

ORLETON PARISH COUNCIL
Minutes of Meeting held on
Thursday, 18 June 2026 at 6.00pm in Orleton Village Hall

Present: Mark Simmons (Chair), Mike Jones, Brian Powell, Mike Tipping, Mark Wetton

In attendance: Ward Councillor Dan Hurcomb (item 7.3.1. onwards)

Parish Clerk: Stacy Perry

Members of the Public: 2

1. **APOLOGIES** were received from Cllr Mitchell. All other councillors were present.

2. **Declarations of Interest and Written Requests for Dispensation**

The Chair noted that a matter relating to footpath volunteer PPE would arise under Agenda item 9 (minuted as item 9.6), and that those councillors with a declared interest in that matter would not be entitled to vote on the relevant payment. Cllrs Tipping and Wetton **DECLARED** an interest in this item as well as Agenda item 5.2.1.

Cllrs Powell and Simmons **DECLARED** an interest in Agenda item 5.2.3.

3. **To Consider the Following Minutes for Approval**

3.1. Councillors **APPROVED** the minutes of the Extraordinary Meeting held on 6 May 2026, subject to minor typographical corrections, including the absence of bold formatting on resolution words.

3.2. Councillors **APPROVED** the minutes of the Annual Parish Council Meeting and Ordinary Meeting held on 21 May 2026, subject to minor typographical corrections.

4. **Open Session**

4.1. A member of the public asked that the Clerk confirm receipt of the outcome of a code of conduct complaint made against a former parish councillor. The Clerk confirmed receipt. After further questioning by the member of the public, the Clerk confirmed that the findings of the complaint have been published on Herefordshire Council's website. The Clerk **NOTED** that she had been advised by the Monitoring Officer that the Parish Council need not take further action, as the individual is no longer a serving councillor, but she agreed to seek clarification from the Monitoring Officer on what, if any, further action is required. It was **AGREED** that this matter be placed on a future agenda, pending the Clerk's enquiry.

4.2. The Ward Councillor's report is included following item 9 because the Ward Councillor's arrival had been delayed.

5. **Planning and Licensing**

5.1. The following updates from the Planning Officer were **NOTED**:

5.1.1. **Grant of a Premises Licence — St George's Church, Kitchen Hill Road, Orleton SY8 4HN:** Licence granted.

5.1.2. **P260949/K — Churchyard Cottage, Church Lane, Orleton SY8 4HU:** Works to trees can proceed.

5.1.3. **P261346/K — Amiss Orchard, Kitchen Hill Road, Orleton SY8 4HP:** Notwithstanding the Parish Council's support for the application, the Planning Officer issued a Tree Preservation Order (TPO) preventing the proposed works. Councillors **REQUESTED** that the Clerk investigate whether the Parish Council has any avenue to query or appeal the issuing of a TPO.

5.2. The following planning applications were CONSIDERED:

5.2.1. P261293/K — Molly's Cottage, The Hallets, Orleton SY8 4HJ: Works to trees in a Conservation Area. 10-12 holly trees approx. 30ft in height; cut back to 8ft. Ash tree approx. 38ft in height; pollard to 20ft. The Clerk reported that that Tree Officer had visited the site and confirmed that the proposed cutting levels are reasonable, and that the ash tree shows possible signs of ash dieback, which the proposed reduction may assist. Councillors agreed to **SUPPORT** the application, except for Cllrs Tipping and Wetton who had previously declared an interest (item 2) and did not vote.

5.2.2. P261520/F — Orchard Farm, Orleton SY8 4HE: Relocation of access to a new position for reasons of safety (part retrospective). Councillors considered the application and agreed to **OBJECT** based on the grounds that the proposed access is wider than would be necessary for its stated agricultural purpose; the application is part retrospective, indicating that works have been carried out prior to consent being granted; and the application appears to address one element of a previously refused planning application.

5.2.3. P261359/F — Boot Inn, Kitchen Hill Road, Orleton SY8 4HN: Variation of condition 2 of planning permission P250890: restoration and conversion of the outbuilding to include thermal upgrade, wood burner and flue, to provide a single space for multiple use with the pub, including changes to the approved scheme. After brief discussion, councillors agreed to **SUPPORT** the application, except for Cllrs Powell and Simmons who had previously declared an interest (item 2) and did not vote.

