



WELSH NEWTON LLANROTHAL GROUP PARISH COUNCIL

Ordinary Meeting of the Welsh Newton & Llanrothal Group Parish Council held at Llanrothal Church on Thursday 26th June 2025

Minutes

Present: Councillors Ed Walker (Chair), Keith Simmons, Martin Barter, and Sue Parkinson

In attendance: Andrée Mitchell (Clerk/RFO, PFO)

Public: 5 including Ward Cllr Elissa Swinglehurst

The Chair opened the meeting at: 7:30 pm

- 1. To receive the Chairman's declaration of Acceptance of Office further to his election, and as resolved, at the Annual Meeting of the Parish Council held Thursday 8th May 2025 – Item 1.**

Cllr Walker signed his Declaration of Acceptance of Office.

- 2. To receive apologies for absence**

Apologies had been received from Cllrs Julie Francis and Lissy Tomlinson who were both away working.

- 3. To receive declarations of interest and written applications for dispensation from Councillors on agenda items**

There were none.

- 4. To agree and sign the minutes of the Group Parish Council meetings held on 9th January 2025, 13th February 2025, 10th April 2025 and the 8th May 2025.**

The minutes for the 9th January 2025 and 13th February 2025 were approved and signed by the chairman. The remaining minutes are to follow.

- 5. Public Question Time**

Designated maximum period of 15 minutes to accommodate members of the public who may wish to either raise relevant issues or ask the Parish Council questions: none.

A member of the public raised the following queries:

- When will the slow signs that have been purchased be installed for Llanrothal road.
- Will the council contribute towards the Churches Conservation Trust towards the upkeep of the church and grounds in return for using it for meetings.

Signed by the Chairman *Ed Walker*

Dated *11th September 2025*



WELSH NEWTON LLANROTHAL GROUP PARISH COUNCIL

6. Reports

- 6.1. The Ward Councillor's report for May had been circulated to councillors and was NOTED with the key concern being the loss of NDP funding.
- 6.2. To consider a report from the police community support officer (PCSO). There was none, however Cllr Parkinson advised that speeds near the village hall continued to be monitored.

The lengthsman arrived at 7:45pm

7. Planning

- 7.1. To Comment on Planning Applications for Determination by Herefordshire Council:

- 7.1.1. **Planning Consultation - 250807** - Wellfield Cottage, Welsh Newton Common, Monmouth, Herefordshire NP25 5RT
Application type: Full Householder
Description: Proposed garage/workshop to replace existing structure and a summer house

It was RESOLVED to SUPPORT the application

3 members of the public left at 19:50

- 7.1.2. **Planning Consultation - 251782** - Land lying west of Lower Cwm Farm, Llanrothal, Hereford, Herefordshire NP25 5RW
Application type: Planning Permission
Description: Proposed provision of track for access and prevention of soil erosion (Retrospective).

It was RESOLVED to OBJECT to the application with comments referring to the NDP and covering concerns including landscape and visual impact; contravention of approved plans and permitted development rights; environmental and drainage concerns; and historic environment.

- 7.2. To consider an update on recent planning applications considered by the council
It was NOTED that there were no significant updates since the last meeting.
- 7.3. To consider the "Campaign to reinstate government funding for NDPs" email received from HALC (Herefordshire Association of Local Councils)
The email and supporting documentation were NOTED and it was RESOLVED to consider the NDP (Neighbourhood Development Plan) refresh and loss of funding at a future meeting.

Signed by the Chairman *Ed Walker*

Dated *11th September 2025*



WELSH NEWTON LLANROTHAL GROUP PARISH COUNCIL

8. To consider the Woodland Management Plan for Newton Court received for consultation from AP Forestry

It was NOTED that the plan provides a phased approach involving thinning, restoration to broadleaf woodland, and harvesting in specific areas, with felling of some conifers and replanting with broadleaves. Also, that the plan appears not to recognize the presence of species like dormice and goshawk.

It was RESOLVED to respond to the woodland consultants to confirm support for the plan but raise concerns about wildlife protection particularly regarding dormice and the need to maintain habitat connectivity.

9. Footpaths, Lengthsman, Local Drainage Fund Works and Highways

9.1. To consider an update from the clerk

The lengthsman was present and so was able to provide an update on the local drainage fund grant works for completion by the end June 2025.

He confirmed that all projects would be completed except for the project related to drainage on the road past Newton Lodge to Great Hall where Herefordshire Council want the grips to be resurfaced with concrete and have asked for the project to be delayed.

It was NOTED that Richard Pearce, the PRow enforcement officer had been assigned the LO11 access issues at Upper Cwm Farm.

A member of the public left the meeting at 8:28pm

It was RESOLVED that the clerk will follow up with the locality steward and Herefordshire re the ditches and collapsing culvert at Garn Brook.

9.2. To consider opting into the 2025/26 and 2026/27 Public Rights of Way and Local Drainage Fund Schemes

It was RESOLVED that the council would opt into the new Public Rights of Way and Drainage schemes in addition to the delayed scheme on the road past Newton Lodge to Great Hall which Herefordshire Council had delayed. The lengthsman was asked to identify defects which might come under the drainage funding, and the clerk would submit for the PRow grant for installation of the purchased gates plus other areas where work was required.

