

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING | 13th May, 2026

Present: Cllrs J Hull (Chair), Cllr E Morfett, Cllr C Easter, Cllr J Morris and Cllr L Lewis.

Others in attendance: L Law, Clerk. Ward Cllr C Taylor. There was one member of the public in attendance.

26.51 Election of the Chairman of the Council for the year 2026-27.

It was **resolved** that Cllr Hull be re-elected as Chairman of the Council for the year 2026-27.

26.52 Declaration of Acceptance of Office.

Cllr Hull signed the declaration of Acceptance of Office, witnessed by the Clerk.

26.53 Election of the Vice Chairman of the Council for the year 2026-27.

It was **resolved** that Cllr Morfett be re-elected Vice-Chairman of the Council for 2026-27.

26.54 Apologies for absence. To receive apologies for absence.

Apologies for absence had been received from Cllr L Moraweicka. **Noted.**

26.55 Declarations of interest and written requests for dispensation.

Members are invited to declare disclosable pecuniary interests (DPI) and any other registerable interests in items on the agenda. Requests for dispensation must be in writing to the Clerk as soon as possible before the meeting. No declarations of interest or written requests for dispensation had been received. **Noted.**

26.56 To approve the minutes of the Council.

To confirm as a correct record and sign the minutes of the meetings held on the 18th and 27th March, 2026. The minutes of the meetings held on 18th and 27th March were **approved** and the Chairman signed hard copies.

26.57 Ward Councillor Report. To receive a ward councillor report, if available.

Cllr Taylor reported that she had ongoing communications with the planning officers in relation to several planning applications in the parish, in particular, the forty-five proposed houses at Breinton Lee (P222769/F), where an extension has been given for further percolation and sequential testing to be conducted. Cllr Taylor has attended a site meeting at Conifer Walk with residents and representatives from Balfour

Beatty on drainage and flooding issues and will attend a further site visit at the National Trust Breinton Springs to discuss flooding issues.

This year each ward Councillor has been given £1,000.00 to spend between their parishes. **Noted.**

26.58 Public Open Session. To receive comments from the public on parish matters. No comments were made from the member of the public in attendance at the meeting.

26.59 Planning.

1. For members to consider the following planning application received by Herefordshire Council:
 - P261137 238-240 Kings Acre Road, Hereford, HR4 0SD. Single-storey side extension. Valid. Comments by 30th May 2026.
2. For members to note the following planning applications determined by Herefordshire Council.
 - P260060/FH Rostherene, Breinton Hereford, HR4 7PR. Single storey extension to front elevation. Approved with conditions. **Noted.**

26.60 Biodiversity Action Plan. (BAP)

1. For members to receive an update and consider any actions. Cllr Morfett. Members considered the following items:
 - It was **resolved** that a screening from the National Emergency Briefing would be screened at Breinton Village Hall on 2nd June at 7pm
 - As part of the BAP members considered the pond at Little Breinton. It has been suggested it could be an Ice Age Pond. To determine this and to understand the pond substrate members **approved** a quote from Earth Heritage Trust of £350.00 to conduct an exploratory auger and provide a short report. It was further **approved** to accept a quote from Mr Watson of £360.00 to conduct a biological survey of the pond.
2. For members to receive an update on the Citizen Bat Project and consider any actions. Cllr Easter. The Herefordshire Mammal Group's Citizen Bat Project, which encourages volunteers and community groups to help monitor bat populations across the county during 2026. The project uses acoustic bat detectors to record bat calls for specialist analysis, helping identify species and improve local bat data. Survey work is planned between May and September. Site registration forms are available to register Warham and Lower

Breinton as survey sites. As the Citizen Bat Project now has detector equipment available, it would be beneficial for any Site Registration forms to be submitted as soon as possible so that the Parish is well placed when Equipment Loan applications are opened. It is recommended to borrow both types of the acoustic devices to experience them prior to the possible purchase of a device. **Noted.**

26.61 Hydrology Report for Breinton Parish. For members to consider any quotes received to undertake the Hydrology report. This item was **deferred** until the June meeting to receive further quotations.

26.62 Parish Footpath Officer. This item was **deferred** as the Footpaths Officer was not in attendance.

1. To elect a Parish Footpath Officer for 2026-27.

2. To receive a report and consider any actions.

26.63 Internal Auditors Report 2025-26. For members to receive the Internal Auditors Report for 2025-26 and consider any actions. Members **received** the Internal Auditors Report 2025-26 with no queries.

26.64 Annual Governance and Accountability Return (AGAR) 2025-26

1. To receive and note the Annual Internal Audit Report.

Members received and noted the Annual Audit Report.

