Wigmore Group Parish Council

Councillors are summoned to the scheduled meeting of the Parish Council
on Monday 14 September 2026 at 7pm, The Meeting Room, Petchfield House, Elton.
Post code SY8 2HJ https://what3words.com/booms.instance.squish

The Press & Public are cordially invited to attend.

AGENDA

59/26-27 **To elect a Chairman of the Parish Council.**

60/26-27 **To receive apologies for absence.**

61/26-27 **To receive Declarations of Interest and written requests for dispensation.**

62/26-27 **Open Session.**

a) To receive views of residents on parish matters.
b) To receive report from Ward Cllr Carole Gandy.

63/26-27 **Minutes.** To approve minutes of the scheduled meeting 13 July 2026.

64/26-27 **Vacancy.** To confirm co-option of applicant as agreed in July.

65/26-27 **Finance**

a) To note report on overspend of the Administration budget in Quarter 1. See report.
b) To consider implementing pay award in line with information from National Association of Local Councils, backdated to 1 April 2026.
c) To note payments/receipts not listed in July Minutes: Parks & Playgrounds Inv 811 Annual RoSPA Inspection £62.50, MJH Contracting July 2026 £240.00, MJH Contracting July 2026 Public Right of Way (PROW - HC Grant) £1,200.00, Evans Farm & Country Supplies SI-320299 PROW (HC Grant) £276.00 [£46.00 VAT], Unity Trust Bank July Service Charge £7.00, Clerk Payroll Month 4 £688.61, HMRC Payroll Month 4 £238.77, Countrywide Grounds Maintenance 702336 – July £449.40 [£74.90 VAT], Unity Trust Bank August Service Charge £7.00, Pontrilas Merchants Ltd 641623 Timber PROW (HC Grant) £108.71 [£18.12 VAT]. Receipts in August. £3,585.60 PROW Grant (Herefordshire Council,) £961.19 VAT claim.
d) To note combined balances Unity Trust Bank 9 September 2026 £41,580.66.
e) To note Reserves and Ringfenced Funds: Reserve £7,500, General Revenue Reserve £14,582, Election Fund £1,579.81 Defibrillator Projects £1,282.26, Bury Lane Notice Board £132.00, Neighbourhood Development Plan £3,000. TOTAL ringfenced/reserves £28,012.12. Un-ringfenced/reserve funds available: £13,568.54.
f) To consider payments for approval.

			VAT
i.	Herefordshire Tree Warden Network 2025-26 Subscription	£30.00	
ii.	PKF Littlejohn LLP SB20260327 External Audit 2025-26.	£378.00	£63.00
iii.	Caring for God's Acre 34394 12 August 2026	£100.00	
iv.	Leo Pest Control Ltd SI-112453. Leinthall Starkes	£50.40	£8.40
v.	Brown, Mrs M Payroll Month 5 2026/27	£688.61	
vi.	HMRC Payroll Month 5 2026/27 PAYE and ER NI	£238.77	
vii.	Countrywide Grounds Maintenance Inv. 707063 August	£449.40	£74.90
viii.	Brown, Mrs M Expenses HP Instant Ink, Aug. & Sep.	£6.98	£1.16
ix.	Brown, Mrs M Expenses Amazon - A4 paper 1/4 share	£5.00	£0.83
x.	Brown, Mrs M Expenses Mileage	£42.35	
xi.	Brown, Mrs M Expenses Screwfix - Demarcation tape	£11.01	£1.84
	Total payments	£2,000.52	£150.13
	Un-ringfenced/Reserve balance after payments:	£11,518.02	

66/26-27 **Planning. To consider application to be determined by Herefordshire Council.**

P262216/FH - Full Householder Leinthall Starkes, Mortimer, Camelot Leinthall Starkes Ludlow Herefordshire SY8 2HP, Conversion of existing garage, erection of a single-storey front extension and construction of a new entrance porch., Valid. *Deadline 8 September extended to 15 September.*

67/26-27 **Annual Governance and Accountability Return.**

a) To note receipt of Section 3, External Auditor's Report & Certificate, and consider Other Matters raised.
b) To formally appoint Susan Hackett as internal auditor for 2026/27, noting her independence and competence, and to agree to sign letter of engagement.
c) To note receipt of the Notice of Conclusion of Audit and agree period and locations for its public display.

68/26-27 **Community Resilience.** To receive update from Cllr Bryony John on research into wildfire prevention and action. **See report.**

69/26-27 **Toddler Playground, Community Asset Transfer (CAT) from Herefordshire Council.** To note area to be transferred and consider accepting responsibility for the grassed area in addition to the playground. **See report.**

70/26-27 **Wigmore Castle.** To consider arranging a public meeting to which a representative from English Heritage would be invited.

71/26-27 **Land North of St James Church, Wigmore**. To receive an update from the clerk.

72/26-27 **Highways & Public Rights of Way (PROW)**

a) To consider hedgerows overhanging pavements on Ford Street.
b) To consider concerns raised about parking on Ford Street.

73/26-27 **Grounds Maintenance.**

a) To consider schedules for 2027/28 for the Lengthsman, Bury Lane Playing Field, and closed churchyard at St James, Wigmore.
b) To consider seeking quotations from contractors noting the Lengthsman's contract ends Mar 2028.
c) To consider works in Kings Meadow to be completed this autumn.

74/26-27 **Closed Churchyard Working Group.** To invite additional members.

75/26-27 **Bury Lane Playing Field.**

a) To note date of regular inspection of play equipment.
b) To consider adopting Conditions of Hire_v2 and note new date of Car Boot Sale.
c) To note receipt of independent Annual Inspection Report, conducted by an RPII inspector and consider recommendations. **See report.**

76/26-27 **Sakura Cherry Tree Project.** To note delivery due in November and consider planting locations including Leinthall Starkes.

77/26-27 **To receive reports from Councillors and the clerk.**

78/26-27 **Information items, correspondence, requests for training.** To note and action, as necessary.

79/26-27 **To confirm date of next scheduled meeting**: Monday 12 October 2026 7.00 pm at Wigmore Community Centre.

Mrs Maggie Brown, Clerk to the Council
clerk@wigmoregroupparishcouncil.gov.uk **07398 222 310** **9 September 2026**