

## Aymestrey Parish Council

Councillors are summoned to attend the scheduled meeting of the Parish Council on Wednesday 26 November 2025 starting at 7.00pm in Aymestrey Parish Hall

The Press & Public are cordially invited to attend.

### AGENDA

96./25-26 **Apologies. To receive apologies for absence.**

97./25-26 **Declarations of Interest.** To receive Declarations of Interest and written Dispensation requests.

98./25-26 **Open Discussion:**

- a) To receive report from Ward Cllr Carole Gandy.
- b) To hear views of residents on parish matters.
- c) Reports from Councillors.

99./25-26 **Co-option:** One vacancy. To consider applications for co-option to the Parish Council.

100./25-26 **Minutes:** To approve minutes of the scheduled meeting held 22 October 2025.

101./25-26 **Footpaths**

- a) To receive update from Footpaths Officer and consider any expense claims received.
- b) To consider works to be undertaken by the Footpaths Officer.
- c) Orleton Footpath Maintenance Volunteers. To confirm offer to complete works under Ramblers Association Footpath Maintenance Teams insurance with their Public Liability and Personal Injury cover.
- d) To note claim for £450 (2024-25) and grant of £627 (2025-26) agreed by Herefordshire Council.

102./25-26 **Lengthsman/Drainage.**

- a) To note works completed.
- b) To consider works to be undertaken by the Lengthsman.

103./25-26 **Planning.** To consider response to applications to be determined by Herefordshire Council.

104./25-26 **Financial Matters**

- a) To receive report from the Responsible Financial Officer to end Q2 (Apr to Sep) and consider recommendations.
- b) To consider member to verify reconciliation of bank reconciliation each financial quarter.
- c) To note payments/receipts not listed in the October Minutes. Paid £6 Bank Fees 31/10. Received £1,771.68 insurance claim from Zurich Insurance.
- d) To note combined Unity Trust Bank balance on 15 November £28,626.00.
- e) To note balances. Reserve Fund £5,000, General Revenue Reserve £7546.06, Total reserves £12,546.06. Ringfenced: Traffic Calming Schemes £1,113.33, Earmarked: Mortimers Cross Traffic Calming Schemes £1,000, Election Fund £1,000, Total ringfenced/earmarked £3,113.33. Non reserve/ringfenced funds available: £12,966.61.
- f) To consider payments for approval and invoices received after publication of the agenda.
  - i Brown, M Payroll Month 8 £411.12
  - ii HMRC Payroll PAYE & ER NI Month 8 £117.34
  - iii Footpaths Officer. Inv. AFP04/25  
Additional hours installing steps Pokehouse Wood (2024-25 grant) £450.00
  - iv DM Payroll Services Ltd., Administration Oct 2025 to Mar 2026 £72.00 £12.00 VAT
  - v Brown, M Expenses Microsoft 365 £84.99 £14.16 VAT
  - vi Brown, M Expenses Mileage £24.53
  - vii Brown, M Expenses Printer ink (2 invoices) £8.98 £1.50 VATTotal Payments £1,168.96  
Non reserve/ringfenced balance after Payments: £11,797.65  
Bank balance after payments £27,457.04

- 105./25-26 **Budget 2026/2027.** To finalise and confirm the 2026/27 budget.
- 106./25-26 **Precept 2026/2027.** To set the Precept for submission to Herefordshire Council by 31 December.
- 107./25-26 **Flooding Equipment from Herefordshire Council.** To finalise plans for collection, storage, and distribution.
- 108./25-26 **Website.** To consider a working group to audit the website, including assessment of accessibility in line with Assertion 10 (see below).
- 109./25-26 **Assertion 10 for Annual Governance and Accountability Return 2025/26**
- a) To note information slides from training session and the Practitioner's Guide.
  - b) To consider adopting Information Technology Policy and Advice to new Councillors/Staff.
- 110./25-26 **Notice Boards.** To consider location for notice board at the Parish Hall and any decision required to complete this project and the installation of a board at Mortimers Cross.
- 111./25-26 **Refuse arrangements at Covenhope.** To consider update from Herefordshire Council and agree next steps.
- 112./25-26 **Safer Neighbourhood Team Policing Priorities.** To consider three priorities update contract.
- 113./25-26 To consider contents of the **Information Sheet** and any matters arising.
- 114./25-26 **Date of next scheduled meeting** of the Parish Council, Wednesday 28 January 2026 there being no scheduled meeting in December.

Maggie Brown  
Clerk to the Council

[clerk@aymestrey.org](mailto:clerk@aymestrey.org)

21 November 2025  
Tel 07398 222 310