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PIXLEY AND DISTRICT PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on,

Monday 7th September 2026

7.30pm in Munsley WI Hall

Present: Cllrs Kelvin Lynch (in the Chair); Brendan Sugden, Allen Mawby; Steve Swaithe; Charles Smart.

In attendance: Rachel Freestone – Parish Clerk

Public: 1

1. To receive and accept apologies for absence:

There was none.

2. To receive any declarations of interest or written applications for dispensation from Councillors on agenda item:

There was none.

3. Minutes: Members considered the minutes of the Parish Council ordinary meeting held on the 13th July 2026. **It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chairman.

4. Open session:

- a. To receive the Ward Councillors report: In his absence there was none.
- b. To receive representations from the public: There was none.

5. Parish Council Vacancy:

- a. Co-option onto Pixley and District Parish Council: The applicant gave a brief introduction and explanation on why they would like to be considered for the position. Members voted by a show of hands. **It was RESOLVED:** to approve Mrs Christine Anne Phillips for co-option onto Pixley and District Parish Council.
- b. Declaration of Acceptance of Office form: Cllr Phillips was welcomed by all and duly signed the Declaration of Acceptance of Office.
- c. Cllr Phillips was reminded to submit the Register of Interests form to Hereford Council within 28 days and there were no interests to declare.

6. Policies for Pixley and District Parish Council:

- a. Financial Controls and Risk Assessment. **It was RESOLVED:** to approve the policy for 2026/27.
- b. Risk Management Policy. **It was RESOLVED:** to approve the policy for 2026/27.
- c. Risk Schedule – **It was RESOLVED:** to approve with questions raised on ownership of the triangle of land at Aylton. **Action:** The Clerk to contact Land Registry for ownership.
- d. Publication Scheme: **It was RESOLVED:** to approve the publication scheme with amendments.
- e. Co-option Information and Application form: **It was RESOLVED:** to approve the policy.

7. To receive the Chairman's Report: The Chair informed members that he had attended by Teams the Hereford Council Summit. Funding for PROW/drainage projects can not be guaranteed following this financial year.

There are still approx. 100 Smart Water kits to distribute. What do members want to do with them? *Cllr Phillips asked how we have them?* A West Mercia Police Scheme, the full quota cost over £1000. They have been advertised in the Cider Press and now looking to knock on doors. There may be opportunity to give them to households just out of the parish? It was agreed that this is better than them not being used. The Chair explained that there is a form to fill out on delivery and the information is sent to the police for their records. **It was RESOLVED:** Cllrs to distribute what can in their local area.

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He had also attended a WI Hall Management meeting. The WI Hall now benefits from Wifi. A temporary repair has been made to the leaking roof. They have received an anonymous donation of £500. PAT testing been completed and Pest Control have attended. They are waiting for another plumbing estimate to put hot water into the toilets; they want to replace the taps and sinks eventually. The WI are holding a community event in the Munsley WI Hall on Sept 16th, 11am – 2pm and they have invited various local charities to attend. Would the PC like a table? **Agreed:** Yes.

A member added that the Hall is a WI Hall and not a Parish Hall.

8. Assets:

- a. Members NOTED the response from Hereford Council that the bus shelter at Trumpet corner is a parish council owned asset and that they will complete a condition survey. A member queried why they are surveying it if say don't own it? Need to await the results of the survey. The land the bus shelter sits on is owned by Edward Thompson of Pixley Berries. It is known that the bus shelter was built by Hereford Council at the time of the crossroads in 1968 alongside a bus shelter at Pool End. Hereford Council removed and replaced the Pool End one with a modern structure without consulting the parish council. **It was RESOLVED:** Clerk to inform Hereford Council of this information and await results of survey.

