



Yarkhill Parish Council

**Minutes of the meeting of the Full Council held on
Thursday 4th June 2026 at 7.00pm
At Yarkhill Village Hall, Yarkhill, Herefordshire, HR1 3ST**

Present: Cllr I Carr – Chair
Cllrs L Allfrey, S Kirby, N Higham (arrived 7.07pm) and J Snell

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

Members of the Public: There were 5 members of the public

1. Apologies, Declarations of Interest and Requests for Dispensation

To receive apologies for absence

a) To receive apologies for absence
None received

b) To approve reasons for absence
None received

Councillor J. Snell declared a non-pecuniary interest in Agenda Item 14 and remained in the meeting during consideration of the item.

2. To confirm and sign the minutes of the meeting held on [7 May 2026](#)

It was proposed that the minutes of the meeting held on Thursday 7 May 2026 be accepted as read and correct.

RESOLVED: That the minutes of the meeting held on Thursday 7 May 2026 be approved and signed as a correct record.

The minutes were duly signed by the Chairman

3. To consider and agree applications for co-option to fill a vacancy on the Council

Following consideration of the application received, Cllr. Nick Higham was proposed and seconded for co-option to the vacancy on the Parish Council.

RESOLVED: That Cllr. N. Higham be elected to the position of Parish Councillor.

Cllr. N. Higham signed the Declaration of Acceptance of Office.

4. **To elect a Vice-Chairman of the Council for the Municipal Year 2026 – 2027**

Following consideration of the nomination received, Cllr. Lucy Alfrey was proposed and seconded to the office of Vice-Chairman of the Parish Council.

**RESOLVED: That Cllr. L Alfrey be elected Vice-Chairman of Yarkhill Parish Council for the Municipal Year 2026-2027.
Cllr. L. Alfrey signed the Declaration of Acceptance of Office.**

5. **To receive questions from members of the public**

A parishioner commented that the bridleway was dangerous to use due to the uneven ruts left by horses using the path when it is soft.

ACTION: Cllr. J. Snell to prepare an article for the parish newsletter and publicise the information via the parish noticeboards.

6. **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 (May 2026) had been provided.

Members noted that the Briefing Note was unchanged from the version previously circulated in May 2026.
Cllr. Lester will provide an updated Briefing Note in the future.

The Chair thanked Cllr. Lester, in his absence, for the Briefing Note.

NOTED

7. **Clerk's Report**

- **to receive a verbal report for information only**
- PCSO Attending September 2026 meeting
- Unity Trust Bank update
- Public Realm operations Update

NOTED

- **to note correspondence received**
- Devolution & Community Empowerment Act – Minister Response

NOTED

8. **Financial matters**

- a) To consider and agree accounts for payment, as per payment schedule circulated to members.
 - i. HMRC NI & Tax Contributions - £61.46
 - ii. E. Greenfield – Office Expenses - £63.19
 - iii. Bosbury Parochial Church Council - Hop Parishes News - £180.00

RESOLVED: That the accounts for payment be approved.

- b) To note payments made since the last meeting
NOTED

- c) To note receipts since the last meeting
NOTED that receipts since the last meeting included the half-year precept payment of £4,500.

- d) To receive and consider the Annual Internal Audit Report for the year ending 31 March 2026.

Members received and considered the Annual Internal Audit Report for the financial year ending 31 March 2026.

The Council noted that the Internal Auditor had reviewed the available minutes for meetings held on 8 April 2025, 24 April 2025, 27 June 2025, 22 September 2025, 15 January 2026 and 26 February 2026. However, some minutes were unavailable for review as they had been removed from the Council's website and the public domain by the previous administration.

Members noted that the majority of the Internal Audit report and its conclusions remained applicable to the audit of the Council's accounts for the year ending 31 March 2026.

The Council also noted that Cllr. S. Kirby was appointed Responsible Financial Officer on 15 January 2026 (Minute 7.3) and was therefore not responsible for the administration of the Council's financial records prior to that date.

RESOLVED: That the Internal Auditor's Report for the financial year 2025/2026 be received and accepted.

- e) To consider and approve the Fixed Asset Register to 31 March 2026

Members noted that the Council was no longer in possession of the Council's computer which had been retained by the former Clerk. The Council agreed that the asset should therefore be removed from the Fixed Asset Register.

RESOLVED: That the former Clerk's computer be removed from the Fixed Asset Register.

