

Wigmore Group Parish Council

Councillors are summoned to the scheduled meeting of the Parish Council
on Monday 14 April 2025 at 7.00pm, Wigmore Community Centre.

The Press and Public are cordially invited to attend.

AGENDA

192./2024-25 To receive apologies for absence.

193./2024-25 To receive Declarations of Interest and written requests for dispensations.

194./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.

195./2024-25 **Minutes.** To approve minutes of the scheduled meeting 10 March 2025.

196./2024-25 **Vacancy.** To consider applications for co-option to the Parish Council, if received.

197./2024-25 **Wigmore Castle.** To receive updates and consider action in establishing:

- a) Route for walkers to access Wigmore Rolls.
- b) Contact with English Heritage in relation to access around the perimeter of the Castle.

198./2024-25 **Traffic Regulation Order, Leinthall Starkes.** To consider ratifying decision taken between meetings to support the scheme as proposed.

199./2024-25 **Wigmore School.**

- a) To consider donation towards an award for the Annual Celebration Evening.
- b) To meet School Governors and discuss the school footpath, a Traffic Regulation Order request encompassing parking outside the Primary and High School, and ways to improve collaboration between the School and the Parish Council.

200./2024-25 **Public Rights of Way.** To receive report from the Wigmore and Elton Footpaths Officers.

201./2024-25 **Finance**

- a) To receive yearend Financial Report from the Responsible Financial Officer and consider recommendations.
- b) To receive the Internal Auditor's Interim and Final Annual Reports and note recommendations.
- c) 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, 3/6/2025 – 14/7/2025. To consider payment, after completion, of Broadleaf Arborist's invoice for tree works at Bury Lane Playing Fields in April 2025, quotation £6,575 net.
- d) To note payments/receipts not listed on March Minutes: Equals £3.99 for printer ink and £84.99 Annual Subscription to Microsoft 365. VAT to be reclaimed £14.83. Unity Trust £6 Bank Fees.
- e) To note bank balances on 8 April 2025 Unity Trust £33,332.59 Equals Money Account £98.28.
- f) To note Reserves and Ringfenced Funds. Reserve £7,500; General Revenue Reserve £12,167.86 Election Fund £1,579.81; Defibrillator Projects £3,911.52; St James Churchyard Fence £1,000. TOTAL ringfenced/reserves £26,159.19 Un-ringfenced/reserve funds available: £7,271.68.
- g) To consider payments for approval.

i.	Leo Pest Control SI-104317 Dog bin 3 March	£38.4	£6.40 VAT
ii.	Leo Pest Control SI-104685 Dog bin 27 March	£38.4	£6.40 VAT
iii.	Broadleaf Arborists Inv. Tree works in Poors Wood	£5,760.00	£960.00 VAT
iv.	Countrywide Grounds Maintenance Inv. 624852 March 2025	£428.00	£71.33 VAT
v.	Caring for God's Acre Inv. 34278 Scythe cut and ivy removal	£100.00	
vi.	TFM Country Superstore Inv. SIN7784191		
	Materials for notice board (Kings Meadow)	£61.70	£10.28 VAT
vii.	Brown, M Payroll Month 12 2024-25	£665.60	
viii.	HMRC Payroll Month 12 2024-25	£176.71	
	Total Payments	£7,268.81	£1054.41 VAT
	Un-ringfenced/Reserve balance after payments:	£2.87	

202./2024-25 **Planning.** To consider response to applications to be determined by Herefordshire Council.

- a) [P250237/F - Planning Permission](#) Wigmore, Mortimer, Pear Tree Farm Wigmore Herefordshire HR6 9UR. Proposed variation of condition 2 of planning permission 201143 (Proposed residential development of eight detached houses (varying 5 permitted houses to enable substitution of house types and amended site layout together with 3 further new infill dwellings)) - amendments to approved scheme, Valid. Deadline 11/4
- b) [P250112/L - Listed Building Consent](#) Wigmore, Mortimer, The Court House Ford Street Wigmore Leominster Herefordshire HR6 9UF. Proposed replacement of 7 single glazed sash windows with double glazing on front facade., Valid. Deadline 11/4.

203./2024-25 **Policies**. To consider adopting Planning between Meetings Policy.

204./2024-25 **Digital Telephony**. To select date in June for public awareness meeting.

205./2024-25 **Trees**. To consider actions in relation to

- a) **Bury Lane Playing Field**
 - i. Tasks on Andrew Pickup's report required within 12 to 24 months. See separate report.
 - ii. Replanting (after the above).
 - iii. Watering recently planted Black Poplar trees.
- b) **St James Churchyard**.
 - i. Quotations received for work recommended by Andrew Pickup.
 - ii. Conditions set in Planning Permission [P250538/J - Works to trees covered by TPO](#)
 - iii. Tasks on Andrew Pickup's report including tree group 383. Fell all or sever ivy and inspect annually in summer.
 - iv. **Tree Surveys**. To consider date(s) for follow up inspection(s). Advised between June & September.

206./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.
- c) To consider condition of track to Severn Trent Treatment Plant, and Land Certificate provided by Gabbs Solicitors.
- d) To consider condition of the car park surface and its potential repair.

207./2024-25 To consider **Drainage and Public Right of Way projects** for 2025/26.

208./2024-25 **Annual Parish Meetings**. To note dates and receive update on plans for Wigmore meeting. (Pipe Aston 4 March Leinthall Starks 14 May).

209./2024-25 Information items, correspondence & requests for training. To note and action, as necessary.

210./2024-25 **Staffing Matters**. To consider recommendations from the Clerk's Appraisal.

211./2024-25 To raise matters for next scheduled meeting.

212./2024-25 To confirm date of the Annual Parish Council meeting, followed by the scheduled May Meeting, on Monday 12 May 2025 7.00 pm at Wigmore Community Centre.

Mrs Maggie Brown, Clerk to the Council
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8 April 2025