5.3. One additional application, received since publication of the agenda was CONSIDERED:

5.3.1. P261011/L — Boot Inn, Kitchen Hill Road, Orleton SY8 4HN: Amendments to approved plans on 250891/L (Restoration and conversion of the outbuilding (known as Red Barn) to include thermal upgrade and wood burner and flue to provide a single space for multiple use with the pub). To allow the courtyard door and window to be raised to full height. A fire-proofed cupboard included to shield the boiler. The base structure amended to a reinforced slab. Based on previous Parish Council support for the associated planning application, councillors, except for Cllrs Powell and Simmons who had previously declared an interest (item 2) and did not vote, agreed to **SUPPORT** this application.

6. Highways

The Clerk reported that an enquiry had been received from Luston Parish Council regarding the future deployment of the two Speed Indicator Devices (SIDs) currently placed in Luston, which are part-owned by Orleton Parish Council. A response has been requested as to whether Orleton intends to redeploy the devices within the parish.

It was noted that four SID locations within the parish were identified and approved as part of the Section 106 traffic calming scheme, two of which have been installed. Two further sites have not yet been equipped, owing to ongoing staff turnover within Herefordshire Council, which has prevented the installation works from being authorised. The Section 106 budget for this purpose remains available and cannot be reallocated.

It was **AGREED** that the Clerk write to Herefordshire Council Highways and to the Ward Councillor, as the relevant Cabinet member, to press for the two outstanding SID locations to be progressed as a matter of road safety. The question of whether to renew the SID support contract was **DEFERRED** pending clarification of the terms and cost from Luston Parish Council's clerk.

Further information about the traffic calming measures was provided during the Ward Councillor's report, Agenda item 4.2.

7. Community Matters

7.1. Orleton Recreation Association (ORA): Cllr Powell reported that antisocial behaviour at the recreation ground is ongoing, including damage to bird boxes and children climbing onto the pavilion roof and throwing scaffold poles up there. The departure of Orleton and District Junior Football Club from the recreation ground remains unresolved, with the club having postponed its AGM to 14 July 2026. It was noted that the under-11s team is in the process of registering independently and forming a parent committee to continue as a separate club. More than one sports club has expressed interest in using the recreation ground. A tree survey of the recreation ground will be arranged, which is required as part of the process for obtaining a thinning licence.

7.2. Land Drainage Volunteers: Cllr Wetton reported that no significant drainage work is planned in the near term. Cllr Wetton will follow up with the Ward Councillor on progress of the highway flood alleviation scheme and the natural flood management works at Ashley Moore. It was also noted that the drain near the War Memorial remains blocked but has been marked by Herefordshire Council for attention; it will be monitored over the summer.

7.3. Orleton Village Hall: Cllr Jones reported that the next village hall management committee meeting is on 29 June 2026 and that there is nothing further to report at this stage.

7.3.1. Flag Policy: Councillors considered the revised draft Flag Policy and the flagpole agreement between the Parish Council and the Orleton Village Hall Management Trustees (OVHMT). Following discussion, councillors **RESOLVED** to adopt the following policy:

The Union flag will be flown as the standard flag throughout the flying season, from 1 March (St David's Day) to 30 November (St Andrew's Day). On St David's Day (1 March), the birthday of the Prince of Wales (21 June), and the period around St George's Day (23 April, within a 14-day window to accommodate associated village events), the Welsh flag or the St George's flag respectively may be flown in place of the Union flag. On all other designated government flag-flying days, the Union flag will be flown. No other flags will be flown from the Parish Council's flagpole. A flag shall be removed and disposed of if it remains in place for more than 14 days after the relevant occasion.

The Chair abstained from the vote. The Clerk will update the Flag Policy, confirm that this is acceptable to OVHMT, publish the revised policy on the Parish Council's website, and provide a copy to the volunteer who puts the flags up and takes them down.

