

STRETTON GRANDISON GROUP PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
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Councillors are summoned to attend the Annual Meeting of the Parish Council to be held at The Stables, Canon Frome, HR8 2UN on Tuesday 2nd May 2017 at 7.30pm (approx.)

AGENDA

1. To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office
2. To Elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office
3. To Accept any Apologies for Absence and Note the Reason
4. To Record any Declarations of Interest and Consider any Requests for Dispensations
5. To Remind Councillors to Review their Register of Interests held with Herefordshire Council and update if required
6. To Consider Approval of Minutes of Parish Council meeting held Tuesday 7th March 2017
7. To Receive a brief Report from Three Crosses Ward Councillor Jonathan Lester
8. Public Participation Session for Local Residents to raise matters relevant to the Parish Council (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*
9. To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-
 - a) Neighbourhood Planning Steering Group
 - b) Planning Committee
 - c) Financial Working Group
 - d) Staffing Panel
 - e) Highways/ Footpaths/Traffic & Speed Management
 - f) Website Administrator
10. To Review Stretton Grandison Group Parish Council policies and (re)adopt
 - a) Standing Orders
 - b) Code of Conduct
 - c) Financial Regulations
 - d) Donations / Grants Policy
 - e) Risk Assessment
 - f) Risk Management Policy
 - g) Freedom of Information requests
 - h) Complaints Procedure
 - i) Assets Register
 - j) Media and Social Media Policies
 - k) Policy for dealing with Planning Applications received between meetings
11. **Planning: Please note that paper copies may not be available – please view online prior to the meeting**
 - a) To Consider any Planning Applications referred for comment: none
 - b) To Note Planning Record (attached) and Details of Decision Notices Received from Hereford Council
12. **Finance:**
 - a) To Consider Payments of Outstanding Accounts:-
 - 000384: Autela Payroll Services – Payroll Q4 Jan – March - £30.00
 - 000385: HALC – Lawful Pursuits training course D Smith - £120.00
 - 000386: The Stables – room hire Feb/ March - £117.60
 - 000387: Eyelid Productions – Annual website support - £100.00
 - 000388: J Chester – clerk March/April - as agreed
 - 000389: HMRC – PAYE April - £8.20
 - b) To Consider and Approve Internal Audit Report
 - c) To Consider and Approve the Annual Return Governance Statement
 - d) To Consider and Approve the Annual Return Accounting Statements
 - e) To Review the parish council Insurance Policy and decide on any amendments required
 - f) To Receive Update on Poorlands Meadow Trust
13. **Highways/Footpaths:**
 - a) To Receive Report from Balfour Beatty Locality Steward Cathy Berkeley
 - b) To Receive Report / Update or any new issues on Road Conditions / Traffic Management / Flooding / Footpaths
14. **Information Section / Correspondence / Discussion:**
 - a) To Note Correspondence Received & Communication Responses from Councillors
 - b) To Review Information and Outstanding Actions (attached)
15. **Training / Meetings:**
 - a) To Note the dates of any forthcoming training courses / meetings and decide attendees
16. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)
17. To Decide Venue, Dates and Time of Ordinary Meetings for the Ensuing Year

Signed: *J L Chester*

(Clerk to the Parish Council)

Dated: 19th April 2017

The press and public are cordially invited to attend the meeting

INFORMATION SHEET – MAY

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Website updated
- Comments sent to planning department on planning applications received
- NDP meetings arranged
- NDP support work undertaken
- NDP End of Grant Report completed
- NDP Grant applied for
- NDP questionnaire returns collated

EMAIL CORRESPONDENCE RECEIVED

- Numerous NDP queries
- Balfour Beatty – Weekly Locality briefings *
- HALC – Information Corner April *
- HALC – Eastern Area March meeting Minutes *
- A Bush, Herefordshire Council – Hereford Area Plan & Herefordshire Transport Package Consultation Event 3-6 April*
- A Bush, Herefordshire Council – Code of Conduct Consultation *
- A Bush, Herefordshire Council – Armed Forces Day *
- Hfds NDP Team – Newsletter 15 *
- Hfds NDP Team – NDP Submission and Examination Workshop Fri 5th May 10am – 12 Archive & Records Centre, Fir Tree Lane, Rotherwas, HR2 6LA *
- Hfds NDP Team – Rural Area Site Allocation DP Event 22 May Shire Hall Hereford 10am *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding after the last meeting:

Date/ Meeting	Minute	Action	Status	Comments
10.3.16		Clerk	REPORTED	Blocked drains A4193/C153 junction CAS-564160-C4X9B1
March 2016	4.2	Clerk	reported	White lines at junctions at top of Fromes Hill need re-instating CAS-564178H8E3J7 Potholes by The Old Rectory and Fuggles in Castle Frome CAS614175F2Z5S7
October 2016		clerk	reported	Water on road being diverted by surface away from highway drain CAS-583188-B7C2X9
October 2016	6	All	Complete	Appoint footpath officer and then advice Cathy Berkeley
October 2016	10.3	MD/DS/JHP	Ongoing	Complete new bank mandate for Poorlands Meadow Trust
October 2016	13	All Cllrs		Consider undertaking training and attending training courses
Jan 2017	4	Clerk / BS	Complete	Cllr Skinner to complete forms and return to clerk to forward to Hfd Council
Jan 2017	9.4	All	Ongoing	Clerk to copy cllrs in on all emails sent on PC behalf Cllrs to read ALL emails sent to them
Jan 2017	10.3	Clerk		Pothole on A4103 bottom of Fromes Hill where road goes over brook CAS614164Z9X1H9 White Lines to be reinstated at Hop Pocket CAS614174T6K2J2

PLANNING RECORD – (PREVIOUS SIX MONTHS)

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
13.7.16	162281	Belfield, Canon Frome, Ledbury, HR8 2TF Convert existing double garage into a 2 bed annex accommodation to be used primarily by family and possibly as a holiday rental	PC have no objection	WITHDRAWN 7.11.16

2.8.16	161893	Old Birchend, Bosbury, Ledbury, HR8 1HF Removal of rear staircase and relocation of a ground floor toilet (retorsepective)	PC no objection	GRANTED 24.8.16
12.9.16	163016	Coppice House, Castle Frome, Ledbury, HR8 1HX Proposed single storey side extension, new porch and new rear dormer with interior and exterior alterations	PC support this application	GRANTED 4.11.16
5.10.16	163024 & 163025	Meephill House, Canon Frome, HR8 2TF Proposed erection of an annexe	PC no objection	
7.10.16	163152	Land at Middlefields Farm, Castle Frome. Ledbury, Variation of Condition 2 of planning permission 150349 (Proposed erection of single dwelling to replace mobile home) – handing of floor plan, change fo windows and doors and chimney position	PC no objection	
18.10.16	160795 APPEAL APP/W1850/D/16/3154790	Yew Tree House, Stretton Grandison, HR8 2TS Proposed garden room to rear	The Parish Council have no objections to this application	APPEAL GRANTED 7.11.16