

CUSOP PARISH COUNCIL

MINUTES of the annual meeting of Cusop Parish Council held on Wednesday 13th May 2026 at 7 p.m. at Cusop Village Hall, Cusop, Herefordshire.

PRESENT: Councillor Nick Blayney (Chairman) and Councillors Joe Emmett, John Gibson, George Gilbert and John Ievers.

In attendance: David Thame (Clerk)
Councillor Philip Price (Herefordshire, Golden Valley North)
[PCSO 6378 Pete Knight](#)
One member of the public

2026/1. Election of the Chairman

It was **RESOLVED** that Councillor John Ievers be elected Chairman for the 2026/27 municipal year.

Councillor Ievers made the the required declaration of acceptance of office.

The Chairman (Councillor Ievers) took the Chair.

2026/2. Election of the Vice Chairman

It was **RESOLVED** that Councillor Joe Emmett be elected Vice Chair for the 2026/27 municipal year.

2026/3. Apologies for absence

None, all present.

2026/4. Declarations of Interest/Requests for Dispensations

None.

2026/5. Minutes

It was **RESOLVED** to approve as a correct record the minutes of the meeting held on 22nd April 2026 (copies previously circulated), and that they be signed by the Chairman accordingly.

2026/6. Chairman's Announcements

The Chairman thanked Councillor Blayney for his service as Vice Chair (2023-24) and subsequently Chairman (2024-26). The Parish owes him a great debt of gratitude.

2026/7. Co-Option of Parish Councillor (Minute 2025/152)

The Council considered the co-option of a member to replace Cheryl Hyde (resigned 13th December 2025). Members undertook to approach certain residents.

2026/8. Standing Orders

It was **RESOLVED** to re-adopt the Council's standing orders (as amended July 2025).

2026/9. Financial Regulations

It was **RESOLVED** to re-adopt the Financial Regulations (as amended July 2025) with the following further amendment. Insert at the appropriate point in regulation 6:

- 6.x. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.y. A list of such payments shall be reported to the next appropriate meeting of the council for information only

2026/10. Code of Conduct

It was **RESOLVED** to re-adopt the code of conduct.

2026/11. Policy Review: Data, Information and Accessibility

It was **RESOLVED** to re-adopt the suite of policies on data protection, freedom of information/publication scheme, reviewing and re-affirming the website accessibility statement and confirming tests of accessibility, re-adopting the privacy policy, re-adopting the information technology, to confirm the Council's adherence to the Transparency Code, and to confirm the clerk as data controller and data protection officer.

2026/12. Public Session (15 minutes)

PCSO Knight reported no recent crime in Cusop but drew attention to a burglary in Clifford and the theft of fuel oil at Hardwicke. The speed check device was being repaired but checks on both Newport Road and Hardwicke Road would soon resume

Councillor Price reported that Herefordshire Council had recruited a new chief executive and their first task would be to control the adult social care budget. A new public realm contract with M Group begins on 1st June. Locality Stewards were moving in house and would be re-trained as insepectors.

Councillor Gibson thanked Councillor Price for the filling of potholes on Church Road.

Councillor Emmett asked Councillor Price about potholes on Hardwicke Road.

2026/13. Planning Consultation – 261092 & 261093 - Pentre Higgin, Craswall, Hereford, Herefordshire HR3 5FG

The Council considered the planning consultation 261092 Extension to the existing dwelling which includes a bedroom wing with three additional bedrooms with en-suite facilities, and 261093, listed building consent. After discussion it was **RESOLVED** that the Clerk, in consultation with the Chairman, respond to the consultation drawing the Planning Authority's attention to:

- (a) the requirements of Herefordshire Local Plan Core Strategy RA3, RA5 and SD4;
- (b) the additional impact of three further bedrooms on the waste water treatment system, what studies have been completed to assess whether that system was adequate or had sufficient capacity, and the cumulative impact and relationship with nutrient neutrality conditions applied to application 223072 (creating a level livestock handling area); and
- (c) with respect to the listed building application 261093, whether it is detrimental to the setting and context of a listed building and not in conformity with Cusop Neighbourhood Development Plan Policy CU5.