7.4. Defibrillators:

7.4.1. Purchase of Replacement Defibrillator Pads: Two sets of defibrillator pads are due to expire in July 2026. Councillors **APPROVED** the purchase of replacement pads from the supplier used previously. The Clerk will arrange the purchase, and Cllr Jones will arrange fitting.

7.4.2. Donation of a Bleed Control Kit: A bleed control kit has been offered by donation for placement alongside a defibrillator. It was **AGREED** to accept the donation in principle, subject to Cllr Jones obtaining further information on ongoing maintenance costs and lifespan, and report back to the July 2026 meeting.

8. Clerk's Update

Councillor Vacancy: The deadline for electors to request a by-election passed without the required number of requests being received. The Parish Council is therefore able to co-opt a councillor to fill the current vacancy. Councillors agreed the following process: the vacancy will be advertised via the Parish Council noticeboard, social media, and other noticeboards around the parish; expressions of interest, accompanied by a brief personal statement, should be submitted to the Clerk by 5 July 2026; if only one expression of interest is received, co-option will take place at the July 2026 meeting; if more than one expression of interest is received, an Extraordinary Meeting will be held prior to the July meeting, with candidates invited to address the Parish Council briefly before a vote is taken. The Parish Council will develop a formal co-option policy for future use.

Redaction of Councillor Addresses on Registers of Interest: From 29 June 2026, the Ministry of Housing, Communities and Local Government will require local authorities to redact the personal address information of parish and town councillors from published registers of interest. The Ward Councillor noted that advice from other organisations suggests it may be necessary for councillors to submit updated forms themselves rather than having the Clerk alter existing submissions. The Clerk will review the guidance and advise councillors accordingly.

9. Finance

9.1. Bank Reconciliation: The bank reconciliation report for May 2026 was presented. The total balance across both accounts at the end of May 2026 was £54,218.76, with £10,059.16 in the current account and £44,159.60 in the savings account. Councillors **APPROVED** the bank reconciliation report, and it will be published on the Parish Council website.

9.2. Councillors **VERIFIED** the following payments made since the meeting on 21 May 2026 under delegated powers or previously approved. *NB: all invoices listed have been examined, verified, and certified by the Responsible Financial Officer (RFO).*

Ref	Payee	Description	Amount (£)
9.2.1	Leo Pest Control	Waste collection SI-111050	91.20
9.2.2	Clear Councils	Insurance 2026-27	967.95
9.2.3	Unity Trust	Service charge	7.00
9.2.4	Scribe	Inv-19403 (accounting software)	44.40
9.2.5	Public Works Loan Board	Repayment – PW504979	1,096.09

The Clerk will confirm that the Public Works Loan Board repayment (ref 9.2.5) is the final payment under the loan agreement.

9.3. There were no receipts for the period since the meeting on 21 May 2026.

9.4. There were no bank transfers for the period since the meeting on 21 May 2026.

9.5. The following payments were **APPROVED**:

Ref	Payee	Description	Amount (£)
9.5.1	Yatton Farm Services	Kerb spraying – Inv 1154	477.30
9.5.2	Yatton Farm Services	Cutting of visual displays and strimming of bank – Inv 1155	490.20
9.5.3	Yatton Farm Services	Drain top clearing/scraping x 2 (Feb 26 and Mar 26) – Inv 1156	912.00
9.5.4	Leo Pest Control	Waste collection SI-111280	91.20
9.5.5	Clerk – S Perry	Salary June 2026	As per contract

With respect to invoice 9.5.2, it was noted that the work carried out included strimming of the upper bank in addition to the lower bank specified. It was agreed that the timing and scope of future Lengthsman works would be clarified in advance of instruction.

9.6. Additional Payment for Footpath Volunteer PPE: Two invoices for personal protective equipment (PPE) — safety boots and high-visibility jackets — had been submitted for reimbursement by a member of the footpath volunteer group.

It was **NOTED** that the Parish Council is required to provide PPE to its footpath volunteers. Councillors **RESOLVED** to approve the reimbursement as a one-off retrospective payment, on the basis that the PPE was purchased in good faith in the reasonable belief that authority had been given. It was made clear that this approval does not set a precedent and that no further unauthorised expenditure will be reimbursed. The Clerk will write to the individual concerned to make clear that no financial commitments may be made on behalf of the Parish Council without prior written authorisation. The cost will be allocated across the land drainage volunteer and street signage budget lines, given the overlap between the two volunteer groups. The invoice total is £509.48.

