



Minutes of the Parish Council meeting held on Thursday 9th July 2026 at 7.00pm in
Bartestree Village Hall.

Minutes

Present:

Councillors: Fiona Harris (Chair), Wendy Soilleux, Siobhan Green, Polly Smith, Benjamin Pardoe, Paul Hodges & Paul Wargent.

In Attendance:

Mr Richard James (Clerk)
Cllr Ivan Powell (Ward Member)
2 x Members of the Public.

1. To receive apologies.

To Note - Apologies were received from Cllr Jenny Karayiannis. Ron Williams & Andy Thomas.

2. Co-Option – Mr Alan Trantor

Mr Alan Trantor decided to withdraw his application.

To Note – This was noted by the Council.

3. To receive declarations of interest and written requests for dispensations.

Cllr S Green declared an interest in item 10.3.

To Note - The declarations of interest and written requests for dispensations were noted by the Council.

4. To approve the minutes of the meeting held on 11.06.26 & 25.06.26.

To Note - The Council decided to defer the approval of the minutes of the meetings of 11.06.26 & 25.06.26.

5. Open Session.

(Ward Member)

Cllr Ivan Powell gave a short verbal report with the following points.

- ❖ The Ward Member has asked the Highways department for 20m either side the crossing to be resurfaced when it is raised as part of the traffic calming measures.
- ❖ The Ward Member has asked for part of the white line to be removed and the rubbish from along the kerb to be sorted when the Crossing works are being done.
- ❖ The Ward Member is following up the request from the Parish Clerk about the Flood Warden training.

- ❖ The Ward Member has asked I have asked for double yellow lines along part of St Peter's Close because of the vehicles parking on the junction and making it difficult for emergency vehicles.

To Note – This was noted by the Council.

(Public Session)

Q1. Who is responsible for the overgrown footpaths, e.g. PROW LU6 ?

A1. The landowner is responsible for the PROW on their land, however in this case the property is up for sale, and the Clerk will contact the agent selling the property.

Q2. Where is the Council with regards to the solicitors and the strips of land?

A2. The Clerk has just received the invoice from the solicitors and once paid the title deeds will be sent to the Parish Council.

Q3. The Pedestrian gate at the main entrance of the Village Hall is not locked most of the time and it is the intention to have it removed.

A4. As the area is owned by the Parish Council, one of the Councillors said doesn't the gate have to be closed and locked for security reasons.

Resolution – *It was agreed that the gate would be taken away and the situation reassessed after 6 months.*

6. Financial Matters.

6.1 - Finance & Administration Report.

Cllr P Smith reported that at a previous meeting there were items still awaiting to be finalised.

£10,000.00 transfer in Reserve Account for Solicitor Fee's.

£1,000.00 transfer in Reserve Account for Notice Boards.

Resolution – *Council agreed for £5,000.00 to be transferred into the Reserve Account for Solicitor fees and £1,000.00 to be transferred into Reserve Account for Notice Boards.*

6.2 - Unity Bank Main Statement - June 26 - £13,891.46.

6.3 - Unity Bank Saver Statement - June 26 - £204,094.86.

Resolution - *The Bank balances were noted by the Council.*

6.4 - Budget Monitoring - June 26

Discussion took place with regards to the budget monitoring sheet, as some Councillors, did not fully understand the figures.

Resolution - *The Council approved the Budget Monitoring sheet; however, it should be made easier for Councillors to understand.*

6.5 - Monthly Bank Reconciliation - June 26

Resolution - *The Council agreed to no longer include the Monthly Bank Reconciliation.*

6.6 - Accumulative Bank Reconciliation - June 26

Resolution - *The Council approved the Accumulative Bank Reconciliation for June 26.*

6.7 - Monthly Bank Transactions - June 26

Resolution - *The Council approved the Monthly Bank Transactions for June 26. However, it was agreed that this sheet is not necessary as it duplicates the Monthly Bank Rec.*

6.8 - Internal Auditors Report.

Cllr P Smith went through the internal Auditors report, and she felt the comments were not overly helpful.

