

Stretton Sugwas Parish Council
The minutes of the Annual Parish Council Meeting on Thursday 21st May 2026 at
6:10pm in Stretton Sugwas Village Hall.

In attendance: Cllrs Andrew Fellowes, Marianne Marshall, John Robinson, James Croft Hill, Jane Denny, Patricia Hales, Ward Cllr Charlotte Taylor, one member of the public, Tanya Walshe (Parish Clerk/RFO)

1. To elect a Chairperson – Cllr Andrew Fellowes offered to continue as Chair for a further 12 months. It was proposed by Cllr Marianne Marshall, seconded by Cllr Patricia Hales and unanimously RESOLVED that Cllr Andrew Fellowes be elected Chair for 2026/27. The Declaration of Acceptance of Office is to be completed.
2. To elect a Vice Chairperson – Cllr Marianne Marshall was nominated for the role of Vice-Chair. It was proposed by Cllr Garnett Cresswell, seconded by Cllr Jane Denny and unanimously RESOLVED that Cllr Marianne Marshall be elected Vice-Chair for 2026/27.
3. To receive apologies of absence – there were none.
4. To receive declarations of interest and written applications for dispensation – there were none.
5. To adopt minutes of previous meeting – 19th March 2026 – Cllr Garnet Cresswell proposed that the minutes were a true record of the meeting and that they should be adopted, Cllr Jane Denny seconded this and all present were in agreement. The minutes were therefore ADOPTED.

It was noted that minutes should also continue to be submitted for inclusion in the Parish Magazine and uploaded to the website once the Clerk has access.

6. Open Session –

6.1. To receive Ward Councillor Report – Ward Cllr Charlotte Taylor gave a verbal report. Matters covered included:

- The proposed development of 250 house in Credenhill, including concerns regarding scale, access onto the A480, traffic congestion, landscaping, impact on heritage assets, flooding and drainage.
- Concerns regarding surface water runoff, including possible effects on the Yazor Brook and wider drainage network.
- Ongoing work relating to flood alleviation, cameras, telemetry, gauges and grills.
- Engagement with the Police Community Support Officer regarding local issues, knife crime awareness and possible community engagement locations.

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- Bus stop provision at Oakfield View and the Vivo Gate area (Credenhill), including concerns around safe siting, crossing points and accessibility.
- Section 106 contributions, including education, waste and recycling, sports and transport allocations.
- The importance of the Parish Council preparing a wish list for future Section 106 funding opportunities.
- Public realm changes following the end of the Balfour Beatty/BBLP arrangements.
- HGV issues, weight restrictions and enforcement difficulties. It was noted that Operation Snap may be used where suitable video evidence is available.
- The possibility of improved signage and traffic calming measures.

6.2. Public Participation

A request had been received from a resident asking whether a play area could be provided at the copse.

It was noted that the copse is currently being used for tree planting and wildflower meadow work with the involvement of the local school. The resident had been invited to attend the meeting but was not present.

The Council noted that a play area had previously been considered and concerns had been raised regarding ongoing maintenance.

7. Appointment of Members to Working Groups

7.1. Finance Working Group – Clerk to be supported as required.

7.2. Planning Working Group

It was RESOLVED to appoint Cllrs John Robinson, Garnet Cresswell, Patricia Hales and Andrew Fellowes to the Planning Working Group.

7.3. Highways – it was RESOLVED that no formal group appointed. Highways matters will continue to be considered as required.

8. To appoint Officers

8.1. It was RESOLVED that Cllr Andrew Fellowes be appointed as the Footpaths Officer for 2026/27

8.2. It was RESOLVED that Cllr Jane Denny be appointed as Tree Warden for 2026/27.

9. To consider donation to the Parish Magazine/Churchyard Maintenance

The Council considered its annual donation towards the Parish Magazine and Churchyard Maintenance. It was noted that the previous donation was £1500.

It was RESOLVED to donate £1500, to be split as appropriate by the receiving organisation.

10. To consider Speed Indicator Device replacement

The Council discussed the replacement speed indication device. It was noted that the previous device had been returned and a refund was expected. The Council discussed alternative models, including devices capable of recording different vehicle types and speeds.

Roadside Technologies and the VAS 300 SR model were mentioned as possible options. Councillors agreed that further enquiries should be made, including obtaining recommendations from other parish councils already using similar devices.

It was RESOLVED that quotes and further information would be obtained before a final decision is made.

11. To consider undertaking a Bat Survey

The Council considered undertaking bat survey work within the parish. It was noted that equipment is available to borrow through citizen science projects, and that surveys could support biodiversity work and provide useful information in relation to future planning matters.

Cllr Charlotte Taylor advised that she has a ward budget of £1000 and would consider using it to purchase a good quality bat detector/recorder that could potentially be shared between parishes.

It was RESOLVED that advice would be sought from an appropriate bat expert before any purchase is made.

12. Finance

It was RESOLVED to approve the following payments:

- 12.1. Insurance Renewal £601.28
- 12.2. Eyelid Productions website support £100
- 12.3. HALC services £561.28 plus £112.26 VAT
- 12.4. HALC meeting cover £275 plus £55 VAT
- 12.5. HALC recruitment costs £275 plus £55 VAT
- 12.6. HALC website hosting and domain name £225 plus £45 VAT

13. Defibrillator

The Council considered purchasing replacement scissors for the parish defibrillator and confirming the phone number going forward.

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It was noted that the defibrillator belongs to the Parish Council. The Council discussed whether its location is sufficiently visible and whether information should be included in the Parish Magazine to remind residents where it is located. It was also noted that the defibrillator should be registered with the circuit so the public is aware of its location. ACTION: the Clerk will check registration and requirements for replacement scissors.

14. Environmental Pond – Greylands Development

The Council considered the provision of an environmental pond as part of the Greylands Development. It was noted that further clarification is required regarding planning requirements and long-term maintenance, particularly if plots are sold individually.

Cllr Charlotte Taylor agreed to look further into the planning aspects.

15. Biodiversity Action Plan Update

Cllr Jane Denny provided an update. Work undertaken so far includes:

- Meeting representatives from Verging on Wild
- Meeting the locality steward, who was supportive of verge and wildflower planting
- Purchasing biodiversity data for the parish from Herefordshire Biological Records Centre
- Receiving information from the Duchy of Cornwall regarding the gravel pit
- Considering whether a cultivation licence is needed before planting on certain verges
- Considering staged planting, with further seeding likely to take place in autumn

It was suggested that residents could be asked via the Parish Magazine to report wildlife sightings in their gardens. Cllr Jane Denny also reported continued water testing in Yazor Brook.

16. Appointment of Internal Auditor for 2025/26

The Council considered the appointment of the internal auditor.

It was RESOLVED to appoint an Internal Auditor for 2025/26.

17. Date of Extra Ordinary Meeting of the Parish Council to approve audit papers

It was agreed that an additional meeting will be required once the internal audit has been completed. ACTION: Clerk will arrange a date once the audit paperwork is complete.

18. Matters for the next agenda

- Road safety & Traffic calming
- Grit/Salt boxes
- Grass cutting at the copse and confirmation of responsibility
- Section 106 wish list
- Speed Indication Device replacement

19. To note the date of the next scheduled meeting

The next Parish Council meeting will be held on 16th July 2026, 6pm, Stretton Sugwas Village Hall

Meeting closed 19:24

Tanya Walshe, clerk to Stretton Sugwas Parish Council