2026/14. Insurance (Minute 2025/162)

The Clerk reported on the adequacy of the insurance policy in so far as risks arose from the Lengthsman's Agreement with Herefordshire Council under section 101 of the Local Government Act, 1972 and the risk mitigation necessary. He reported the advice of the Herefordshire Association of Local Councils that whilst Parish Councils should continue to apply for funding under the Lengthsman and Local Drainage Schemes they should not commence work until there was clarity on the risks arising from the section 101 agreement and on the extent of insurance cover.

After discussion it was **RESOLVED** that in view of the expiry of the existing policy on 1st June 2026 the Clerk, in consultation with the Chairman, be authorised to make necessary arrangements to ensure continuity of insurance cover.

It was further **RESOLVED** that in view of the HALC advice no further work be undertaken under the terms of the Lengthsman's Agreement with Herefordshire Council until there is clarity on the risks assumed by the Council and the extent to which the Council has mitigated them and insured against them.

2026/15. Local Drainage Fund (Minute 2025/156)

The Council further considered applications the deadline for which is 17th May 2026. After discussion it was **RESOLVED** that, following the receipt of a quote from the Lengthsman in the sum of £5,500 exclusive of VAT, an application be made to the Local Drainage Fund for the maximum sum permitted of £4,000 for drainage improvement works to C1205 beyond Watery Lane (U75238) to the parish boundary at New House.

It was **FURTHER RESOLVED** than no application be made to the Local Drainage Fund in respect of Church Road (U75242) but that Herefordshire Council be invited to enforce drainage from the parking area at Trewern onto Church Road, which is causing deterioration to the highway and could be rectified by a gully at the junction with the highway leading to a soakaway.

2026/16. Playground Refurbishment/Section 106 funding (Minute 2025/160)

The Council considered the outcomes of a site meeting with Herefordshire Council's section 106 project co-ordinator which took place on 24th April 2026. Herefordshire encouraged the appointment of a designer, with a view of completing design work this summer for completion over the winter. It was **RESOLVED** that the Council seek the guidance of a landscape architect, and that subject to Herefordshire Council approval, the sum of £3,000 be allowed for the purpose from the s106 funding allocated to playground refurbishment; and that the Clerk take the necessary steps to seek quotes and prices.

2026/17. Neighbourhood Development Plan

It was **RESOLVED** that, pending the delivery of site appraisals for Cusop by the Council's consultants, and the wider call for sites by Herefordshire Council, a meeting of the review group be advertised in the forthcoming newsletter, with the aim of continuing the momentum already established.

2025/18. Newsletter

It was **RESOLVED** that the forthcoming newsletter include an update on the playground.

2026/19. Financial Report

The Council considered the report of the Clerk/Responsible Financial Officer, including the cash book with budget monitoring (attached). At 7th May 2026 the balance on the T1 current account was £3,047.17 and the deposit account £23,116.00.

It was **RESOLVED** that, having considered the requirements of the Practitioners Guide, that the Council considers the Herefordshire Association of Local Councils internal audit service to meet the threshold of competence and independence from the authority's financial decision making, and that HALC be re-appointed internal auditors for 2026-27.

It was **RESOLVED** for the purposes of the Financial Regulations, as amended at this evening's meeting, that the following regular payments be authorised:

Description	Frequency
Clerk's salary as determined by the payroll provider	Monthly
HMRC sums due for PAYE and NIC	Monthly
Autela Payroll Services	quarterly

It was **RESOLVED** for the purposes of Financial Regulation 7.10 that the council has reviewed its electronic banking arrangements, considers security to be satisfactory, and resolves to continue the use of BACS electronic payments.

It was **RESOLVED** to approve the following invoices for payment:

PV164 Clear Councils (Insurance)	£848.60
PV165 Cusop Village Hall	£55.00

Confirmed as a correct record:

Signed _____ Date _____

DRAFT