

BURGHILL PARISH COUNCIL

Ordinary Meeting of the Parish Council

Date: Tuesday 8th September 2026

Time: 7pm

Venue: Simpson Hall

MINUTES

Councillors present: Chair of meeting: Simon Hairsnape- Vice Chair (SH), David Bishop (DB), Scott Bristow (SB), Sam Davies (SD), Pat Eagling (PE), Tim Gilbert (TG), Neil Marks (NM), Peter Southern (PS)

In Attendance: Amy Jones- Clerk/RFO & Ward Cllr Pauline Crockett

Members of the Public Present: 7

Agenda item	Actions
1. Apologies for Absence	
1.1 Apologies received: Alistair, Ian, David T, Mark, Jeanette, Jade	
1.2 Apologies not received: None	
2. Declaration of Interest	
2.1 Declarations of interest: None	
2.2 Dispensations: None	
3. Minutes	
3.1 The minutes of the meeting held on 14th July 2026 were reviewed. An amendment was agreed to the reference to the 40mph speed limit, which should read "to introduce a 40mph limit from Danny Lee Walk". Resolved: That the minutes of the meeting held on 14th July 2026, as amended, be approved as a correct record and signed by the Chair.	
4. Outstanding Actions/Clerks Report	
4.1 SB provided an update on the outstanding action from minute 6.2 of the May 2026 meeting regarding drainage at Whitmoor Pool Common. The works have been deferred until next year due to higher-than-expected costs. Cllr Scott has contacted the Academy Trust and is awaiting a meeting to discuss potential support, including obtaining more competitive quotations and exploring grant opportunities. Action: Cllr Bristow to meet with the Academy Trust and report back.	SB
The Clerk provided an update on the outstanding action from minute 6.1 of the July 2026 meeting regarding the Environmental Health investigation behind The Grange. The response received on 7 September confirmed that the investigation remains ongoing, all enforcement options remain open and clearance works are underway. Action: Clerk to monitor the matter and report any further updates.	AJ
SB provided an update on the outstanding action from minute 6.2 of the July 2026 meeting regarding the vegetation management and removal of growth following the bird nesting season had been completed by TG. A further final cut is required before winter. Action: Cllr Scott to arrange the final cut of Whitmoor Pool Common.	SB

Clerk confirmed on the outstanding action from minute 6.2 of the July 2026 meeting regarding that the white road markings at the junction had been reinstated. Clerk explained that 9.1 of July meeting was on the agenda and would be discussed at item 9. Clerk explained that 9.3 of July meeting was on the agenda and would be discussed at item 9. The Clerk provided an update on outstanding actions, with matters requiring further consideration included on the relevant items of this agenda. The Clerk confirmed that the action arising from minute 11.5 of the July 2026 meeting regarding the Asset Register, insurers and publication had been completed/resolved.	
5. Public Participation	
5.1 Report from Ward Councillor Cllr Crockett provided an update on matters affecting the parish, including highways, planning, local authority services and current Herefordshire Council initiatives. Members discussed the proposed 50mph speed limit and concerns were raised regarding highway safety, particularly in the vicinity of St Mary's. It was noted that local residents had also raised concerns regarding the proposed limit, and suggestions were made regarding additional "SLOW" markings and coloured road surfacing. Resolved: That the Parish Council's initial concerns regarding the proposed 50mph speed limit be submitted to Herefordshire Council Highways. The TRO response will be considered further at the November meeting. Action: Clerk to submit the Parish Council's concerns to Herefordshire Council Highways and include the TRO response on the November agenda.	AJ
5.2 Public comments/questions: Concerns raised about safety of a 50mph limit, especially near St Mary's. Requests for "SLOW" markings and coloured surfacing. Discussion on real-world driving behaviour vs data-based modelling. Resolved: Chair proposed sending initial concerns to Highways and placing the TRO response on the next agenda for formal decision. Action: Clerk to write to Highways noting concerns and add TRO response to November agenda.	AJ
6. Finance	
6.1 Approve payments list Resolved: To approve the following payments: Janette Pudsey- Expense- £9.50 Aluminum Foil for sealing doorways and air bricks in a flood (will be added to our flood equipment) Amy Jones - Clerk salary (September & October) - (paid in accordance with contract) Eyelid Productions - £100 Website Richard Mills- £468 Weed spraying in various locations in village (BIB)	
6.2 The Chair reported that the following payments took place in between meetings using the Clerks delegated authority. Autela Payroll Services- £57.37	
6.3 Finance Report:	

