

Wigmore Group Parish Council

Councillors are summoned to the scheduled meeting of the Parish Council
on Monday 10 October 2022 at 7.00pm at The Meeting Room, Petchfield House.

Post code SY8 2HJ What3Words booms.instance.squish. Directions: C1019 (Wigmore to Ludlow) road, through Leinthall Starks towards Elton. Turn right at Wheely Wonderful Cycling, and right again to Petchfield House.

The Press & Public are cordially invited to attend.

1. **To receive apologies for absence.**
2. **To receive Declarations of interest and written requests for dispensations.**
3. **Open Session**
 - 3.1. To receive report from Ward Cllr Carole Gandy
 - 3.2. To receive views of residents on parish matters
 - 3.3. To receive reports from Councillors.
4. **Minutes.**
 - 4.1. To approve minutes of the scheduled meeting 13 June, 11 July & Extraordinary Meeting on 3 August.
 - 4.2. To note meeting on 12 September 2022 was postponed due to the National Period of Mourning for Her Majesty Queen Elizabeth II.
5. To consider co-option of a Wigmore Councillor to fill the vacancy on the Parish Council.
6. **Finance.**
 - 6.1. To receive quarter end report from the Responsible Financial Officer and consider recommendations made.
 - 6.2. To consider request from Age UK Hereford & Localities for a financial donation.
 - 6.3. To discuss the first draft Budget for 2023/24 following Finance Working Group meeting on 3 Oct.
 - 6.4. To note balances, payments made between meetings, and approve payments in Appendix 1.
7. **Planning** To consider responses to applications to be determined by Herefordshire Council.
 - 7.1. [P222457/FH - Full Householder](#) Wigmore, Mortimer, Wigmore Hall Wigmore Leominster Herefordshire HR6 9UL, Proposed refurbishment of existing annex including internal works, the addition of a staircase, creation of a dormer window and replacing existing roof lights., Valid.
 - 7.2. [P222458/L - Listed Building Consent](#) Wigmore, Mortimer, Wigmore Hall Wigmore Leominster Herefordshire HR6 9UL, Proposed refurbishment of existing annex including internal works, the addition of a staircase, creation of a dormer window and replacing existing roof lights., Valid.
 - 7.3. [P222699/K - Works to Trees in a Conservation Area](#) Wigmore, Mortimer, Orchard House Wigmore Leominster Herefordshire HR6 9UA, re Walnut tree; Sweet Chestnut; Ash.
 - 7.4. [P222339/F – Planning Permission](#) The Castle Inn, Ford Street, Wigmore, Leominster, HR6 9UN.
The application scheme is for the change of land-use from what is currently part of the public house garden, to form additional plots on the caravan park at the rear of the public house car park. The caravan park itself is understood to have 18 consented plots. This application is for 4 additional plots at the southeastern segment of the site, close to the public house. , Valid. Deadline 27 October.
 - 7.5. [Planning Consultation - 223008](#) - Holly Tree Cottage, Elton, Ludlow, Herefordshire SY8 2HQ
Proposed repair and refurbishment of Holly Cottage to include demolition works and single storey extensions. Conversion of cart shed to form an office/studio. Proposed detached garage/log store.
 - 7.6. [Planning Consultation - 223009](#) - Holly Tree Cottage, Elton, Ludlow, SY8 2HQ. Listed Building Consent.
8. **Planning Matters**
[P214251/F](#) Juniper Cottage, Pipe Aston. To discuss and agree representation at the Herefordshire Council Planning Committee meeting on Wednesday 26th October at 10am.
9. **Working Groups/Signatories.** To amend membership of working groups, select an additional bank signatory and member to verify bank reconciliations.
10. **Warm Bank.** To consider whether WGPC could or should support the Warm Spaces initiative in the parishes; and further explore whether the Wigmore Village Hall has any plans to do so.
11. **Millennium Green.** To note the Green is owned by Herefordshire Council.
12. **Benches.** To consider location for 2 benches and use of £149 collected at Jubilee celebrations for installation costs.
13. **Correspondence:**
 - 13.1. Notification received that a Welcome Pack is being produced. To consider wording which may be included about the Parish Council and potential financial support.

