

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 a Meeting of the Parish Council
to be held at Ashperton Village Hall
on Monday 15th May 2023 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
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 consider the co-option of Cllrs for the four parishes
6. To remind Councillors to submit their Register of Interest form to Herefordshire Council within 28 days and to receive all Declaration of Acceptance of Office forms
7. To consider Approval of Minutes of Parish Council meeting held Monday 13th March 2023
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 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 2022-23
11. **Finance:**
 - a) To consider the End of Year 2022-23 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 consider eligibility to sign the Certificate of Exemption from External Audit – Appendix 27
 - f) To review the parish council insurance policy and decide on any amendments required

- g) To consider the internal auditor for 2023-24
- h) To consider continuing to use the "payments and receipts" accounting method for 2023-24
- i) To note the VAT return for 2022-23
- j) To receive update on Poorlands Meadow Trust
- k) To confirm Clerk's delegated authority to make payments between meetings when necessary
- l) To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5)
 - a) Clerks April Salary
 - b) HMRC PAYE £310.80
- m) To consider the following invoices for payment
 - a) Clerks May Salary
 - b) Clerks May expenses £32.50 – previously circulated
 - c) Autela Payroll Services £69.31
 - d) Ashperton Village Hall – Meeting hire Oct 2022 – March 2023 incl £72.00

12. Highways/Footpaths:

- a) To consider any highway or footpaths issues for reporting to Balfour Beatty
- b) To consider any single-cut verges this coming year
- c) To consider an update on requesting the installation of safety signs along the A4103 Lower Eggleton Road
- d) To consider an update on liaising with Ashperton Parish Council on the issue of highway safety on the A417.
- e) To consider the purchase of 30mph stickers for distribution throughout the parishes
- f) To consider the closed footpath ESG28 and next steps
- g) To consider part-purchasing a new bridge at Catley(BZ6/CS8) with Bosbury and Coddington Group Parish Council at a cost of £2475

13. To consider any correspondence received by the Clerk

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

15. To note the date of the next meeting –10th July 2023 – Ashperton Village Hall

Emma Thomas – Parish Clerk

Dated: 10th May 2023

The press and public are cordially invited to attend the meeting

Planning record

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
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
Jan 2023	223461	The Old Cider House, Lower Eggleton, Ledbury, HR8 2UJ Proposed two storey side extension and internal alterations. Replacement free standing garage	Support	Awaited
Mar 2023	224192	Hansnett Farm, Canon Frome, Ledbury, Herefordshire HR8 2TF Proposed change of use from agricultural land to seasonal farm stay using existing treehouse, a bell tent and vintage caravan. Construction of associated facilities to include a shower/wc building and provision of treatment for the waste water.	Support	Awaited