

Wigmore Group Parish Council
Councillors are summoned to the Annual and Scheduled meetings of the Parish Council
on Monday 13 May 2024 at 7.20pm at Wigmore Village Hall
following the Annual Meeting of the Parish.

The Press & Public are cordially invited to attend.

AGENDA – ANNUAL MEETING of the PARISH COUNCIL

- 1./2024 **To elect the Chairman of the Council and to receive Declaration of Acceptance of Office.**
- 2./2024 **To elect the Vice Chairman of the Council.**
- 3./2024 **Apologies.** To receive apologies for absence.
- 4./2024 **To consider adopting documents for 2024**
 - a) Local Government Association Code of Conduct
 - b) Standing Orders
 - c) Financial Regulations
 - d) Risk Management Policy
 - e) Asset Register
- 5./2024 **To consider membership of Working Groups.**
- 6./2024 **To consider persons to fulfil roles of Parish Paths Officer(s), Defibrillator Liaison and Tree Warden(s).**
- 7./2024 **To confirm arrangements for 2024/25**
 - a) Bank Mandate.
 - b) Meeting dates and locations. 2nd Monday 7pm. June, September, December 2024 and March 2025 Petchfield.
 - c) Posting agenda/notices.
 - d) Internal Auditor. SDH Accounting.
 - e) Delegation Policy.
 - f) Registers of Interest.
 - g) .gov councillor email addresses.

Wigmore Group Parish Council Scheduled Meeting
Following the Annual Meeting of the Group Parish Council

AGENDA - SCHEDULED MEETING

- 8./2024 **To receive apologies for absence.**
- 9./2024 **To receive Declarations of interest and written requests for dispensations.**
- 10./2024 **Open Session.**
 - a) To receive report from Ward Cllr Carole Gandy.
 - b) To receive views of residents on parish matters.
 - c) To receive reports from Councillors.
- 11./2024 **Minutes. To approve minutes of the scheduled meeting 8 April 2024.**
- 12./2024 **Vacancies on the Parish Council.** To consider applications for co-option to the Parish Council.
- 13./2024 **Finance**
 - a) To receive and note the Internal Auditor's Annual Report.
 - b) Annual Governance and Accountability Return (AGAR).
 - i. To approve Annual Governance Statement, section 1 of the AGAR.
 - ii. To approve Accounting Statement, section 2 of the AGAR.
 - iii. To agree proposed dates for the exercise of public rights, 3/6/2024 – 12/7/2024
 - c) To consider renewal of public liability and general insurance.
 - d) To note payments/receipts since publication of the April agenda: Payments MJH Contracting £180 for mowing and £359 planning fees re closed churchyard. Receipts: £14,000 precept on 19 April.
 - e) To note Lloyds Bank combined bank balances on 7 May 2024 £50,104.86.
 - f) To note Reserves and Ringfenced funds: Reserve £7,500, General Revenue Reserve £8,424.36, 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 £24,902.54 Un-ringfenced/reserve funds available: £25,202.32

g) **To consider payments for approval.**

VAT

i.	DM Payroll Services Ltd Inv. 3419. Internal Audit	£120.00	
ii.	Caring for God's Acre Inv 711. Rake off, remove ivy & prune buddleia	£100.00	
iii.	Leo Pest Control Inv SI-99331. Emptying dog bin 25 March	£36.00	£6.00
iv.	Wigmore Village Hall - Hire 8 April	£20.00	
v.	Herefordshire Council Inv 91621630 Pipe Aston sign	£407.80	£67.97
vi.	Herefordshire Tree Warden Network Annual Sub	£30.00	
vii.	Clerk, Payroll Month 1 2024/25	£644.13	
viii.	HMRC PAYE Month 1 £161 and ER NI contributions £6.50	£167.50	
ix.	Clerk's Expenses. Mileage & printing	£42.72	£1.34
	Total Payments	£1,568.15	£75.31
	Un-ringfenced/Reserve balance after payments:	£23,634.17	

14./2024 **Planning.** To consider response to application to be determined by Herefordshire Council.

[P240903/F - Planning Permission](#) Walford, Letton and Newton, Mortimer, Lane Cottage Produce, Lane Cottage Deerfold Bucknell Herefordshire SY7 0EF, Proposed siting of 2 x 30 ft shipping containers on the site for conversion to 2 person tourist accommodation cabins to rent out., Valid. Deadline 16 May. ***Site close to Wigmore parish boundary.***

15./2024 **St James' Church, Wigmore**

- a) To note information on the potential closure for services.
- b) To consider owl box proposed in the closed churchyard.
- c) To consider location for disposing of waste produced by Caring for God's Acre.

16./2024 **Defibrillators.**

- a) To consider delegating responsibility to the Clerk and Elton Defibrillator Working Group to complete purchase and installation of a defibrillator at Elton, utilising funds ringfenced for the purpose.
- b) To note quotation received for defibrillator at Leinthall Starks. Responsibility for purchase delegated to Clerk and Leinthall Starks Defib Working Group in March 2023.
- c) To consider purchase of paediatric defibrillator pads for Leinthall Starks.

17./2024 **Consultation.** To consider:

- a) [Consultation on the Herefordshire Local Plan 2021- 2041.](#) Deadline 20 May.
- b) [Consultation on a new Local Transport Plan 2024-2041.](#) Deadline 21 May.

18./2024 **Bury Lane Playing Field.**

- a) To note inspection of play equipment.
- b) To consider installation of matting by Four x Four game.

19./2024 **Highways/Public Rights of Way/Lengthsman**

- a) To consider report on C1019 prior to submitting it to Mr Ian Connolly, Traffic Management Advisor, Road Safety Team, West Mercia Police.
- b) To consider draft contract between WGPC and the Lengthsman.
- c) To consider potential Lengthsman works at Kings Meadow.

20./2024 **Information items,** correspondence received & requests for training. To note and action, as necessary.

21./2024 **To raise matters for next scheduled meeting.**

22./2024 **To confirm date and location** of next scheduled meeting of the Parish Council, Monday 10 June 2024.

Mrs Maggie Brown, Clerk to the Council

Email clerk@wigmoregroupparishcouncil.gov.uk

Telephone 07398 222 310

8 May 2024