RESOLVED: That the Fixed Asset Register, as amended, for the year ending 31 March 2026 be approved.

- f) To receive and consider the Explanation of Variances for the year ended 31 March 2026

RESOLVED: That the Explanation of Variances for the year ending 31 March 2026 be received and approved.

- g) To consider and approve Section 1 – Annual Governance Statement of the AGAR for the year ending 31 March 2026 and authorise the Chairman and Clerk/RFO to sign accordingly.

RESOLVED: That Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2026 be approved. The Chairman and Clerk/RFO duly signed the Statement on behalf of the Council.

- h) To consider and approve Section 2 – Accounting Statements of the AGAR for the year ending 31 March 2026 and authorise the Chairman and Clerk/RFO to sign accordingly.

RESOLVED: That Section 2 – Accounting Statements of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2026 be approved. The Chairman duly signed the Accounting Statements on behalf of the Council and the Clerk/RFO certified the accounts accordingly.

- i) To consider and approve the Certificate of Exemption for the year ending 31 March 2026

RESOLVED: That the Certificate of Exemption for the year ending 31 March 2026 be approved. The Chairman and Clerk/RFO duly signed the Certificate on behalf of the Council.

- j) To authorise the Clerk/RFO to submit the Certificate of Exemption to the external auditor

RESOLVED: That the Clerk/RFO be authorised to submit the approved Certificate of Exemption for the year ending 31 March 2026 to the external auditor.

- k) To approve the dates for the exercise of public rights under the Accounts and Audit Regulations 2015 and authorise publication of the statutory notices and supporting documents

RESOLVED: That, in accordance with the Accounts and Audit Regulations 2015, the period for the exercise of public rights be approved, with the Notice of Public Rights to be published on Monday 8 June 2026 and the inspection period to commence on Tuesday 9 June 2026 and conclude on Monday 20 July 2026. The Clerk/RFO is authorised to publish the statutory notices and supporting documents accordingly.

- l) To consider and approve the Monthly Bank Reconciliation to 30 April 2026

RESOLVED: That the Bank Reconciliation for the period ending 30 April 2026, as presented, be received and approved.

9. **Planning Matters**

- a) To consider response to the following planning applications
None received.

- b) To note planning matters
None received.

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

- a) Finance Working Group
The Council noted that there were no matters to report from the Finance Working Group.

- b) Planning Working Group
The Council noted that there were no matters to report from the Planning Working Group.

- c) Tree/Pond Officer (Volunteer)
ACTION: That either Cllr. I. Carr or Cllr. S. Kirby will seek to arrange a meeting with the Locality Steward.

d) Lengthsman and Drainage Scheme

The following applications have been submitted to Herefordshire Council

- Lengthsman - Grant Approved
- Drainage – Grant Decision Pending

NOTED

11. To consider and agree website and media developments

RESOLVED: That a Working Group be established with Cllrs. L. Allfrey, I Carr, S. Kirby and J. Snell.

12. Date, time and venue of next meeting

Thursday 2 July 2026, 7.00pm, at Yarkhill Village Hall, Yarkhill, Herefordshire, HR1 3ST

13. To resolve that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded due to the confidential nature of the business to be transacted.

RESOLVED: That in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded due to the confidential nature of the business to be transacted.

14. To consider and agree a response to the Information Commissioner's Correspondence dated 11 May 2026

RESOLVED: That the Council considered correspondence from the Information Commissioner's Office (ICO) concerning matters associated with the previous administration of the Council, noted that the matter had been satisfactorily resolved, and authorised the Clerk to confirm the Council's position to the ICO. The Council further noted that the complainant had indicated their intention to withdraw the complaint.

15. To consider and decide on confidential staffing matters

The Council received and considered a confidential staffing update.

NOTED

There being no further business the meeting was closed.

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 4 June 2026

Cheque Number	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since last meeting							
						£ -	
Payments Due						£ -	£ -
6	HMRC	Cheque	HMRC Tax & NI Staff Salary May 2026		£ 61.46		£ 61.46
7	E Greenfield	Cheque	Office Expenses; Stamps; Envelopes Photocopier Paper		£ 63.19		£ 63.19
8	Bosbury Parochial Church Council	Cheque	Contribution to the Hop Parishes News		£ 180.00		£ 180.00
							£ -
							£ -
			Total payments this month excl. salaries				£ -
					£ 304.65	£ -	£ 304.65
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) May 2026							£ 826.73
Total tax & NI on May salaries							£ 61.46