Welsh Newton & Llanrothal Group Parish Council
ORDINARY MEETING OF THE PARISH COUNCIL

Tuesday 30 June 2026 | Welsh Newton Village Hall | 7.30pm

Parish Councillors are summoned to the Ordinary Meeting of the Welsh Newton & Llanrothal Group Parish Council at Welsh Newton Village Hall on Monday 30 June 2026 at 7.30pm. The Public and Press are cordially invited to attend. This meeting may be recorded under Standing Order 3l.

1. To receive and accept apologies for absence.

2. To receive declarations of interest and written applications for dispensation from Councillors on agenda items.

3. Minutes

3.1 To approve and sign the minutes of the Ordinary Meeting held on 16 April 2026.

3.2 To approve and sign the minutes of the Annual Meeting of the Parish Council held on 14 May 2026.

4. Vacancies and Co-option

4.1 To consider co-option to fill the Llanrothal ward casual vacancy.

4.2 To receive an update on the Welsh Newton ward casual vacancy.

5. Public Question Time

5.1 Designated period of 15 minutes for members of the public to raise relevant issues or ask the Parish Council questions.

5.2 Ward Councillor's report.

6. A466 Road Safety

6.1 To receive a report from Cllr Parkinson regarding safety concerns on the A466, including use of the road as an HGV diversion route, a weight restriction that has not come into force due to signage issues, speeding traffic, and a speed limit discrepancy between the England and Wales sections of the road.

6.2 To agree what representations the council will make to Herefordshire Council Highways, West Mercia Police and/or other bodies, and to authorise the Clerk to act accordingly.

7. Planning

7.1 To comment on planning application 261772 — Land at OS 351594/218203, St Wulstans Farm, Welsh Newton Common, Monmouth, NP25 5RR — Hedgerow Removal — Application for hedgerow removal notice.

7.2 To note any other planning applications received or decisions issued since the last meeting.

8. Roads, Drainage and Footpaths

8.1 To consider any urgent matters, including an update on the status of the road to Llanrothal, and to agree any representations to be made.

9. Defibrillators

9.1 To receive an update on the status of the three council defibrillators following work carried out in June 2026.

9.2 To note The Circuit registration transfer request submitted for the Welsh Newton Village Hall and Parsonage Farm Llanrothal devices.

10. Clerk's Report

10.1 To receive a Clerk's report on the annual governance review, noting matters arising from the review of financial records, policies and audit arrangements. To note any actions arising.

11. Governance

11.1 To formally adopt the Asset Register 2025/26.

11.2 To review and confirm bank account signatories.

12. Finance

12.1 To receive and consider the finance report including the bank reconciliation, current balances and budget monitoring.

12.2 To consider options for longer-term savings arrangements for the council's reserve funds.

12.3 To approve payment:

12.3.1 WTG Consultants Ltd — invoice TG/50/26 — internal audit 2025/26 — £300.00 — due 11 July 2026

12.4 To ratify payments made between meetings — defibrillators:

12.4.1 MedUK Group Ltd — Order WEB21525 — replacement pads and batteries — £418.00 inc VAT — paid 24 June 2026 — authorised under urgent Standing Order provisions

12.4.2 Defib4Life Ltd — Order D4L5980 — replacement pads — £348.00 inc VAT — paid 1 June 2026 — authorised under minute 17.4 of 14 May 2026

12.5 To ratify payment made between meetings — insurance:

12.5.1 Clear Councils Insurance — invoice LCO02152 — annual renewal effective 1 June 2026 — £615.12 — paid 29 May 2026 — authorised at Annual Meeting item 11.4

12.6 To note payments made between meetings — Clerk's salary and PAYE (regular contractual payments per Financial Regulation 6.9(c)):

