

Aymestrey Parish Council

Councillors are summoned to attend the annual and scheduled meetings of the Parish Council on Wednesday 28 May 2025 starting at 7.00pm in Aymestrey Parish Hall

The Press & Public are cordially invited to attend.

Annual Meeting of the Parish Council

AGENDA

- 1./25-26 To elect the Chairman of the Council and to receive Declaration of Acceptance of Office.
- 2./25-26 To elect a Vice Chairman.
- 3./25-26 **Apologies.** To receive apologies for absence.
- 4./25-26 To consider adopting:
 - a) Local Government Association Code of Conduct as adopted by Herefordshire Council. No changes.
 - b) Standing Orders - updates to SO14 and SO18.
 - c) Financial Regulations 2025 (National Association of Local Councils) – update to FR5
 - d) Risk Management Policy – updated
 - e) Asset Register (as agreed in Feb 2025)
 - f) Online Banking Policy (as agreed Jan 2025)
 - g) Reserves Policy (as agreed in Feb 2025)
 - b) Publication Scheme. No changes.
- 5./25-26 To consider arrangements for 2025/26
 - a) Direct Debit to the Information Commissioners Office annually in May. £52 reduced by £5.
 - 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 2025 noting cost increase.
 - c) Bank mandate.
 - d) Internal Auditor.
 - e) Membership of Working Groups
 - iii. Finance
 - iv. Traffic Calming
 - v. Neighbourhood Development Plan
 - vi. Employment
 - f) Responsibility for posting Agenda and other notices
 - g) Aymestrey Good Neighbour Scheme
 - h) Defibrillator liaison with The Circuit and Webnos
 - i) To invite councillors to review their declarations of interest
- 6./25-26 To authorise payment when due of invoices from One Stop Print Shop (Aymestrey Matters printing) and Yatton Farm Services (Lengthsman) for financial the year 2024/25.
- 7./25-26 To confirm dates of Parish Council meetings on the 4th Wednesday of the month as follows:
25 June 2025, 23 July 2025, August – no scheduled meeting, 24 September 2025, 22 October 2025, 26 November 2025, December – no scheduled meeting, 28 January 2026, 25 February 2026, 25 March 2026, 22 April 2026, 27 May 2026. To start at 7pm at the Parish Hall.

Scheduled Meeting of the Parish Council

- 8./25-26 **Declarations of Interest.** To receive Declarations of Interest and written Dispensation requests.
- 9./25-26 **Open Discussion:**
 - j) To receive report from Ward Cllr Carole Gandy.
 - k) To hear views of residents on parish matters.
 - l) Reports from Councillors.
- 10./25-26 **Minutes:** To approve minutes of the scheduled meeting held 23 April 2025.

11./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.

12./25-26 **Planning.** To note application to be determined by Herefordshire Council.

An extraordinary meeting will be called to consider the following application.

P250980/M - Minerals Aymestrey, Mortimer, Leinthall Quarry Leinthall Earls Leominster Herefordshire HR6 9TR, Leinthall Quarry Leinthall Earls Leominster Herefordshire HR6 9TR, Proposed Western extension of existing quarry and consolidation of planning permissions., Deadline 22/6/25

13./25-26 **Financial Matters**

- a) To note payments/receipts not listed in the April Minutes. £300 to Zurich for Insurance cover.
- b) To note combined Unity Trust Bank balance on 21 May £21,917.42
- c) To note balances. Reserve £5,000, General Revenue Reserve £ 4,088.06 Total reserves £9,088.96.
Ringfenced: Traffic Calming Schemes £965.52, Earmarked funds: Mortimers Cross Traffic Calming Schemes £1,000, Election Fund £1000, Total ringfenced/earmarked £2965.52. Non reserve/ringfenced funds available: £9,863.84
- d) To consider payments for approval.
 - i Society of Local Council Clerks MEM253595-1 Membership fee £45.60
 - ii SDH Accounting Inv. 2 Internal Audit £195.87
 - iii The Clerk Payroll Month 2 £299.68
 - iv HMRC PAYE Month 2 £74.80
 - v The Clerk Expenses Mileage and refreshments £35.22 £0.46 VAT
 - vi Yatton Farm Services Inv. 1039 removal tree from bridge £180.00 £30.00 VAT
 - Total Payments £831.17 £30.46 VAT
 - Non reserve/ringfenced balance after March Payments: £9,032.67

14./25-26 **Commons Association.** To receive update and consider actions arising.

15./25-26 **Traffic Calming.**

- 15.1. To receive update from the Traffic Calming working group and consider actions arising.
- 15.2. To consider combining the Aymestrey and Mortimers Cross Working Groups.
- 15.3. To consider updated draft Terms of Reference.

16./25-26 **Lengthsman.** To consider works to be undertaken by the Lengthsman.

17./25-26 **Yatton Defibrillator.** To consider whether security tags are to be fitted after checking status.

18./25-26 To consider contents of the **Information Sheet** and any matters arising.

19./25-26 **Date of next scheduled meeting** of the Parish Council, Wednesday 25 June 2025.

Maggie Brown
Clerk to the Council clerk@aymestrey.org

22 May 2025
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