2. To consider and approve Section 1 Annual Governance Statement 2025-26. Members must complete Section 1 by answering “Yes” or “No” to assertions 1-10 and “Yes” “No” or “N/A” to assertion 9. Following approval, the Annual Governance Statement will be signed by the Chairman and the Clerk. Members answered 1-10 “Yes” and 9 “N/A” and **approved** the Annual Governance Statement 2025-26. It was then signed by the Chairman and the Clerk.

3. To consider and approve Section 2 Accounting Statements 2025-26. Following approval, the Accounting Statements will be signed by the Chairman. Members considered and **approved** the Accounting Statements 2025-26, and they were duly signed by the Chairman.

4. To consider and approve the Certificate of Exemption 2025-26 form 2. Following approval, the Certificate of Exemption will be signed by the Chairman and the Clerk. Members **approved** the Certificate of Exemption 2025-26 form 2 and it was signed by the Chairman and the Clerk.

5. For members to note the following key dates:

- Submission deadline for the signed and approved AGAR and supporting documents is 1st July 2026.
- Dates for the 30-day period for the exercise of public rights will be Wednesday 3rd June to Tuesday 14th July 2026, inclusive. **Noted.**

26.65 Lengthsman. To receive a report and consider any actions. The Clerk

reported that an application had been submitted for a drainage grant to support restoration works to the Warham Ditch, following receipt of a quotation obtained by the Lengthsman in the sum of £1,690. **Noted.**

26.66 Village Hall Committee. To receive a report from Cllr Lewis. Cllr Lewis reported that the last meeting was held on 27th April where the following items were discussed:

- Replacement of the chairs so that they can stack and be stored in the new hidden storage area. The cost of new chairs are in the region of £4,000. Considering an adopt-a-chair scheme to raise funds. No interest on buying the current chairs despite advertising them.
- Flooring in the kitchen is due to be changed shortly.
- Inviting the Breacon Male Choir for an event in November.
- Planning more community events to promote the Village Hall and Breinton.
- A line dancing event has been provisionally arranged for September, supported by a donation from the Parish Council. Awaiting confirmation.
- The Village Hall Committee is considering the introduction of a more community-focused magazine to help promote events and activities within the parish, as well as to highlight the important and historic societies and clubs that make use of the Village Hall. Should a suitable volunteer be identified to produce the publication, the Committee may approach the Parish Council to consider providing financial support towards the initiative. **Noted.**

26.67 Insurance 2026-27. For members to review the insurance limits and consider the renewal quotation received for £300.00 from Zurich. Renewal date 1st June 2026. It was **resolved** to renew the insurance with Zurich at the insurance limits quoted for £300.00.

26.68 Finance.

1. For members to consider the payment of the following:

- **Clerk's salary April £641.92**
- **Clerk's reimbursement £84.99 Microsoft 365 account**
- **Breinton Village Hall 562 £13.50**
- **Ruth Mullett Internal Audit £200.00**

The listed payments were all **approved**.

3. **For members to note the following payments made between meetings:**
Bank Charges £4.25, FMS Hereford £45.42, Ionos £18.00 **Noted.**
 4. **For members to note the following payments received:**
 - Herefordshire County Council £2,368.00 Lengthsman and Drainage Grant.
 - Herefordshire Council first instalment of the precept £6,840.00
 - HMRC VAT reclaim £2, 123.43 **Noted.**
 5. **Bank Reconciliation.** For members to approve the bank reconciliation dated 8th May 2026 Members **approved** the bank reconciliation dated 8th May 2026.
 6. **Bank Mandate.** For members to review and approve the bank signatories. This agenda item was **deferred** until the next meeting.
 7. **Authorisation of payments arising regularly as the result of a continuing contract, statutory duty, or obligation.** For members to approve that authority is granted for the payments of staff salaries. Members **approved** that authority is granted for the payment of staff salaries.
 8. **Authorisation of payment by Direct Debit.** For members to approve the authority of payments by Direct Debit for the following liabilities: PAYE/NIC, data protection fees, payroll invoices, email invoices, and banking fees. Members **approved** the payments listed by Direct Debit.
 9. **End of Year Accounts.** For members to approve the year-end accounts and consider any adjustments to earmarked reserves or carry forward of funds. The End of Year Accounts were **approved** with no adjustments.
- 26.69 Council Policy Reviews.** Members are requested to review and approve the following policies:
- a) **Financial Regulations**
 - b) **Standing Orders**
 - c) **Code of Conduct**

Members reviewed and **approved** the policies listed above.

26.70 To consider items for the next agenda.

Deferred items: Hydrology quotations, Footpaths Officer, bank mandate.

Meeting ended at 9.45pm

Signed:

Dated: