees at the time of the meeting.

26/125. Standing Orders and Financial Regulations

The Parish Council's Standing Orders and Financial Regulations were reviewed with one suggested edit to the Standing Orders. It was **resolved** to amend the Standing Orders to allow for policies to be reviewed throughout the council year.

26/126. Appointment to external bodies

It was **resolved** to appoint Cllr Lynch to the WI Hall Committee as a representative of the Parish Council.

26/127. Insurance

The 3-year agreement with Zurich (ends July 2027/28 at £394.20 per annum) was **noted**.

26/128. Policy & Procedure

26/128.1 It was **resolved** for the Parish Council's policies and procedures (to include complaints, freedom of information, HR and data protection) to be reviewed throughout the council year, a few at a time, at each meeting.

26/128.2 It was **resolved** to adopt a drafted IT policy.

26/129. Meeting Dates for 2026-27

The meeting dates for the council year were agreed as follows:

Monday 13th July 2026 7:30pm

Monday 7th September 2026 7:30pm

Monday 2nd November 2026 7:30pm

Monday 11th January 2027 7:30pm

Monday 8th March 2027 7:30pm

Monday 10th May 2027 7:30pm proceeded by the Annual Parish Meeting at 7pm

26/130. Chairman's Report

The Chairman reported that he would continue to chase National Rail for barriers around Ashperton Bridge although they had stated their budget was tight. The WI Hall had been registered with an official address so it was planned for WiFi to be installed in the Hall and a grant was being sought for new toilets.

The Chairman was due to hold a Parish Council stand at the Flower Festival and planned to promote the Smart Water kits. Contact would be made with Haygrove to update on progress with the community garden plans and the potholes in Little Marcle Court road had been filled but it was also on a schedule of works so may be resurfaced in the near future.

26/131. Clerk's Report

The Clerk reported that she had fitted the defibrillator with a new battery and pads as they had expired. She had registered the defibrillator on The Circuit online to allow the emergency services to see its condition before sending anyone to use it in an emergency. The Clerk suggested condition reports be filled out on the website on a regular basis to keep emergency services up to date should the defibrillator be out of action for any reason. The internal audit had been completed and was positive. The only minor item flagged was that the previous year's elector rights notice allowed 31 days for electors to view accounts and raise concerns to the external auditor instead of 30 days.

A VAT reclaim had been submitted and funds were expected to arrive in the PC bank account within the next month and Smart Water signs would be erected around the parish within the next week.

26/132. Financial items (RFO)

26.132.1 The RFO reported she had discovered Lloyds had not closed the old 30 day account and had put £0.95 interest in the account since all funds were withdrawn and moved to Unity Trust. Since this discovery, the RFO had written to Lloyds to ask for the account to be closed and funds transferred to the Unity Trust account but had no response and online access to the 30 day account had been withdrawn. It was **resolved** to write off £0.95 from the Lloyds interest account as it would cost more to recover it.

26.132.2 The year end budget comparison report for March 2026 was reviewed and **approved** and signed by the Chairman.

26.132.3 The year end bank reconciliation was reviewed and **approved** against bank statements for March 2026 and signed by the Chairman.

26.132.4 The Internal Auditor's report for 2025/26 was reviewed and **noted**.

26.132.5 The PC **resolved** it was exempt from external audit for 2025/26 with a turnover less than £25,000.

26.132.6 The finances stated and assertions on the AGAR for 2025/26 were considered separately and **resolved** upon unanimously. It was **agreed** for the Elector's Rights Notice dates to be from 3rd June to 14th July 2026.

26.132.7 The following payments were **approved**:

Staff Salaries & expenses	March & April 2026	£1231.50
Little Marcle Flower Festival	Sponsorship	£500.00
Unity Trust	Bank Fees	£5.60
Defibstore Ltd	Replacement battery & pads	£327.60

26/133. Planning

The PC responses to the following applications were **noted**:

- **260544** – Whitehouse, Aylton, Ledbury HR8 2RQ, Conversion of workshop and courtyard to communal/retreat space & solar panels to Long Barn and The Hop Store. **No objection.**
- **260937** - Paunceford Court, Munsley, Ledbury, Herefordshire HR8 2SH - The removal of an internal wall to create a larger kitchen area with the conversion of the existing carport area into a new utility with associated WC. – **No objection.**
- **260938** - Paunceford Court, Munsley, Ledbury, Herefordshire HR8 2SH – Listed Building Consent. – **No objection.**

26/134. The following decisions made by Herefordshire Council were **noted**:

253332 – Trumpet Inn – change of use for existing touring site: **approved.**

26/135. Footpaths

Cllr Smart reported that the Herefordshire Trail was blocked by a new hedge off the A4172 so the footpath officer was investigating to see if the route had been diverted.

26/136. Speed/accidents on A4172 Trumpet to Little Marcle

An estimate for white gates at almost £7,500 was discussed and it was **agreed** the project was too expensive. Cllr Swaithes suggested an MVAS could be erected to show road users their speed to try to bring more attention to it and prompt drivers to slow down. It was **resolved** to investigate this option further with the Highways Dept.

26/137. Quiet Lanes

Cllr Lynch reported four locations had been suggested by residents and it was agreed to work towards trialling Priors Court Cottage to Aylton Green. It was **agreed** to ask the Traffic Management Team at HC for details regarding the consultation required for Quiet Lanes.

26/138. Drainage Scheme

Cllr Lynch reported that he had met with an officer from HC to discuss areas of the highways that flood in the parish. Details of the meeting had been circulated via email prior to the meeting and it was **agreed** that they were down to ditches on private land needing clearing. It was **agreed** to put the project on hold and revisit once the new contractors had taken on the highways management at HC.

26/139. Correspondence (Clerk)

The following Correspondence was **noted**:

- HALC – Ten things you need to know April 2026.

26/140. Matters to be raised for next meeting

It was **agreed** to email any items to the Clerk prior to the next agenda being issued.

The meeting was closed at 9pm.

Signed.....*K Lynch*..... Date 13th July 2026