

Aymestrey Parish Council

Councillors are summoned to attend the scheduled meeting of the Parish Council on Wednesday 28 January 2026 starting at 7.00pm in Aymestrey Parish Hall

The Press & Public are cordially invited to attend.

AGENDA

115./25-26 **Apologies. To receive apologies for absence.**

116./25-26 **Declarations of Interest.** To receive Declarations of Interest and written Dispensation requests.

117./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.

118./25-26 **Co-option:** One vacancy. To consider applications for co-option to the Parish Council.

119./25-26 **Minutes:** To approve minutes of the scheduled meeting held 26 November 2025.

120./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.

121./25-26 **Lengthsman/Drainage.** To consider works to be undertaken by the Lengthsman.

122./25-26 **Planning.** To consider response to applications to be determined by Herefordshire Council.

123./25-26 **Financial Matters**

- a) To receive report from the Responsible Financial Officer to end Q3 (Apr to Dec 2025) and consider recommendations.
- b) To note verification of Bank Reconciliation to end Q3 (April to December 2025).
- c) To note payments/receipts not listed in the November Minutes. Paid £6 Bank Fees 30/11 & 31/12, Payroll Month 9 Gross £528.46, Mortimers Cross Building Supplies (for Footpaths Officer) £8.65, One Stop Print Shop for printing Aymestrey Matters £303.60. Received £450 from Herefordshire Council – grant for Public Rights of Way APC Invoice 2024-25_25.09.25 additional labour.
- d) To note combined Unity Trust Bank balance on 21 January £ 27,207.91.
- e) To note balances. Reserve Fund £5,000, General Revenue Reserve £7,546.06, 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: £11,548.52.

- f) To consider payments for approval and invoices received after publication of the agenda. VAT

i Greenbarnes Ltd 19677 Notice board	£1,508.02	£251.34
ii HMRC Payroll PAYE & ER NI Month 10	£117.34	
iii Brown, M Payroll Month 10	£411.12	
iv Booth, M Post Office - postage for Aymestrey Matters	£40.48	
v Waldron, E 7202739 1p Mobile - AGNS Mobile Phone topup	£4.00	£0.67
vi Waldron, E 7462126 1p Mobile - AGNS Mobile Phone topup	£4.00	£0.67
vii Waldron, E 7732390 1p Mobile - AGNS Mobile Phone topup	£4.00	£0.67
viii Waldron, E 8006717 1p Mobile - AGNS Mobile Phone topup	£4.00	£0.67
ix Brown, M Expenses Mileage, January	£18.00	
x Yatton Farm Services 1124 notice board at Mortimers Cross.	£96.00	£16.00
xi Yatton Farm Services 1125 tree debris River Lugg. 15.11.2025	£300.00	£50.00
xii Yatton Farm Services 1127 Road sweeping Aymestrey	£390.00	£65.00
total payments	£2,896.96	£385.02

Non reserve/ringfenced balance after Payments £8,651.56.

Bank balance after payments £24,310.95

124./25-26 **Policies. To consider adopting**

- a) Risk Register 2026
- b) Asset Register 2026
- c) Reserves Policy 2026
- d) Aymestrey Parish Council Personal Data Management and Audit Policy
- e) Audit of Data Held by Councillors – noting completion by Members.

125./25-26 **Information Technology (IT) Arrangements and Website Audit**

- a) Website and IT processes proposals. See report to Council.
- b) 'Existing' website - support and ownership. See report to Council.
- c) Accessibility Statement, for adoption.
- d) IT Policy, for adoption.
- e) IT 'Best Practices' Document, for adoption

126./25-26 **Refuse arrangements at Covenhope.** To consider update from Herefordshire Council and agree next steps.

127./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

128./25-26 **Flood Prevention Equipment.** To note allocation of Aqua-sacs, and agree location for Emergency kit bag.

129./25-26 To consider contents of the **Information Sheet** and any matters arising.

130./25-26 **Date of next scheduled meeting** of the Parish Council, Wednesday 25 February 2026.

Maggie Brown
Clerk to the Council

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23 January 2026
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