



Yarkhill Parish Council

**DRAFT - Minutes of the meeting of the Full Council held on
Thursday 7th May 2026 at 7.30pm
At Yarkhill Village Hall, Yarkhill, Herefordshire, HR1 3ST**

Present: Cllr I Carr – Chair
Cllrs L Allfrey, S Kirby, N Higham and J Snell

In attendance: M. Greenfield - Clerk & Responsible Financial Officer

Members of the Public: There were 2 members of the public

1. To elect a Chairman of the Council 2026/2027
It was proposed and seconded that Cllr Ian Carr be re-elected to the position of Chairman of the Council.

RESOLVED: That Cllr Ian Carr be re-elected Chairman of Yarkhill Parish Council for the municipal year 2026/2027.

2. To receive the Chairman's Declaration of Acceptance of Office
RESOLVED: The Chairman signed the Declaration of Acceptance of Office.

3. a) To receive apologies for absence

All councillors present.

- b) To approve reasons for absence

All councillors present.

4. To receive Declarations of Interest or Requests for Dispensations

None declared.

There were no requests for dispensation.

5. To agree the minutes of the meeting held on [2 April 2026](#)

It was proposed that the minutes of the meeting held on Thursday 2nd April 2026 be accepted as read and correct.

RESOLVED: That the minutes of the meeting held on Thursday 2nd April 2026 be approved and signed as a correct record.

The minutes were duly signed by the Chairman.

6. To receive questions from members of the public

A member of the public commented on attending a local police surgery, where the police engaged with the public on various community safety issues. It was suggested that the police be invited to a future parish council meeting.

RESOLVED: That the Clerk contact a representative from West Mercia Police to attend a future meeting, possibly September or October 2026.

7. To receive brief reports from Members of the Parish and the Ward Councillor

The Chair reported Cllr Lester's (Ward Councillor) apologies and commented that a Parish Council Briefing Note had been provided. The Chair thanked Cllr Lester, in his absence, for the Briefing Note.

Cllr J Snell mentioned a Yarkhill Community Picnic, occurring on 14th June 2026 in the field adjacent to Monksbury Court Cottage, Monkhide. Residents and their families are invited to attend and should bring their own picnic. Please leave pets at home. For further details contact 07973 368 508.

NOTED

8. **Policies**

- a) To consider and agree the use of ballot papers on appropriate occasions

RESOLVED: That the use of ballot papers on appropriate occasions be approved.

- b) To review and agree Standing Orders

RESOLVED: That the Standing Orders be reviewed and adopted.

- c) To review and agree Financial Regulations

RESOLVED: That the Financial Regulations be reviewed and adopted.

- d) To review and agree Code of Conduct

RESOLVED: That the Code of Conduct be adopted.

- e) To review and agree Information Technology Policy

RESOLVED: That the Information Technology Policy be adopted.

- f) To consider and agree schedule of meetings for 2026/2027

RESOLVED: That the schedule of meetings for 2026/2027 be approved, with meetings occurring on the first Thursday of the month. No council meetings will be held in August 2026, or January 2027.

- g) To review and agree Reserves Policy

RESOLVED: That the Reserves Policy be adopted.

- h) To review and agree Records Retention, Storage and Disposal Policy

RESOLVED: That the Records Retention, Storage and Disposal Policy be adopted.

- i) To consider and agree Grant Form and Policy

RESOLVED: That the Grant Form and Policy be approved.

- j) To consider and agree the appointment of Council representatives to external organisations

RESOLVED: That no appointments be made and councillors attend external organisation meetings as required.

- k) To consider and agree the Risk Assessment Register for 2026 - 2027

RESOLVED: That the Risk Assessment Register for 2026 - 2027 be approved.

- l) To consider and adopt the Publication Scheme 2026

RESOLVED: That the Publication Scheme 2026 be adopted.

- m) To consider and adopt the Data Protection Policy

RESOLVED: That the Data Protection Policy be adopted.

- n) To consider and approve the Subject Access Request Policy

RESOLVED: That the Subject Access Request Policy be

approved.

- o) To consider and adopt the Privacy Notice

RESOLVED: That the Privacy Notice be adopted.

- p) To consider and agree the Strategic Objectives 2026-2029

RESOLVED: That the Strategic Objectives 2026-2029 be approved.

9. **Financial matters**

- a) To consider and agree accounts for payment, as per payment schedule circulated to members.

- i. Yarkhill Village Hall – Room Hire for 02.04.2026 - £16.00
- ii. Information Commissioners Office – Data Protection Registration 2026 to 2027 - £52.00

Additional payments were reported to Members by the Responsible Financial Officer as listed below and included for payment due before the June 2026 meeting.

