

Wigmore Group Parish Council

Councillors are summoned to the Annual Meeting and the scheduled May meeting of the Parish Council on Monday 9 May 2022 at 7.00pm at ~~St Mary Magdalene Church, Leinthall Stakes.~~

Venue changed to Wigmore Village Hall

The Press & Public are cordially invited to attend.

AGENDA – ANNUAL PARISH COUNCIL MEETING

1. **To elect the Chairman of the Council** and to receive Declaration of Acceptance of Office.
2. **To elect the Vice Chairman of the Council** and to receive Declaration of Acceptance of Office.
3. **Apologies. To receive apologies for absence.**
4. **To consider approving and adopting the following:**
 - 4.1. Code of Conduct
 - 4.2. Standing Orders
 - 4.3. Financial Regulations
 - 4.4. Risk Management Policy
5. **To agree membership of Working Groups and co-ordinator for each Group:**
Bury Lane Playing Field; Closed Churchyard; Environment; Finance; Planning; Traffic Calming; Volunteers.
6. **To agree persons for the following roles:** Defibrillator Liaison, Parish Paths Officer, and Tree Warden.
7. **To confirm arrangements for 2022/23:**
 - 7.1. Bank Mandate
 - 7.2. Meeting dates
 - 7.3. Internal Auditor
 - 7.4. Delegation Policy
 - 7.5. Registers of Interest. Councillors are reminded to check their Register of Interests and update if required.

Wigmore Group Parish Council Scheduled Meeting

Following the Annual Meeting of the Group Parish Council

AGENDA - SCHEDULED MEETING

8. **To receive Declarations of interest and written requests for dispensations.**
9. **Open Session**
 - 9.1. To receive report from Ward Cllr Carole Gandy
 - 9.2. To receive views of residents on parish matters
 - 9.3. To receive reports from Councillors.
10. **Minutes.** To approve minutes of the scheduled meeting 11 April 2022.
11. **Finance.**
 - 11.1. To receive and note the Internal Auditor's Report for year ending 2021.
 - 11.2. To approve Annual Governance Statement, section 1 of the Annual Governance and Accountability Return (AGAR).
 - 11.3. To approve Accounting Statement, section 2 of the AGAR.
 - 11.4. To agree proposed dates for the exercise of public rights, 13/6/2022 to 22/7/2022.
 - 11.5. To sign and authorise return of Certification of Exemption from External Audit (for councils with gross income or expenditure not exceeding £25,000)
 - 11.6. To note balances and approve payments in Appendix 1.

12. To receive report on status of land known as the village green at **Leinthall Starkes** and consider reinstating cutting of the area by the Parish Council (number of cuts to be determined).
13. To receive an update on the condition of the U92202 Marlbrook Lane.
14. To consider requesting Traffic Regulations Orders along the C1019 Wigmore to Pipe Aston road.
15. **St James Church and Churchyard, Wigmore**
 - 15.1. To receive report on ownership of land to the rear of the Church.
 - 15.2. To record assessment of monuments and tombstones following a safety inspection on 24 April 2022 and to agree action required.
16. **The Queen's Platinum Jubilee.** To receive update and consider decisions required to further plans for a celebration.
17. **Streetlights.** Standing item until completed.
To note update from the Clerk and consider any action required to further arrangements for transferring responsibility of 8 streetlights from Wigmore Group Parish Council to Herefordshire Council and the decommissioning and removal of 2 streetlights.
18. **Bury Lane Playing Field Working Group.**
 - 18.1. To note date of monthly inspections of play equipment.
 - 18.2. To consider next stage of development and application for grant funds.
19. **Volunteers Group.** To consider repositioning signs as suggested by Ward Councillor.
20. **Information items, correspondence & training.** To note and action, as necessary.
21. **To raise matters for next scheduled meeting:** scheduled meeting on Monday 13 June 2022. Venue to be agreed as the Village Hall may not be available.

Mrs Maggie Brown, Clerk to the Council

Email clerk@wigmoregrouppc.co.uk

Telephone 07398 222 310

4 May 2022

Appendix 1

Lloyds Bank Balance at 3 May 2022 £35,819.95 including £11590 precept received & £26.10 paid to Southern Electric for streetlighting.

Ringfenced Funds: Bury Lane Playing Field Project £2,522.69; Election Fund £2,059.02; Traffic/Signage £2,918.00; Streetlights £2,000.00; Reserve Fund £7,500.00; General Revenue Reserve £11,780.12;
TOTAL ringfenced £28,779.83 Un-ringfenced funds available: £7,040.12

Payments for approval. Amounts include VAT where applicable.

Countrywide Grounds Maintenance INV00000000229954 March 1-31	£207.00
D M Payroll Services Ltd - Internal Audit 2021/22	£120.00
Clerk, Payroll Month 1	£639.13
HMRC PAYE Month 1	£108.80
Clerk Expenses	£99.79
Wigmore Village Hall for 10 Jan & 14 Mar**	£60.00
Total Payments	£1,234.72
	£6,121.24

* Litter Pickers x 4 £12.99; subscription of Society of Local Council Clerks £77.35; mileage to Pipe Aston meeting £9.45 total £99.79

** Formerly £26 per booking.