

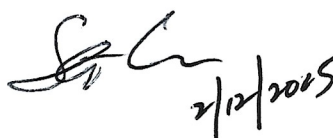
Woolhope Parish Council

Minutes of the meeting of Woolhope Parish Council Held on Tuesday 28th October 2025 7.00pm at Woolhope Village Hall

Present: Cllr. M. Slocombe - Chairman
Cllr. M. Windham
Cllr. L. Mair
Cllr. A. May
Cllr. S. Crozier

In attendance: Nick Richmond-Clerk, Ward Councillor Barry Durkin and 6 members of the public.

1. **To receive apologies, declarations of interest and requests for dispensation.**
Apologies were received from Cllrs Hawkins and Rolt. No written requests for dispensation were received and no declarations of interests made.
5. **To consider the report from Herefordshire Council on the causes of the watercourse issues in Pentoloe Brook and the proposed splitting structure to provide a 50/50 equitable distribution of the water supply.**
Cllr Slocombe took this agenda item next as the 6 members of the public were present to discuss it. Parishioners close to the brook Steven Hunt and Heather Jones of Daddlebrook Farm advised that despite recent rain there was still no water flowing into Pentoloe Brook so they felt that the conclusion that the single cause was the dry summer period was not correct. Andy Williams who was there to support the parishioners affected said that prior to work undertaken with a mini-digger that had left exposed tree roots in the Canwood spur of the watercourses Pentoloe Brook had received 90% of the water from the source with 10% going into the Canwood spur via a pipe in a dam which had been removed, and that this distribution of the flow should be reinstated. Councillors were sympathetic to this view and concerned about the continuing lack of water particularly for Daddlebrook Farm who are struggling to keep their livestock watered. The clerk was instructed to contact Herefordshire Council asking them to reconsider their conclusion using pictures of the exposed tree roots. The clerk will also speak to Tom Jolley of The Wye & Usk Foundation who has visited the site to give advice.
2. **To consider the adoption of revised Standing Orders and Financial Regulations based upon models received from NALC/HALC.**
The clerk advised that these standard policies would be adopted across England and he had made minor amendments where the document required choices to be made and where he felt they could be improved. The standing orders included an addition to allow a secret ballot in the circumstance of two applicants for co-option to council. All councillors approved the draft policies so the clerk will add that the policies were adopted by resolution of parish council at this meeting and post them on the council website.
3. **To consider the co-option of a new councillor.**
As a second expression of interest had been received from a parishioner who could not be present it was agreed to hold this item over to the next meeting.
4. **Broadmoor Common**
 - 4.1 **To consider the dissolving of the Broadmoor Common Steering Group and its replacement with a Broadmoor Common Working Group of Woolhope Parish Council.**



4.2 To confirm the temporary membership of the Broadmoor Common Working Group as Cllrs Slocombe, Windham, Crozier and Hawkins until May 2026 when the working group may be opened for residents and interested parties.

Both the above proposals were discussed and accepted as the best way of moving forward in the management of the common. Cllr May proposed that both proposals be adopted. This was seconded by Cllr Mair and all voted in favour. The clerk was instructed to e-mail the members of the dissolved steering group informing them of the decision and asking for support with ideas for work to be carried out until the working group membership is reconsidered in May 2026.

5. **To consider the report from Herefordshire Council on the causes of the watercourse issues in Pentaloe Brook and the proposed splitting structure to provide a 50/50 equitable distribution of the water supply.**

See above taken after agenda item 1.

6. **Ward Councillors Report.**

To receive the report and consider any issues arising.

The report had been circulated. Ward Councillor Durkin advised that the main points were the upcoming retirement of the Herefordshire Council Chief Executive, the clean bill of health following the audit of Herefordshire Council accounts and the purchase of a property that may provide accommodation for 50 homeless people.

7. **Public participation session: (3) minute limit per person (15minutes maximum).**

No members of the public chose to speak.

8. **Meetings:**

To consider the Minutes of the Parish Council Meeting held on 23rd September 2025.

The minutes of the meeting of 23rd September were agreed as a true record of the meeting and were signed by the Chairman.

9. **Planning Matters**

a) To consider new applications received since the last meeting now due for consideration:

None received

b) To note decisions made:

None made.

c) To consider the appointment of a councillor and deputy to attend Herefordshire Council Planning Committee meetings and provide a first point of contact for media to provide comments on planning matters.

In order to safeguard the councils position it was agreed that Cllr Slocombe be appointed as both the council representative to attend Herefordshire Council Planning Committee meetings and as first point of contact with media on planning matters, and to appoint Cllr Crozier as his deputy.

10. **Highways Matters**

a) To receive an update on the missing village signs reported to Herefordshire Council.

The clerk advised that having spoken to Herefordshire Council and had little response that any action would be taken any time soon it was agreed to order new signs to be installed.

11. **Financial Matters**

a) The following payments were authorised:

£ 540.13 Clerk salary Oct 2025

£ 135.00 Clerk tax Oct 2025.

£ 252.00 PKF Littlejohn External Audit invoice.

£ 16.98 Roger Hunt – lock and tape for Berryfields barrier.

£ 330.00 HALC Training Invoice

b) To note the 30th September 2025 accounts and sign the bank reconciliation.

The accounts were noted and the bank reconciliation and bank statements signed by Cllr Slocombe.

c) To consider a draft budget for 2026-27.

The clerk had circulated a draft budget which he said was aspirational in that it envisaged obtaining a national lottery grant of £20k to be used to complete work on the play area and some rebuilding work on the wall at St Georges Church. He said he had left the precept level unchanged but the decision on both the budget and precept level were required at the next parish council meeting in order to submit the precept request to Herefordshire Council by the end of December.

d) To consider a proposal to give the clerk emergency power to spend up to £1,000 on any budgeted item should the need arise outside of parish council meetings.

This proposal was suggested by Lynda Wilcox of HALC at the recent training session to provide for necessary expenditure between meetings that could be ratified at the following meeting. All councillors voted in favour and so this was adopted.

12. Neighbourhood Development Plan.

To receive an update on the NDP examination and referendum.

Given the recent update that central government funding was available for the external review and referendum the clerk will chase Herefordshire Council to ask that the external examiner can be instructed to begin the review.

13. Footpaths.

To receive a report from the footpaths officer on the installation of gates in the parish.

Cllr Hawkins had submitted a report that 24 stiles have been replaced with gates under the 'Walkers are Welcome' scheme. Council thanks Cllr Hawkins for his great work in achieving this significant improvement for walkers, and agrees with his suggestion the council formally thanks John Smart and the members of his team for organising and obtaining funding for the project. Andy Williams said that he has a gate which no longer closes which John Smart told him he has a remedy for so it was also agreed that council would ask John Smart if he can install the remedy and invoice parish council for the cost.

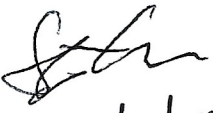
14. To consider further work on the wall at the Church.

As discussed under agenda item 11c draft budget.

15. Date, time and venue of next meeting and items for the next agenda.

The next parish council meeting will be held on Tuesday 2nd December 7pm at Woolhope Village Hall.

Clerk - Nick Richmond
1st November 2025


2/12/2025