WELSH NEWTON & LLANROTHAL GROUP PARISH COUNCIL

ORDINARY MEETING OF THE PARISH COUNCIL

Thursday 12 November 2026 | Welsh Newton Village Hall | 7.30pm

Parish Councillors are summoned to a meeting of the Welsh Newton & Llanrothal Group Parish Council at Welsh Newton Village Hall on Thursday 12 November 2026 at 7.30pm.

Cllrs Elissa Swinglehurst and Barry Durkin attend as Members appointed by Herefordshire Council under section 91 of the Local Government Act 1972.

The public and press are cordially invited to attend. This meeting may be recorded under Standing Order 3(l).

Agenda

1. **To receive and accept apologies for absence.**
2. **To receive declarations of interest and any written requests for dispensation.**
3. **Co-option — to receive and consider the Clerk's update on the five casual vacancies (three Llanrothal, two Welsh Newton), including any applications received and any advice from Herefordshire Council on the effect of co-option on the section 91 appointments.**
4. **Minutes — to approve and sign the minutes of 29 October 2026 (confidential minute 16.6: see item 13.2).**
5. **Public Question Time**
   - 5.1 Up to 15 minutes for members of the public to raise issues or ask questions.
   - 5.2 Ward Councillor's report.
6. **Planning**
   - 6.1 To note any planning decisions issued since 29 October.
   - 6.2 Enforcement — to receive an update on outstanding planning enforcement matters.
7. **Emergency planning — to receive and consider an update from the Chair and Vice-Chair on the framework for a community emergency plan (themes and possible participants).**
8. **Community engagement**
   - 8.1 To receive and consider proposals from the Chair and Vice-Chair on community engagement.
   - 8.2 Digital telephone switchover (January 2027) — to receive information from Herefordshire Council and consider how to share it with residents.
9. **Lengthsman, drainage and public rights of way**
   - 9.1 Works — to receive an update on progress with drainage, lengthsman and public rights of way works, including the kissing gates.
   - 9.2 Footpaths, highways and drainage — to raise any matters for information or future action.

10. Remembrance Sunday — to note that the Council's wreath was laid on 8 November 2026.

11. Bank mandate and online banking — to receive and consider the Clerk's progress report, including options if Lloyds cannot meet the Council's needs, and to confirm that Members added as approvers may be given Full Access.

12. Finance

12.1 To receive the finance report and to approve the bank reconciliation to the latest statement.

12.2 Payments for approval — none at the date of this agenda.

12.3 Payments made between meetings, if any — to NOTE.

12.4 Monies received since 29 October, including savings account interest — to NOTE.

12.5 Budget and precept 2027/28 — to receive a first draft and precept options, for decision on 10 December.

12.6 Clerk's pay and expenses — Cllr Tomlinson withdraws for items 12.6 and 13 (disclosable pecuniary interest):

12.6.1 Clerk's salary according to agreed contract, November 2026 — to APPROVE.

12.6.2 HMRC — PAYE and National Insurance, November 2026 — to APPROVE.

12.6.3 Clerk's mileage claim, 2025/26 and 2026/27 to 31 October 2026 — to APPROVE.

12.6.4 Reimbursements to the Clerk — to approve the reimbursement for the Council's Remembrance wreath, and to note any reimbursement paid since 29 October.

12.6.5 Schedule of regular payments, Financial Regulation 6.6 — to ADOPT.

13. Staffing (confidential) — Cllr Tomlinson remains withdrawn (disclosable pecuniary interest)

13.1 To exclude the press and public for item 13.2 (Standing Order 3(d); confidential staffing).

13.2 Staffing — to approve confidential minute 16.6 of 29 October 2026 and to note progress.

14. Governance

14.1 Policies — to receive and consider an update on the status of the Council's policies and the review programme.

14.2 Code of Conduct — to adopt the Councillor Code of Conduct published by Herefordshire Council (the LGA Model Code as adopted by Herefordshire Council in May 2022), with a cover note on how it applies to this Council; and to consider reaffirming the Council's commitment to the Civility and Respect Pledge.

15. Correspondence received since 29 October, as listed by the Clerk — to note. Any matter needing a decision to be placed on a future agenda.

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

17. Dates — to note 10 December 2026 (Ordinary and budget meeting), and to consider moving the January 2027 meeting from 14 January.

Clerk and Responsible Financial Officer (Proper Officer)
Welsh Newton & Llanrothal Group Parish Council
Date of summons: Sunday 8 November 2026