- 13.2. Notification of trees, potentially on Poors Wood Common, marked with paint. To consider whether trees are on Parish Council land, and the relevance of the painted marks.
- 13.3. To consider whether Councillors wish to receive news updates received from Herefordshire Council and to confirm that individual members will sign up for Neighbourhood Alerts from West Mercia Police.
14. Highways
 - 14.1. To receive report about difficulties in arranging traffic control for proposed drainage works at Barnett Lane and consider declining grant from Balfour Beatty.
 - 14.2. To consider applying for a Traffic Regulation Order for a further speed restriction at Leinthall Starks.
15. Public Rights of Way (PROW). To consider report received from the Footpaths Officer.
16. Dates for defibrillator training – to consider appropriate date and location for public training session.
17. **Bury Lane Playing Field.**
 - 17.1. To note receipt of £10,000 grant from The National Lottery.
 - 17.2. To consider item(s) to be purchased with the grant and whether additional funds may be utilised.
 - 17.3. To note date of monthly inspections of play equipment.
 - 17.4. To record receipt of Annual Inspection of play equipment and discuss remedial works required.
 - 17.5. To discuss report on trees at Bury Lane Playing Field and consider works to be undertaken.
 - 17.6. To consider reducing area used for Wildflower Meadow.
18. **Volunteers Group.** To consider arranging pruning and clearance of shrubs on the Millennium Green.
19. **Streetlights.** To note transfer of 8 lights to Herefordshire Council and removal of streetlights P004 at Old Court House & P010 at Brick Close with effect from 26 July 2022.
20. **Information items, correspondence & training.** To note and action, as necessary.
21. **To raise matters for next scheduled meeting.**
22. To confirm date and location of next scheduled meeting - Monday 14 November 2022.

Mrs Maggie Brown, Clerk to the Council

Email clerk@wigmoregrouppc.co.uk

Telephone 07398 222 310

5 October 2022

Appendix 1

Lloyds Bank Balance at 6/9/2022	£ 40,356.08
Payments / Receipts since July meeting - August meeting postponed	
Mrs F White, Parks & Playgrounds Inv 00489 , Annual Inspection 2022	-£ 63.40
Countrywide Grounds Maintenance Inv 244151_1-31 July	-£ 207.00
Countrywide Grounds Maintenance Inv 249217_1-31 August	-£ 207.00
Leo Pest Control Inv 91447. Emptying dog bin 8 August	-£ 30.00
Clerk, Payroll Month 5	-£ 582.93
HMRC PAYE Month 5	-£ 94.80
Clerk Expenses September 2022 - HP Instant Ink	-£ 8.98
Herefordshire Council - 2nd half of annual precept	£ 11,590.00
Refund from Southern Electric (streetlights)	£ 11.17
Lloyds Bank Balance at 30/9/2022	£ 50,763.14
Ringfenced Funds: Bury Lane Playing Field Project	£ 2,522.69
Millennium Bench Fund	£ 149.00
Election Fund	£ 2,059.02
Traffic/Signage	£ 2,918.00
Restricted Fund - from the National Lottery	£ 10,000.00
Streetlights	£ 2,000.00
Reserve Fund	£ 7,500.00
General Revenue Reserve	£ 8,780.54
TOTAL ringfenced	£ 35,929.25
Un-ringfenced funds available:	£ 14,833.89
Payments for approval. Amounts include VAT where applicable.	
Leo Pest Control Inv SI-91876. Emptying dog bin 20/9/22	£ 30.00
Countrywide Grounds Maintenance Inc. 254216 1-30 September	£ 207.00
Clerk, Payroll Month 6	£ 582.73
HMRC PAYE Month 6	£ 95.00
Total Payments	£ 914.73
Un-ringfenced balance after payments:	£ 13,919.16