

Aymestrey Parish Council

Councillors are summoned to attend the annual and scheduled meetings of the Parish Council on Wednesday 27 May 2026 starting at 7.00pm in Aymestrey Parish Hall

The Press & Public are cordially invited to attend.

Annual Meeting of the Parish Council

AGENDA

- 1./26-27 To elect the Chairman of the Council and to receive Declaration of Acceptance of Office.
- 2./26-27 To elect a Vice Chairman.
- 3./26-27 Apologies. To receive apologies for absence.
- 4./26-27 To consider Policies for adoption:
 - a) Local Government Association Code of Conduct.
 - b) Standing Orders.
 - c) Financial Regulations.
- 5./26-27 To note policies adopted in January 2026. Risk Management Policy; Asset Register; Reserves Policy.
- 6./26-27 To consider arrangements for 2026/27
 - a) Direct Debit to the Information Commissioners Office annually in May. £47.00.
 - b) Payments on clerk's credit card for
 - i. Namesco Website SSL; Authenticated SMTP Access; Starter Hosting, each for 1 year.
 - ii. Renewal of Microsoft 365 in November 2026.
 - c) Arrangements for the payment of invoices on receipt or by their due date to One Stop Print Shop (Aymestrey Matters printing) and Yatton Farm Services (Lengthsman).
 - d) Bank mandate, including signatories and access to view the account.
 - e) Agreement with Unity Trust Resolutions and Declarations used when altering the mandate.
 - f) Internal Auditor.
 - g) Review of representation on or work with external bodies and arrangements for reporting back.
 - h) Membership of Working Groups
 - i. Finance
 - ii. IT / Website
 - iii. Traffic Calming
 - iv. Neighbourhood Development Plan
 - v. Employment
 - i) Responsibility for posting Agenda and other notices.
 - j) Aymestrey Good Neighbour Scheme liaison.
 - k) Defibrillator liaison with The Circuit and Webnos.
 - l) To invite councillors to review their declarations of interest. Remember to update it if anything changes.
- 7./26-27 To confirm dates of Parish Council meetings on the 4th Wednesday of the month as follows:
24 June 2026, 22 July, August – no scheduled meeting, 23 September, 28 October, 25 November, December – no scheduled meeting, 27 January 2027, 24 February, 24 March, 28 April, 26 May 2027.
To start at 7pm at the Parish Hall.

Scheduled Meeting of the Parish Council

8./26-27 Declarations of Interest. To receive Declarations of Interest and written Dispensation requests.

9./26-27 Open Discussion:

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

10./26-27 Co-option. To consider applications for co-option to the Parish Council, if received.

11./26-27 Minutes: To approve minutes of the scheduled meeting held 22 April 2026.

12./26-27 Public Rights of Way (PROW)

- 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) To consider inviting the leader of Weobley Footpath Team and Councillor Nick Mason to a meeting to advise on process of installing a replacement bridge.

13./26-27 Lengthsman/Drainage. To note drainage grant application submitted and consider works to be undertaken by the Lengthsman.

14./26-27 Planning. To consider response to application to be determined by Herefordshire Council.

- a) Re-consultation – additional documents [P250980/M](#) Leinthall Quarry Leinthall Earls Leominster Herefordshire HR6 9TR. Proposed Western extension of existing quarry and consolidation of planning permissions.
- b) [P261111/F - Planning Permission](#) Aymestrey, Mortimer, Barn at Ballsgate Ballsgate Common Aymestrey HR6 9UT, Conversion of barn to one dwelling (Use Class C3), upgrade of existing septic system at Ballsgate Barn and related landscaping and drainage work., Valid. Deadline 9 June.

15./26-27 Financial Matters

- a) To receive report following Finance Working Group meeting.
- b) To note payments/receipts not listed in the April Minutes. Paid £7 Bank Fees 30 April.
- c) To note Unity Trust Current combined balances 19 May 2026 £29,648.58
- d) To note balances. Reserve Fund £5,000, General Revenue Reserve £9,075.40, Total reserves £14,075.40. 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. Un-ringfenced/Reserve funds £12,459.85
- e) To consider payments for approval and invoices received after publication of the agenda
 - i. S D Hackett No: 04-26 Internal Audit 2026/26 £195.91
 - ii. Society of Local Council Clerks % of clerk's membership fee £63.25
 - iii. Elan City SO-UK07762 Mounting bar for Evolis VISION £48.97 £8.16 VAT
 - iv. Brown, Mrs M Payroll Month 2 2026/27 £411.12
 - v. HMRC Payroll Month 2 2026/27 £117.34
 - vi. Offas Earthworks 5/6th labour - installing steps Mortimer Trail £500.00
 - vii. Footpaths Officer 1/6th labour - installing steps Mortimer Trail £100.00
 - viii. Brown, Mrs M Expenses Mileage (4 meetings, 1 SLCC conference) £53.19

Total Payments

£1,489.78 £8.16 VAT

16./26-27 Insurance.

- a) To review quotes for the standard renewal premium versus a bespoke policy potentially providing enhanced cover.
- b) To select and agree payment for insurance policy for the 2026/27 financial year. Renewal date 1 June.

17./26-27 Consultation

- a) Public consultation on the published draft recommendations for new electoral arrangements for Herefordshire Council [Electoral Review of Herefordshire Council: draft recommendations](#) *Deadline 6 July*

18./26-27 Mortimers Cross Road Safety. To receive an update following meeting with Mr Simon Hobbs on Tuesday 19 May and consider actions arising.

19./26-27 IT Working Group / Website.

- a) To receive report following IT Working Group Meeting
- b) To review prototype website and consider next steps.

20./26-27 To consider contents of the Information Sheet and any matters arising.

21./26-27 To consider items for the next agenda.

22./26-27 Date of next scheduled meeting of the Parish Council, Wednesday 24 June 2026.

Maggie Brown
Clerk to the Council

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20 May 2026
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