



Whitbourne Parish Council Minutes of Meeting 27th May 2026

Attendance:

Present: N Shaw (NS) (Chair); L Kershaw (LK) (Vice-Chair); R James (RJ); T Hunt (TH); J Ashcroft (JA); M Clark (MC); P Davis (PD); Councillor Peter Stoddart (PS)

1. Election of Chairman to the Council 2026/27

NS was duly re-elected to act as Chairman of Whitbourne Parish Council for the year 2026/7. Proposed LK, seconded RJ. All in favour.

2. Chairman Declaration of Acceptance of Office

NS declared his acceptance of the office of Chairman.

3. Election of Vice-Chairman to the Council 2026/27

LK was duly re-elected to act as Vice-Chairman of Whitbourne Parish Council for the year 2026/7. Proposed NS, seconded TH. All in favour.

4. Apologies for absence.

Apologies received from K Phillips (Clerk), S Knowles (SK) and P Wood (PDW).

5. To receive declarations of interest.

There were no declarations of interest.

At this point, the advertised running order of the Agenda was changed to allow Item 11 (to receive report from Ward Councillor) to precede other items to allow for PS to leave early.

In addition to his circulated report, PS advised Councillors that the bus service operator had been contacted to advise that a minibus replacement on the 420 route was not acceptable. A 'Dashboard' system for monitoring pothole repair has been set up on Herefordshire Council's website. M Group will take over responsibility for Highway repair etc from 1st June. PS also reported that informatics signage was being introduced by Hertfordshire Council at bus stops in order to provide a real time update of the next bus to arrive. PS has requested £250 for the Whitbourne Playing Fields as a one-off HC grant.

6. To appoint representatives on outside bodies:

- 6.a) Village Hall - JA
- 6.b) Playing fields - TH
- 6.c) Manorial Court - SK

7. To appoint parish officers:

- 7.a) Tree Warden - James Boyd
- 7.b) Footpaths - James Boyd & Fiona Hutchings
- 7.c) Environmental - Paul Davis
- 7.d) Transport - Ron James
- 7.e) Flag officer - Tess Hunt
- 7.f) Defibrillator - Sally Knowles

8. To approve the minutes of the Parish Council meeting held on 4th March 2026.

Proposed MC, seconded PD. All in favour. Approved.

9. Matters arising from the above minutes.

- TH was undertaking the flagpole risk assessment.
- The overgrown hedge issue was now resolved.
- The Playing Fields lease renewal was underway.
- NDP expressions of interest: NS to write to interested parties.
- Village issues: Stockings Lane. BT pole replaced but the dangerous leaning tree was still there as was the large tree stump at the junction of Stockings Lane and the C1066.

10. To approve Clerk Consultation decisions

- 10.a) Pay Lengthsman: £1,160.40. Proposed LK; Seconded JA. Approved.

11. To receive report from Ward Councillor

Covered above



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12. To receive the Clerk's Report - Clerk not present. Deferred.

13. Financial matters.

- 13.a) To approve the AGAR Certificate of Exemption. The Parish Council confirmed that the criteria for exemption from limited assurance review were met for 2025/26 and approved the Certificate of Exemption. Proposed LK; seconded JA. All in favour. Approved and signed by the Chairman..
- 13.b) To receive the internal auditor's report (2025/26). Noted. Once again, the internal auditor had provided her services for free. This was gratefully acknowledged by the Parish Council.
- 13.c) To complete and sign the Annual Governance Statement. The Parish Council considered and approved Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement 2025/26. The statement was completed and signed by the Chairman
- 13.d) To approve end of year Accounting Statements (2025/26). The Parish Council considered and approved Section 2 of the Annual Governance and Accountability Return, the Accounting Statements 2025/26, as prepared and signed by the RFO. Proposed TH; seconded RJ. All in favour. Approved. The Chairman signed the Accounting Statements.
- 13.e) To approve bank reconciliation to 31st March 2026. Proposed JA; seconded RJ. All in favour. Approved.
- 13.f) To approve accounts for payment:
 - i. Clerk salary April/May 2026 and HMRC PAYE
 - ii. Clerk expenses Mar/April 2026 (£40.00)
 - iii. Lengthsman (£513.60); Village Hall (£6.00); Grass Cutting (£400.00); Bringsty Common Grant (£200.00), ICO (£52.00)Proposed JA; Seconded TH. All in favour. Approved.
- 13.g) To review budget versus spend (2025/26). MC suggested resurrecting a 'shopping list' for the Lengthsman to avoid budget underspend next year.

14. To re-adopt the following policies:

- 14.a) Standing Orders
- 14.b) Financial Regulations
- 14.c) Risk Management
- 14.d) Complaints procedure
- 14.e) Clerk scheme of Delegation
- 14.f) Councillor's Code of Conduct

The Parish Council considered the proposed amendments to the above policies, which had been circulated in advance of the meeting: It was resolved to approve the proposed amendments and adopt the policies as amended. Proposed MC; seconded TH. All in favour. The Clerk is to update the published policy documents to reflect the amendments approved by the Parish Council.

15. Planning Consultation – 261179 – Old Gaines House, Gaines Road, Whitbourne.

It was decided to support the application.

16. To receive reports from:

Village Hall: LK reported that bookings were steady and the Hall well-used, but income remained static. Recent issue with hot tap left on for two days had cost well over £200. The Hall is hosting a jazz evening in July.

Playing Fields: 4 committee members had stood down at the AGM. JA now Chair. RoSPA up to date, lease renewal ongoing.

Manorial Court: no report

Lengthsman Scheme: no report

17. To receive report regarding the biodiversity action plan.

PD reported that PD and NS had met in April to discuss way forward. PD had used HC resources to create a graphical overlay of Parish boundaries and biodiversity details. He is also consulting with other bodies/resources to create the action plan. Ongoing.



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18. To report village issues:

LK had been contacted by a resident with reference to food waste recycling. This may be subject to a rural exemption. Resident to be advised to contact PS directly.

JA: An Old Forge resident had complained that dogs were defecating on residents' front gardens. NS to look at sourcing some signage for lampposts etc.

PD: Concerns were expressed about the impromptu passing places along Bottom Lane increasing subsidence and looking inviting to fly-tippers. MC suggested contacting Mike Brookes. RJ suggested discussing with the Lengthsman.

JA: expressed concern at the large pot-hole opposite the Lodge near the village junction with the A44.

19. Public Participation.

There were no members of the public present.

20. Items for future consideration

There were no specific items for future consideration.

All expressed thanks to MC for his years of service on the Parish Council and wished him well for the future.

The meeting closed at 20:50.

Cheque No	Expenditure	Payment
300678	Clerk Salary	£760.40
300679	HMRC	£634.33
300680	Clerk Expenses	£40.00
300681	Lengthsman	£513.60
300682	Village Hall	£6.00
300683	Grass cutting services	£400.00
300684	BCMC	£200.00
300685	Information Commissioner's Office	£52.00
Total		£2606.33

These payments were approved under minute 13.f) above.

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Chairman – 27th May 2026