

STRETTON GRANDISON GROUP PARISH COUNCIL

Parish Clerk: Mrs Emma Thomas, Hadleigh, Bishops Frome, Worcester, WR6 5AP. Tel: 01885 490414
email: pcgroupclerk@gmail.com website: www.strettongrandisongpc.org.uk

Councillors are summoned to attend the Annual Meeting of the Parish Council
to be held **on The Front Lawn, Canon Frome Court**
on Monday 10th May 2021 at 7.30pm

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 submission of the Councillors Register of Interest form be held by Herefordshire Council
6. To consider Approval of Minutes of Parish Council meeting held Monday 8th and 29th March 2021
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 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) **Reserves Policy – Appendix 22**
 - v) To consider agreement to continue to comply with the Transparency Code
 - w) To remind councillors of self-disqualification law
 - x) To confirm eligibility to act under the General Power of Competence
 - y) To note the attendance record of councillors at meetings during 2020-21
10. **Planning:**
 - a) **To consider any planning applications referred for comment, for determination by Herefordshire Council**
 - **210798 - Land adjacent The Willows, Canon Frome, Herefordshire,**
Proposed variation of conditions 2 & 6 of planning permission 190739 (Proposed new dwelling and garage)
- changes to the design of the proposed dwelling.

- **210865/6 - Canon Frome Court, Canon Frome, Ledbury, Herefordshire HR8 2TD**
Proposed conversion of two outbuildings to create three new dwellings. Works include: lean-to extension to former Workshop to be replaced with single storey extension and open courtyard attached to former Dairy to be enclosed with a new flat roof. Proposed works to upgrade existing storage building. And Listed Building Consent
- b) To consider an update on the NDP referendum
- c) To consider an update on phosphates and nitrates affecting development in the River Lugg catchment area

11. Highways/Footpaths:

- a) To receive an update on the installation of traffic calming measures through Stretton Grandison.

12. Finance:

- a) To consider the End of Year 2020-21 finance report and bank statements. – Appendix 23
- b) To consider and approve Internal Audit Report – Appendix 24
- c) To consider and approve the Annual Return Governance Statement – Appendix 25
- d) To consider and approve the Annual Return Accounting Statements – Appendix 26
- e) To review the parish council insurance policy and decide on any amendments required
- f) To consider the internal auditor for 2021-22
- g) To consider continuing to use the “payments and receipts” accounting method for 2021-22
- h) To note the VAT return for 2020-21
- i) To receive an update on moving to Unity Trust Ltd for online banking
- j) To receive update on Poorlands Meadow Trust
- k) To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5)
 - a) Clerks April Salary
 - b) Clerk – NDP Items as agreed 29/03/21 - £225.16
 - c) Re-payment by BACS of lost cheque 00583 to Stocksigns Ltd for the SID's £5857.46
- l) To consider the following invoices for payment
 - a) Clerks May Salary
 - b) Clerks May expenses £63.16 – previously circulated
 - c) JACS – White Gates - £3445
 - d) Groundwork UK – Remaining NDP Grant £286.41

13. To consider any correspondence received by the Clerk

- Herefordshire Council Minerals and Waste Consultation

14. To consider any items for the next agenda (no discussion)

15. To note the date of the next meeting – 12th July 2021 – TBC

Emma Thomas – Parish Clerk

Dated: 5th May 2021

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> |
|-------------|---------------------------|--|-------------------|---------------------------------|
| Sept 2020 | 202823 | The Hill Farm, Castle Frome, Ledbury, HR8 1HL Erection of three polytunnels for the storage of straw, fodder and the temporary housing of sheep as required for animal welfare reasons | Support | Approved with conditions |
| Nov 2020 | 203313 | Land at the Barn, Canon Frome, Proposed Outline application with all matters, save access, reserved for the erection of 3 detached dwellings. | Support | Awaited |
| Nov 2020 | 203795 | Land adjacent The Willows, Canon Frome, HR8 2TF Proposed new dwelling house | Support | Awaited |
| March 2021 | 202981 | 1 Hopton Cottages, Stretton Grandison, Ledbury, HR8 2TW Retrospective outbuilding in front of property. | | Awaited |