12.6.1 Clerk's salary — May 2026 — £443.09 net — paid 26 May 2026

12.6.2 HMRC PAYE/NI — May 2026 — £131.13 — paid 26 May 2026

12.6.3 Clerk's salary — June 2026 — £443.09 net — paid 24 June 2026

12.6.4 HMRC PAYE/NI — June 2026 — £131.33 — paid 24 June 2026

12.7 To note payments made between meetings — bank charges:

12.7.1 Lloyds Bank — service charge — £4.25 — 19 May 2026

12.7.2 Lloyds Bank — service charge — £4.25 — 22 June 2026

12.8 To approve reimbursement of Clerk's hosting expenses paid personally (Fasthosts, 25 June 2026):

12.8.1 Invoice 86498553 — web hosting and domain renewal — £7.68 inc VAT

12.8.2 Invoice 86498626 — email hosting — £13.20 inc VAT

12.9 To note monies received:

12.9.1 Lloyds Bank — reserve account interest — May 2026 — £3.11

12.9.2 Lloyds Bank — reserve account interest — June 2026 — £6.11

12.10 To authorise submission of VAT126 reclaims for outstanding years.

12.11 To formally adopt a schedule of regular payments under Financial Regulation 6.6, to include the Clerk's salary and PAYE.

12.12 To approve additional spending of £226.34 ex VAT on defibrillator equipment from general reserves, the total cost having exceeded the budget provision of £412.00.

12.13 To note receipt of Herefordshire Council Purchase Order 11251867 (Lengthsman Scheme 2026/27, £1,638.00; final claims by 9 April 2027).

13. To approve for publication on the council website a Transparency Statement covering clerk remuneration, councillor allowances and council contracts, in accordance with the Local Government Transparency Code 2015 and AGAR Assertion 10.

14. Data Protection and Freedom of Information — Policy Adoptions

14.1 To adopt the Data Protection Policy v1.0.

14.2 To adopt the Document Retention and Disposal Policy v1.0.

14.3 To adopt the Publication Scheme, EIR Statement and Guide to Information v1.0.

14.4 To adopt the Freedom of Information Policy v1.0.

14.5 To adopt the Data Security Incident Procedure v2.0.

14.6 To adopt the General Privacy Notice v2.0.

14.7 To adopt the Staff Privacy Notice v2.0.

15. Employment Policies

15.1 To adopt the Disciplinary Policy and Procedure v1.0.

15.2 To adopt the Grievance Policy and Procedure v1.0.

15.3 To adopt the Dignity at Work / Anti-Harassment and Bullying Policy v1.0 (incorporating compliance with the Worker Protection (Amendment of Equality Act 2010) Act 2023).

15.4 To adopt the Equality, Diversity and Inclusion Policy v1.0.

15.5 To adopt the Whistleblowing Policy v1.0.

15.6 To adopt the Sickness and Absence Policy v1.0.

15.7 To adopt the Flexible and Home Working Policy v1.0.

15.8 To adopt the Lone Working Policy v1.0.

15.9 To note that the Expenses Policy v1.0 and Pay Policy v1.0 are deferred to the next meeting pending consultation with Autela Payroll Services.

16. Annual Governance and Accountability Return 2025/26

16.1 To consider and approve the Annual Internal Audit Report 2025/26 prepared by Theresa Goss, WTG Consultants Ltd.

16.2 To note that WTG Consultants Ltd have completed three years as internal auditor for 2023/24, 2024/25 and 2025/26, and to agree that the internal audit appointment for 2026/27 will be subject to a competitive procurement exercise, with the specification and timetable to be brought to a future meeting.

16.3 To consider and approve the Annual Governance Statement (Section 1) for the year ended 31 March 2026, and to authorise the Chair to sign.

16.4 To consider and approve the Accounting Statements (Section 2) for the year ended 31 March 2026, and to authorise the Chair to sign.

16.5 To authorise the Clerk to submit the completed AGAR to PKF Littlejohn (SAAA) and to publish the Notice of Public Rights and approved AGAR on the council website.

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

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

19. Date of next meeting — Ordinary Meeting of the Parish Council.

Andrée Mitchell

Parish Clerk — Welsh Newton & Llanrothal Group Parish Council

Date: 25 June 2026