- iii. HMRC £ NI & Tax contributions - £54.32
- iv. Community First Trading Ltd - Annual Council Insurance - £163.99

RESOLVED: That the accounts for payment be approved and that the Council Annual Insurance for 1 June 2026-31 May 2027 be approved.

- b) To review Direct Debits and Standing Orders

There are no Standing Orders or Direct Debits on the council's bank account.

NOTED

- c) To consider and appoint an independent Internal Auditor 2026 – 2027

RESOLVED: That Herefordshire Association of Local Councils (HALC) be appointed as the independent internal auditors for 2026 – 2027.

- d) To review the Internal Audit Report Action Plan based on Herefordshire Association of Local Councils (HALC) report

RESOLVED: That the Internal Audit Report Action Plan, based on Herefordshire Association of Local Councils (HALC), be updated.

- e) To appoint councillors to undertake a review of internal controls as required by Financial Regulations

RESOLVED: That Cllr N. Higham undertake a review of internal controls as required by Financial Regulations.

- f) To consider and agree the purchase of a laptop, suitable software and mobile telephone/network provision for the Clerk

RESOLVED: That the purchase of a laptop and suitable software be deferred pending further consideration.

RESOLVED: That a suitable e-SIM mobile telephone/network provision for the Clerk be approved.

- g) To consider and approve the addition of nominated councillors as authorised signatories to the Council's bank account

RESOLVED: That the addition of the following councillors as authorised bank signatories be approved, Cllrs. L. Allfrey, I. Carr, N. Higham, S. Kirby, and J. Snell.

- h) To consider and approve the addition of the Clerk & Responsible Financial Officer to the Council's Unity Trust Bank account for administrative purposes, in accordance with the council's financial controls.

RESOLVED: That the Clerk & Responsible Financial Officer, E. M. Greenfield, be added to the Council's bank account for administrative purposes, in accordance with the council's financial controls.

- i) To consider and agree the quote from Bosbury Parochial Church Council

RESOLVED: That the quote from Bosbury Parochial Church Council for £180 be approved, with Cllr. J. Snell contacting the publication regarding contributions and distribution arrangements.

- j) To consider and approve the payment of the Clerk & Responsible Financial Officer's salary

RESOLVED: That the salary of the Clerk & Responsible Financial Officer be paid in accordance with the contract of employment.

- k) To consider and approve the Bank Reconciliation to 31.03.2026

RESOLVED: That the Bank Reconciliation to 31.03.2026 be approved and was duly signed by the Chairman.

10. **Planning Matters**

- a) To consider response to the following planning applications

No planning applications.

NOTED

- b) To note planning matters

- Ref: [P260542/F](#)
- Site: Yarkhill, Three Crosses, Land at Stoke Edith Hereford Herefordshire
- Dev: Variation of conditions 2 & 12 of planning permission 241510 (Proposed installation and operation of a renewable energy generation station comprising ground-mounted photovoltaic, inverter/transformer units, control room, substations, onsite grid connection equipment, site access, access gates, internal access tracks, security measures and other ancillary infrastructure) - revised site layout

NOTED

- c) To appoint a Footpath Officer (volunteer) and other volunteers for Yarkhill Parish Council

RESOLVED: That the following to be appointed to the following volunteering positions

- i. **Footpath Officer – Cllr Ian Carr**
- ii. **Other positions – Vacant**

11. To receive an update from the Clerk (for information only)

The Clerk reported receipt of anonymous correspondence.

The Clerk confirmed that anonymous correspondence would not ordinarily receive a response.

NOTED

12. **To receive updates from Working Groups & Tree/Pond Officer (Volunteer)**

- a) Finance Working Group

Finance Working Group members are Cllrs S Kirby and J Snell.

No updates.

- b) Planning Working Group

Planning Working Group members are Cllrs L Allfrey, N. Higham and

J Snell.

No updates.

- c) Tree/Pond Officer (volunteer)

No updates.

13. To consider and agree usage of Parish Council noticeboards

RESOLVED: That Parish Council noticeboards shall be used primarily for official Council business, including agendas, minutes and statutory notices. The council reserves the right to remove any items considered unsuitable.

14. To consider and agree the development of the website

RESOLVED: That the development of the Parish Council website be publicised in newsletters and across the parish.

15. To consider and appointment to the Lengthsmen Scheme 2026-2027

RESOLVED: That Yarkhill Parish Council participate in the Lengthsmen Scheme 2026-2027

16. To consider and approve the establishment of a Lengthsmen Working Group to support the delivery of lengthsmen activities, reporting to the Council

RESOLVED: That all councillors are part of the Working Group, with Cllr N. Higham as Lead Councillor.

