

# 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 2<sup>nd</sup> March 2026 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  
25<sup>th</sup> February 2026

## AGENDA

### **2025/89. To Receive Apologies for Absence**

### **2025/90. To Receive any Declarations of Interest and Requests for Dispensations**

### **2025/91. Minutes**

To confirm the minutes of the meetings on 1<sup>st</sup> December 2025 and 12<sup>th</sup> January 2026 (copies previously circulated).

### **2025/92. Public Session**

To receive representations from the Herefordshire Councillor for Castle Ward, from the local police and from residents.

### **2025/93. Lengthsman Work, Drainage and Local Drainage Fund**

To consider tasks for the lengthsman, and related drainage and highways issues including an application to the Public Rights of Way Fund to support drainage and improvement on SY2A (byway open to all traffic, Little London).

### **2025/94. Resurfacing of Highways/Pot Holes**

To consider the resurfacing of highways and reducing the nuisance caused by potholes, including C1090 and Weavers Orchard (U90423/ SY10).

### **2025/95. Lengthsman's Hi-Vis**

To consider purchasing hi-vis vests for the Lengthsman printed with the parish name, and magnetic signs for his van, in order to improve the visibility of the service.

### **2025/96. Neighbourhood Development Plan (Minute 2025/27)**

To consider the Clerk's report on the extent to which an NDP which did not make site allocations would require a referendum or is likely to be possible given changes to the National Planning Policy Framework now under consultation, on the timetable for a review and on the likely financial resources required to complete it.

### **2025/97. Section 106 Allocation (Minute 2025/50, Minute 2025/78)**

To consider the Clerk's report that the Parochial Church Council of the Church of St Mary, Staunton on Wye and Staunton-on-Wye Endowed Primary School have each expressed an interest in benefiting from section 106 allocations (copies of letters circulated to members).

### **2025/98. Annual Parish Meetings (Minute 2025/81)**

To consider the next steps including arrangements for the annual parish meetings. Meetings must take place between 1 March and 1 June.

### **2025/99. Risk Assessment**

To consider the draft risk assessment prepared by the Clerk and the Finance Working Group (attached)

**2025/100. Annual Review of Effectiveness/Response to Internal Auditors Report**

To consider the report of the Clerk and the Finance Working Group (attached)

**2025/101. Asset Register**

To consider the revised asset register (report attached, see item 98 above) and to agree that the asset register will include items at the original purchase price.

**2025/102. Restatement of Accounts & Correction of Annual Governance and Accountability Return 2024/25**

To consider the report of the clerk (report attached, see item 98 above) and agree a restatement of accounts for 2024-25 in respect of receipts, payments and fixed assets.

**2025/103. Annual Governance and Accountability Return, Assertion 10**

To consider resolving, for the avoidance of doubt, that the Clerk is data protection officer, that training in data protection and privacy be undertaken, that the Council continue to provide transparency data quarterly, and that the Council has reviewed the security of data.

**2025/104. Financial Report**

To consider the Clerk's financial report, together with the cash book and budget monitoring (attached).

Councillor Boddington to report on the quarterly verification of bank reconciliation to 31<sup>st</sup> December 2025.

To appoint a member to complete the quarterly verification of bank reconciliation to 31 March 2026.

To resolve that the Clerk, in consultation with the Chairman, is authorised to settle all invoices relating to the Lengthsman's scheme and Local drainage Fund so that payment can be made before 31<sup>st</sup> March 2026, and to make the relevant claims to Herefordshire Council for reimbursement before 10<sup>th</sup> April 2026.

To approve the following payments:

PV55	Society of Local Council Clerks	£79.00
PV58	HALC (2026-27 membership)	£676.19
PV59	Clerk's travel	£54.00
PV60	Clerk's administrative expenses	£29.70

To confirm the following payments made under delegated powers or existing resolutions:

PV42	Autela Payroll Services	£90.00
PV43	D H Thame (storage box)	£11.00
PV44	HMRC Tax month 9	£84.21
PV45	Salary tax month 9	£335.95
PV46	Printplus (War memorial book)	£1418.00*
PV47	Staunton on Wye Village Hall	£106.00
PV48	HALC (in-house training)	£330.00
PV49	GWG Tree & Garden Care (drainage work)	£110.40
PV50	GWG Tree & Garden Care (drainage work)	£441.60
PV51	HMRC tax month 10	£84.21
PV52	Salary tax month 10	£335.95
PV53	Jarvis Eleemosynary Trust	£10.00
PV54	Berrys Chartered Surveyors	£240.00*
PV56	Salary tax month 11	£335.95
PV57	HMRC tax month 11	£84.21

\* payments made from the War Memorial Reserve, see Clerk's report.

**2025/105. Planning**

To consider agreeing the use of a planning checklist to aid consideration of planning applications (copy attached).

**2025/106. English Devolution and Community Empowerment Bill**

To consider writing to MPs and Peers to request them to clarify the role of parish council's in the devolved planning process.

**2025/107. Spatial Development Strategies**

To consider responding to the Ministry of Housing, Communities and Local Government on areas for producing spatial development strategies.

**2025/108. Herefordshire Parish Charter (Minute 2025/80)**

To further consider adoption of Herefordshire Council's Parish Charter (circulated in December).

**2025/109. Noticeboards**

To further consider the provision of noticeboards.

**2025/110. Local Policing**

To consider matters requiring the attention of the Safer Neighbourhood Team.