The Finance Report was deferred to the next meeting due to the absence of the Finance Lead. Action: Clerk to arrange a Finance Working Group meeting.	AJ
7. Safeguarding	
7.1 Update deferred to next meeting due to councillor absence. Action: Clerk to place on November agenda.	AJ
8. Planning	
8.1 Consider and agree planning applications:	
a) 262095- 1 Redstone, Burghill, Hereford, Herefordshire HR4 7RT- Extension, carport, oak framed porch and new single private drive. (IW & DT) Members considered the application. Resolved: The Parish Council has no objection to the application but note Highways Team has requested that revised proposals be submitted in relation to the access onto the road.	AJ
b) 261448- Burghill Grange, Burghill, Hereford, Herefordshire HR4 7SE- Re-positioning of highway access. (JW & SB) Members considered the application. Resolved: The Parish Council has no objection to the application, subject to the Highways Authority satisfying itself as to the technical aspects and suitability of the proposed access.	AJ
8.2 Planning updates: The Chair advised that extensions of time had not been available and therefore responses had been submitted in accordance with the Parish Council's Policy for Dealing with Planning Applications Between Parish Council Meetings.	
c) 261298- Agricultural land at Tillington Herefordshire- Application for prior notification for agricultural machinery storage and maintenance building. (SB, TG, DB, SD) Resolved: Consultation closed; PC did not comment.	
8.3 The Chair reported that this list is of all the planning applications that have had any changes or decisions from Herefordshire Council. d) 261025 – Jasmine Lane - consent granted e) 260974 – Burlton Court - approved with conditions f) 261126 – Car valet building - approved g) 261687 – Cyrene - approved h) 232027 – Bell Inn - approved with drainage and footpath conditions – i) 243275 – Rear of Green Acres - approved j) 260382 – Hermitage Manor - approved	
9. Parish Assets & Services	
9.1 Drainage update The Clerk confirmed that funding of £3,048.64 for maintenance and £2,450 for the new asset had been confirmed. Richard Mills is expected to commence the works in November.	
9.2 To discuss and agree PROW grant figure to be submitted The Clerk reported that we had items reported from Footpaths Officer and then the Lengthsman quoted for agreed ones. Chair confirmed the costs seemed consistent with previous years. Resolved: That the PROW grant application for 2026/27 be submitted in the amount of £560	

Action: Clerk to submit PROW grant for 26/27 but also add the 25/26 on which we had an extension on.	AJ
9.3 Trees update- Woodland Trust Deadline missed; future opportunities will be considered. The Clerk presented a quotation for the felling of the Silver Birch tree on Tillington Common. Resolved: That the quotation of £150 for the felling of the Silver Birch tree on Tillington Common be approved. Action: Clerk to instruct the contractor.	AJ
9.4 Community Speed Watch update PS provided an update on Community Speed Watch activity, including signage and volunteer activity. The update was noted.	
10. Community & Outside Bodies	
10.1 The Copse Leisure Trust update Sally Robertson provided a verbal update on matters relating to The Copse Leisure Trust. The update was noted.	
10.2 Simpson Hall update An update was provided on Simpson Hall matters. The update was noted.	
10.3 Defibrillators update The Chair provided an update on the defibrillators. Checks are ongoing and the cabinets have been opened. Costs for maintenance and replacement will be brought to the next meeting. Action: Clerk to include defibrillator maintenance/replacement costs on the next agenda.	AJ
10.4 Dog Poo Bins Members discussed potential locations and usage of dog waste bins. Action: Clerk to include a poll in the next Parish Magazine seeking residents' views on potential locations.	AJ
11. Administration	
11.1 Council vacancy update The Clerk reported that one councillor vacancy remains.	
11.2 To consider and agree the appointment of Cllr Jade Williams into the Finance Working Group The Chair confirmed that Cllr Jade Williams had agreed to the appointment despite being absent from the meeting. Resolved: That Cllr Jade Williams be appointed to the Finance and Administration Working Group.	
12. Correspondence	
12.1 Correspondence noted: No correspondence was received.	
13. Items for next agenda	
13.1 Members requested that the following matters be included on the agenda for the next meeting: • Drainage at Whitmoor Pool Common- Update from Cllr Bristow. • Speed in the village- consider the TRO response and agree the Council's position. • Safeguarding training • Dog waste bins- consider results of Parish Magazine poll. • Defibrillator maintenance/replacement costs- Agree expenditure.	
14. Date of Next Meeting Tuesday 10th November 2026	

Signed: _____

Chair

Date: 10th November 2026