4. Open Session (continued)

4.2. Ward Councillor's Report: The meeting was re-opened to public participation for Ward Cllr Dan Hurcomb to provide the following update:

Empty Properties: Following sustained engagement with the owner, a long-standing empty property in the parish is now progressing toward the point at which Herefordshire Council can either purchase it or facilitate its sale. It was noted that of four empty properties previously identified in the parish, three are now occupied or under renovation. The Ward Councillor asked councillors to report any further empty properties in the parish because there are 200 families in the county in temporary accommodation, and the Council has a duty to house them.

Green Lane Road Closure: Green Lane is currently closed adjacent to Orleton Rise Caravan Park due to structural concerns. A scheme has been proposed involving extension of the concrete apron at the junction, reinstatement of bollards, and underpinning of the bank. The scheme will be packaged for tender through the M Group framework once the design is finalised.

Section 106 Traffic Calming: A previous Section 106 delivery officer has returned and is working alongside a newly appointed colleague on a formal handover. The Ward Councillor confirmed there is adequate Section 106 money remaining from Shropshire Homes to complete the outstanding traffic calming works in the parish, including installation of the remaining SID locations, and that this will be progressed during the handover period.

B4361 Surface Dressing: No date has yet been confirmed for the planned surface dressing works between Orleton and Richards Castle. A water company carrying out works on the road may affect scheduling. The Ward Councillor will provide an update when a date is known.

Maidenhead Junction: The Ward Councillor confirmed that the Parish Council's previously stated preference for a 30mph speed limit at the Maidenhead junction remains noted. Resurfacing and traffic calming at this location are being considered alongside the flood alleviation scheme to coordinate works and minimise disruption.

Highway Flood Alleviation Scheme: Negotiations with the landowner affected by the culvert work are continuing, with the aim of completing works before the end of the year. A planning application will be required for the natural flood management (NFM) work. Seven Rivers Trust is supporting that landowner in progressing this. Ecologists will need to do an assessment of the brook for the work to the culvert and the NFM, and it is hoped that this can be done as part of a single assessment instead of two.

Grass Cutting and Verge Maintenance: The Ward Councillor has received several complaints about verge overgrowth in the parish and confirmed that works on Green Lane were arranged at no cost to the parish on safety grounds. Herefordshire Council is reviewing its grass

management policy. The Parish Council will consider whether to revise its request for just one cut later in the summer and if any key routes warrant additional cutting when the matter is reviewed for FY 27/28.

Waste Collection: The transition to the new M Group public realm contract has resulted in some teething difficulties with routine bin emptying and collection of purple litter-picker bags. Many of the reported issues have since been resolved. Any ongoing problems should be reported to the Ward Councillor.

Orchard Farm Planning Application: The Ward Councillor confirmed his intention to submit an objection to application P261520/F on highway safety grounds, noting that the visibility splay for a 40mph zone is not met. He advised that any comments made to the Planning Office about this application should be assessed on its own merits as submitted.

Orleton Football Club: The Ward Councillor reported that current committee members of Orleton and District Junior Football Club have given assurances that the assets and funds of the club will remain with the club and will not be transferred to any newly forming entity.

10. Matters for Inclusion on the Next Agenda

- Communications, Email and Media Policies
- Complaints Policy
- Risk Management Policy and Risk Assessment Schedule
- HALC membership review
- Code of Conduct complaint
- SIDs part-owned by the Parish Council
- Defibrillator bleed control kit
- Councillor vacancy/co-option
- Lengthsman schedule and future works timing
- Grass cutting policy (deferred to the September or October 2026 agenda, to allow time for Herefordshire Council's revised grass management policy to be published)

11. Date of Next Meeting: It was **NOTED** that the next Ordinary Meeting of Orleton Parish Council will be held on **Thursday, 16 July 2026, at 6.00pm** at Orleton Village Hall.

The meeting closed at 7:40pm.