

STRETTON GRANDISON GROUP PARISH COUNCIL

Parish Clerk: Mrs Emma Thomas, Hadleigh, Bishops Frome, Worcester, WR6 5AP. Tel: 01885 490414
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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 Monday 14th May 2018 – to follow directly on from Annual Parish Meetings.

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 Monday 5th March 2018
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 – Appendix 1
 - b) Code of Conduct – Appendix 2
 - c) Financial Regulations – Appendix 3
 - d) Donations / Grants Policy – Appendix 4
 - e) Risk Schedule Assessment and Finance Controls – Appendix 5
 - f) Risk Management Policy – Appendix 6
 - g) Publication Scheme – Appendix 7
 - h) Complaints Procedure – Appendix 8
 - i) Asset Register – Appendix 9
 - j) Media and Social Media Policies – Appendix 10 and 11
 - k) Equality Policy – Appendix 12
 - l) Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 13 and 13a – 13f incl
 - m) Bullying and Harassment Policy – Appendix 14
 - n) Policy for dealing with Planning Applications received between meetings – Appendix 15
 - o) Communications Policy – Appendix 16
 - p) Discipline and Grievance Policy – Appendix 17
 - q) Health and Safety Policy – Appendix 18
 - r) Training and Development Policy – Appendix 19
 - s) Unacceptable Behaviour Policy – Appendix 20
 - t) Urgent Business Between Meetings Policy – Appendix 21
 - u) To consider agreement to continue to comply with the Transparency Code
 - v) To remind councillors of self-disqualification law
 - w) To confirm eligibility to act under the General Power of Competence
 - x) To note the attendance record of councillors at meetings during 2017-18

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:
181195 – Gospel Ash Cottage – Fromes Hill, HR8 1HW
Proposed porch to front and single storey extension to rear.
 - b) To consider a response to Ashperton NDP consultation
 - c) To Note Planning Record (attached) and Details of Decision Notices Received from Hereford Council
12. **Finance:**
- a) To Consider the End of Year 2017-18 finance report and bank statements. – Appendix 22
 - b) To Consider finance report 1 2018-19 – including budget monitoring and bank reconciliation – Appendix 23
 - c) To Consider eligibility for audit exemption and sign certificate
 - d) To Consider and Approve Internal Audit Report – Appendix 24
 - e) To Consider and Approve the Annual Return Governance Statement – Appendix 25
 - f) To Consider and Approve the Annual Return Accounting Statements – Appendix 26
 - g) To Review the parish council insurance policy and decide on any amendments required
 - h) To consider the internal auditor for 2018-19
 - i) To consider continuing to use the “payments and receipts” accounting method for 2018-19
 - j) To note the VAT return for 2017-18
 - k) To Receive Update on Poorlands Meadow Trust
 - l) To Consider Payments of Outstanding Accounts:-
 - a) Clerks salary – March, April and May
 - b) Clerks expenses £240.18 – previously circulated
 - c) Groundwork UK – NDP grant repayment £4091.90
 - d) Autela – payroll services £46.08
 - e)
13. **Highways/Footpaths:**
- a) To Receive Report from Balfour Beatty Locality Steward Maynard Smith
 - b) To Receive Report / Update or any new issues on Road Conditions / Traffic Management / Flooding / Footpaths
14. **Communication within the Parish**
- a) Faster Broadband
 - b) Parish Council communication to the parishioners
15. **Information Section / Correspondence / Discussion:**
- a) To Note Correspondence Received & Communication Responses from Councillors
 - b) To Review Information Sheet and Outstanding Actions (attached) – Appendix 27
- Training / Meetings:**
- a) To Note the dates of any forthcoming training courses / meetings and decide attendees
17. **To Raise Items for Next Scheduled Parish Council Meeting (no discussion)**
18. **To Decide Venue, Dates and Time of Ordinary Meetings for the Ensuing Year**

Emma Thomas – Parish Clerk

Dated: 4th May 2018

The press and public are cordially invited to attend the meeting

Outstanding Actions – These are the consolidated actions outstanding after the last meeting, not included in the agenda:

Date/ Meeting	Minute	Action	Status	Comments
October 2016	10.3	MD/DS/JHP	Ongoing	Complete new bank mandate for Poorlands Meadow Trust

Highways and Footpaths Record

Date/ Meeting	Minute	Action	Status	Comments
March 2017	10.3	Clerk		White Lines to be reinstated at Hop Pocket CAS614174T6K2J2
June 2017	9c	clerk		Culvert needs clearing Townsend Farm
January 2018	10.1	Clerk		Clerk to Log: Potholes between the Hop Pocket and the Crossroads CAS660147-G7Q6N6 Potholes by Old Rectory on the C1158 CAS660148-R9Z2J1

Planning record – (previous six months)

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
3.1.18	174520	Rosebank, Bosbury, HR8 1HF Proposed Annexe	Support	Awaited
3.1.18	173965	Filings Bridge, Stable Yard, Stretton Grandison. Change of use at field – Make a riding menage.	Support	Approved with conditions
Feb 2018	174749	Frome Barn, Birchend Farm, Bosbury, HR8 1HF	Support	Awaited