

WELSH NEWTON & LLANROTHAL GROUP PARISH COUNCIL

EXTRAORDINARY MEETING OF THE PARISH COUNCIL

Thursday 29 October 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 29 October 2026 at 7.30pm.

The meeting is convened by the Proper Officer under section 88(2) of the Local Government Act 1972 and Standing Order 15(b)(iii), the office of Chair being vacant. Cllrs Elissa Swinglehurst and Barry Durkin attend as Members appointed by Herefordshire Council under section 91 of the Act.

The Public and Press are cordially invited to attend.

This meeting may be recorded under Standing Order 3(l).

Agenda

1. Membership of the Council

- 1.1 To note the resignations since the last meeting of Cllr Ed Walker (Chair of the Council) and Cllrs Julie Francis and Steve Francis, as a result of which the Council was unable to act for want of a quorum from 13 August 2026, and the notices of casual vacancy given on 15 June and 9 September 2026 in respect of two Welsh Newton and three Llanrothal seats.
- 1.2 To note the Orders made by Herefordshire Council under section 91 of the Local Government Act 1972 on 24 September 2026 (Cllr Elissa Swinglehurst) and 12 October 2026 (Cllr Barry Durkin) appointing temporary Members so that the Council may act until the vacancies are filled or the Orders expire, and to receive any voluntary Declaration of Acceptance of Office.

2. To elect a Chair of the Council (section 88(2) Local Government Act 1972; Standing Order 15(b)(iii)) and to receive the Chair's Declaration of Acceptance of Office. The Vice-Chair presides (Standing Order 3(q)).

3. To elect a Vice-Chair of the Council, if a vacancy arises following item 2.

4. To receive and accept apologies for absence.

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

6. Co-option

- 6.1 To consider any applications for co-option to the two Welsh Newton parish and three Llanrothal parish casual vacancies received in accordance with the Co-option Policy v1.0 (Herefordshire Council confirmed on 30 September 2026 that no election was requested); to receive Declarations of Acceptance of Office from any Councillor co-opted; and otherwise to note the advertisement of the vacancies and the timetable for co-option at the next meeting.

7. Minutes and records

- 7.1 To approve and sign the minutes of the Ordinary Meeting held on 16 April 2026.
- 7.2 To approve and sign the minutes of the Annual Meeting of the Parish Council held on 14 May 2026.
- 7.3 To approve and sign the minutes of the Ordinary Meeting held on 30 June 2026.

- 7.4 To note and sign the Clerk's records of the meetings summoned for 9 July 2026 (cancelled) and 13 August 2026 (did not open).

8. Public Question Time

- 8.1 Designated period of 15 minutes for members of the public to raise relevant issues or ask the Parish Council questions.
- 8.2 Ward Councillor's report.

9. Planning

- 9.1 To consider planning application 262488 — Mulberry Cottage, Welsh Newton Common, Monmouth NP25 5RT — full householder: removal of existing porch and construction of new shower room, utility and porch — and to agree the Council's response (consultation period extended by Herefordshire Council to 31 October 2026; target determination date 6 November 2026).
- 9.2 To consider application 262626 — Callow Hill House, Welsh Newton NP25 5RL — works to a beech tree covered by a Tree Preservation Order (reduce to short trunk at approximately 6 metres at the main fork) — and to agree the Council's response (target determination date 3 November 2026; extension of time requested).
- 9.3 To note any other applications received and decisions issued since 30 June 2026, and updates on earlier applications and enforcement matters, and to consider any action required.

10. Emergency planning

- 10.1 Community emergency planning — to consider the preparation of a community emergency plan for the parishes, including wildfire and flood, drawing on Herefordshire Council's Wildfire Ready materials and the draft community plan circulated, and to agree next steps and the Council's role; and to nominate a representative to attend Herefordshire Council's Community Flood Signage and Flood Plan briefing on 19 November 2026.

11. Herefordshire Council and community engagement

- 11.1 Herefordshire Parish Summit, 13 October 2026 — to receive Members' feedback and to agree any actions.
- 11.2 Herefordshire Parish Charter — to confirm the adoption of the Charter, considered on 13 November 2025, and to record the Council's decision; and to note the Council's response to Herefordshire Council's one-year review survey.
- 11.3 Community engagement and communication — to note the report The 21st Century Parish and Town Councillor and Clerk (University of Birmingham, June 2026) and to agree to consider the Council's approach at the meeting on 12 November 2026.

12. Bank mandate

- 12.1 To consider the bank mandate and online banking arrangements and to agree any updates required, including the appointment of signatories and payment approvers.

13. Finance

- 13.1 To receive the finance report, including the bank reconciliation to the latest statement, current balances and income and expenditure to date.
- 13.2 Payments made between meetings since 30 June 2026 — to note or ratify each as indicated:
- 13.2.1 WTG Consultants Ltd — internal audit 2025/26 — £300.00 — approved 30 June 2026 — to NOTE.
- 13.2.2 Autela Payroll Services Ltd — invoice 17416, payroll processing — £72.00 — Clerk's delegated authority — to RATIFY.

