

Wigmore Group Parish Council

Draft Minutes of the Scheduled meeting of the Parish Council
on Monday 12 January 2026 at 7pm, Wigmore Community Centre

Present: Cllrs Steve Davis (SD), Max Elmer (ME), Bryony John (BJ), Sarah Jones (SJ), Louisa Ruddell (LR) and David Warner, Chairman (DW).
Two Wigmore vacancies remain.

In attendance: PC Linton from the Safer Neighbourhood Team, and Mrs Maggie Brown, clerk.

140/25-26 **Apologies for absence** were received from Cllr Nick Davidson. Ward Councillor Gandy was also unable to attend.

141/25-26 **Declarations of Interest and written requests for dispensations.** None received.

142/25-26 **Open Session.**

A report was received from PC Linton. Recent operations included Stop that Sheep (stopping livestock transport and agricultural vehicles to check documentation, animal welfare compliance, and vehicle roadworthiness), Night Owl dealing with rural crime, and Dark Night (nighttime patrols to deter crime, including poaching). The chairman thanked PC Linton for attending.

- a) A report from Ward Cllr Carole Gandy had been circulated prior to the meeting and can be seen with the agenda on the Parish Council's website.
- b) Views of residents on parish matters. No residents were present.
- c) Reports from Councillors.

SJ – Pipe Aston. Photos of deteriorating road surface have been emailed to Cllr Gandy.

SD – Elton. The Parochial Church Council has forwarded an invoice for the installation of the defibrillator. A replacement invoice made out to the Parish Council has been requested and will be paid on receipt.

DW – Leinthall Starkes. A litter pick is being arranged for March. WGPC litter picking tools to be used.

BJ – update on The Goggin. Many trees down in Storm Gorette. Organisers of car rallies have agreed to keep speed to 20 mph. A meeting is being arranged with an officer from Herefordshire Council to look at drainage issues.

LR – Wigmore. A complaint had been received regarding tree work at Bury Lane Playing Fields. Reasons for work were explained and the complaint retracted.

SD, SJ, and DW. Carol services in Elton, Leinthall Starkes and Pipe Aston were all well attended.

143/25-26 **Minutes. RESOLVED** minutes of the scheduled meeting 8 December 2025 were approved as a true record and signed by the Chairman.

144/25-26 **Vacancies.** To consider applications for co-option to the Parish Council. None received.

145/25-26 **Finance**

- a) Noted: Financial Report to end Quarter 3 from the responsible financial officer. No recommendations were made.

- b) Noted: verification of the Bank Reconciliation to end Quarter 3 completed by Cllr Jones.
- c) Noted: items not listed on December Minutes: **Payments. Unity Trust Bank** Charges £6. **Equals Money.** £25 fee (challenged). £4.49 (75p VAT) printer ink.
- d) Noted: combined balances on 06.01.2026 Unity Trust. £32,582.49.
- e) Noted: Reserves and Ringfenced Funds: Reserve £7,500; General Revenue Reserve £7,071.60 Election Fund £1,579.81; Defibrillator Projects £1,891.52. TOTAL ringfenced/reserves £18,042.93. Un-ringfenced/reserve funds available: £14,539.56.
- f) **RESOLVED** to approve payments i. to vi below.
- | | VAT | |
|---|------------|---------|
| i. Brown, M Payroll Month 9 2025-26 | £688.61 | |
| ii. HMRC Payroll PAYE £172.20 & ER NI £66.57 Month 9 | £238.77 | |
| iii. Active Garden INV-6182 Repair to play equipment | £60.00 | £10.00 |
| iv. Countrywide Grounds Maintenance 668802 | £428.00 | £71.33 |
| v. Herefordshire Assoc. of Local Councils H6002 26/27 | £887.50 | £147.58 |
| vi. Wigmore Village Hall INV176 Hall Hire 12 Jan | £30.00 | |
| Total payments | £2,332.88 | £228.91 |
| Un-ringfenced/Reserve balance after payments: | £12,206.68 | |

146/25-26 **Planning. To consider responses to applications to be determined by Herefordshire Council**

- a) Planning [Re-consultation - 243175 - Land at Perryfields](#), Bury Lane, Wigmore, Herefordshire. *Deadline 7 Jan*
RESOLVED The Parish Council has no further comments to make.
- b) [P253495/L - Listed Building Consent](#) Wigmore, Mortimer, Yew Tree Cottage Castle Street Wigmore Leominster Herefordshire HR6 9UB, Removal of existing conservatory and garage replace with single-storey rear extension and associated works., Valid. *Deadline 19 Jan*
RESOLVED The Parish Council supports application P253495/L.
- c) [P253494/FH - Full Householder](#) Wigmore, Mortimer, Yew Tree Cottage Castle Street Wigmore Leominster Herefordshire HR6 9UB, Removal of existing conservatory and garage replace with single-storey rear extension and associated works., Valid *Deadline 19 Jan*
RESOLVED The Parish Council supports application P253494/FH.

147/25-26 **Risk Management Policy.** Noted: The council laptop is protected with Microsoft Defender Anti-Virus and Windows Firewall. **RESOLVED** to adopt 2026 version of the Policy, to include amendments agreed at the meeting.

148/25-26 **Assertion 10. Compliance with requirements as set out by the National Association of Local Councils was considered.**

Noted: Following a conversation with Eyelid Productions the WGPC website was checked for compliance by the clerk week commencing 30 December 2025 using Google Lighthouse. Following advice in the Lighthouse report, additional CSS was added to ensure all hyperlinks are underlined, making them more distinguishable and user friendly. Following this update, the website achieved an improved accessibility score of 97 out of a possible 100, showing progress in meeting accessibility standards.

RESOLVED To follow up: adjustment to background and foreground colours which do not have a sufficient contrast ratio, and update to Accessibility Statement. To be completed before 31 March 2026.

149/25-26 **Consultation.** To consider responding to the National Planning Policy Framework (NPPF) consultation seeking views on its content. The consultation ends at 11:45pm on 10 March 2026.
Deferred to February.

150/25-26 **Defibrillator – Wigmore.** Purchase of spare set of adult pads following the removal/use of existing pads by persons unknown. **RESOLVED** to delegate responsibility to the clerk to purchase pads for defibrillators in Wigmore, Leinthall Starks and Elton as required.

151/25-26 **Bury Lane Playing Field.** Noted:

- a) Play equipment inspected on 2 January. The Four x Four connect game has been damaged with spray paint.
- b) Maintenance completed by Active Garden Ltd., replacing inserts on double swing, rubber grommets and securing loose fixings.
- c) Works completed to trees at southwest corner as per quotation 673 from Yatton Farm Services £2,520 gross, £420 VAT, £2,100 net. **RESOLVED** invoice to be paid on receipt.

152/25-26 **Information items, correspondence & requests for training.** No actions raised from the Information Sheet. One item of correspondence -

- a) Request from resident regarding potential bus shelter on A4110.
Noted: Commercial Services at Herefordshire Council have been contacted for advice.
Agreed: as there is insufficient room on the pavement for a bus shelter, clerk to inform Commercial Services and explain to the resident.

153/25-26 Date of the next Parish Council meeting Monday 9 February 2026 7.00 pm at Wigmore Community Centre.

Meeting closed: 20.05

Signed
Chairman, Wigmore Group Parish Council

9 February 2026