

Wigmore Group Parish Council

Councillors are summoned to the Scheduled meeting of the Parish Council
on Monday 11 September 2023 at 7.00pm at The Meeting Room, Petchfield House SY8 2HJ
The Press & Public are cordially invited to attend.

AGENDA

1. **To elect Chairman of the Parish Council and to receive Declaration of Acceptance of Office.**
2. **To receive apologies for absence.**
3. **To receive Declarations of interest and written requests for dispensations.**
4. **Open Session.**
 - 4.1. To note report received from Ward Cllr Carole Gandy.
 - 4.2. To receive views of residents on parish matters.
 - 4.3. To receive reports from Councillors.
5. **Minutes.** To approve minutes of the scheduled meeting 10 July and extraordinary meeting 7 August 2023.
6. **Vacancies on the Parish Council.** To consider applications for co-option to the Parish Council.
7. **Finance**
 - 7.1. To note donations received and consider earmarking for specific purposes. £1,000 cheque banked 27 July 2023 and total £1,104.97 cash banked in July.
 - 7.2. To consider Parish Council contribution towards cost of defibrillator in Elton.
 - 7.3. To note conclusion of Audit 2022-23 and agree length of time notice should be displayed.
 - 7.4. To note balances, payments, and receipts since the July meeting: Combined balances £37,789.49; Ringfenced £32,268.43, Un-ringfenced funds £5,521.06. Payment £15,308.30 to Wicksteed Leisure Invoice 821409 and Credit Note 871 and £150 to Mr P Blackburne for maintenance of Public Rights of Way Jacob's Ladder WQ6 and WQ17 from Ford Street to Wigmore School.
 - 7.5. To consider payments for approval.

		VAT
a) Countrywide Grounds Maintenance Inv. 526269	£223.56	£37.26
b) Leo Pest Control Inv. 95944	£30.00	
c) HALC Inv. H1903 Website hosting & domain name Dec 2021 to Nov 2023	£270.00	£45.00
d) Caring for God's Acre Inv 0650. Summer Scythe and rake off	£100.00	
e) Clerk, Payroll Month 5	£576.87	
f) HMRC PAYE Month 5	£144.20	
g) Clerk's Expenses Aug & Sep*	£142.43	£11.02

Total Payments £1,487.06 Un-ringfenced balance after payments £4,034.00
* £5.98 Instant Ink (2 months), £60.12 plaque for bench, £50 Home Working Allowance (6 months), £26.33 mileage (to Hereford Archives, meetings at Churchyard x 2).
8. **Planning.** To consider response to application to be determined by Herefordshire Council.
[P232332/F](#) Wigmore School Academy Ford Street Wigmore Leominster Herefordshire HR6 9UW. Canopies to existing paved areas. New covered seating area. *Deadline 13 September.*
9. **Asset of Community Value.** To consider contacting Herefordshire Council in support of an application made by the Friends of Mortimer Forest to nominate part of Mortimer Forest as an Asset of Community Value.
10. **Leinthall Starkes Phone Box.** To receive an update and consider actions required prior to installation of a defibrillator.
11. **Toddler Playground on Kings Meadow.** To consider action following reports/feedback received.
12. **Consultation. To consider response to** Herefordshire Council's Sustainability and Climate Change Team in relation to locations within the Parishes in need of an Electric Vehicle Charging unit.
13. **Highways.** To consider
 - 13.1. Writing to Herefordshire Council (Cllr Barry Durkin) on the condition of the C1019.
 - 13.2. Arranging meeting with Ian Connolly, Traffic Management Advisor, Road Safety Team, West Mercia Police regarding road safety on the C1019.
 - 13.3. Purchase of village signs for Pipe Aston.

13.4. Purchase of signage for Novel Lane, Leinthall Starks.

14. Lengthsman

14.1. To note receipt of signed Lengthsman agreement with Herefordshire Council from 23 August 2023 to 31 March 2024 and names of contractors.

14.2. To consider tasks not included in 2023/24 contract with Countrywide Grounds Maintenance to be undertaken prior to end March 2024 including but not limited to:

- a) clear debris from the pavement and kerb and trim hedge on western side of Bury Lane between Ford Street and vehicular access to Kings Meadow.
- b) drainage works as recommended following tour of the parishes, including ditching, and clearing of grips, estimated at 2 or 3 days.
- c) clear footway by the school field from entrance to Kings Meadow to Public Right of Way WQ17
- d) clear vegetation around road signs from Ford Street to Pipe Aston.

14.3. To consider works for completion in 2024/25 prior to requesting quotes/budget setting.

15. St James Churchyard, Wigmore.

15.1. To ratify decision to contact Herefordshire Conservation Officer in relation to siting of new fence, and to note advice received.

15.2. To consider taking pre-planning advice and applying for Planning Permission for installation of a fence and additional small works.

15.3. To consider quotation for clearing vegetation to encourage visitors.

15.4. To consider quotations re installation of fencing.

15.5. To consider quotations for repair of gate post at entrance from Church Street, handrail/post at steps at west entrance, new handrail, and safety repair to existing steps at east side of churchyard.

16. Bury Lane Playing Field.

16.1. To note inspection of play equipment.

16.2. To consider installation of posts at southern opening to prevent vehicular access.

16.3. To consider works to be completed following Annual Inspection report. .

17. **Budget 2024/25.** To consider projects for inclusion in the budget.

18. **Information items, correspondence received & requests for training.** To note and action, as necessary.

19. To raise matters for next scheduled meeting.

20. To confirm date and location of the next meeting of the Parish Council, Monday 9 October 2023.

Mrs Maggie Brown, Clerk to the Council

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Telephone 07398 222 310

6 September 2023