

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



Held on Wednesday 26th November 2025, 7:30pm at Bishopswood Village Hall

Present: Councillors Akers (Chair), Berry, Warburg, Evans, Petersen, Watson, Postlewhite, Cole.

In attendance: N Richmond (Clerk) and 4 members of the public.

1. **Apologies: To accept apologies and note reasons for absence.**
Apologies were received from Cllrs Vine, Barnett and Llewellyn whose reasons for absence were accepted.
2. **Declarations: To receive declarations of interest and consider any written applications for dispensations.**
No written applications for dispensation were received. Cllr Watson declared a non-pecuniary interest in respect of agenda item 7.3 Howle Hill Memorial Project.
3. **To consider minutes of the previous meeting held on Wednesday 22nd October 2025.**
Councillors voted to approve the minutes as a true record of the meeting with the exception of Cllrs Akers and Cole who were not present at the meeting. The minutes were signed by Cllr Berry who was the Chairman at that meeting.
4. **Public participation session:**
 - 4.1. **To receive an update from West Mercia Police.**
No member of the police was present.
 - 4.2. **To receive a report from the Localities Steward.**
Weekly reports had been circulated by the clerk. No questions arose.
 - 4.3. **Public participation session: three (3) minute limit per person (15 minutes maximum)**
Charlotte Greenman spoke regarding the planning application for two houses at Watling Street. She advised that the proposed site access goes partly across her land and that of Oriel Billingham who was also present. They have other objections including fencing planned to be placed causing damage to the roots of two oak trees and that the area is a nature recovery zone where bats are feeding. Cllr Akers explained that parish council has no decision power over planning decisions and that the site was one that is permitted for development under the Neighbourhood Development Plan which was voted in by a parish referendum. It was agreed that Cllr Cole as Ward Councillor would take up these concerns with the planning officers. Cllr Watson spoke on behalf of residents of Sharman Pitch who were unable to attend the meeting to bring to council attention the mud on the road resulting from the housing development there. Residents had reported the issue to Herefordshire Council without any action being taken. It was agreed that Cllr Watson will provide the clerk with photographs and the what 3 words location which he will use to report the matter on behalf of council. Cllr Akers will also write to the developers. Terry Saunders spoke regarding the planning application for two houses on Leys Hill which is on the agenda, he wished to know if the potential 19 houses was considered excessive by council and if council would send a representative to planning committee to put forward the residents concerns. Cllr Akers explained that the council was obliged to nominate sites for potential development in line with Herefordshire Councils housing targets, and several sites were put forward which an independent consultant had investigated, the final sites included in the eventual NDP were approved by the parish as a whole in a referendum. A matter for further discussion under agenda item 9.1 planning.
 - 4.4. **To receive an update from the Ward Councillor regarding discussions with Hereford Council about the blind bend at the bottom of the playing field at Walford School.**
Cllr Cole reported that a way forward had been agreed with Herefordshire Council and the resident concerned was happy with the conclusion.
5. **Finance:**
 - 5.1. **To approve the payments on Appendix A.**
Cllr Berry proposed that the payments were agreed en-bloc. This was seconded by Cllr Petersen and all voted in favour.
 - 5.2. **To ratify the payments on Appendix A.**
Cllr Cole proposed that the payments be ratified en-bloc. This was seconded by Cllr Petersen and all voted in favour.
 - 5.3. **To approve the draft budget for 2026-27 and agree the level of precept to request from Herefordshire Council.**

*(total for
Leys Hill)

J Akers

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The clerk advised that he still awaits the drainage grant award from Herefordshire Council which will impact the budget so the matter was deferred to the December parish council meeting.

5.4. To consider 'Better Councillor' training from the CEO of GAPTC at a minimum cost of £400 for a 3 hour training session.

Cllr Berry proposed a budget of £520 to include additional councillors over and above the 8 covered by the £400. This was seconded by Cllr Cole and all voted in favour.

6. Kerne Bridge Canoe Launch: To receive reports and consider any actions:

6.1. KBCL Maintenance Co-ordinator report.

Cllr Petersen reported on the meeting which several councillors attended with the potential new owners of Riversea Holdings (Robin Fletcher and Leon Meek) who the current owners Charlie and Boo had identified as the best option for them and parish council in terms of running the site. Robin has 20 years experience at Monmouth School and Leon has an NHS background, and together they already run a canoe business at Symonds Yat. Cllr Akers commented that as soon as the transfer has been concluded a meeting of the KBCL Working Group would be organised, and that the contract with Riversea would be amended to include the maintenance of the Bishopswood Village Hall toilets during the operating season. Cllr Watson enquired if parish council required written notification of the transfer of ownership, and Cllr Berry advised that it was not a contractual requirement to do so, and would be visible at Companies House. Cllr Watson asked if a 12 month plan could be tabled, and Cllr Akers said that while she put an agenda together for working group meetings there were no constraints on what could be discussed.

6.2. To consider the KBCL Lottery Grant application.

Cllr Berry had circulated a revised application for £ 19,700. Cllr Warburg said that there were typographical errors in the application. Cllr Berry proposed that the application be submitted subject to corrections he would make in conjunction with Cllr Warburg. This was seconded by Cllr Watson and all voted in favour.

6.3. To receive an update on the improvements to access the permissive footpath (from Kerne Bridge to the Canoe Launch) directly from the Inn on the Wye.

The clerk reported that Leigh Whitehouse of Herefordshire Council had advised that a detailed response would be made next week, so the clerk will chase him if it is not forthcoming.

