

# Wigmore Group Parish Council

Minutes of the Annual Parish Council Meeting on Thursday 6 May 2021 at 7.00pm  
and the Scheduled May Meeting at approximately 7.30pm  
*Due to Coronavirus restrictions, the meeting was held via Zoom.*

**Present:** Cllrs Nick Davidson (ND) Chairman; Phil Brown (PB); Bryan Casbourne (BC); Jayne Hodgetts (JH); Gwen Fraser (GF); Leslie Knight (LK); Jan Malcolmson (JM) and John Williams (JW).

**In attendance:** Maggie Brown, Clerk.

## ANNUAL MEETING

1. **Election of the Chairman of the Council.** Nick Davidson was duly re-elected Chair of the parish council and signed his declaration of acceptance of office form. It was agreed the Clerk will countersign the form at a later date.
2. **Election of the Vice Chairman of the Council.** Gwen Fraser was duly re-elected as Vice Chair of the parish council and signed her declaration of acceptance of office form. It was agreed the Clerk will countersign the form at a later date.
3. **Apologies.** All councillors were present. Ward Cllr Carole Gandy was unable to join the meeting due to a previous commitment.
4. No Declarations of interests or written requests for dispensations received.
5. **RESOLVED to approve and adopt the following:**
  - 5.1. Code of Conduct
  - 5.2. Standing Orders
  - 5.3. Financial Regulations
  - 5.4. Risk Management Policy
6. **Agreed: membership of Working Groups and representatives:**  
Finance **GF, JH, JW & PB**; Community & Playing Field **BC, LK, ND & PB** + resident (to be confirmed); Environment **GF, LK, ND & PB**; Traffic Calming **JH, JM & ND**; Parish Paths Officer – Alan Dowdy; Defibrillator Liaison – Alan Dowdy. Thanks were recorded to Mr Dowdy for continuing to fulfil these roles. Tree Officer – **JW's** offer to take on the role was accepted. Clerk to arrange membership of the Herefordshire Tree Warden Network at a cost (to be confirmed) of £25 per annum.
7. **Arrangements for 2021/22:**
  - 7.1. Bank Mandate. Signatories are **BC, JH & ND**.
  - 7.2. Meeting dates. Agreed: The Parish Council will meet every second Monday of the month, except August. Meetings will start at 7pm rather than 7.30pm.
  - 7.3. Internal Auditor. Agreed: To ask Diane Malley of DM Payroll Services Ltd to continue auditing WGPC's records. Clerk to ascertain if a three-year arrangement can be agreed.
  - 7.4. Delegation Policy. **RESOLVED** to delegate:
    - 7.4.1. Payment of Lengthsmen, including Countrywide Grounds Maintenance; OTM Groundscare and Mr P Blackburne delegated to the Clerk in conjunction with the Environment Working Group.
    - 7.4.2. Payments for printing of the newsletter, insurance, payroll and PAYE delegated to the Clerk in conjunction with the Finance Working Group.
  - 7.5. Registers of Interest. Councillors are reminded to check their Register of Interests and update if required.

## SCHEDULED MEETING

8. **Open Session**
  - 8.1. A written report had been received from Ward Cllr Carole Gandy and circulated prior to the meeting. See Appendix 2.
  - 8.2. To receive views of residents on parish matters. No residents were present.
9. **RESOLVED** Minutes of scheduled meeting 22 April 2021 were approved as a true record, to be signed at a later date.
10. **Finance**
  - 10.1. A report was received from Finance Working Group (FWG). **PB** had verified the year end bank reconciliation for which he was thanked. The FWG considered the Risk Management Policy and Financial Regulations and recommended their adoption at item 5. The Annual Governance Statement and Accounting Statements for

2020/21 were discussed. The FWG recommends WGPC answer 'No' to question 5 on the Annual Governance Statement, as the Risk Management Policy had not been adopted during the last financial year.

10.2. The Internal Auditor's Report was received and the recommendation that the Risk Management Policy be considered annually was noted.

10.3. **RESOLVED** To approve the Annual Governance Statement, section 1 of the Annual Governance and Accountability Return (AGAR). **LK & JW** abstained as they were not members of the council last year.

10.4. **RESOLVED** To approve the Accounting Statement, section 2 of the AGAR. **LK & JW** abstained as they were not members of the council last year.

10.5. **RESOLVED** To agree proposed dates for the exercise of public rights, 14/6/2021 – 23/7/2021

10.6. Agreed. The AGAR forms will be signed by the Chairman and Clerk at a later date.

10.7. Noted: Payments made between meetings as in Appendix 1.

10.8. **RESOLVED**. To approve payments as in Appendix 1.

**11. Planning. To consider responses to applications to be determined by Herefordshire Council:**

11.1. [Planning Consultation - 211098](#) - Gotherment House, Wigmore, Leominster, Herefordshire HR6 9UF. Proposed renovation and conversion of existing granary at Gotherment House into ancillary living accommodation.

