



WELSH NEWTON LLANROTHAL GROUP PARISH COUNCIL

Parish Councillors are summoned to an Ordinary Meeting of the Welsh Newton & Llanrothal Group Parish Council at Welsh Newton Village Hall on Thursday 13th March 2025 at 7.30pm

The Public and Press are cordially invited to attend.
This meeting may be recorded under Standing Order 31.

Agenda

- 1. To receive apologies for absence.**
- 2. To receive declarations of interest and written dispensation requests.**
- 3. To consider the co-option of applicants to fill current vacancies and receive any declarations of interest.**
- 4. To agree and sign the minutes of the Group Parish Council meeting held on 19th December 2024, 9th January and 13th February 2025.**
- 5. Public Question Time**
Designated maximum period of 15 minutes to accommodate members of the public who may wish to either raise relevant issues or ask the Parish Council questions.
- 6. Reports**
 - 6.1. To consider the Ward Councillor's report
 - 6.2. To consider a report from the police community support officer (PCSO)
- 7. Planning**
 - 7.1. To Comment on Planning Applications for Determination by Herefordshire Council: None.
 - 7.2. To consider an update on recent planning applications considered by the council.
- 8. Welsh Newton Common**
 - 8.1. To receive an update on trees on the common and consider a request for a funding contribution from the Parish Council towards a QTRA (Quantified Tree Risk Assessment) on Welsh Newton Common
- 9. Footpaths** – to consider any issues with respect to footpaths and receive an update on PRoW.
- 10. Lengthsman**
 - 10.1. To consider work undertaken and work to be carried out by the lengthsman.
 - 10.2. To consider future grant funding, the lengthsman programme and procurement of lengthsman services for 2025/26
- 11. Local Drainage Fund** – to receive an update on local drainage grant fund projects.
- 12. Highways** – To consider road issues for reporting to Balfour Beatty and the status of current road issue reports



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13. Policies and procedures

- 13.1. To consider the Risk Management Policy and the Risk Schedule Review
- 13.2. To consider the Financial Controls and Risk Assessment policy
- 13.3. To consider the Reserves Policy and reserves
- 13.4. To consider adopting the updated NALC Financial Regulations 2024 adapted for the Parish Council

14. Finance

- 14.1. To receive and consider the finance report and the bank reconciliation, including current balances & any transfer of funds.
- 14.2. To consider grant awards, expenditure and claims on Lengthsman, ProW and Local Drainage Fund
- 14.3. To consider payments to be made by the council:
 - 14.3.1. Terry Griffiths Contracts – Welsh Newton Parish – Routine Maintenance Day 21/02/2025 – £559.20 (incl. £93.20 VAT)
 - 14.3.2. Terry Griffiths Contracts – Welsh Newton Parish – Routine Maintenance Day 20/02/2024 (unpaid invoice from previous financial year) – £528.00 (incl. £88.00 VAT)
 - 14.3.3. Herefordshire Association of Local Councils – Annual subscription fee (including NALC) 2025/26 – £560.45 (incl. £93.41 VAT)
 - 14.3.4. Herefordshire Association of Local Councils – Clerk Training – CiLCA Finance Module – £300.00 (incl. £50.00 VAT)
 - 14.3.5. Clerk's salary according to agreed contract for March 2025
 - 14.3.6. HMRC – PAYE for clerk's salary for March 2025
- 14.4. To note payments made between meetings
- 14.5. To confirm monies received:
 - 14.5.1. Lloyds Bank – Interest on Instant Access Account – 10/02/2025 – £6.14
- 14.6. To consider the following contractual/regular payments for approval between meetings:
 - 14.6.1. Terry Griffiths Contracts – as per schedule for lengthsman and grant programmes
 - 14.6.2. Autela Payroll Services Limited – Payroll December 2024 to March 2025
 - 14.6.3. Clerk's mileage and expenses
- 14.7. To consider an update on audit and internal control

15. To consider training for councillors

16. To consider correspondence between meetings – not already covered.

17. Communications – to consider the website, newsletter, and social media, including any updates.

18. To consider the date of the Annual Parish Meeting

19. To consider items for the next meeting – No discussion

20. To consider a resolution to exclude members of the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, to consider a confidential employment matter.

21. Date of next meeting – Thursday 10th April 2025 at Welsh Newton Village Hall.

Andrée Mitchell

Date: 9th March 2025

Parish Clerk – Welsh Newton & Llanrothal Group Parish Council