

QMA

Yarkhill Parish Council

MINUTES OF YARKHILL PARISH COUNCIL MEETING

Yarkhill Village Hall

Monday 22nd September 2025

Present: Cllrs Ian Carr and Steve Kirby.

Temporary Councillors present: Ward Cllr Jonathan Lester and HC Cllrs
Graham Biggs & Ivan Powell.

Clerk Sallyanne Lees.

There were 13 members of the public present.

1. To Elect Temporary Chairman. Cllr Graham Biggs nominated Ward Cllr Jonathan Lester, seconded by Cllr Ian Powell. Cllr Kirby nominated Cllr Ian Carr but there was no seconder. A vote was taken and Ward Cllr Jonathan was elected Chairman for the Meeting. Those in favour: were Cllrs Biggs, Powell & Carr with Cllr Kirby abstaining.

2. There were no apologies for absence.

3. There were no Declarations of Interest or Written Requests for Dispensation.

4. The Clerk provided an update on Planning Matters as follows:

The Clerk confirmed that details of all new planning applications are forwarded to Yarkhill parishioners with details of how to make comments on the Planning Portal. The Solar Farm on Stoke Bridge Road has been approved. App. 223128 – Re-consultation for Barns at Monksbury Court. Final date for comments was 13 August 2025 – no decision as yet.

App. 252191 – Agricultural Building for Dry Manure Storage at Moorfields, Yarkhill. Final date for comments was 30th August 2025 – no decision as yet.

App. 240560/F – Application to retain concrete floor slab at Ivy Cottage for other uses. Application refused and enforcement in process.

App. 222728 – Whitwick Manor Planning Re-consultation for Digester. Clerk prepared resume of proposed amendments and sent to all parishioners – Closing date for comments 20th September 2025. No decision as yet. The Chair reminded the meeting that late comments from Parish Councillors can be sent directly to the planning department but must go through the Parish Clerk. Cllr Kirby proposed the Clerk submit a comment to the Planning Officer confirming that the view of Yarkhill Parish Council remains opposed to the application. Seconded by Cllr Carr. Those in favour – unanimous.

7. Banks statements were circulated and verified. Cllr Carr asked the Clerk if Yarkhill was using online banking and the Clerk confirmed it is on the next Agenda for discussion. Cllr Carr queried the use of online banking. A discussion ensued and the pointed out the difference between the ability to utilise online banking and the actual authority granted to use it. It is minuted that Cllr Kirby feels that all Parish Councillors should be authorised signatories on the Parish Council Bank account and this will be discussed at the next Parish Council meeting.

8. Payments agreed for presentation at the next Parish Council meeting were approved as follows:

Yarkhill Churchyard maintenance	£475.00 or £375.00
Autela Payroll Services	£ 87.00
Andy Lees (Newsletter Printing)	£ 60.00
Parish Clerk Salary (July/Aug/Sept)	£1075.84
HMRC	£ 194.00

Approval proposed by Cllr Carr and seconded by Cllr Kirby. Unanimous.

Date set for the next Parish Meeting – Monday 13th October 2025. It will be possible to change this date if not convenient for all Parish Cllrs. Ward Cllr Jonathan Lester invited existing and new Parish Cllrs to attend the Council Summit on 7th October 2025. Jonathan to send details to the Clerk for circulation.

Cllr Carr queried the method of distributing the Parish Newsletter. The Clerk reminded him that when a survey of all Parishioners was carried out last year all but a handful of Parishioners preferred the Newsletter via email.

Following a discussion items for the next Agenda are:

Appointment of Chairman & Housekeeping items

AGAR

Appointment of Qualified Independent Internal Auditor

Agreed Payments

Application forms for Drainage and PROW Grants

Internet Banking

Planning Applications (inc extended comment deadlines)

HALC membership

Schedule of future meetings

Items to be postponed to the following meeting:

Review of Website

Budget in preparation for Precept discussion

It was agreed to circulate the minutes of this meeting to all Cllrs present.

Cllr Carr asked that all Yarkhill Parish Cllrs and the Yarkhill email addresses are converted to .gov.uk addresses. To be discussed at a future meeting.

9/11/18
App. 251048. Proposed double garage/workshop at the Orchard. Closing date for comments 18th September. Cllr Kirby said that a site visit was necessary and the Chair will arrange for an extension on the deadline for comments. Cllr Kirby proposed that the Council request an extension of the consultation period. Ward Cllr Jonathan Lester seconded the motion – the vote was unanimous.

5. The Clerk, in her Role as Lengthsman Coordinator, provided an update on the Drainage Grant and PROW Grant.

The Drainage Grant application is almost finalised and will be submitted by the due date of 28th September. Details of the application will be forwarded to all Parish Councillors as always. The PROW grant will likely be the same figure as last year (circa £5750) if not a little more. Not all works were completed in time and so they will be completed this year. Again, details will be circulated to all Parish Councillors as always. Cllr Kirby asked if the Parish Council had received the PROW grant for last year. The Clerk confirmed that the PC had not claimed for work done because the work was not completed and therefore not invoiced by the Lengthsman thus not reclaimed from Herefordshire Council. Cllr Kirby understood that a couple of extra days for drainage works were charged to the Parish last year and the Clerk confirmed that was not the case. The PC in fact saved some money on one job and were able to utilise it for an extra maintenance day.

Cllr Graham Biggs proposed that in future the application forms for Drainage and PROW grants should be shared with all Parish Cllrs so that it is clear how much is being claimed and what work will be carried out. Cllr Kirby seconded the motion and it was passed unanimously.

6. Freedom Of Information Request from a Parishioner.

The Clerk was asked to comment on this matter but informed the meeting that she had been advised not to communicate with the person requesting the information. Cllr Kirby understood that the information requested was with regard to the AGAR (as yet not submitted) but the Clerk explained that the request was for all emails between herself and an employee of the External Auditor, recordings of all telephone calls and messages. The Clerk cannot provide recordings as Yarkhill PC don't record telephone calls or messages. It was noted that the Clerk is dealing with the matter in accordance with criteria laid down by the ICO (Information Commissioners Office).

Cllr Kirby initiated a brief discussion regarding the AGAR and Cllr Graham Biggs suggested that this was on the Agenda for the first meeting of the new Parish Council after the forthcoming elections and that was an appropriate time to discuss the AGAR. The Clerk agreed to re-send the AGAR documents already forwarded to all Parish Cllrs prior to the next meeting. Cllr Kirby expressed his concern that Cllrs rarely see documents prior to meetings and the Clerk confirmed that documents are always sent out and comments asked for prior to the meeting to enable research where necessary and to save time.

1/11/26

Ward Cllr Jonathan Lester extended his thanks to Cllrs Graham Biggs and Ivan Powell for attending this meeting despite their many commitments to their roles within Herefordshire Council. He also thanked Cllrs Carr and Kirby for their contributions to the meeting.

He expressed his hopes that a line could be drawn under the past and that Yarkhill Parish would grow from strength to strength.

The Meeting Closed.

SIGNED 26/02/2026

Jon Lester