

1/2026

YARKHILL PARISH COUNCIL

Minutes of an Extraordinary Meeting of the Parish Council held on Thursday 15th January 2026 at 19.00 in Yarkhill Village Hall

Present

Councillors: Ian Carr, Steve Kirby and Nicholas Higham (temporarily appointed by Herefordshire Council).

Lynda Wilcox ... Meeting Cover from HALC (Herefordshire Association of Local Councils).

Ten members of the public

1. Election of Chair.

- 1.1 On a proposal by Steve Kirby, seconded by Nicholas Higham, it was RESOLVED to elect Ian Carr as Chair.

2. Apologies for absence had been received from:

- 2.1 Graham Biggs, Jonathan Lester and Ivan Powell (temporary members appointed by Herefordshire Council).

3. Declarations of interest and written dispensation requests ... There were none.

4. HALC membership (£507.55 + VAT) & meeting cover (£275.00)

- 4.1 It was RESOLVED to make the above two payments.

5. Minutes of the parish council meeting held on 22nd September.

- 5.1 It was RESOLVED to consider the draft minutes at the next meeting.

6. Co-option to fill current vacancies.

- 6.1 It was noted that the period of office of three of the four temporary appointments by Herefordshire Shire Council: Graham Biggs, Jonathan Lester and Ivan Powell, would cease on 26th January 2026 or at the time of their resignation prior to that date. This would result in three vacancies going forward. Interested parties were welcome to have a chat to the Chair.

7. Finance

7.1 Bank balance and Bank signatories.

- 7.1.1 It was noted that the Barclays Bank balance was £22,649.92.
7.1.2 It was RESOLVED that the two signatories would be Ian Carr (current signatory) and Steve Kirby.

7.2 Setting up a Unity Trust Bank account and appointing signatories.

- 7.2.1 It was RESOLVED to set up a Unity Trust Bank account to enable secure online banking.
7.2.2 It was RESOLVED that: Ian Carr, Steve Kirby and Nicholas Higham be signatories.

9 KRC

2/2026

7.3 Appointment a temporary RFO (Responsible Financial Officer).

It was RESOLVED that Steve Kirby be the temporary RFO until a new Clerk was employed.

7.4 Outstanding payments from September meeting:

It was RESOLVED to make the following payments except for 7.4.4 (newsletter printing) which had not received prior authorisation and would therefore be discussed at the next meeting:

7.4.1 HMRC ... £258.60.

7.4.2 Parish Clerk Salary (July/August/September) in accordance with contract.

7.4.3 Autela Payroll Services ... £87.00.

7.4.4 Newsletter printing ... £60.00.

7.4.5 Grant for Churchyard maintenance ... £475.00.

7.5 Additional payments arising since the September meeting ... It was RESOLVED to make payments 7.5.2 and 7.5.3 but to consider 7.5.1 at the next meeting, following confirmation of a parish council minute covering a decision to incur the fee.

7.5.1 Internal Audit fee ... £100.00.

7.5.2 September election fee ... £3,330.01.

7.5.3 Hall hire £96.00.

7.6 Repayment of £1,000.00 contribution from local resident towards roadside maintenance works which didn't go ahead.

7.6.1 It was RESOLVED to repay the £1,000.00.

7.7 Commission of a detailed Internal Audit Report for 2024/2025 (£275.00) to enable the adoption of the AGAR form at the next meeting.

It was RESOLVED to commission HALC's Internal Audit Service for the detailed report at a cost of £275 plus reclaimable VAT.

7.8 Appointment of an Internal Auditor for 2025/2026 ... It was RESOLVED to access HALC's Internal Audit Service at a cost of £275 plus reclaimable VAT.

7.9 Draft 2026/7 budget and setting of precept for 2026/2027.

It was RESOLVED to defer the budget/precept setting to the next meeting.

8. Parish Council Website

8.1 Commissioning of a new dot.gov website with dot.gov email addresses £650.00 for website, £ for domain name and £ for 2-year hosting.

It was RESOLVED to commission the dot.gov website from Eyelid Productions and the Domain Name (£ and 2-year hosting from HALC.

9. Open Session

9.1 Brief verbal report from the Ward Councillor ... Jonathan Lester was unable to be present and give a report.

3/2026

9.2 Views of residents on parish matters included:

- 9.2.1 Request for clarification on Lengthsman services.
- 9.2.2 Return of organised litter picking ... The Chair clarified that he (as a concerned local resident) had organised the original litter picking events, not the parish council.

10. Planning ... Comments on an application for determination by Herefordshire Council

It was noted that the following application had just been approved by Herefordshire Council:

- 10.1 Application P223128/F: Barns at Monksbury Court, Monkshide Village Road. Demolition of 2 no. agricultural buildings. Proposed 4 no. dwellinghouses with garages, landscaping and associated works.

11. Referral to Information Commissioner for data breach.

- 11.1 It was RESOLVED to consult the Information Commissioner about a perceived data breach.

12. To consider a schedule of future meetings

- 12.1 It was RESOLVED to hold monthly meetings, usually on the first Thursday of the month.

13. Resolution to exclude the public from the following confidential item.

- 13.1 It was RESOLVED to exclude the public and they left the room.

14. Employment Matters

- 14.1 Resignation of parish clerk ... The Clerk's resignation was noted.
- 14.2 Retrieval of all parish council property, including intellectual.
It was RESOLVED that the Chair would write to the outgoing clerk and arrange for the return of all parish council property.
- 14.3 Recruitment process.
It was RESOLVED to access HALC's Recruitment Service at a cost of £275 plus reclaimable VAT.

SIGNED



DATE

26/02/2026