

STAUNTON ON WYE GROUP PARISH COUNCIL

To members of the Council:

You are summoned to a meeting of Staunton on Wye Group Parish Council to be held on Monday 8th September 2025 at 7.30 p.m. at Staunton on Wye Village Hall, Herefordshire, to consider the business set out below.

Dr David Thame
Clerk to the Council
2nd September 2025

AGENDA

2025/41. To Receive Apologies for Absence

2025/42. To Receive any Declarations of Interest and Requests for Dispensations

2025/43. Minutes

To approve the Minutes of the Annual Meeting of the Council held on 16th June 2025 (copies previously circulated).

2025/44. Chairman's Announcements

2025/45. Public Session

To receive a report from the Herefordshire Ward Councillor, and to hear the views of local residents on parish matters.

2025/46. Finance

To consider the Clerk's Financial Report and cash book (report attached).

To review banking arrangements and signatories, as required by Financial Regulations.

To consider Councillor Boddington's report that the quarterly verification of bank reconciliation to 30th Junr 2025 was completed satisfactorily.

To appoint a Councillor to complete the verification of accounts to 30th September 2025.

To consider the following invoices to be paid, and to indicate approval two Councillors to initial and date:

PV23 Fran White (Playground inspection)	£62.50
PV24 GWG Tree & Garden Care (Lengthsman, Little London drainage)	£165.60
PV27 D.H. Thame (admin expenses)	£12.40
PV38 D.H. Thame (travel expenses)	£26.10

To confirm payment of the following invoices, already settled under delegated powers:

PV10 Golden Valley Maintenance (playground)	£150.00
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PV12	D H Thame (salary tax month 3)	£324.40
PV13	HMRC (National Insurance)	£81.20*
PV15	Golden Valley Maintenance (playground)	£90.00
PV16	Golden Valley Maintenance (playground)	£170.00
PV17	Golden Valley Maintenance (playground)	£250.00
PV18	Clear Councils (Insurance)	£367.34
PV20	D H Thame (salary tax month 4)	£425.80
PV21	Parish Online (website)	£312.00
PV22	Heloise Kirby (Website recharge)	£42.00
PV25	D H Thame (tax month 5)	£349.80
PV26	HMRC (NIC)	£55.80

To authorise the prompt settlement of Lengthsman's invoices, as contractually required, payment details to be circulated in advance to Councillors.

To authorise payment of the external auditors invoice, should there be one.

2025/47. Lengthsman's Work

To consider the oral report of the Clerk on recent work, and to consider further tasks.

2025/48. Local Drainage Fund

To consider the Clerk's oral report on a funding bid to meet the application deadline of 28th September 2025.

2025/49. Playing Field

To consider the annual safety inspection report and Councillor Andrews' oral report on maintenance tasks.

2025/50. Section 106 Funding

To consider agreeing priorities for section 106 funding and making those known to Herefordshire Council, and to consider the Council's attitude to a community infrastructure levy.

2025/51. Parish Noticeboards

To consider making adequate provision for the display of official parish notices.

2025/52. Telephone Box

To consider the future of the red K6 telephone box at Staunton-on-Wye.

2025/53. Training

To consider whole-council training.

2025/54. Reserves Policy

To consider adopting a reserves policy (draft attached). After discussion with the Chairman, this draft includes a requirement to retain six month's anticipated spending.

2025/55. Risk Management Policy

To consider adopting a risk management policy (draft attached) and tasking the Finance Working Group with conducting a risk assessment.

2025/56. Information Technology Policy/Use of Emails

To consider adopting the model policy circulated by HALC (copy attached).

2025/57. Data Protection Policy

To consider adopting a data protection policy (copy attached)

2025/58. Staffing: Grievance and Discipline Policies

To consider adopted grievance and discipline policies in accordance with ACAS guidelines (copies attached).

2025/59. Freedom of Information Policy

To consider adopting a Freedom of Information policy (copy attached)

2025/60. Public Bodies (Admissions to Meetings) Act 1960

To resolve to exclude the press and public from the meeting for consideration of item 2025/61 because publicity is prejudicial to the public interest by reason of the confidential nature of the matter to be discussed.

2025/61. Employment Matter