To Note – *It was agreed that Council would just note the report.*

7. Payments.

	Payment	Net	Vat	Total
7.1	Clerk Salary - Tax & NI - July 26	As per Contract		
7.2	Andrew Williams - Lengthsman	640.00	0.00	640.00
7.3	PureCleans – 15604 – Bus Shelter Cleaning	80.00	16.00	96.00
7.4	T Robshaw – 264 – Internal Auditor	180.00	0.00	180.00
7.5	D Squire – 79064 - Ground Maintenance	1444.65	288.92	1733.57
7.6	Norris & Miles Solicitors – Strips of Land	2687.50	459.60	3147.10
7.7	Matt Hill – Play Area Inspection	80.00	0.00	80.00

Resolution - *The Council approved for the invoices to be paid except for 7.6 as a breakdown of the fees is required, the Clerk was instructed to do this.*

8. Working Group Reports.

8.1 - Christopher Gibbon Field.

Cllr S Green said there had been no meeting but highlighted the following.

- ❖ Planning Permission has still not been approved.
- ❖ Several of the objections have now been overcome,
- ❖ There was a minor procedural issue, which has now been rectified.
- ❖ Concerns about Anti-Social Behaviour have been raised, but some adults are working with the police and liaising with the young people on this matter.

To Note - *This report was noted by the Council.*

8.2 - Highways & Infrastructure.

Cllr F Harris reported that the Traffic Calming works are going to start on or around 1st August 26.

a) Road Safety Mirrors.

The Council had concerns about highway junctions within the Parish which turn out onto the A438. There were 4 locations discussed and these were;

- Lumber Lane.
- Cotts Lane.
- Blackhole Lane.
- Rhystone Lane.

Resolution - *The Council approved for the Clerk to contact the Hereford Highways department with regards to all the matters.*

8.3 - Environment.

a) Biodiversity Plan.

The Clerk said that in the last bulletin from HALC one of the points was about Parish Councils having a biodiversity plan. Cllr P Hodges said he really could see no point, as we lived in a rural area and the Parish Council is already supportive of wildlife areas. Cllr W Soilleux said that a 129 page Strategic Environment Assessment and a 50 page Habitat Regulation Assessment relating to the Group Parish was published within the Reviewed Neighbourhood Development Plan, dated 2023.

Resolution - *The Council agreed that it already considers wildlife when making any of its decisions.*

b) *General Waste Bins & Signs.*

Cllr P Smith said that they had identified 7 locations requiring new bins.

- Cotts Lane behind the new bungalows
- Lumber Lane by the Chapel
- Rhystone Lane by the Church Gates
- Start of LU13 off Longworth Lane
- LU14 at bottom of new entrance into Community Field
- LU5 by the school at the bottom
- LU23 intersection of St James & Hopton Close

Resolution - *It was agreed to install two new bins to start with at*

- *Hopton Close – St James*
- *Lumber Lane by the Chapel*

And for the Clerk to contact Herefordshire Council about emptying them.

c) *Bulbs.*

Cllr P Hodges said it was the getting towards the time of year to plant new bulbs,

Resolution - *The Council approved for new bulbs to be planted, and Cllr P Hodges would come back to Council with planting locations.*

d) *Oak Trees.*

Cllr P Smith said that the Oak Trees belonging to Hagley Court were really starting to overhang and they ideally needed pollarding. The Parish Tree Warden was asked if he would go and have a look at these trees. If these trees do require any work the County Tree Warden would have to get involved as these trees have Tree Preservation Orders (TPO) upon them.

Cllr F Harris said that great thanks must go to Cllr P Hodges & Cllr A Thomas for watering the new trees-planted by the Council last year.

To Note - *This Report was noted by the Council.*

8.4 - Play Areas.

a) *Repairs & Proposed New Play Equipment – update.*

Cllr W Soilleux explained the order for repairs at the Frome Park Play Area has been placed but not yet carried out.

After careful consideration we are proposing that the balance bar and the horse rocker should be replaced with a new timber balance bar with metal supports into the ground and a new all-inclusive Gravity Rider at a cost of £1695.00 + VAT. Cllr W Soilleux said there were still some decisions to be made by Council in September.

To Note - *This Report was noted by the Council.*

8.5 - Communications.

Cllr P Hodge's said the summer newsletter had now been printed and were just finalising individuals to deliver them.

