

Wigmore Group Parish Council

Councillors are summoned to the Scheduled meeting of the Parish Council
on Monday 8 January 2024 at 7.00pm Wigmore Village Hall

The Press & Public are cordially invited to attend.

AGENDA

1. **To elect the Chairman of the Council and to receive Declaration of Acceptance of Office.**
2. **To receive Declarations of interest and written requests for dispensations.**
2. **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.
3. **Minutes.** To approve minutes of the scheduled meeting 11 December 2023.
4. **Vacancies on the Parish Council.** To consider applications for co-option to the Parish Council, if received.
5. **Finance**
 - 5.1. **To receive quarter end report from the Responsible Financial Officer.**
 - 5.2. **To note payments and receipt since publication of the December agenda:** Received £50 from Lloyds Bank. Payments to be authorised 4 Jan, not deducted from balances below. MJH Contracting £815 Lengthsman tasks/Bury Lane Playing Field signage; Active Garden Ltd £144 repair of zip wire; Caring For God's Acre £100 maintenance of closed churchyard. £24 VAT to be reclaimed.
 - 5.3. **To note combined balances** Lloyds Bank on 3 January 2024 £43,936.33.
 - 5.4. **To note Reserves and Ringfenced funds:** Reserve Fund £7,500; General Revenue Reserve £16,264.96. Millennium Bench Fund (Wigmore village) £98.90; Election Fund £1,579.81; Defibrillator Projects £6,299.47; St James Churchyard Fence £1,000; Total ringfenced/reserves £32,743.14.
Un-ringfenced/reserve funds available: £11,193.19
 - 5.5. **To consider payments for approval.**

a) Countrywide Grounds Maintenance Inv. 545025 Dec 2023	£223.56	£37.26 VAT
b) Clerk, Payroll Month 9 £764.40 gross plus £151.66 backpay (£43.33 x 7 / 2)	£732.86	
c) HMRC PAYE Month 9 £183.20 and ER NI contributions £21.81	£205.01	
d) Total Payments	£1,161.43	
Un-ringfenced/Reserve balance after payments:	£10,031.76	
6. **Planning.** To consider response to application to be determined by Herefordshire Council.
[P233577/RM - Approval of Reserved Matters](#) Wigmore, Mortimer, Land at Perry Field Bury Lane Wigmore Herefordshire, Land at Perry Field Bury Lane Wigmore Herefordshire, Application for approval of reserved matters (Appearance, Landscaping, Layout & Scale) following outline approval 221923 (Outline application with all matters, save access, reserved for the erection of up to 25 residential units and associated infrastructure), Valid. *Deadline 17 January 2024.*
7. **Lengthsman.**
 - 7.1. To consider works to be undertaken by a Lengthsman under the Funding Scheme.
 - 7.2. To consider returning Lengthsman Scheme Expression of Interest form to Herefordshire Council.
 - 7.3. To select contractor(s) for 2024/25.
8. **St James Churchyard, Wigmore. Fencing and repairs.** To note pre-planning advice from Herefordshire Council and consider actions required prior to submitting a planning application.
9. **Poors Wood Common.** To consider a strategy for the Common.
10. **Bury Lane Playing Field. To note inspection of play equipment.**
11. **Information items, correspondence received & requests for training.** To note and action, as necessary.
12. To raise matters for next scheduled meeting.
13. To confirm date and location of the next meeting of the Parish Council, Monday 12 February 2024.

Mrs Maggie Brown, Clerk to the Council

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3 January 2024