

Welsh Newton & Llanrothal Group Parish Council

ANNUAL MEETING OF THE PARISH COUNCIL

Thursday 14 May 2026 | Welsh Newton Village Hall | 7.30pm

Parish Councillors are summoned to the Annual Meeting of the Welsh Newton & Llanrothal Group Parish Council at Welsh Newton Village Hall on Thursday 14 May 2026 at 7.30pm. The Public and Press are cordially invited to attend. This meeting may be recorded under Standing Order 31.

- 1. Election of Chair of the Council for 2026/27, and to receive the signed Declaration of Acceptance of Office.**
- 2. Election of Vice-Chair of the Council for 2026/27, and to receive the signed Declaration of Acceptance of Office.**
- 3. To receive apologies for absence.**
- 4. To receive declarations of interest and written applications for dispensation from Councillors on agenda items.**

- 5. To agree and sign the minutes of the Ordinary Meeting of the Group Parish Council held on 12 March 2026.**
- 6. To receive the draft minutes of the Ordinary Meeting of the Group Parish Council held on 16 April 2026.**

- 7. Public Question Time**
 - 7.1 Designated period of 15 minutes for members of the public to raise relevant issues or ask the Parish Council questions.
 - 7.2 Ward Councillor's report.

- 8. To adopt the Co-option Policy v1.0.**
- 9. Llanrothal Parish — Co-option**
 - 9.1 To consider the eligibility and co-option of applicants to fill up to two vacancies for Llanrothal Parish, and to receive signed Declarations of Acceptance of Office from any co-opted councillors.
 - 9.2 To receive any declarations of interest from any newly co-opted councillors on items remaining on this agenda.

- 10. Welsh Newton Parish — to note the casual vacancy arising from the resignation of Cllr Ben Wall (effective 5 May 2026) and to note that co-option cannot take place until after 2 June 2026.**

- 11. Annual Governance**
 - 11.1 To confirm working groups and appointments for 2026/27, including the delegation of day-to-day decisions to the Clerk as Proper Officer and the confirmation of working groups and appointments.
 - 11.2 To note the councillor attendance record for 2025/26.
 - 11.3 To review and re-adopt the following documents: Standing Orders (re-adopted 12 March 2026 with paper ballot amendment); Financial Regulations (adopted November 2025); Risk Management Policy and Risk Register (reviewed 12 March 2026); Reserves Policy (reviewed 12 March 2026).

11.4 To review the asset register; to confirm insurance arrangements with Clear Councils Insurance and to authorise the Clerk to seek comparison quotations and renew the policy for 2026/27 on the best available terms, reporting to the June meeting; and to review subscriptions and memberships.

11.5 To review expenditure under the General Power of Competence in 2025/26 and to confirm the council's continuing eligibility.

11.6 To review the council's representation on outside bodies and confirm appointments for 2026/27.

11.7 To review the council's arrangements with other local authorities and organisations.

12. Policy Adoptions

12.1 To review and re-adopt the Councillor Code of Conduct (LGA Model Code of Conduct 2020) and to agree to sign the NALC/SLCC Civility and Respect Pledge.

12.2 To adopt the following new or updated policies: Data Protection Policy v1.0; Document Retention and Disposal Policy v1.0; Publication Scheme, EIR Statement and Guide to Information v1.0; Data Security Incident Procedure v2.0; General Privacy Notice v2.0; Staff Privacy Notice v2.0.

12.3 To review and adopt updated employment policies.

12.4 To review the complaints procedure.

12.5 To review the council's policy for dealing with the press and other media.

13. Policy and Governance Forward Plan; AGAR timetable

13.1 To receive and approve the Policy and Governance Status Table and Forward Plan for 2026/27.

13.2 To note the AGAR timetable for 2025/26, including internal audit arrangements.

14. To note and confirm the Clerk's current terms of employment, salary point and contract for 2026/27.

15. Lengthsman Services 2026/27

15.1 To consider the outcome of the procurement exercise for lengthsman services 2026/27 (applications closed 8 May 2026 at 5.00pm) and to agree next steps; and to receive a Clerk's report on discussions with Herefordshire Council regarding the HC Lengthsman Agreement deadline of 17 May 2026.

15.2 To authorise the Chair and Clerk to sign the Herefordshire Council Lengthsman Agreement on behalf of the council (deadline 17 May 2026).

16. Planning

16.1 To comment on Planning Applications P261106/FH and P261107/L (Old Orchard Barn, Llanrothal – consultation deadline 29 May 2026).

16.2 To consider a resident complaint regarding potential unauthorised property subdivision at Firwood Cottage, Manson Lane, Llanrothal, and to consider whether to write formally to Herefordshire Council Planning Enforcement in support.

16.3 To receive an update on the parish Neighbourhood Development Plan review.

16.4 To consider any other planning matters.

17. Welsh Newton Parish (including Welsh Newton Common)

17.1 To receive a Clerk's update on the section 38 Commons Act 2006 position in connection with vehicle access to the Steepways site across CL54 Welsh Newton Common.

- 17.2 To consider a Clerk's report on the Openreach streetworks on U71222 on 18 March 2026.
- 17.3 To receive a Clerk's report on the proposed replacement of the National Grid electricity pole on Welsh Newton Common.
- 17.4 To receive a status update on defibrillators serving Welsh Newton parish and to consider the replacement of defibrillator pads.
- 17.5 To consider any other Welsh Newton parish matters.

18. Llanrothal Parish

- 18.1 To receive a Clerk's report on the Tump Wood enforcement matter (enforcement case E/2026/427837/ENS — closed 30 April 2026).
- 18.2 To receive a Clerk's report on the enforcement matter relating to land near Lower Cwm Farm.
- 18.3 To consider any other Llanrothal parish matters.

19. Footpaths, Drainage and Highways

- 19.1 To consider and approve drainage grant applications for 2026/27 (deadline 17 May 2026).
- 19.2 To consider an update on Public Rights of Way across the parish; to confirm the appointment of a Parish Footpath Officer for 2026/27; and to note the HC PRoW/PFO Induction Course on 2 June 2026.
- 19.3 To consider any cross-parish highway matters.

20. Finance

- 20.1 To receive and consider the finance report including the bank reconciliation, current balances, budget monitoring, and year-end position 2025/26.
- 20.2 To consider a transfer of surplus precept funds from the current account to the reserve account.
- 20.3 To consider payments to be made by the council.
- 20.4 To note payments made between meetings.
- 20.5 To note monies received.
- 20.6 To consider an application for Ward Member community grant funding for local initiatives.

21. To agree the schedule of meetings of the Parish Council for 2026/27.

22. Annual Parish Meetings — to confirm the date of the Annual Parish Meetings for Welsh Newton and Llanrothal parishes (provisionally Thursday 21 May 2026 at 7.30pm, Welsh Newton Village Hall, subject to venue confirmation).

23. To consider correspondence between meetings — not already covered.

24. To consider items for the next meeting. No discussion.

25. Date of next meeting — Ordinary Meeting of the Parish Council, Thursday 12 June 2026 at Welsh Newton Village Hall.

Andrée Mitchell

Parish Clerk — Welsh Newton & Llanrothal Group Parish Council

Date: 10 May 2026