Cllr F Harris said an anonymous donor had donated 180 x 2nd class stamps leaving just another 100 to purchase. It was decided that Newsletters for those properties which lay on dangerous roads or in locations where it was not practical to hand deliver would be posted.

To Note - *This Report was noted by the Council.*

9. Other Reports.

9.1 - Lengthsman.

Cllr P Hodges explained the Lengthsman had a rolling list of works, and if any Councillor had additional work to contact the Clerk. On the list were

- Copper Beech hedge which needs cleaning out the bottom from invasive plants.
- Hedge in the Frome Park Play Area
- Glebe Land Hedge which is now overhanging the footpath forcing people into the road.

The Clerk requested that 'before and after' photographs of the work should be submitted to him. The Parish Council agreed that these should be taken by the person requesting the work and not by the Lengthsman.

To Note - *This was noted by the Council.*

9.2 - PROW

- a) Public footpath officers job description.

The Clerk reported that the Herefordshire Council had now produced a job description for the role of the footpaths officer.

To Note - *This was noted by the Council.*

9.3 - Tree Warden.

- a) Trees.

Cllr P Hodges reported that he was currently unaware of any tree issues.

To Note - *This was noted by the Council.*

10. Parish Matters.

10.1 - Flood Warden training - Update.

The Clerk reported that the Ward Member had picked up this matter.

To Note - *This was noted by the Council.*

10.2 - Glebeland Complaint - Update.

Cllr P Hodge reported that this work was on the Lengthsman's list of works.

To Note - *This was noted by the Council.*

10.3 - PFA Lease - CGF Football Pitch.

Resolution - *The Council agreed to defer this item and hold an Extra-Ordinary meeting to discuss in greater detail.*

10.4 - Fly Tipping.

Cllr F Harris said there had been reports on the community Facebook page about Fly Tipping within the Parish, some of which was as Asbestos. Cllr F Harris explained that Fly Tipping was a Herefordshire Council or Landowners matter and nothing to do with the Parish Council unless it was on Parish Council Land.

To Note - *This was noted by the Council.*

10.5 - Wilcroft Park.

a) Entrance Resurfacing.

Cllr R Williams had previously asked for this matter to be discussed as the road surface is breaking up in the entrance.

Resolution - *The Council agreed for the Clerk to contact the Herefordshire Council's Highways department to see if this matter can be resolved.*

b) Hedge

This hedge has been a long-standing issue; it over-grows over the footpath and blocks visibility for vehicles turning in and out of the junction.

Resolution - *The Council agreed for the Clerk to write to the Herefordshire Council as a Highways Safety matter.*

11. Planning.

Cllr W Soilleux gave the brief planning report and said the Planning Committee will be meeting on Tuesday 21st of July 2026 where they have several applications to consider.

Cllr P Wargent said that he had received complaints about a large amount of development being done at 1 Barneby Avenue

To Note - *This was noted by the Council, and the Clerk was instructed to contact the Planning enforcement about the possible breach of Planning.*

12. Other Matters.

12.1 - Code of Conduct Complaints.

The Herefordshire Council solicitor has contacted all parish councils to ask whether they would like to undertake the lower-level Code of Conduct complaints inhouse.

Resolution - *The Council agreed that the current arrangement works well using the Herefordshire Council's Monitoring Officer as she is legally qualified in these matters.*

12.2 - Neighbourhood Planning - Questions.

The Clerk said that the Herefordshire Council had put on their website information about the Neighbourhood Plan and the 10 most asked questions.

To Note - *This was noted by the Council.*

12.3 - Clerk's & Councillor's mileage expenses increase.

The Clerk reported that the HMRC had increased the Mileage expenses from 44p per mile to 55p per mile.

Resolution - *The Council agreed this mileage increase.*

12.4 - Hospice Visit.

Cllr F Harris asked Cllr B Pardoe who works at St Michaels Hospice if it would be possible for Councillors to have a visit to the Hospice, to better understand the fantastic work they do.

To Note - *Cllr B Pardoe said he would come back to Council with some possible meeting dates.*

13. Future Agenda Items.

There were no future agenda items.

*Next Regular Parish Council Meeting is on **11th September 2026 at 7pm** in the Bartestree Village Hall.*

The meeting closed at 9:00pm



Signed:
Chair of the Parish Council
Dated: 25th August 2026