17. To consider and approve the appointment of a contractor to undertake Lengthsman works on behalf of the Council

RESOLVED: That Terry Griffiths (Contractors) be appointed as the contractor to undertake Lengthsman works on behalf of the Council.

18. To consider and decide on the continuation of the domain and hosting website www.yarkhillparish.co.uk

RESOLVED: That the website continuation be further investigated in relation to cost, access and hosting, with costs not to exceed £35.00 for the year for the website.

19. Date, time and venue of next meeting - Thursday 4th June 2026, 7.00pm, at Yarkhill Village Hall, Yarkhill, Herefordshire, HR1 3ST

Signed:.....
Chairman

Date:.....



**Parish Briefing Note for May from
Cllr Lester**

Passing of Tony Johnson

I was deeply saddened to hear of the death of Tony Johnson, former Leader of Herefordshire Council, who passed away at the weekend aged 89. Tony served as Leader from 2013 to 2018 and continued to represent the Hope End ward with commitment and care until he stepped down in 2023.

During his time as Leader, Tony guided the council through a period of real change and challenge. He oversaw major regeneration, most notably the completion of the Old Market development, which transformed a long-standing brownfield site and helped revitalise Hereford city centre. He also played an important role in the early development of the Rotherwas Enterprise Zone, helping to lay strong foundations for long-term economic growth and skilled employment in the county.

After stepping down as Leader, Tony remained a dedicated ward councillor and a valued colleague. He was always generous with his time, supportive of others and genuinely interested in the future of the council and the county. He was a true public servant, widely respected and fondly remembered.

My thoughts, and those of the council, are with Tony's family, friends and all who had the privilege of working with him. His contribution leaves a lasting legacy for Herefordshire.

Appointment of New Chief Executive

I am pleased to confirm that Full Council has approved the appointment of Paul Satoor as Herefordshire Council's new Chief Executive and Head of Paid Service, subject to routine pre-employment checks. This followed a thorough national recruitment process, and Paul is expected to take up the role in the summer. He will succeed Paul Walker, who remains in post until the end of June after five years of service.

Paul brings considerable senior leadership experience, most recently as Chief Executive of Wirral Council, with a strong background in transformation, organisational development and public service. Throughout the recruitment process, councillors from across political groups recognised his experience, values and leadership at a time when the council continues to modernise services and shape the best devolution arrangements for Herefordshire. I look forward to working closely with Paul as we focus on delivering the Council Plan and supporting residents, communities and businesses across the county.

Phosphate Update

Looking after the health of the River Wye really matters to us, and at the same time we need to make sure we can support sensible, sustainable growth. New housing has to be nutrient neutral, which means developers must offset any extra phosphate their schemes would generate. We've taken a proactive approach by investing around £4m in wetland schemes to generate phosphate credits, with nearly 248kg delivered so far through projects such as the award-winning Luston Wetland and the Tarrington wetland, which is close to completion.

We know we need to do more, so the next step is a mixed approach — bringing together council-led projects, partnerships and private schemes — to protect the river while allowing the county to move forward.

Public Realm Update

As a reminder, following the briefings and updates many of you have already seen, changes to the way Public Realm services are delivered in Herefordshire will come into effect from 1 June 2026. From that point, the current arrangements with **Balfour Beatty Living Places** **will come to an end**, and the Council will be taking back day-to-day control of services such as highways and drainage, green spaces, street lighting and winter service. Delivery will be through our new contractor, **M Group Highways**, working alongside approved local and specialist contractors.

For parish councils, this is about clearer lines of responsibility, more flexibility, and a stronger local voice. You'll continue to have access to core schemes such as the Lengthsman and drainage programmes, with more opportunity to shape priorities and commission additional work where it makes sense locally. We'll keep you updated as we get closer to 1 June to make sure the transition is as smooth and straightforward as possible.

Yarkhill Parish Council

Schedule of payments to be approved on 7th May 2026

Number	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since last meeting							
	HMRC	BACS					£ -
						£ -	
Payments Due							
1	HMRC	Cheque/BACS	HMRC Tax & NI Staff Salary April 2026		£ 54.32		£ 54.32
2	Yarkhill Village Hall	Cheque/BACS	Yarkhill Village Hall		£ 16.00		£ 16.00
3	Information Commissioners Office	Cheque/BACS	ICO Renewal Due 15.05.2026		£ 52.00		£ 52.00
			Total payments this month excl. salaries				£ -
					£ 122.32	£ -	£ 122.32
FOR INFORMATION							
Total of payments made through grants received:							
Total of payments made as a grant					£ -	£ -	£ -
						£ -	£ -
Total paid as salaries (net)							
Total paid as salaries (net) April 2026							£ 779.16
Total tax & NI on April salaries							£ 54.32

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