**RESOLVED** Wigmore Group Parish Council supports this application.

11.2. [Planning Re-consultation - 210338](#) - Elton Farm, Elton, Herefordshire, SY8 2HQ. Variation of Condition 4 and 5 following grant of planning permission 192220/F (Proposed barn conversion to be used as annexe accommodation to Elton Farm) – To allow for short term holiday let use'. **Amended development description.**

**RESOLVED** Wigmore Group Parish Council supports this application.

**12. An update on Planning Matters** re the Holiday Home park to the rear of the Castle Inn was received. **RESOLVED** To write to Mark Tansley, Planning Enforcement Officer at Herefordshire Council, expressing deep and continuing concern over apparent multiple breaches of planning consents and conditions; informing Mr Tansley that work on the site is continuing; asking why a Stop Notice has not been served and requesting an update on how Herefordshire Council is addressing these issues. Report to be prepared for the June WGPC meeting. Thanks recorded to Cllr Carole Gandy for her support.

**13. Hosting a community BBQ or hog roast on Bury Lane Field** to celebrate end of lockdown was discussed. The suggestion of a celebration was supported. It was agreed that a working group - **JH, JM, JW & ND** be set up, to find out what the Village Hall is planning, and consider an approach which would maximise the benefit to residents of *all* the parishes. Noted: Financial implications to be considered in relation to the agreed budget for 2021/22.

**14. St James' church, Wigmore.** **RESOLVED** to write to the Diocesan Office in relation to reports that the locked Church of St James is being used for private storage purposes, to request clarification on access to the Church.

**15. Bury Lane Playing Field.** Noted monthly inspection of play equipment completed on 18 April. Playsafe Playgrounds will return shortly to remove or adjust short lengths of chain hanging next to the swing.

**16. Streetlights**

No further action required to further arrangements for transferring responsibility of 10 streetlights from Wigmore Group Parish Council to Herefordshire Council.

**17. Condition of Assets.** A report on condition of assets and agreement on repairs/maintenance of assets was deferred to the June meeting.

**18. Information items, correspondence & training.** To note and action, as necessary.

Information Items - see Appendix 3:

Query 1 – The Clerk is in correspondence with Balfour Beatty and the resident.

Query 2 – The resident's comments were noted at the April meeting.

Query 3 – Agreed: Clerk to investigate requirements for obtaining permanent horse signage for Pipe Aston and Elton.

Query 4 – **RESOLVED** To write to the Post Office and ask them to reinstate 4 visits to the parishes, including Wigmore, Leinthall Starks, Elton and Pipe Aston.

**19. Matters for next scheduled meeting:** Monday 14 June 2021 to be held in the Village Hall.

- Update on temporary signage
- Condition of Assets
- Update on Planning Matters
- Streetlights

A discussion was held on procedures for returning to face-to-face meetings in light of COVID-19 recommendations from the Government.

Meeting closed 21:55

ORIGINAL SIGNED AND ON FILE

Signed .....  
Cllr Nick Davidson  
Chairman, Wigmore Group Parish Council

6 May 2021

Original to be signed and placed on file.

### Appendix 1

#### FINANCE

Lloyds Bank Balance at 15/4/2021	29,987.95
Less payments made between meetings: Electricity for Streetlights	(26.01)
Plus receipt of Precept (1st half)	9,368.00
Lloyds Bank Balance at 28/4/2021	39,329.94

Ringfenced funds: Bury Lane Community & Playing Field: maintenance fund	3,445.01
Bury Lane Community & Playing Field: development fund	8,675.00
Election Fund	2,059.02
Traffic/Signage	3,036.00
Streetlights	2,000.00
Reserve Fund	7,500.00
General Revenue Reserve	3,755.13
TOTAL ringfenced	30,470.16
Un-ringfenced funds available:	8,859.78

**Payments approved.** Amounts include VAT where applicable.

D M Payroll Services - fee for internal audit 2020-21	100.00
Clerk Payroll Month 1	573.63
HMRC PAYE Month 1	92.40
Wigmore Village Hall rental of Clerk's Cupboard Jan to Mar 2021	65.00
Total Payments	831.03
Un-ringfenced balance after May Payments	8,028.75

## Appendix 2

### WIGMORE GROUP PC WARD COUNCILLOR REPORT MAY 2021

I apologise for being unable to attend tonight's meeting but I had already agreed to attend the Leintwardine Group Parish Council AGM.

This is a very short report as your previous meeting was only on 22nd April 2021.

I have received correspondence from the clerk with regard to overgrown trees and hedges in Kings Meadow. I have discussed this matter with Lee Fishwick with regard to another parish and his view is that there should be 1.5 metre of clear footpath for residents to walk, push prams and use mobility scooters without being hindered by undergrowth or overgrowth and if this is the case then on highways which are in the ownership of HC, Lee is happy to knock on doors of potential offenders and remind them of their responsibility. With regard to the height of a tree, hedge, a resident has no right of light and so therefore there has to be evidence that the tree is in danger of falling into the public highway and causing damage or harm.

I am also very disappointed to hear that both TRO's for Pipe Aston & Elton have been moved further down the list. I did warn when we took the decision to do this that if BB considered an incoming TRO request to be more urgent, then this could happen and I think that is why it is so important that the signs that Jayne has worked so hard on can be given permission to be erected.

