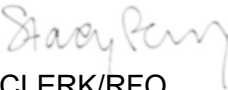




**Councillors are summoned to attend the next meeting of
Orleton Parish Council on Thursday, 17 September 2026 at 6:00pm
in Orleton Village Hall**

****Press & Public are cordially invited to attend****

1. To consider apologies for absence.
2. To receive declarations of interest and written requests for dispensations for this meeting.
3. To consider the minutes of the last meeting on 18 June 2026 for approval.
4. To co-opt one new member to the Parish Council and have them sign the Declaration of Acceptance of Office form.
5. **Open session (limited to 15 minutes)**
 - 5.1. To receive views from residents on parish matters.
 - 5.2. To receive a brief verbal report from Ward Councillor Dan Hurcomb.
6. **Finance & Accounting**
 - 6.1. Annual Governance & Accountability Return 2025/26:** to note conclusion of the external audit (Section 3), if received.
 - 6.2. Bank Reconciliation:** to review the July and August 2026 reconciliation reports for approval and publication on the website.
 - 6.3. Pay Scales 2026-27:** to note the Local Government Pay Award increasing the Clerk's hourly rate from £17.85 to £18.44 per hour, backdated to 1 April 2026.
7. **Planning & Licensing**
 - 7.1. To note the decision of the Planning Officer on the following applications:
 - 7.1.1. P261520/F — Orchard Farm, Orleton SY8 4HE:** Relocation of access to a new position for reasons of safety (part retrospective). Approved with conditions.
 - 7.1.2. P261011/L — Boot Inn, Kitchen Hill Road, Orleton SY8 4HN:** Amendments to approved plans on 250891/L. Approved with conditions.
 - 7.1.3. P261359/F — Boot Inn, Kitchen Hill Road, Orleton SY8 4HN:** Variation of condition 2 of planning permission P250890. Approved with conditions.
 - 7.1.4. P261968/K - Orchard End 3 Appleyard Close Orleton Ludlow Herefordshire SY8 4HB:** Works to trees in a conservation area can proceed.
 - 7.1.5 P262077/K — Manor Barn Orleton SY8 4HR:** Work to a tree in a conservation area can proceed.
 - 7.2. To consider the following planning applications:
 - 7.2.1. P262309/PA6 — Ashley Moor Hall Ashley Moor Orleton SY8 4JJ:** Prior approval application for the change of use of an agricultural building to a flexible office use falling within class E (commercial, business or service).

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7.2.2. P262320/F – Coppice Cottage Tunnel Lane Ashton Herefordshire SY8

4HY: Self-build restoration and residential reuse of a former dwelling along with its extension and associated works including the extension of the existing track, installation of drainage infrastructure, and landscaping.

7.2.3. P262300/FH – The Alders 7 Millbrook Close Orleton SY8 4JR: Remove conservatory and replace with a single-story rear extension.

7.3. To consider further applications, published since the last meeting, if any.

8. Highways

8.1. To consider the renewal of the support contract for the SIDs shared with Luston PC and agree next steps.

8.2. To receive an update on additional highways matters and agree next steps, if required.

9. Grant Schemes

To receive an update and agree next steps, if required, on the activities carried out under the following grant schemes:

9.1. Lengthsman

9.2. Drainage

9.3. Public Rights of Way (PROW)

10. Community Matters

To receive an update and agree next steps, if required, on the following:

10.1. Orleton Recreation Association

10.2. Land Drainage Volunteers, including consideration of a request to purchase tools and other equipment for the use of volunteers

10.3. Orleton Village Hall

10.4. Defibrillators

11. To review the following policies of the Parish Council and re-adopt:

11.1. Communications, E-mail, and Media Policy

11.2. Complaints Policy

11.3. Risk Management Policy

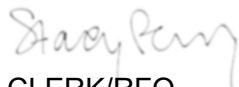
11.4. Risk Assessment Schedule

12. Clerk's Update

13. Payments Schedule

13.1. To **VERIFY** the following payments made since the meeting on 16 July 2026 under delegated powers or previously approved:

Ref:	Payee:	Description:	Gross Payment (£)
13.1.1	Unity Trust	Service Charge July 26	7.00
13.1.2	Scribe	Inv-21173	44.40
13.1.3	HMRC	Employer PAYE Q1 26/27	654.92
13.1.4	Leo Pest Control	Waste Collection SI-112006	91.20
13.1.5	SLCC	Clerk's CiLCA course fees	540.00

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13.1.6	Norfolk PTS	Membership FY 26/27	308.40
13.1.7	Clerk – S Perry	Dog waste bin liners	9.99
13.1.8	Leo Pest Control	Waste Collection SI-112159	91.20
13.1.9	SLCC	Clerk's ILCA course fees	168.00
13.1.10	Unity Trust	Service Charge Aug 26	7.00
13.1.11	Scribe	Inv-22109	44.40

13.2. To **NOTE** the following receipts received since the meeting on 16 July 2026:

Ref:	Payee:	Description:	Total Receipt (£)
NONE			

13.3. To **NOTE** the following bank transfers made since the meeting on 16 July 2026:

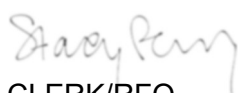
Ref:	From A/c:	To A/c:	Description	Total Transfer (£)
13.3.1	Instant Access	Current	Top up funds	5000.00

13.4. To consider the following payments for **APPROVAL**:

Ref:	Payee:	Description:	Gross Payment (£)
13.4.1	Leo Pest Control	Waste Collection SI-112395	91.20
13.4.2	Leo Pest Control	Waste Collection SI-112575	91.20
13.4.3	Leo Pest Control	Waste Collection SI-112719	91.20
13.4.4	Norfolk PTS	Councillor training x 2	153.60
13.4.5	Clerk – S Perry	Salary September 2026	As per contract

14. Matters for inclusion on the agenda for the meeting on Thursday, 15 October 2026 at 6pm, Orleton Village Hall (no discussion)

Agenda items to the Clerk no later than Friday, 2 October 2026
(clerk@orleton-pc.gov.uk)

SIGNED: 
CLERK/RFO

DATE: 12 September 2026

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