9. Finance:

- a. Members NOTED the Bank Reconciliation and total Bank Balance to the 21st August 2026 only (due to Clerks Annual holiday) as £16912.63. The bank reconciliation and bank statements were signed as true records by Cllr Swaithes.
- b. Members NOTED the Budget versus Actuals report to 21st August 2026 with RFO observations to be considered at time of budget setting.
- c. Members considered a Finance Working Group made up of 2 to 3 councillors alongside the RFO. **It was RESOLVED:** Finance Working Group members of Cllrs Lynch, Mawby and Sugden along with the Clerk/RFO.
- d. Members NOTED the agreed NJC scales uplift of 3.3% for 2026/27. **It was RESOLVED:** To approve the backdates payments to the previous Clerk and current Clerk.
- e. Members considered the Clerks request for a £15 monthly Home Office Allowance. **It was RESOLVED:** to approve the payment from the September payroll.
- f. Members NOTED that there are no invoices for payment.
- g. **It was RESOLVED:** To ratify the following regular payments made between meetings:
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|----------------------------------|-----------------|
| • Clerk Salary July and August | As per contract |
| • Unity Bank Fees April and July | £14.00 |
- h. **It was RESOLVED:** To ratify the following payment made between meetings:
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| • PATA payroll | £68.60 |
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- i. Members NOTED no income received.
- j. Members NOTED the virement made between Unity Accounts in this period:
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| • Current to Instant Access | 20.07.26 | £10000 |
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10. Planning

- a. Members NOTED no Planning Applications for Determination by Herefordshire Council.
- b. Members NOTED no Planning Responses Submitted between Meetings under Devolved Powers.
- c. Members NOTED the planning decisions made by Herefordshire Council:
- 260544 White House Aylton. Conversion of workshop and courtyard to communal retreat space. Approved with conditions
 - 260514 Land at Priors Court, Aylton. Self-build dwelling and change in use. Approved with conditions.
 - 261352 Three Kilns, Little Marcle Court. Combine Annex with existing dwelling to form one dwelling. Approved with conditions.

Cllr Lynch added that the applications at Sorrell and Sage and the Trumpet Inn had been approved. The Hopton Arms conversion was refused. The Old Post Office at Little Marcle is still valid.

A member brought Planning Application 262002 at Aylton to the meetings attention. The application had been sent to Putley Parish Council. **Action:** Clerk to contact planning department.

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11. Highways/Footpaths:

- a. Footpaths Officer Report: Cllr Smart provided a report on behalf of the Footpaths Officer. She attended a PROW meeting in Hereford on the 25th August where they discussed new footpath information requested which includes all stiles, fingerposts, way markers, bridges etc. What 3 Words alone is adequate for the survey. There are 2 stiles which need fixing; LM5 and LM1. The footpath at LM5 is also very overgrown but may be improved now following harvest. Members passed on their thanks to Sally for all her help with the spreadsheet. **It was RESOLVED:** Clerk to inform contractor of stiles in need of repair.
- b. To consider the advice from Hereford Council re drainage/flood preparations ahead of any Hereford Council grants in 2027: The Chair informed members that HALC had also provided advice on this fund and insurance consequences. Cllr Lynch reminded that may not be funding after this financial year, need to act quickly. Flooding on the A road by the Verzons is a priority. Members disputed that this section is Highways responsibility and do not want to get involved with A roads. **Action:** Clerk to speak to Highways re. the 3 areas which flood once What3words positions provided. Flooding at Baregains Lane was considered. **It was RESOLVED:** Clerk to contact the contractor who helped Much Marcle clear verges and gullies for advice and arrange a site visit. If want to act need to get grant funding in.
- c. Members NOTED the map received with the location of grit bins in the parish and consider the condition of the grit bin at Little Marcle Court Road. The grit bin by Brook Farm in Little Marcle is owned by the parish council and needs to be managed by ourselves, we have requested a quote to clear the foliage from around the bin, to be received. The grit bin at Little Marcle crossroads is broken. **It was RESOLVED:** the Clerk to inform is broken.
- d. Members NOTED no response received following a query regarding progressing 'Quiet Lanes.' A member had arranged a petition for the C1303 to be designated as a 'Quiet Lane'. **Action:** Clerk to keep chasing.
- e. Members NOTED no response received as yet following queries regarding SIDS locations and possible application. It was agreed that the lack of communication is a concern and this should be raised with our Ward Councillor. **Action:** Clerk to raise the issue.
- f. To consider the formation of a Highways Working Group: No enthusiasm at this time for a Working Group.

12. Correspondence (previously circulated): Members Noted the correspondence.

- Locality Steward Update.
- Parishioner email commenting on Quiet Lanes.
- Broken drain at Aylton ongoing with Highways. **Action:** Clerk to speak to Highways again.

13. Meeting Dates: It was RESOLVED: to approve a change of meeting date from 2nd November to 9th November to allow October finances to be considered.

14. To consider items for the next meeting – no discussion. Budget, Internal Audit.

15. Next meeting: members NOTED the date of the next ordinary meeting as the 9th November, 2026.

Signed:Date:.....

Chairman

Meeting Closed at 21.19