Some work has been carried out on the Barnet Lane & Crookmullen and the residents are grateful but there are still drainage issues to be looked into which are at present with the Asset Management Team.

I have corresponded with the residents who expressed concern about the work going on at the Caravan Park. One of the issues which has been raised is the benches in the car park and what the situation will be post covid as these are now more likely to be used as there is no beer garden. The concern is noise and I have sympathy for that concern. My understanding is that at present such businesses are working under emergency legislation and can put out benches and tables without applying for a licence. I suspect after covid that if a business owner wishes to continue this practice, he/she will need to apply for a licence. With regard to The Castle, they presumably already had a licence and I do not know what that covered. I suspect however that as the benches are on land belonging to the business it would not be difficult for them to continue the present practice. Therefore, noise would have to be dealt with under Environmental Health and as we know it is difficult to demonstrate high levels of noise.

You may have read about the High Court Judgement against Herefordshire Council's Children & Families Directorate. The Council held an Extraordinary Full Council meeting on Tuesday to consider the measures that have and will be put in place going forward.

## Appendix 3

### Information Items for 6 May 2021

To receive news from the Parish Council

Please subscribe to our email Newsletter to receive news and agenda for up-and-coming meetings.

Add your email on the Home Page of WGPC's website. Contact the Clerk for help if required.

---

#### Elton & Pipe Aston Parishes

Vehicles speeding through the villages continues to be a problem. The villages are on the Balfour Beatty list to be considered for a Traffic Regulation Order to reduce the speed limit through Pipe Aston and Elton from the current 60mph to 40mph.

An update on the list has been received from Balfour Beatty (BBLP)

As you may be aware we (BBLP) update the prioritised TRO waiting list every January. During this annual update exercise we remove completed and in progress schemes from the waiting list and add in all new requests received in the 12 months prior to the January update.

Of note is that new requests aren't simply added to the bottom of the waiting list. All schemes on the list are scored in a fair and equitable manner and in line with a system that has been agreed and in place for many years now, this determines a scheme's position in the waiting list.

Following the Jan 2021 update the scheme at Elton now sits at number 104 of 120 and Pipe Aston sits at number 112 of 120 schemes waiting to be started.

So whilst its score has gone up due to the time it has sat on the waiting list a few new schemes have entered the list above it.

## Leinthall Starkes Parish

The Parish Council has arranged for the Village Green to be mown once or twice a month (Apr to Oct) and weeds saplings etc. to be removed from roadside kerbs and gutters twice a year.

Please tell the Clerk if you see this work being carried out!

Contact Maggie, 07398 222 310 [clerk@wigmouregrouppc.co.uk](mailto:clerk@wigmouregrouppc.co.uk).

See also Parish Councillor Changes below – could you represent Leinthall Starkes on the Parish Council? Contact the clerk to find out more!

---

## Wigmore Parish

Horses in Wigmore Castle grounds.

The Clerk has received reports that horses are being ridden in the Castle grounds. This has been reported to English Heritage, who will ask their local volunteer to check what action needs to be taken. There is no bridleway at the Castle; the paths are for pedestrians only.

Bury Lane Community Field

Play equipment inspected by Chairman and Clerk on 19 April 2021. Repairs to playground equipment have been completed. The contractor is returning to sort out short lengths of chain left attached to the swing.

---

## Parish Councillor changes

Two new Councillors were co-opted in April: Cllr Leslie Knight for Wigmore and Cllr John Williams, who has agreed to represent Leinthall Starkes. There is a further vacancy for Leinthall Starkes, and it is hoped someone who lives in the parish will put their name forward for co-option.

---

## Planning Updates.

Residents and Parish Councillors may sign up to receive updates from Herefordshire Council.

P210754/PA7 - All others - Prior Approval Wigmore, Mortimer, Land NW of Sunnybank Farm Birtley Wigmore Herefordshire HR6 9UQ, Application for prior notification for the installation of 14.97m telegraph pole style telecommunications mast, antennas, ground based equipment cabinets and ancillary development, Determination Made Prior Approval Not Required

P210345/FH - Full Householder Wigmore, Mortimer, Castle Way Wigmore Leominster Herefordshire HR6 9UD, Remove existing plastic cladding (white) from exterior walls on north and south elevations and bay window; insulate and apply render finish(light beige). No change to existing brickwork. Replacement windows/doors, Determination Made Approved with Conditions

---

## New Queries/reports from residents

1. Who is responsible for trees on Bury Lane behind Kings Meadow properties?
2. Resident submitting comments relating to financial discussions with Trustees of the Village Hall.
3. Request from Pipe Aston resident "Please can I ask about Horse Signage as the speed of some of the car drivers past the horses frightens both them and me!?"
4. Request from Wigmore resident that the mobile Post Office be petitioned to return to 3 visits per week.

4 May 2021

[clerk@wigmouregrouppc.co.uk](mailto:clerk@wigmouregrouppc.co.uk)