

Pipe and Lyde Parish Council

The minutes of the Annual Meeting of Parish Council on
Monday 18th May 2026 at 19.10 at Kencheste Water Gardens
Present: Alan Paske, Donna Flowers, Phill Meadwell, Amanda James

Also present; Emma Noble, Parish Clerk and RFO and Pauline Crockett, Ward Cllr.

1. **To elect a Chairperson - DF proposed and AJ seconded – Alan signed the acceptance of office.**
2. **To elect a Vice Chair – carried over to the next meeting**
3. **To receive apologies of absence – Ron Davies**
4. **To receive declarations of interest and written applications for dispensation – Amanada James declared an interest in item 7 planning application 261054**
5. **To consider adopting minutes of previous meeting 23 March 2026- AJ and PM all agreed.**
6. **Public Forum –**

- 6.1. Local Residents – At Chairman's discretion, up to 10 mins will be allocated for the public to make representations, ask questions & give evidence in respect of any item on the agenda.
- 6.2 Parking on Church Road – raised by members of the public regarding cars parked adjacent to Copperfields – there are several vehicles parked on the road on a bend which is causing issues for residents who live near by. There has been a couple of close misses with vehicles overtaking the parked vehicles. Clerk to ask Adam Westlake for advice re visibility and safety,

- 6.2. To receive Ward Councillors Verbal Report –

Ward Cllr Crockett reflected on the delivery plans for 26/27 and will be keeping an eye on what the administration undertakes. Ward Cllr Crockett confirmed there had regrettably been a fatality In Burghill with a road traffic accident on recent days.

A49 leak – Joe Walmsley confirmed there is a leak and it will be looked at by the area steward. Pauline will chase the outcome. Bus shelters are progressing and hopefully the bus shelters will be in situ shortly. Mark Watkins has checked the dropped by Stone Cottage that had previously been raised as a concern and reports that all is satisfactory. Merton Meadow repair works at Hereford Football Ground have been delayed due to weather.

7. Planning - To consider planning applications determined by Herefordshire Council

7.1 Planning application 261054 – Karenza, Canon Pyon Road, Hereford, HR4 7RB – loft extension to provide additional living space at loft level for bedroom/small office. – the parish council discussed and pre application advice regarding glazing to keep within – there were no objections.

7.1.2 Planning application 260633 – land adjoining South View, Lyde. – Erection of stable building, manege and associated works and change of use to equine – extension in 2018 9 trees were put in the hedge however only one of these remain. Local residents are concerned regarding the number of trees proposed. The landowner of the field owns the hedge. It was noted that local residents were concerned about drainage however the landowner has confirmed that the building is going where it is due that being the preferred location for drainage reasons. The landowner is concerned that residents are still using back entrances to access the field and not sticking too the agreed footpath. It was noted the building is a considerable size. Transport have asked for more information regarding access onto Church Road regarding visibility and type and size of vehicle using the access. The parish council confirmed that there is already a dropped kerb. The parish council agree with the comments submitted by Highways regarding requesting more information. further information is needed regarding the vehicles being used on the access lane and frequency and its visibility. It was also noted that the 3 proposed car parking spaces are not shown on the plan. Consider putting on a condition should it be awarded that if it was ever sold it should return to agricultural site. Personal use only and not for a business to be run from the site. Comment to planning officer – dark skies are expected in the rurality of the site – no lights were mentioned on the application therefore policy regarding dark skies in the rural setting should adhered. Concerns were raised about the management of the building as they will need a water supply and possible electricity but no mention of this on the application.

8. Parish reports and local issues

8.1 Drainage grant update – the application for the grant has been submitted for £3647.00 and the outcome will be decided within the next few weeks.

9. Financial Procedures – To note financial position, bank reconciliation and consider the following payments and income against budget and to note payments made in accordance with the budget

9.1 To note clerk salary and related HMRC payments already paid for April - NOTED

9.2.1 To consider clerks expenses, monthly payroll and HMRC related payments for May (all in accordance with the budget) – all agreed – clerk will submit overtime for 12 hours pay – all agreed.

9.3 To consider insurance renewal £214.00 ACTIONED

9.4 Certificate of Exemption

a) To confirm the Parish Councils exemption.- The parish council confirmed the exemption.

9.5 Internal Audit Report

a) To consider the internal Audit Report . – the internal auditors report was noted.

9.6 Annual Governance Statement

a) To consider the Annual Governance Statement. – the annual governance statement was read out and ticked appropriately.

9.7 Accounting Statements

a) To consider and approve the Accounting Statements – the accounting statements were agreed

9.8 To consider Financial Risk Assessment and list of assets owned by the parish council – Agreed and NOTED

9.9 To consider payment of £12.44 R Davies for signs - ACTIONED

10. Assertion 10 – to consider adopting the following policies:

13.1 Digital and Data – website accessibility IT policy.

13.2 Digital and Data Compliance – Data protection policy

13.3 Digital and Data – Adopt and maintain a publication scheme

13.4 Digital and Data Transparency code for smaller authorities

13.5 Appoint a Data Protection Officer and Data Protection Policy the clerk was agreed to be the data protection officer

The above policies were all proposed by AJ who had gone through them with one amendment to 13.1 = DF seconded that the parish council adopt the minutes and all in attendance agreed – the policies were ADOPTED

The clerk detailed the extra hours the work had taken and it was agreed that 12 hours overtime is to be paid. The new website domain is compliant with assertion 10.

11. To consider items for the next agenda – 21st September 2026 6pm. – recruitment of new clerk, information letter drop. Election of officers, planning working group and finance.

12. To consider date of next meeting 21st September 2026