- 13.2.3 Parish Online — annual subscription 2026/27 — £378.00 — Clerk's delegated authority — to RATIFY.
- 13.2.4 Lloyds Bank — service charges, July to October 2026 — £17.00 — to NOTE.
- 13.3 Monies received — to note: precept 2026/27, second instalment, £7,589.67; reserve account interest, July to October, £45.33.
- 13.4 To receive an update on VAT reclaims (VAT126) for 2023/24 to 2025/26.
- 13.5 To note the conclusion of the external audit for 2025/26 (PKF Littlejohn LLP, certificate dated 18 September 2026), the matters drawn to the Council's attention in Section 3, and the publication of the Notice of Conclusion of Audit on 30 September 2026.
- 13.6 To consider the arrangements for the appointment of the internal auditor for 2026/27 (30 June 2026, item 16.2) and to approve the specification and timetable for a competitive exercise.
- 13.7 To note the timetable for preparing the 2027/28 budget and precept and to set the date of the budget meeting; and to appoint a Member, other than the Chair or a signatory, to verify the bank reconciliations under Financial Regulation 2.6.
- 13.8 Authorisation arrangements — to agree that where the Chair or the Vice-Chair is unable to act, has a disclosable interest, or is a member of the same household as the Clerk, the functions of that office under the delegation limits in the Financial Regulations, in the authorisation of payments and in the payroll provider's forms shall be exercised by the other of them or, where neither can act, by a Member nominated by the Council; and to nominate that Member.

14. Policies

- 14.1 To note that the review of the Council's policies deferred from 30 June 2026 will be rescheduled, existing policies remaining in force, and to agree that a programme for their adoption on a rolling basis be brought to a future meeting.

15. Lengthsman, drainage and public rights of way

- 15.1 Drainage Grant 2026/27 — to note and accept the award of £6,848.64 (capital schemes N01 and N02 in full; maintenance projects M01 to M05 at £3,048.64 against a bid of £4,200) and Purchase Order 11263261; to authorise the Chair to sign the contract variation of 8 September 2026, subject to correction of its reference to "Public Rights of Way" works; to authorise the Clerk to commission the works within the project values approved by Herefordshire Council, reporting each commission to the next meeting; and to consider whether to supplement the maintenance programme from the Council's own funds.
- 15.2 Lengthsman services 2026/27 — to note Purchase Order 11251867 (Herefordshire Council Lengthsman Scheme, £1,638.00) and that the Council has no contracted lengthsman; to consider how routine highway and public realm maintenance is to be delivered for the remainder of the year — by procurement of a lengthsman, by commissioning individual works, or otherwise; and to authorise the Clerk to commission works within the Council's approved budget and the Lengthsman Scheme grant, reporting each commission to the next meeting.
- 15.3 Kissing gates — to agree how quotations are to be sought, the ceiling for the work and the basis of award (including completion date, capacity to deliver and payment on completion), and to authorise the Clerk to award on that basis, reporting to the next meeting.
- 15.4 To receive the Parish Footpath Officer's report, including footpath LO11, the public rights of way grant programme and recent training, and to agree next steps.
- 15.5 To note Herefordshire Council's Parish Public Realm Guide, and to consider any footpath, highway, drainage or other public realm matters raised by Members.

- 16. Clerk's employment and payments — Cllr Tomlinson has declared a disclosable pecuniary interest and withdraws for the whole of item 16**
- 16.1 Clerk's salary according to agreed contract for July to October 2026 — Financial Regulation 6.9(c) — to NOTE.
 - 16.2 HMRC — PAYE and National Insurance for the Clerk's salary, July to October 2026 — to NOTE.
 - 16.3 Reimbursements to the Clerk, as listed in the finance report — to APPROVE.
 - 16.4 Schedule of regular payments under Financial Regulation 6.6 — to ADOPT.
 - 16.5 To resolve under Standing Order 3(d) to exclude the press and public for item 16.6, the business being confidential (staffing).
 - 16.6 Staffing — to consider the application of the National Joint Council pay awards for 2025/26 and 2026/27 to the Clerk's salary, and any related matters, including authorising a Member to sign the payroll provider's forms.
- 17. Community matters**
- 17.1 Remembrance Sunday, 8 November 2026 — to agree who lays the Council's wreath.
 - 17.2 To consider applications to the Ward Member's community grant scheme and to Herefordshire Council's climate-resilient trees scheme (closing 27 November 2026).
- 18. Correspondence and matters carried forward — to note correspondence received and matters carried forward since 30 June 2026, as reported by the Clerk, and to agree any action required.**
- 19. To consider items for the next meeting. No discussion.**
- 20. Dates of meetings — to confirm the Ordinary Meetings on Thursday 12 November and Thursday 10 December 2026 at Welsh Newton Village Hall, 7.30pm.**

Andrée Mitchell

Proper Officer — Welsh Newton & Llanrothal Group Parish Council

Date of summons: Sunday 25 October 2026