

Wigmore Group Parish Council

Councillors are summoned to the scheduled meeting of the Parish Council on Monday 9 September 2024 at 7pm at The Meeting Room, Petchfield.

The Press and Public are cordially invited to attend.

AGENDA

54./2024 **To receive apologies for absence.**

55./2024 **To receive Declarations of interest and written requests for dispensations.**

56./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.

57./2024 **Minutes. To approve minutes of the scheduled meeting 8 July 2024.**

58./2024 **Vacancies on the Parish Council.** To consider applications for co-option to the Parish Council.

59./2024 **Wigmore Community Centre (WVCC).** To receive and note report from the WVCC and consider measures to assist in supporting the financial viability of the Hall.

60./2024 **Grant Application.** To consider grant towards the Wigmore Village Show, 15 September 2024.

61./2024 **Finance**

- a) To consider moving from Lloyds to Unity Trust Bank, including a current and instant access savings account.
- b) To note verification of the Bank Reconciliation for Quarter 1, April to June 2024.
- c) To note payments/receipts since the July agenda: Lloyds. John Williams planning maps £100; Month 4 Payroll £644.13 HMRC £167.50; Countrywide Grounds Maintenance £428 (£71.33 VAT); Leo Pest Control £36 (£6 VAT); F A White Playground Inspection £62.50; MJH Contracting Ltd Lengthsman & Churchyard £607.50; Signs of Cheshire Wigmore notice board £252 (£42 VAT). Equals Money TFM Farm & Country Superstore Ltd fencing materials £140.22 (£23.37 VAT); £3.99 (67p VAT) for printer ink.
- d) To note Lloyds Bank combined balances on 3 Sep 2024 £36,867.01; Equals Money Account £227.25.
- e) To note Reserves and Ringfenced Funds. Reserve £7,500; General Revenue Reserve £6,944.36; Millennium Bench Fund (Wigmore village) £98.90; Election Fund £1,579.81; Defibrillator Projects £4,030.47; St James Churchyard Fence £1,000. TOTAL ringfenced/reserves £21,153.54. Un-ringfenced/reserve funds available: £15,940.72

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

		VAT
i.	Yatton Farm Services Inv 987. Work on Lawson Cypress. 21 Aug.	£180.00 £30.00
ii.	Countrywide Grounds Maintenance Inv 589039 (Aug)	£428.00 £71.33
iii.	Caring for God's Acre Inv 0727	£100.00
iv.	Leo Pest Control Inv SI0101228	£36.00 £6.00
v.	Clerk, Payroll Month 5 2024/25	£644.13
vi.	HMRC PAYE Month 5 £161 and ER NI contributions £6.50	£167.50
vii.	Clerk Expenses. 50% home working allowance £50 & Mileage 75 miles, £33.75.	£83.75
	Total Payments	£1,639.38 £107.33
	Un-ringfenced/Reserve balance after payments:	£14,301.34

62./2024 **Planning.** To consider response to applications to be determined by Herefordshire Council.

- a) [P241922/FH - Full Householder](#) Wigmore, Mortimer, Wigmore Hall Wigmore Leominster Herefordshire HR6 9UL. Proposed refurbishment of an existing annex including internal works, the addition of a regulation staircase and replacing an existing rotten timber rooflight with a conservation style rooflight and the installation of a second conservation style rooflight. Removal of previously installed impermeable insulation and installation of permeable insulation internally to allow the building fabric to breathe. Part retrospective. , Valid. *Extension for comments agreed - 10 September.*
- b) [P241923/L - Listed Building Consent](#) Wigmore Hall, Wigmore, Herefordshire HR6 9UL. Detail as 46.2024 a).

63./2024 **To consider adopting**

- a) Grant Application Form.
- b) Grants and Donations Policy.
- c) Planning Between Meetings Policy.
- d) Terms of Hire for Bury Lane Playing Field.

64./2024 **Working Groups.** To agree membership and co-ordinators: Wigmore Churchyard; Bury Lane Playing Field; Environment; Finance; Neighbourhood Development Plan; Planning.

65./2024. **Consultation. To consider responding to**

- a) [National Association of Local Councils regarding the National Planning Policy Framework](#). Deadline 9/9
- b) [Ministry of Housing, Communities & Local Government](#), on proposed reforms to the National Planning Policy Framework and other changes to the planning system. Deadline 24/9.

66./2024 **Bench.** To consider installation of a second bench at the Millenium Garden.

67./2024 **Notice board at Kings Meadow.** To consider purchase of replacement board.

68./2024 **St James' Churchyard, Wigmore. Planning Application P241104/F not yet determined 3/9/24**

- a) To consider style of fencing recommended, and to agree course of action for installation.
- b) To consider quotations for oak gate post.
- c) To consider style of handrail.
- d) To consider management of arisings following works completed by Caring for Gods Acre.

69./2024 **Trees.**

- a) Poors Wood Common. To consider quotations for tree works required.
- b) Kings Meadow. To confirm works to be carried out.
- c) Bury Lane Playing Field. To consider arranging assessment of Ash trees.
- d) St James' Churchyard. To note works completed on Lawson Cypress and consider removal of dead ivy/branches.

70./2024 **Lengthsman/Public Rights of Way (PROW). To consider**

- a) Draft contract between Wigmore Group Parish Council & the Lengthsman.
- b) Ditching Works, under the 2024/25 Local Drainage Fund. Locations to be agreed.
- c) A Drainage Survey, under the 2024/25 Local Drainage Fund.
- d) Submitting proposals for minor drainage schemes under the 2024/25 Local Drainage Fund
- e) Method of listing gullies for clearing/cleansing under the 2024/25 Local Drainage Fund.
- f) To note application for PROW 24/25 Grant Funding successful & consider signing Contract Variation Agreement.

71./2024 **Bury Lane Playing Field.**

- a) To note inspection of play equipment.
- b) To consider use of the Playing Field for the Wigmore Village Show on 15 September.
- c) To consider use of the Playing Field for a Community Bonfire Night event.
- d) To consider reports of 'tree houses' being built at the Field.
- e) To consider requesting a waste bin from Herefordshire Council to be placed next to the dog bin.
- f) To consider mowing around the tump to prevent brambles from spreading into the field.

72./2024 Information items, correspondence received & requests for training. To note and action, as necessary.

- a) To confirm 3 policing priorities to Safer Neighbourhood Team , currently Speeding, Other Traffic Offences (Enforcement of the Highway Code), Thefts (Dwellings)
- b) To consider supporting The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill
- c) To consider arranging a meeting with BT/EE or other providers to discuss move to digital telephony.
- d) To received update on Leinthall Starkes waste bin.
- e) To consider attendance at Parish Summit in Hereford on 8 October.

73./2024 To raise matters for next scheduled meeting.

74./2024 To confirm date of the next scheduled meeting Monday 14 October 2024 7pm at Wigmore Village Hall.

Mrs Maggie Brown, Clerk to the Council

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Telephone 07398 222 310

3 September 2024