



Whitbourne Parish Council

Minutes of Meeting

3rd December 2025

Attendance:

Present: N Shaw (NS) (Chair); R. James (RJ); T. Hunt (TH); M. Clark (MC); P. Davis (PD)

In Attendance: P. Stoddart (PS) Ward Councillor; K. Phillips (Clerk). No members of the public present.

1. Apologies for absence

S. Knowles (SK); P. Wood (PDW); L. Kershaw (LK); J. Bromley (JB) were not in attendance.

2. To receive declarations of interest

NS declared a non-pecuniary interest in agenda item 9.1 and did not contribute nor vote on the matter. There were no other declarations of interest.

3. To approve the minutes of the Parish Council meeting held on 8th October 2025

Proposed RJ, seconded TH. Approved. All in favour.

4. Matters arising from the above minutes

The Clerk noted that the grit bins had not been ordered. The supplier has changed their policy and there is a minimum of 20 bins required. Alternative sources will be sought if possible. The Zoom invoice had been received by the Clerk and had been paid.

5. Public Participation

There were no members of the public present.

6. To receive report from Ward Councillor

The Ward Councillor had previously circulated his report and covered the following.

- Infrastructure Development: Significant progress on Hereford Transport Hub, school expansions (Peterchurch and Hampton Dene), and Ross Enterprise Park.
- Flood Mitigation: £2 million allocated for flood resilience measures and investigations in 40 locations.
- Housing and Homelessness: Acquisition of the former John Haider building for emergency accommodation and consultations on Homelessness Prevention and Rough Sleeping Strategy.
- New Director Appointment: John Hobbs, former Director of Economy and Infrastructure at Worcestershire County Council, appointed as new Director for Economy and Environment at Herefordshire Council. Director's Responsibilities: Leading the first phase of the Hereford Bypass, completing the development of Ross Enterprise Park, overseeing public realm contracts, developing and implementing the new Local Plan, championing environmental sustainability, and guiding the council's response to improving the health of the county's rivers.
- Council's Commitment: Strong commitment to public services with improvements in children's services, new bus routes, and upgrades to Hereford Leisure Pool.
- Highway Investment: The Ward has recently undergone significant highway resurfacing, the largest investment in many years, with potential for further investment pending government funding
- PS confirmed that the S106 invoice for the white gates installation will be paid. The "Structural Licence" form needs to be completed prior to this.

PS then made his apologies and left the meeting.

7. To receive the Clerk's report

- Feedback received about the cloudy Perspex on the noticeboard. The Clerk will ask the Lengthsman to see if he can replace the panes.
- Drainage grant success for works at the bottom of Church Bank. Works to be completed by end March 2026.
- Some "We Don't Buy Crime" signs have been erected by the WDBC team. Some concern has been raised by one resident about the placing of one sign in particular.
- There have been several reports about the reliability of the 420 bus service. Mini busses have been used and when full, potential passengers have been turned away. Other reports are that students are missing exams due to the non-running of the busses. There is little



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communication from the bus company about the real-time situation on social media or recorded telephone message.

8. Financial matters

8.1. To approve accounts for payment.

Clerk Salary & HMRC PAYE and Clerk Expenses, Lengthsman, DCC, defibrillator consumables, playing fields hedge cutting and Village Hall. Details of expenditure are contained in a table at the end of these minutes. Proposed PD, seconded TH. All in favour.

8.2. To approve bank reconciliation to 30th November 2025. Proposed MC, seconded TH. All in favour

8.3. To approve Income and Expenditure reconciliation to 30th November 2025. Proposed TH, seconded RJ. All in favour

8.4. To review current 2024/2025 budget versus spend. No comments raised.

8.5. To review and approve the budget and precept request for 2026/27. The budget was reviewed that showed a modest increase of 5% bringing the precept request to £13,655. Proposed MC, seconded TH. All in favour. Approved. The Chair suggested setting aside any surplus income over expenditure into a "street furniture and signs" allocation at the end of the financial year.

9. Planning Consultations

9.1. 252768 - Land at Yew Tree Cottage. It was unclear how the foul water would reach the existing septic tank 40m distant from the dwelling. Also, that the dwelling should not be sold off separately. Subject to these two concerns it was proposed (MC) and seconded (RJ) that this application should be supported. All in favour. Decided.

9.2. 253035 - Bramble Cottage, Bringsty Common. It was noted that there was no turning circle for vehicles on the property in order to re-enter the A44 on a bend. Also, that the dwelling should not be sold off separately. A further query was raised concerning the capacity of the existing septic tank should the holiday let be fully occupied. Subject to these concerns it was proposed (RJ) and seconded (NS) that this application be supported. All in favour. Decided.

9.3. 253104 - Agricultural building at Boat Meadow, Boat Lane. As this was a Class Q application, a "no comment" would be submitted.

9.4. 253301 - Barn at Lower Elmores End, Bringsty Common. As this was also a Class Q application, a "no comment" would be submitted.

10. To receive report regarding the Lengthsman Scheme

No report received. To be deferred to the next meeting.

11. To determine approach to NDP review and group setup

To be deferred to the next meeting.

12. To determine approach to the Biodiversity Action Plan

It was noted that the parish council has two footpath officers, a Lengthsman, a tree warden, woodland at the Glebe, a conservation area and two commons. PD agreed to draft a paper to draw these threads together to form a Biodiversity Action Plan.

13. To determine approach to Ukrainian twinning proposals

NS agreed to draft a reply letter to the organisers expressing interest and ready to become involved as appropriate when matters become clearer.

14. To consider applying for a Play Area Capital Investment Grant

The Parish Council are not eligible for this grant as it owns the Playing Fields.

15. To receive reports from the Village Hall, Playing Fields, Manorial Court

- **Village Hall.** No report.
- **Playing Fields.** A new fundraising round is underway to purchase new equipment. There is a move away from wood to metal equipment as this has a longer life expectancy. A new Chair will be elected at the AGM in April 2026.
- **Manorial Court.** No report.



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16. To receive report regarding the Glebe/woodlands

PD reported that as there is now a new owner of the woodland. PD has had the opportunity to understand the planned use of the site. New gates have been installed and a hard standing for parking has been established. The owner wishes to use the site as a space for tranquility and will manage the area as such.

17. To report village issues regarding road maintenance, clearance etc.

- BBLP has replaced a footbridge that had long been closed. It is of a very substantial construction.
- It was observed that the works to alleviate flooding at the bottom of Ford Bank look substantial and so far are working as expected.
- The road surface on the A44 at the entrance to the C1066 continuing up to Brodie's farm is severely potholed and damaged. This is a serious safety matter especially for two wheeled vehicles at night.
- The previously patched potholes by the lodge on the C1066 have re-opened.

The meeting closed at 20:39.

Cheque No	Expenditure	Payment
300656	Clerk Salary	£556.32
3006657	Clerk HMRC	£447.32
300658	Clerk Expenses	£195.88
300659	Lengthsman	£942.00
300660	Whitbourne DCC	£1250.00
300661	Defibrillator Consumables	£71.40
300662	Playing Fields Hedge Cutting	£165.00
300663	Village Hall	£12.00
Total		£3639.92

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Chairman – 3rd December 2025