

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 13th May 2019 – to follow directly on from Annual Parish Meetings which begin at 7pm

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 note the submission of the Councillors Register of Interests to be held by Herefordshire Council
6. To note the receipt of all councillor Acceptance of Office forms
7. To Consider Approval of Minutes of Parish Council meeting held Monday 11th and 25th March 2019
8. To Receive a brief Report from Three Crosses Ward Councillor Jonathan Lester
9. 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*
10. To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-
 - a) Neighbourhood Planning Steering
11. 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 2018-19

- 12. 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:
- 184529 - Land East of Pullens Cottage, Lower Eggleton, HR8 2UJ**
Proposed erection of 1 no dwelling
- 191352 - Pear Tree House, Fromes Hill, Ledbury, Herefordshire HR8 1HT**
Change of use from class C3 dwelling house, Class D1, to non-residential institution.
- 191412 - Land South of Yew Tree Farm, Fromes Hill, Herefordshire,**
Proposed residential dwelling south of Yew Tree Farmhouse
- 191413 - Land West Yew Tree Farm, Fromes Hill, Herefordshire,**
Proposed residential dwelling
- b) To Note Planning Record (attached) and Details of Decision Notices Received from Hereford Council
- 13. Finance:**
- a) To Consider the End of Year 2018-19 finance report and bank statements. – Appendix 22
- b) To Consider and Approve Internal Audit Report – Appendix 23
- c) To Consider and Approve the Annual Return Governance Statement – Appendix 24
- d) To Consider and Approve the Annual Return Accounting Statements – Appendix 25
- e) To Consider eligibility for audit exemption and sign certificate
- f) To Review the parish council insurance policy and decide on any amendments required
- g) To consider the internal auditor for 2019-20
- h) To consider continuing to use the “payments and receipts” accounting method for 2019-20
- i) To note the VAT return for 2018-19
- j) To Receive Update on Poorlands Meadow Trust
- k) To Consider Payments of Outstanding Accounts:-
- a) Clerks salary – April and May
- b) Clerks expenses £65.11 – previously circulated
- c) Autela – Payroll Services - £47
- 14. Highways/Footpaths:**
- a) To consider any footpath/highway issues for reporting to Balfour Beatty
- 14. To receive an update from the NDP Steering Group**
- a) To approve Clerk’s overtime of 21 hours of NDP work to date.
- b) To approve printing the draft NDP and questionnaire as recommended by the Steering Group.
- c) To consider approving the draft NDP document and questionnaire to go to initial consultation between 3rd – 29th June 2019
- 15. Communication within the Parish**
- a) Faster Broadband – update
- 16. Information Section / Correspondence / Discussion:**
- a) To Note Correspondence Received & Communication Responses from Councillors
- 17. Training / Meetings:**
- a) To Note the dates of any forthcoming training courses / meetings and decide attendees
- 18. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)**
- 19. To Decide Venue, Dates and Time of Ordinary Meetings for the Ensuing Year**
Mondays: 8th July; 9th September; 11th November; 13th January; 9th March and 11th May – all to start at 7.30pm

Emma Thomas – Parish Clerk

Dated: 8th May 2019

The press and public are cordially invited to attend the meeting

Planning record – (previous six months)

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
Jan 2019	184542	Meephill House, Canon Frome, Ledbury, HR8 2TF - Proposed stable building, arena and gallops including associated works.	Support with conditions	Awaited
Jan 2019	184529	Land East of Pullens Cottage, Lower Eggleton, HR8 2UJ - Proposed erection of 1 no dwelling	Support	Awaited
Jan 2019	184528	Town Farm Poultry Unit, Castle Frome, Ledbury - Erection of rural workers dwelling with detached garage and sewage treatment plant	Support	Awaited
25 MAR 2019	190739	Land adjacent to The Willows, Canon Frome – Proposed new dwelling and garage.	Support	Awaited