

Wigmore Group Parish Council  
Councillors are summoned to the Annual and Scheduled meetings of the Parish Council  
on Monday 12 May 2054 at 7.00pm at Wigmore Community Centre  
The Press & Public are cordially invited to attend.

**AGENDA – ANNUAL MEETING of the PARISH COUNCIL**

**1/25-26 To elect the Chairman of the Council and to receive Declaration of Acceptance of Office.**

**2/25-26 To elect the Vice Chairman of the Council.**

**3/25-26 Apologies. To receive apologies for absence.**

**4/25-26 To consider adopting -**

- a) Local Government Association Code of Conduct (no changes)
- b) Standing Orders. Updates to SO 14 and 18.
- c) Financial Regulations. Updates to FR 5, Procurement
- d) Risk Management Policy (updated and adopted in February 2025)
- e) Asset Register (updated and adopted in March 2025)

**5/25-26 To consider and agree membership and co-ordinators of Working Groups.**

- a) Finance, including person verifying quarterly bank reconciliations
- b) Bury Lane Playing Field, including person undertaking playground checks.
- c) Closed Churchyard, including person liaising with Caring for Gods Acre
- d) Environment
- e) Planning/Neighbourhood Development Plan

**6/25-26 To consider roles of Parish Footpath Officer(s), Defibrillator Liaison and Tree Warden(s).**

**7/25-26 To consider Representatives on / working with external bodies and arrangements for reporting back.**

**8/25-26 To confirm arrangements for 2025/26**

- a) Bank Mandate.
- b) Transfers to Equals Money.
- c) Payments to small businesses, including MJH Contracting, on receipt of invoice, within budget, and subject to satisfactory completion of the agreed work.
- d) Payment to HP Instant Ink each month via Equals Money.
- e) Meeting dates and locations. 2<sup>nd</sup> Monday of each month except August, 7pm.  
W=Wigmore Community Centre, P=Petchfield Meeting Room, Elton.  
9 June 2025 (P); 14 July (W); August – no scheduled meeting; 8 September (P); 13 October (W);  
10 November (W); 8 December (P); 12 January 2026 (W); 9 February (W); 9 March (P) ;13 April (W)  
11 May (Annual Meeting of the Parish Council) (W).
- f) Posting agenda/notices.
- g) Internal Auditor.
- h) Registers of Interest.
- i) .gov councillor email addresses, including Tree Warden and Footpath Officers.

**AGENDA - SCHEDULED MEETING OF THE PARISH COUNCIL**

**9/25-26 To receive Declarations of Interest and written requests for dispensations.**

**10/25-26 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/Clerk.

**11/25-26 Minutes.** To approve minutes of the scheduled meeting 14 April 2025.

**12/25-26 Vacancy.** To consider applications for co-option to the Parish Council, if received.

**13/25-26 Permissive Paths.** To consider parish council involvement in possible legal action to pursue the re-opening of a permissive path.

#### 14/25-26 Finance

- a) To consider payment of invoice from **Say it With Wood** for installation of fence etc at Wigmore Closed Churchyard in line with quotation received and upon satisfactory completion of work.
- b) To note payments/receipts not listed on April Minutes: **Unity Trust Bank**. Peter Day Kings Meadow Notice Board £500 + £58.58 inc. £9.76 VAT; Peter Day handrail at St James Churchyard £230; Unity bank fees £6. **Equals Money**. £3.99 printer ink; £7.91 VAT £1.03 and £4.13 for refreshments at Wigmore Annual Parish Meeting.
- c) To note bank balances on 6 May 2025 Unity Trust £45,216.30 Equals Money Account £90.16
- d) To note Reserves and Ringfenced Funds. Reserve £7,500; General Revenue Reserve £6,047.86 Election Fund £1,579.81; Defibrillator Projects £3,911.52; St James Churchyard Fence £1,000. TOTAL ringfenced/reserves £20,039.19 Un-ringfenced/reserve funds available: £25,267.27
- e) To consider payments for approval.
  - i. Brown, M Payroll Month 1 2025-26 £667.32
  - ii. HMRC Payroll PAYE £166.80 & ER NI £62.57 Month 1 £229.37
  - iii. SDH Accounting Inv 11 Internal Audit £200.87
  - iv. Countrywide Grounds Maintenance Inv 629203 £428.00 £71.33 VAT
  - v. Leo Pest Control Inv SI-104831 Dog bin. 8/4/25 £38.40 £6.42 VAT
  - vi. Society of Local Council Clerks MEM253595-2 Membership fee. £98.40
  - vii. MJH Contracting Apr 25 £350.00
  - Total Payments £2,012.36 £77.75 VAT
  - Un-ringfenced/Reserve balance after payments: £23,254.91

15/25-26 **Planning**. To consider response to applications to be determined by Herefordshire Council.

[P250304/F - Planning Permission](#) Wigmore, Mortimer, Lower House Farm Wigmore Herefordshire HR6 9UL. Change of use of part of existing agricultural storage building to house biomass boiler and log drying store (retrospective)., Valid. Deadline 30/5

#### 16/25-26 Kings Meadow.

- a) To consider stumps left at Kings Meadow following removal of Laurels.
- b) To consider contacting Balfour Beatty regarding damage to walls by stream.

#### 17/25-26 St James Church, Wigmore.

- a) To consider response to correspondence received from the Diocesan Office regarding closure of St James and alteration to parish boundary.
- b) To consider requests for a meeting with the Committee's representatives, noting a public meeting to discuss the proposal and answer any questions people may have is arranged for 6.30pm on Thursday 22nd May at St James' Church, Wigmore.

18/25-26 **Digital Telephony**. To select date in June for public awareness meeting.

19/25-26 **Waste Bins in Wigmore village**. To receive clerk's report and consider optimal locations for bins.

20/25-26 **Trees**. To consider actions in relation to

- a) **St James Churchyard**. To note Faculty required before tree works can proceed.
- b) **Tree Surveys**. To consider date(s) for follow up inspection(s). Advised between June & September.

#### 21/25-26 Bury Lane Playing Field.

- a) To note inspection of play equipment.
- b) To consider leaving/removing tree trunk at eastern end of the field.

22/25-26 To consider **Drainage and Public Right of Way projects** for 2025/26.

23/25-26 Information items, correspondence & requests for training. To note and action, as necessary.

To confirm date of the next Parish Council meeting Monday 9 June 2025 7.00 pm at The Meeting Room, Petchfield.