

PIXLEY AND DISTRICT PARISH COUNCIL

Parish Councillors are summoned to the Parish Council Meeting,

At Munsley W.I. Hall

On Monday 13th July at 7.30pm

AGENDA

- 1. To note the resignation received from Mrs Wayman as Clerk/RFO from 30th June 2026 and to note Mrs Rachel Freestone as Clerk/RFO from 22nd June 2026.**
- 2. To receive and accept apologies for absence.**
- 3. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
- 4. To note Pixley and District do not meet the criteria for General Power of Competence (2/3 councillors elected and a CiLCA qualified clerk) and S137 applies.**
- 5. To agree and sign the minutes of the Parish Council Annual meeting held on the 11th May 2026.**
- 6. Open session:**
 - a. To receive the Ward Councillors report.
 - b. To receive representations from the public.
Designated maximum period of 15 minutes to accommodate members of the public who may wish to raise relevant issues or ask the Parish Council Questions in respect of business itemised on the agenda and shall not speak for more than three minutes.
- 7. To consider and approve the following policies for Pixley and District Parish Council:**
 - a. Code of Conduct – Appendix 1
 - b. Financial Regulations (queries/amendments highlighted in red section 5.15, 6.8 and App1) Appendix 2
 - c. Standing Orders (proposed amendments highlighted in red section 3s and 18) Appendix 3
 - d. To agree to comply with the transparency code (previously circulated).
 - e. To remind councillors of the self-disqualification law.
- 8. To receive the Chairman’s Report.**
- 9. Assets:**
 - a. To consider and approve the Asset Register as of 1st April 2026 – Appendix 4.
- 10. Finance**
 - a. To note the Bank Reconciliation and Bank Balances for May and June 2026 – Appendix 5.
 - b. To consider transferral of £10000 from current to instant access savings to maximise bank credit interest.
 - c. To note the use of the “payments and receipts” accounting method for 2026-27.
 - d. To note and approve the Unity Bank signatories for 2026-27.
 - e. To note the insurance provision for 2026-27 is due for renewal in July, year 2 of an LTA.
 - f. To confirm the appointment of PATA payroll services for 2026-27.
 - g. To confirm the clerk’s delegated authority to make payments between meetings as necessary.
 - h. To consider the following invoices for payment:
 - Zurich Insurance £394.20
 - i. To ratify regular payments made between meetings:
 - Clerk Salary May and June to incl. PAYE (outgoing) As per contract
 - Clerk Salary June (2 weeks) to incl PAYE As per contract
 - Unity Bank Fees May and June £14.00
 - j. To ratify payments made between meetings:
 - HALC Annual Membership £742.43
 - GM Lungley – Internal Audit £180.60

Agenda – Ordinary Meeting of Pixley and District Parish Council 13th July 2026

k. To note income received:

- Precept £5273
- Bank Credit Interest 30.06.26 £9.82
- VAT refund to Instant Access Savings £626.23

l. To note no virements made between Unity Accounts in this period.

11. Planning

- a. To confirm the clerk's delegated authority to respond to planning queries between meetings.
- b. To comment on Planning Applications for Determination by Herefordshire Council:
 - 261521 Pixley End Country Park, Trumpet. Change of use to warden accommodation.
- c. To note no Planning Responses Submitted between Meetings under Devolved Powers:
- d. To note no planning decisions made by Herefordshire Council.

12. Highways/Footpaths:

- a. To receive a report from the Footpaths Officer and consider any matters arising.
- b. To consider a drainage/flood plan in preparation of any Hereford Council grants in 2027 and agree actions.
- c. To consider any further Highways matters arising.

13. To consider the Clerks request for holiday 24th August-4th September and 18th January to 22nd January.

14. Correspondence (previously circulated) :

- HALC '10 things you need to know in June'.
- Welcome from Paul Satoor, Chief Executive of Hereford Council.

15. **Meeting Dates:** Consider change of meeting date from 2nd November to 9th November to allow October finances to be considered.

16. **To consider items for the next meeting – no discussion.**

17. **Next meeting:** to note the date of the next ordinary meeting as being the 7th September, 2026, 7.30pm.

Rachel Freestone

Date: 8th July 2026

Rachel Freestone

Parish Clerk –Pixley and District Parish Council.