

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

**Minutes of the Annual Meeting of the Parish Council
held at Ashperton Village Hall
on Monday 9th May 2022 at 7.30pm**

Present: Cllrs: Helen Heathfield (Chairman), Andy Towers and Richard Crompton.

In attendance: Emma Thomas – Parish Clerk

Public: 1

1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office

It was unanimously RESOLVED to appoint Cllr Helen Heathfield as Chair for a further year. She signed the Declaration of Acceptance of Office form.

2. To elect the Vice-Chairman of the Council

It was RESOLVED to appoint Cllr Malcolm Davies as Vice-Chair.

3. To accept any Apologies for Absence and Note the Reason

Apologies were RECEIVED and ACCEPTED from Cllrs Malcolm Davies and Ed Godsall.

4. To record any Declarations of Interest and Consider any Requests for Dispensations

Cllr Helen Heathfield DECLARED a NPI against item 11a application 210865 and SIGNED the Register of Interest book.

Cllr Richard Crompton DECLARED a DPI against item 11a application 214691 and SIGNED the Register of Interest book. The Council GRANTED Cllr Crompton a dispensation to be able to discuss and vote on this item for the duration of this meeting, in order that the Parish Council are able to transact their business.

Ward Cllr – Jonathan Lester joined the meeting

5. To remind Councillors to review their submission of the Councillors Register of Interest form be held by Herefordshire Council

NOTED

6. To consider Approval of Minutes of Parish Council meeting held Monday 14th March 2022

The minutes were APPROVED and duly signed by the Chair.

7. To receive a brief Report from Three Crosses Ward Councillor Jonathan Lester

Cllr Lester's report included the following items:

- There was a Scrutiny Meeting on the Planning Service
- Cabinet approved an increase in spend on Children's Services for the coming year.
- He has attended training sessions on a variety of topics
- There will be a Panorama programme on Monday 16th May regarding the issues and failings of HC Children's Services department.

8. Public Participation Session for Local Residents to raise matters relevant to the Parish Council

The following items were RAISED:

- Concerns regarding planning application 214691 were voiced – in particular regarding the over-bearing nature of the application; the blocking of light of the neighbouring property and on-going issues over the septic tank and drainage of the site.

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

The clerk REPORTED that none of the policies in plain type had changed since they were adopted in 2021. It was AGREED to re-adopt all of these. The policies in bold had also had no changes but needed greater consideration:

- It was AGREED the Risk Schedule covered all risks for the coming year.
- It was AGREED the Asset Register was correct.

v) To consider agreement to continue to comply with the Transparency Code

It was AGREED to continue to comply with the Code

w) To remind councillors of self-disqualification law

NOTED

x) To confirm eligibility to act under the General Power of Competence

It was AGREED that the Council remained eligible to act under The General Power of Competence

y) To note the attendance record of councillors at meetings during 2021-22

NOTED

10. Finance:**a) To consider the End of Year 2021-22 finance report and bank statements. – Appendix 23**

The clerk REPORTED that spend against budget was good. The reserves are now at a solid level. The report was APPROVED as evidence of budget monitoring and bank reconciliation.

b) To consider and approve Internal Audit Report – Appendix 24

The internal audit report was considered and APPROVED.

c) To consider and approve the Annual Return Governance Statement – Appendix 25

The Annual Governance Statements were considered, agreed with, APPROVED and signed.

d) To consider and approve the Annual Return Accounting Statements – Appendix 26

The Annual Accounting Statements were considered, APPROVED and signed. It was AGREED that the Council are eligible for audit exemption and the certificate was signed.

e) To review the parish council insurance policy and decide on any amendments required

The insurance schedule was REVIEWED. It was AGREED no further amendments were required.

f) To consider the internal auditor for 2022-23

It was AGREED to continue using Mr Philip Brough for the coming year.

g) To consider continuing to use the “payments and receipts” accounting method for 2022-23

It was AGREED to continue using this accounting method for the coming year.

h) To note the VAT return for 2021-22

The VAT return of £183.33 for 2021-22

i) To receive update on Poorlands Meadow Trust

It was REPORTED that there had still been no requests for finance. It was NOTED and AGREED that the Poorland Trust Account needed to be a separate account from the PC as different signatories were required – this means that it is subject to the quarterly bank charges of £18.

j) To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5)

- a) Clerks April Salary
- NOTED

k) To consider the following invoices for payment

- a) Clerks May Salary
 - b) Clerks May expenses £45.57 – previously circulated
 - c) Autela Payroll Services £50.40
- The above invoices were APPROVED for payment by BACS

11. Planning:

a) To consider any planning applications referred for comment, for determination by Herefordshire Council

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
It was RESOLVED to support these applications

214691 - Land Adjacent School Cottage, Homend Park Road, Stretton Grandison,

Erection of two detached two storey dwellings and two double garages.
The clerk read a letter from the Diocese – stating they had no knowledge of this application; had not been consulted and did not believe the developer had right of access to the plot.
It was RESOLVED to object to this application for the following reasons:
- Although the site has been ear-marked as suitable for some development in the NDP – this application is completely out of character with the surrounding conservation area – including the various heritage assets very nearby.
- The design would be overbearing on neighbouring properties
- The design would cut significant light from neighbouring properties
- The design constitutes an over-development of the site
- There is a lack of access onto the plot by the developer.
- The area is currently a significant ecological asset to the area with bats and newts as just two of the inhabitants.
- The details on the plan do not reflect the reality of the plot – with particular lack of mention of variance in ground levels.
- The site already suffers from drainage issues
- There is a septic tank on site that already overflows.
- The plans make light mention of the intention to move the septic tank onto agricultural land

221180 - Lower Eggleton Court, Lower Eggleton, Ledbury, Herefordshire HR8 2UJ

Proposed agricultural dry manure storage building.
It was RESOLVED to support this application

221254 - Land to the south-east of the Wheatsheaf Inn and directly adjacent to (south) of the A4103, Fromes Hill, HR8 1HT

Proposed development of 10 new dwellings with associated works.
It was RESOLVED to make no comment on this application

b) To consider a response to The Local Plan 2021-2041 Policy Options consultation

It was AGREED that Cllrs could submit individual responses if they wished.

12. Highways/Footpaths:

a) To consider any highway or footpaths issues for reporting to Balfour Beatty

It was REPORTED that a letter had been received from Herefordshire Council confirming that they were in discussions with the contractor who laid the red highway surface throughout Stretton Grandison with regards the rapid deterioration of this.

It was queried whether the solar panel for the SID had been found. It was AGREED to add this as an agenda item in July.

Cllr Helen Heathfield is liaising with regards the Herefordshire Trail.

Cllr Jonathan Lester left the meeting

13. To consider next steps with The Great Collaboration and consider paying an annual subscription of £50

It was REPORTED that an article had been submitted in the Hop Churches magazine. It was RESOLVED to pay the annual subscription fee of £50.

14. To consider the next litter pick and a schedule for the coming year

It was AGREED that a schedule would be drawn up for the July meeting.

15. To consider holding a Platinum Celebration Party with Ashperton

It was NOTED that Ashperton would be holding their own celebration.

16. To consider any correspondence received by the Clerk

- None apart from those mentioned in 12a and 11a

17. To consider the meeting venue and dates for the coming year.

It was AGREED to continue to meet at Ashperton Village Hall for the coming year.

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

None

19. To note the date of the next meeting –11th July 2022 – Ashperton Village Hall

NOTED

The meeting closed at 20.54

Signed: _____ Dated: _____