

Wigmore Group Parish Council

Councillors are summoned to the scheduled meeting of the Parish Council
on Monday 10 March 2025 at 7.00pm, The Meeting Room, Petchfield.

The Press and Public are cordially invited to attend.

AGENDA

171./2024-25 To receive apologies for absence.

172./2024-25 To receive Declarations of Interest and written requests for dispensations.

173./2024-25 **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.

174./2024-25 **Minutes.** To approve minutes of the scheduled meeting 10 February 2025.

175./2024-25 **Vacancies.** To consider applications for co-option to the Parish Council, if received.

176./2024-25 **Permissive Paths, Wigmore Castle.** To consider the closure of permissive paths and to note information received from Herefordshire Council explaining that a Definitive Map Modification Order is not appropriate at this juncture.

177./2024-25 **Turning Circle Castle Street.** To consider requesting replacement sign.

178./2024-25 **Drainage.** To note works completed by the Lengthsman using funds from the Drainage Grant and consider application (this financial year or next) to cover costs of a jetting machine to enhance results of recent work.

179./2024-25 **Verges.** To confirm that, in line with the Parish Council's Biodiversity Policy, WGPC will ask for verges to be cut once, in late summer, noting that this will not affect safety cuts.

180./2024-25 **Finance**

- a) To note interim audit report from the Internal Auditor.
- b) To consider subscription to Microsoft 365 noting increase in cost from £49.99 to £70.83 net.
- c) To consider adjustment to payroll calculations following advice from Payroll Provider.
- d) To note payments/receipts not listed on February Minutes: Unity: £1,560.00 to MJH Contracting Inv 19.02.25 works in Kings Meadow, £6 service charge 28/2, £47 direct debit to Information Commissioners Office. Equals £112.74 gross for defibrillator pads (Wigmore) from ringfenced funds.
- e) To note bank balances on 4 March 2025 Unity Trust £34,112.08 Equals Money Account £187.26
- f) 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 £ £3,911.52; St James Churchyard Fence £1,000. TOTAL ringfenced/reserves £20,935.69 Un-ringfenced/reserve funds available: £13,363.65

		VAT	
g)	To consider payments for approval.		
i.	Countrywide Grounds Maintenance Inv. 619784 February.	£428.00	£71.33
ii.	Leo Pest Control Inv	£38.40	£6.40
iii.	Leo Pest Control Bal of Inv. SI103812 - underpaid	£2.40	£0.40
iv.	HALC Inv H5093 Affiliation 2025-26	£797.45	£132.91
v.	Eyelid Productions Inv 3888. Annual website support	£100.00	
vi.	Lloyd's Garden Services Inv 100	150.00	
vii.	MJH Contracting Inv. 26.02.25 Drainage (Grant)	£2,000.00	
viii.	Clerk, Payroll Month 11 2024/25.	£665.60	
ix.	HMRC PAYE Month 11 £166.40 and ER NI contributions £10.21	£176.61	
x.	Clerk Expenses. Home Working Allowance & Mileage.	£84.65	

Total Payments	£4,443.11	£211.04
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Un-ringfenced/Reserve balance after payments:	£8,920.54	
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- 181./2024-25 Section 106. <https://www.herefordshire.gov.uk/local-plan-1/section-106-planning-obligations> To consider [list for Herefordshire Council](#).
- 182./2024-25 **Planning**. To consider response to applications to be determined by Herefordshire Council.
- 183./2024-25 **Policies**. To consider adopting the following.
- a) Asset Register 2025 (adding bench)
 - b) Publication Scheme 2025 (updating email address)
 - c) Online Banking Policy 2025 (updating from Lloyds banking arrangements to Unity Trust)
 - d) Volunteers Policy & Risk Assessment (updating email address)
- 184./2024-25 **St James' Churchyard, Wigmore**. To consider quotes for repair of the path between two gates.
- 185./2024-25 **Wigmore Show**. To received update – including Easter Trail on Saturday 19 April.
- 186./2024-25 **Trees**. To note and consider
- a) **Bury Lane Playing Field**. Arrangements for removal of timber.
 - b) **St James Churchyard P250538/J - Works to trees covered by TPO**. Determination date 9 April.
 - c) **Poors Wood**. To note progress. Invoice expected before the end of March.
- 187./2024-25 **Bury Lane Playing Field**.
- a) To note inspection of play equipment.
 - b) To consider educational walks / fun days for children, working with Wigmore School.
- 188./2024-25 **To consider dates for Annual Parish Meetings** (Pipe Aston took place 4 March).
- 189./2024-25 [Information items](#), correspondence & requests for training. To note and action, as necessary.
- 190./2024-25 To raise matters for next scheduled meeting.
- 191./2024-25 To confirm date of the next scheduled meeting Monday 14 April 2025 7.00 pm at Wigmore Community Centre.

Mrs Maggie Brown, Clerk to the Council
clerk@wigmoregroupparishcouncil.gov.uk

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5 March 2025