6.4. To consider a proposal to purchase a card and coin parking ticket machine from Metric at a cost of £ 3,500, and recover the additional £ 1,500 above the £2,000 already agreed expenditure from car parking receipts before any further payment to Riversea Holdings.

Cllr Berry commented that this matter should be held over until the ownership of Riversea Holdings had been resolved. The clerk responded that with no parking machine operating for some months now the council would be losing revenue and that whoever the owners of Riversea are it was in all parties interest to have a working ticket machine. Cllr Berry said that he felt it was not right to withhold revenue from Riversea Holdings so he proposed that the proposal read that the £1,500 above the already agreed expenditure should be taken from the KBCL reserve fund. This proposal was seconded by Cllr Postlewhite and all voted in favour.

7. Projects: To receive written/verbal reports from the following projects and working groups and consider action:

7.1. Community Support Scheme Coordinator.

No report had been provided.

7.2. Police Liaison.

No current police liaison officer.

7.3. Howle Hill Memorial Project.

7.3.1 WPC Clerk to feedback responses from partners (HC + BBLP) and funder (WVNL) to WPC meeting in November.

The clerk reported that, having sent e-mails to all the parties no responses had been received and he felt that as no negative replies had been made council should proceed with the lecterns.

7.3.2 WPC Clerk to instruct Platform One to complete the Final Design (@ £380 + VAT) + production and installation of the lecterns (@ £760 + VAT).

This was proposed by Cllr Watson and seconded by Cllr Berry, and a vote taken with 7 in favour and one abstention.

7.3.3 WPC to note once the lecterns have been installed into the memorial garden, HHMPWG has met its objectives in its Terms of Reference.

This was noted.

7.3.4 HHMPWG recommends WPC disband the HHMPWG when the lecterns have been installed.

It was agreed to leave this until after the installation of the lecterns.

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- 7.3.5 HHMPWG recommends WPC take forward and administer moving the memorial cross.**
The clerk has been in contact with the company that oversaw the Shobden war memorial planning application and will take that forward and ask for a quotation to complete the planning application.
- 7.3.6 WPC purchase two additional water butts and connection points and HHMPWG to install.**
The funds for this having already been donated Cllr Watson proposed that this be agreed. This was seconded by Cllr Petersen and a vote taken with 7 in favour 1 abstention.

8. Highways and public rights of way: To receive written/verbal reports and consider actions:

- 8.1. PROW officer.**
Aside from the correspondence received there was nothing to report. Cllr Watson advised that two footpath posts on WA71 were down and needed replacing and she said she would report these to Herefordshire Council.
- 8.2. Lengthsman Co-ordinator: To receive an update and report back on the drainage grant application.**
The clerk reported that he has been chasing for the award notification and was surprised as his other council Woolhope had received their award notification on 28th October, and it seemed very unfair to make Walford wait while other councils were able to get the work done. The clerk has been assured that the award will be notified to him next week.
- 8.3. To consider an instruction to the clerk to write a report on the sewage issues at Church Lane and Crossways to be submitted to Herefordshire Council Environmental Health Officers demanding that action is taken to resolve the long outstanding issues.**
This was proposed by Cllr Berry and seconded by Cllr Watson, and all voted in favour.

9. Planning:

- 9.1 To comment on applications for determination by Herefordshire Council - see Appendix B. P240309 Land North of Leys Hill.**
Cllr Warburg advised that new documents had been added to the application including slight changes, but the landscape officer had raised issues over the driveway construction going higher up the hillside, and concerns had been raised over the surface water drainage. Cllr Akers proposed that a councillor attend planning committee to outline these concerns. This was seconded by Cllr Cole and a vote taken with 6 in favour, 1 against and 1 abstention.

Cllr Watson left the meeting

The planning committee meeting being on 10th December, a day when Cllr Akers said she would not be able to go, it was decided that the clerk would e-mail all councillors asking for a volunteer.

- 10. To consider the adoption of the new 2025 Standing Orders.**
Cllr Warburg having gone through the new standing orders had noticed some inconsistencies that required more work, so it was agreed to defer this to the December meeting.
- 11. To consider the adoption of the Herefordshire Council Charter for Town and Parish Councils.**
Cllr Warburg had looked through the charter and said it was a good idea to adopt it as it places requirements on Herefordshire Council to provide timely responses to matters raised by parish council. He proposed that council adopt the charter. This was seconded by Cllr Postlewhite and all voted in favour.
- 12. To consider correspondence received.**
Regarding the information provided by Mr Lewis on footpaths that had been planted with crops, it was agreed that Cllr Evans would investigate these and if she agrees that this has happened she will advise the clerk who will write to the landowner requesting that PROW are kept open and free of crops.
- 13. To consider the people who have come forward to carry out the bus shelter art for Coughton bus shelter.**
The clerk reported that three people have come forward expressing an interest in the project. He said he will go to the bus shelter and clear leaves and ivy around it and take pictures which will be provided to the three parties to ask for a quotation of cost to carry out the project and an idea of their approach to involving Walford School.
- 14. Items for next meeting agenda: (No discussion)**

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- 14.1 The Dam
- 14.2 Improvements to the permissive path from KBCL to Kerne Bridge.
- 14.3 Leys Hill junction.
- 14.4 Draft vision/plan for the KBCL site.
- 14.5 Howle Hill war memorial cross.
- 14.6 Drainage Grant.

15 Next WPC meeting: Wednesday 17th December 2025 7.30pm at Bishopswood Village Hall.

Cllr Akers closed the meeting at 21.20

SIGNED

Joanne Akers

DATE

17/12/2025