Signed by the Chairman *Ed Walker*

Dated *11th September 2025*



WELSH NEWTON LLANROTHAL GROUP PARISH COUNCIL

10. Finance

- 10.1. To receive and consider the finance report and the bank reconciliation, including current balances & any transfer of funds:

The Finance Report and bank reconciliation was reviewed and NOTED.

It was NOTED that the bank balances as of the current date were:

Community Account:	£ 11,769.80
Business Bank Instant Account:	£ 7,033.26
Cambridge and Counties Bond:	£ 10,501.37
Total:	£ 29,304.43

- 10.2. The following payments were APPROVED:

- 10.2.1. Terry Griffiths Contracts – Welsh Newton Parish – LDF Project 007 – U71214 From the Quab to PRoW WNN10A – £1,440.00 (incl. £240.00 VAT)
- 10.2.2. Terry Griffiths Contracts – Llanrothal Parish – LDF Project 003 – U71219 – Tregate Farm Bridge Area - £480.00 (incl. £80.00 VAT)
- 10.2.3. Terry Griffiths Contracts – Llanrothal Parish – LDF Project 008 – U71219 – From Tregate Farm to Tump Farm £1,440.00 (incl. £240.00 VAT)
- 10.2.4. Terry Griffiths Contracts – PRoW Grant Project – 8 x Woodstock Kissing Gate and 1 x Marlow self-closing pedestrian gate for installation in Summer 2025/26 - £4,431.60 (incl. £738.60 VAT).
- 10.2.5. Clerk's salary according to agreed contract for June 2025 (had been made 25th June 2025.)
- 10.2.6. HMRC – PAYE for clerk's salary for June 2025 (had been made on 25th June 2025)

- 10.3. To following payments made between meetings were NOTED:

- 10.3.1. Lloyds Bank – Bank Service Charges – £4.25
- 10.3.2. Clear Councils – Local Councils Insurance Renewal - £585.12 (no VAT)

It was NOTED that the potential alternative insurance provider had not been able to provide a firm quotation due to high demand and had written to the clerk to apologise; however, the clerk had negotiated a lower premium with the current provider.

- 10.4. The following monies received were NOTED:

- 10.4.1. Lloyds Bank – Interest on Instant Access Account of £4.81 and £4.68
- 10.4.2. Herefordshire Council – Two payments £480.00 + £4653.00 = £5,133.00 in reimbursement for the lengthsman grant claims for routine maintenance/match-funding (including £2,002.00 for 2023/24 and £3,131.00 for 2024/25)

Ward Cllr Swinglehurst and the lengthsman left the meeting at 8:52pm

Signed by the Chairman *Ed Walker*

Dated *11th September 2025*



WELSH NEWTON LLANROTHAL GROUP PARISH COUNCIL

10.5. Audit 2024/2025 – To consider documents for Annual Governance and Accountability Return (AGAR) submission:

10.5.1. Internal Audit Report

Councillors received and NOTED the final internal audit report and the Annual Internal Audit Certificate for the financial year 2024/25 and it was RESOLVED to accept the recommendations in the report.

10.5.2. Governance Statement

Councillors considered and completed the Annual Governance Statement (Section 1), and it was RESOLVED to APPROVE the Annual Governance Statement for 2024/25. The statement was duly signed by the Clerk/RFO and the Chairman.

10.5.3. Statement of Accounts, derived from Receipts & Payments Schedule 2024/2025

Councillors considered and APPROVED the Annual Accounting Statements (Section 2), and it was RESOLVED to approve the Annual Accounting Statements for 2023/24. The statement was duly signed by the Chairman.

10.5.4. Exemption Certificate

It was then AGREED that the Parish Council did meet the criteria to certify itself as EXEMPT from an external Audit and the Certificate of Exemption was signed by the Clerk/RFO and the Chairman.

10.5.5. Dates for exercise of public rights

It was RESOLVED that the period for the Exercise of Public Rights will run from Monday 30th June 2025 through Friday 8th August 2025.

10.6. To consider the appointment of an Internal Auditor for 2025/26

It was NOTED that Theresa Goss had been internal auditor for 2024/25, and she was thanked for her work in undertaking the audit and providing a comprehensive report for the second year running. It was RESOLVED to make the decision re appointment of the auditor for 2025/26 at the next meeting to enable a quote to be provided and compared with other options.

10.7. To consider continuing to use the “payments and receipts” accounting method for 2025/26

It was RESOLVED that the council would continue to use the “payments and receipts” accounting method.

Signed by the Chairman *Ed Walker*

Dated *11th September 2025*



WELSH NEWTON LLANROTHAL GROUP PARISH COUNCIL

11. To consider correspondence between meetings – not already covered

There was none.

12. To consider items for the next meeting

Rebidding the lengthsman contract

Quarterly reporting and reserves

Herefordshire Dark skies project presentation

Potential Local Drainage Fund and PROW projects

Presentation to the former Chairman

Slow signs for Llanrothal Road

Donation towards the upkeep of the Llanrothal Church

NDP

13. Date of next meeting – Thursday 10th July 2025 at Llanrothal Church.

The meeting closed at: 9:26pm

Signed by the Chairman *Ed Walker*

Dated *11th September 2025*