

## Aymestrey Parish Council

Councillors are summoned to attend the scheduled meeting of the Parish Council on Wednesday 24 September 2025 starting at 7.00pm in Aymestrey Parish Hall

The Press & Public are cordially invited to attend.

### AGENDA

61./25-26 **Apologies. To receive apologies for absence.**

62./25-26 **Declarations of Interest.** To receive Declarations of Interest and written Dispensation requests.

63./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.

64./25-26 **Minutes:** To approve minutes of the scheduled meeting held 23 July 2025 and extraordinary meeting held 27 August 2025.

65./25-26 **Vacancies.** To consider applications for co-option to the Parish Council to fill two vacancies and to note Notice of Vacancy following the resignation of Mike Snoswell.

66./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) To consider asking the Forestry Commission to replace a bench on the Mortimer Trail, which was destroyed by contractors clearing the track week commencing 8 September.

67./25-26 **Planning.** To consider responses to applications to be determined by Herefordshire Council.

68./25-26 **Parish Charter.** To consider adopting the Herefordshire Parish Charter.

69./25-26 **Information Technology Policy.** To consider adopting draft IT policy as recommended by Herefordshire Association of Local Councils.

70./25-26 **Financial Matters**

- a) To consider purchase of a £50 voucher.
  - b) To consider delegation of payments to the clerk/responsible financial officer in the event a meeting is inquorate.
  - c) To note payments/receipts not listed in the July Minutes. £6 bank fees 31.07 and 31.08.25; Payroll Month 5 £299.68 net and £75 PAYE; Mortimers Cross Building Supplies £32.40 (£5.40 VAT) for handrails and posts for Mortimer Trail.
  - d) To note combined Unity Trust Bank balance on 17.09.25 £19,148.94
  - e) To note balances. Reserve Fund £5,000, General Revenue Reserve £5,296.06, Total reserves £10,296.06. 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: £5,739.55.
  - f) To consider payments for approval.
    - i Brown, M Payroll Month 6 £299.68
    - ii HMRC Payroll PAYE Month 6 £74.80
    - iii Waldron, E 6434362 1p Mobile - AGNS Mobile Phone top-up £4.00 £0.67
    - iv Waldron, E 6688138 1p Mobile - AGNS Mobile Phone top-up £4.00 £0.67
    - v Waldron, E 6942053 1p Mobile - AGNS Mobile Phone top-up £4.00 £0.67
    - vi Brown, M Expenses Mileage £56.66
    - vii Brown, M Expenses Home Working Allowance £50.00
    - viii Brown, M Expenses Namesco Inv. 9581433  
Renewal of Authenticated SMTP Access for amyestrey.org for 1 year £56.39 £9.40
- Total Payments £549.53 £11.41 VAT  
Non reserve/ringfenced balance after Payments: £5,190.02  
Bank balance after Payments £18,599.41

71./25-26 **Flood Plan.** To note receipt of template flood plan from Herefordshire Council and consider provision of equipment offered to the Parish.

- 72./25-26 **Breedon Quarry Liaison Meetings.** To consider Parish Council representatives at liaison meetings. Next meeting is Monday 29<sup>th</sup> between 10am and noon.
- 73./25-26 **Website.** To consider auditing the existing website.
- 74./25-26 **Public Awareness.** To consider canvassing residents, and funding leaflets to raise awareness of the Parish Council.
- 75./25-26 **Training.** To consider delegating responsibility to the clerk for booking training sessions within budget.
- 76./25-26 **Lengthsman.** To consider works to be undertaken by the Lengthsman and confirm drainage days to be completed over winter months.
- 77./25-26 **Information Sheet** To consider contents of the sheet and any matters arising.
- 78./25-26 **Date of next scheduled meeting** of the Parish Council, Wednesday 22 October 2025.
- 79./25-26 **Public Bodies (Admission to Meetings) Act 1960** To consider excluding the press and public from the meeting for the consideration of item 80./25-26 under the terms of the Public Bodies (Admissions to Meetings) Act 1960 because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 80./25-26 Staffing Matters.

Maggie Brown  
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19 September 2025  
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