

STAUNTON ON WYE GROUP PARISH COUNCIL

MINUTES of an extraordinary meeting of Staunton on Wye Group Parish Council called by the Chairman under the provisions of Standing Order 6(a) held on Monday 16th June 2025 at 7 p.m. at Staunton on Wye Village Hall, Herefordshire.

PRESENT: Councillor Nigel Sellar (Chairman) and Councillors Barbara Arthur, Annette Andrews, Michael Jones and Stephen Williams.

In attendance: David Thame (Clerk)
Councillor Robert Highfield (Herefordshire, Castle Ward)

2025/26. To Receive Apologies for Absence

Apologies were received from Councillors Boddington, Shepherd and Pearson-Gregory. Councillors Price and Skyrme were absent.

2025/27. To Receive any Declarations of Interest and Requests for Dispensations

None.

2025/28. Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Annual Meeting of the Council held on 12th May 2025 copies previously circulate, and that they be signed by the Chairman.

2025/29. Finance

The Clerk reported that the current balance was £13,793 and submitted the cash book and bank reconciliation, which were noted. The Financial Report, previously circulated, is appended to the minutes.

2025/30. Payments and Banking

Arising from the Clerk's Financial report it was **RESOLVED** that for the purposes of Financial Regulation 6.6 the following regular payments due to contract or obligation be authorised in advance:

Description	Frequency	Notes
Information Commissioner	Annual	£52.00
Yay VoIP for Defibrillator	Monthly	Direct debit £7.19 x 12
Clerk's salary	Monthly	As per contract
HMRC	Monthly	NI/PAYE as per P32 notice

It was **RESOLVED** to renew the appointment of Councillors Sellar and Andrews as signatories to the Lloyds Account, to remove the name of Peter Pantel, and to add as signatories Councillors Jones and Arthur.

It was **RESOLVED** to invite Mrs Lindsey Allen to act as internal auditor for 2025/26.

It was **RESOLVED** to appoint Councillor Boddington to complete the verification of accounts to 30th June 2025.

It was **RESOLVED** that the following invoices be paid, and to indicate approval two Councillors initialled and dated:

PV1	Heloise Kirby (Website)	£437.00
PV6	Staunton on Wye Village Hall	£114.00
PV7	HMRC/PAYE	£81.00
PV8	Travel expenses	£46.80
PV9	Admin expenses	£63.88

It was **RESOLVED** to confirm payment of the following invoices, already settled under delegated powers:

PV2	Information Commissioner	£52.00
PV3	Clerk's salary (Tax month 2)	£324.60

It was **RESOLVED** to authorise the payment of the Clerk's salary monthly, as contractually required, Autela Payroll payment details to be circulated in advance to Councillors.

2025/31. Lengthsman's Scheme: Payments

Arising from his report, the Clerk submitted a supplement to his financial report (appended to the minutes) detailing invoices submitted by the Lengthsman, Terry Griffiths Contracts, between March and December 2024, which remained unpaid to a total of £4,303.20. Funding to cover five invoices has already been reclaimed from Herefordshire Council. A payment of £1560.00 was made on 10th May 2024, and of £600.00 on 8th May 2024. A further claim was made for the 2024/25 financial year of £2540.00 was credited by Herefordshire Council on 28 April 2025. After discussion it was **RESOLVED**:

- (a) that the sum of £4,303.20 (PV11) be paid to Terry Griffiths Contracts;
- (b) that the Council acknowledge to Herefordshire Council the overpayment by Herefordshire Council of £754.00 and ask that this be credited to the current year's Lengthsman scheme;
- (c) that the Clerk reclaim the VAT owing on those invoices where VAT has not already been paid, on the Parish Council's behalf, by Herefordshire Council, amounting to £357.20.
- (d) that the Clerk take whatever other steps are necessary to resolve this issue with both Herefordshire Council and the contractor.

2025/32. Insurance

The Clerk to report that the Council's insurance with Clear Councils is due for renewal on 19th August 2025. It was **RESOLVED** to authorise the Clerk, in consultation with the Chairman, to revise the schedule of risks as appropriate, to renew the policy, and pay the premium accordingly.

2025/33. Budget 2025/26

The Council considered a draft budget for the year ending 31st March 2026 (draft circulated with the agenda). It was **RESOLVED** to approve the budget for 2025-26, with the addition of line K1, subscription to Herefordshire Association of Local Councils, £500.

2025/34. Lengthsman's Contract 2025/26

The Clerk reported | on Councillors' informal meetings with three potential contractors: GWG Tree & Garden Care, Marches Grounds Maintenance and OTM Groundscare. The lowest bid was from GWG Tree & Garden Care. The Clerk had ascertained that all had the required £5m public liability insurance. After discussion it was **RESOLVED** to appoint GWG Tree & Garden Care (Joel Durrell) as Lengthsman for 2025/26, and that the Clerk arrange contracts.

It was **FURTHER RESOLVED** that Councillors Arthur, Shepherd, Jones and Sellar be appointed joint Lengthsman Co-ordinators, working with the Clerk.

2025/35. Playing Field

The Council considered Councillor Andrews' oral report on appointing a groundsman, and maintenance tasks. After discussion it was **RESOLVED** that Golden Valley Maintenance (John Bradley) be appointed as groundsman for the playing field to 31st March 2026, conducting seasonal weekly cuts at a fortnightly rate of £90, and that he clear the ground of debris, resolve maintenance issues and control the boundary hedge.

2025/36. Local Drainage Fund

The Clerk reported that the deadline for applications is 28th September 2025. Proposals already existed for a Local Drainage Fund grant application for five sites, identified from emails in September 2024. It was **RESOLVED** to authorising the Clerk in consultation with the Chairman and Councillor Arthur, to draft a bid for funding for consideration at the Council's meeting in September 2025.

2025/37. Public Rights of Way Fund

The Clerk reported that the Herefordshire PROW Fund is now open to applications. There is no deadline for applications but works must be completed by 31st March 2025.

It was **RESOLVED** to authorise the Clerk in consultation with the Public Footpath Officers, the Chairman, to draft a bid for funding for consideration at a future meeting of the Council.

2025/38. Urgent decisions between meetings policy

It was **RESOLVED** to adopt the draft urgent decisions between meetings policy (copies circulated in advance, now attached to the minutes).

2025/39. Public Bodies (Admissions to Meetings) Act 1960

It was **RESOLVED** to exclude the press and public from the meeting for consideration of

item 2025/28 because publicity is prejudicial to the public interest by reason of the confidential nature of the matter to be discussed.

2025/40. Employment Matter

A confidential minute is attached to the file copy.

The meeting closed at 8.10 p.m.

DRAFT