

Wigmore Group Parish Council

Councillors are summoned to the scheduled meeting of the Parish Council
on Monday 17 April 2023 at 7.00pm at The Meeting Room, Petchfield House SY8 2HJ

Directions: from Wigmore, through Leinthall Starkes 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.** To approve minutes of the scheduled meeting 13 March 2023.
5. **Election.** To note persons nominated for election 4 May 2023 and vacancies on the Parish Council.
6. **Finance.**
 - 6.1. To receive year-end report from the Responsible Financial Officer and consider recommendations.
 - 6.2. To receive and note the Internal Auditor's Annual Report.
 - 6.3. To approve Annual Governance Statement, section 1 of the Annual Governance and Accountability Return (AGAR).
 - 6.4. To approve Accounting Statements, section 2 of the AGAR.
 - 6.5. To agree proposed dates for the exercise of Public Rights between 5 June to 14 July 2023.
 - 6.6. To note balances and approve payments in Appendix 1.
7. **Planning.** To consider responses to applications to be determined by Herefordshire Council.
[P230882/FH](#) - Full Householder. Wigmore, Mortimer, The Barn House 1 Bury Court Barns Wigmore Leominster Herefordshire HR6 9US. Proposed single storey garden room extension and porch, Valid.
Deadline 22 April.
8. **Installation of benches at Millennium Green and Leinthall Starkes.** To receive an update, and consider response thanking the Manager of Leinthall Quarry, Leinthall Earls and volunteers who completed the task.
9. **Leinthall Starkes Phone Box – refurbishment and installation of a defibrillator.** To receive an update.
10. **Policies. To consider adopting:**
 - 10.1. Local Government Association Model Councillor Code of Conduct
 - 10.2. Financial Regulations.
 - 10.3. Standing Orders.
11. **Wigmore Parish Meeting.** To receive update and agree date for Wigmore Annual Parish Meeting.
12. **Highways & Public Rights of Way (PROW). To consider**
 - 12.1. Expression of Interest & Annual Maintenance plan for the Lengthsman Scheme 2023/24. *If received.*
 - 12.2. Contract between Herefordshire Council and Wigmore Group Parish Council, to be signed and returned to Balfour Beatty. *If received.*
 - 12.3. Maintenance which might be considered under the Lengthsman grant scheme, 2023/24.
 - 12.4. PROW in need of maintenance in the Parishes.
13. **Bury Lane Playing Field.**
 - 13.1. To note inspection of play equipment.
 - 13.2. To receive update on installation of climbing frame and consider either full payment of invoice on receipt, having checked it matches Order Acknowledgement 1261826 / 420792 (£16,148.60 gross; £13,457.17 net; £2691.43 VAT to be reclaimed), or partial payment, with balance payment following receipt of satisfactory Post Installation Inspection Report.
 - 13.3. To consider press release acknowledging grant from The National Lottery Community Fund.
14. **Information items, correspondence received & requests for training.** To note and action, as necessary.

15. To raise matters for next scheduled meeting.
16. To confirm date and location of Annual and Scheduled Meetings of the Parish Council, Monday 22 May 2023.

Mrs Maggie Brown, Clerk to the Council

Email clerk@wigmoregroupparishcouncil.gov.uk

Telephone 07398 222 310

12 April 2023

Appendix 1

Lloyds Bank Balance on 11 Apr 2023	£ 47,354.47
Ringfenced Funds: Bury Lane Playing Field Project	£ 3,457.17
Millennium Bench Fund (Wigmore village)	£ 149.00
Election Fund	£ 2,059.02
Traffic/Signage	£ 2,918.00
Restricted Fund - from the National Lottery	£ 10,000.00
Donations towards Defibrillator Project (Leinthall Starks)	£ 3,669.50
Reserve Fund	£ 7,500.00
General Revenue Reserve	£ 3,755.69
TOTAL ringfenced	£ 43,508.38
Un-ringfenced funds available:	£ 3,846.09

Payments for approval. Amounts include VAT where applicable*

Bilbrough Properties - Hall Hire 9/1 13/2 & 13/3	£ 45.00
DM Payroll Services Ltd - Internal Audit Review (2022-23)	£ 120.00
Clerk, Payroll Month 12	£ 617.47
HMRC PAYE Month 12	£ 103.60
Clerk's Expenses #	£ 71.08
Total Payments	£ 957.15
Un-ringfenced balance after payments:	£ 2,888.94

Microsoft 365 Subscription £59.99*; HP Instant Ink £2.99*; Mileage £8.10