

# STAUNTON ON WYE GROUP PARISH COUNCIL

To members of the Council:

You are summoned to attend a meeting of Staunton on Wye Group Parish Council to be held on Monday 7<sup>th</sup> September 2026 at 7 p.m. at Staunton on Wye Village Hall, Staunton on Wye, Herefordshire, to consider the business set out below.

Dr David Thame  
Clerk to the Council  
2<sup>nd</sup> September 2026

## AGENDA

### **2026/37. Apologies for absence**

### **2026/38. Declarations of Interest/Requests for Dispensations**

### **2026/39. Minutes**

To approve as a correct record the minutes of the meetings held on 18<sup>th</sup> May 2026, 13<sup>th</sup> July 2026 and 1<sup>st</sup> September 2026 (copies previously circulated).

### **2026/40. Chairman's Announcements**

### **2026/41. Casual Vacancy in the Office of Councillor for the Parish of Staunton on Wye**

The Clerk to report that Jeremy Price ceased to be a member of the authority on 14<sup>th</sup> July 2026 as a consequence of section 85(1) of the Local Government Act, 1972.

### **2026/42. Public Session (15 minutes)**

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

### **2026/43. Planning Consultation - 262253 - Land at Worlds End Farm, Staunton-on-Wye, Hereford, HR4 7LN**

To consider the planning consultation.

### **2026/44. Planning Consultation - 262281 - Land at Little Orchard, Staunton-on-Wye, Herefordshire, HR4 7LR**

To consider the planning consultation.

### **2026/45. Complaint**

To consider the Clerk's report following a complaint about the Council's handling of issues relating to SY2A (copy attached).

### **2026/46. SY2A Little London (Minute 2026/15)**

To consider correspondence with Herefordshire Council with regard to making an application to the Herefordshire Public Rights of Way Fund to allow the Lengthsman to complete drainage works at SY2A Little London ahead of resurfacing work by Herefordshire Council.

**2026/47. Complaints Policy**

To consider adopting the draft complaints policy (attached).

**2026/48. Neighbourhood Development Plan (Minute 2026/18)**

To consider the next steps.

**2026/49. Biodiversity Policy**

To consider the draft biodiversity policy, to meet the requirements of the Natural Environment and Rural Communities Act 2006, section 40; Environment Act 2021, section 102.

**2026/50. Freedom of Information Policy**

To consider the draft Freedom of Information Policy to meet the requirements of Freedom of Information Act 2000, section 16.

**2026/51. Lengthsman**

To consider tasks for the lengthsman.

**2026/52. Newsletter**

To consider the publication of a newsletter and how communications might be improved.

**2026/53. Playground**

To consider the annual inspection report (attached), and maintenance and upkeep at the playground, including play surfaces.

**2026/54. Highways**

To consider speed and safety on the A438 and the surface of unclassified and minor roads.

**2026/55. Defibrillator.**

To consider supplies for the defibrillator.

**2026/56. Footpaths**

To consider the clearing and maintenance of rights of way.

**2026/57. Delegated Decisions**

The Clerk to report delegated decisions as recorded in the notices published on the Council website (copies attached).

**2026/58. Disciplinary and Grievance Policies**

To review the policies adopted on 8<sup>th</sup> September 2025. The policies can be found at <https://stauntononwye-pc.gov.uk/wp-content/uploads/2025/09/Staunton-on-Wye-Group-PC-Disciplinary-Policy-APPROVED-8th-September-2025.pdf> and <https://stauntononwye-pc.gov.uk/wp-content/uploads/2025/09/Staunton-on-Wye-Group-PC-Grievance-Policy-ADOPTED-8th-September-2025.pdf>

**2026/59. Urgent Business Between Meetings Policy**

To review the policy adopted on 16<sup>th</sup> June 2025. The policy can be found at <https://stauntononwye-pc.gov.uk/wp-content/uploads/2025/09/Staunton-on-Wye-Urgent-Business-Between-Meetings-Policy-APPROVED-JUNE-2025.pdf>

**2026/60. Risk Management Policy**

To review the risk management policy adopted 8<sup>th</sup> September 2025. The policy can be found at <https://stauntononwye-pc.gov.uk/wp-content/uploads/2025/09/Staunton-on-Wye-Urgent-Business-Between-Meetings-Policy-APPROVED-JUNE-2025.pdf>

**2026/61. Reserves Policy**

To review the reserves policy adopted 8<sup>th</sup> September 2025. The policy can be found at

<https://stauntononwye-pc.gov.uk/wp-content/uploads/2025/09/Staunton-on-Wye-Urgent-Business-Between-Meetings-Policy-APPROVED-JUNE-2025.pdf>

**2026/62. Budget Monitoring 2026-27 and Draft Budget 2027-2028**

To consider budget monitoring for the current financial year, and to consider appointing members to work with the Clerk on the preparation of a draft budget for 2027-28 for consideration at the 7th December 2026 meeting.

**2026/63. Internal Audit 2026-27 (Minute 2026/24)**

To consider, in the light of a response from the Herefordshire Association of Local Councils, whether it meets the requirement for internal auditors to be an independent and competent person able to demonstrate independence from the authority's financial decision making, and can therefore be appointed as internal auditor 2026-27.

**2026/64. Salaries and Wages**

To invite the Chairman and Vice Chairman, having met with the Clerk, to report to the December meeting on salaries and wages as required by Financial Regulation 4.2, and that they should consider the Clerk's letter to councillors (circulated).

**2026/65. Noticeboard**

To confirm the application for a highways structures license.

**2026/66. Financial Report**

To consider the report of the Clerk/Responsible Financial Officer, including the cash book with budget monitoring (attached).

To consider an internal transfer to the deposit account.

To consider applying the annual NJC pay settlement (attached).

To receive and consider Councillor Boddington's report on the verification of the quarterly bank reconciliation to 30<sup>th</sup> June 2026.

To appoint a member to conduct the verification of bank reconciliation to 30<sup>th</sup> September 2026.

To authorise the creation of a direct debit to the Information Commissioner.

To consider the following invoices for payment:

|      |                        |         |
|------|------------------------|---------|
| PV81 | GWG Tree & Garden Care | £220.80 |
|------|------------------------|---------|

To confirm the following payments made since the last meeting under delegated powers or earlier resolutions:

|      |                                   |         |
|------|-----------------------------------|---------|
| PV91 | HMRC tax month 5                  | £143.20 |
| PV90 | Salary tax month 5                | £470.05 |
| PV89 | Clear Councils Insurance          | £374.66 |
| PV88 | F A White (playground inspection) | £62.50  |
| PV87 | Parish Online (Website)           | £432.00 |
| PV86 | HMRC tax month 4                  | £143.20 |
| PV85 | Salary tax month 4                | £470.05 |
| PV83 | HALC (internal audit)             | £330.00 |

|      |                                   |         |
|------|-----------------------------------|---------|
| PV84 | Autela Payroll Services           | £57.37  |
| PV82 | Handy Handyman (bench)            | £220.00 |
| PV80 | Information Commissioner          | £52.00  |
| PV79 | Salary tax month 3                | £470.25 |
| PV78 | HMRC tax month 3                  | £143.00 |
| PV77 | Golden Valley Grounds Maintenance | £540.00 |
| PV76 | Salary tax month 2                | £470.05 |
| PV75 | HMRC tax month 2                  | £143.20 |

#### **2026/67. Dates of Meetings 2027**

To agree dates for meetings in 2027.

#### **2026/68. Community Morning**

To consider participation in the Village Hall community morning, 17 October 2026, 10.30am to 12.30pm.