

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 St James Church – Canon Frome
on Wednesday 7th May 2025 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 remind Councillors to update their Register of Interest form with Herefordshire Council if necessary
6. To consider Approval of Minutes of Parish Council meeting held Monday 18th March 2025
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 Policy – Appendix 10
 - k) Equality Policy – Appendix 11
 - l) Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 12 and 12a – 12f incl
 - m) Bullying and Harassment Policy – Appendix 13
 - n) Policy for dealing with Planning Applications received between meetings – Appendix 14
 - o) Communications Policy – Appendix 15
 - p) Discipline and Grievance Policy – Appendix 16
 - q) Health and Safety Policy – Appendix 17
 - r) Training and Development Policy – Appendix 18
 - s) Unacceptable Behaviour Policy – Appendix 19
 - t) Urgent Business Between Meetings Policy – Appendix 20
 - u) **Reserves Policy** – Appendix 21
 - 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 2024-25
 - z) To confirm membership of the Planning Working Group
10. **Finance:**
 - a) To consider the End of Year 2024-25 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 to sign the Certificate of Exemption from External Audit – Appendix 26
 - f) To confirm the dates for the Public Rights and Publication of AGAR notice

- g) To review the parish council insurance policy and decide on any amendments required
- h) To consider the internal auditor for 2025-26
- i) To reconfirm the signatories on the bank accounts and sign the signatory update form to allow Cllr Tully to become a signatory and to remove Mr. R Henson as a signatory.
- j) To consider continuing to use the "payments and receipts" accounting method for 2025-26 and make payment by BACS
- k) To note the VAT return for 2024-25 - £450.96
- l) To receive update on Poorlands Meadow Trust
- m) To re-confirm Clerk's delegated authority to make payments between meetings when necessary
- n) To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5)
 - a) Clerks April Salary
 - b) HMRC PAYE £XXX
 - c) Laptops Direct £608.99 as agreed in March 2025
- o) To consider the following invoices for payment
 - a) Clerks May Salary
 - b) Clerks May expenses £87.79 – previously circulated
 - c) HMRC PAYE - £TBC
 - d) St James Church Canon Frome – Meeting Hire - £15.00
 - e) Eyelid Productions – Annual web support - £100.00
 - f) Helen Heathfield – Bats and balls and refreshments for the table tennis club as agreed in March 2025 - £40.90
- p) To note receipt of precept payment one - £7,250.00
- q) To consider switching to use the Councils strettongrandison@strettongrandison.org.uk email address for the clerk and all Cllrs as per the updated audit requirements for 2025-26

11. Highways/Footpaths:

- a) To consider any highway or footpaths issues for reporting to Balfour Beatty
- b) To receive an update on the working and servicing of the SIDs and next steps

12. To consider the following planning applications for determination by Herefordshire Council

a) 242261 - Fromes Hill Sewage Treatment Works, Ledbury, Herefordshire, HR8 1HT

Proposed extension to the operational area of Fromes Hill STW and the change of use of land to operational for sewage treatment purposes to accommodate a new IRBC, a new reed bed including aeration pipework, a washwater pumping station including handrail, MCC kiosk and aeration blower plinth, IRBC Flow Collection Chamber, 1no. reed bed flow split chamber, an IRBC Storm Overflow Chamber including handrail, a Final Effluent Sample Chamber, a new access road and associated infrastructure and landscaping

b) 250894 - Church House, Castle Frome, Ledbury, Herefordshire HR8 1HQ

Re-siting of oil tank further from house to comply with new legislation. If replacement tank required due to age, Harlequin 1400 ltr bunded tank or similar is proposed.

13. Newsletter

- a) To approve future Parish Council articles for editions of the newsletter

14. To consider any correspondence received by the Clerk

- Highway drainage and flooding at The Barns, Stretton Grandison – Balfour Beatty

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

16. To note the date of the next meeting – Monday 14th July 2025 – St James Church – Canon Frome

Emma Thomas – Parish Clerk

Dated: 1st May 2025

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>
Sept 2023 Nov 2024 March 2025	222728	Whitwick Manor, Lower Eggleton, Ledbury, HR8 2UE The erection of and the construction of an anaerobic digestion (AD) plant with associated facilities, including feedstock storage clamps; tanks; lagoons and wetland filtration system; and connection to the national gas grid, together with the installation of photovoltaic panels on buildings, a grain store and dryer and the construction of a new vehicular access to the A417.	Object	Awaited
March 2024	240560	Ivy Cottage, Lower Eggleton, Ledbury, HR8 2UQ Retention of existing ground source heating pipework and floor slab and erection of stables, tack and feed room, hay store, lambing pen and plant room.	Support	Awaited
March 2025	243259	Land adj Vicarage Cottage, Canon Frome, Ledbury, HR8 2TG Outline planning permission for two self-build dwellings including minor widening of existing access and drainage works.	Support	Awaited
March 2025	250292	The Wolverns, Castle Frome, HR8 1HG Listed Building Consent for proposed alterations to fenestration	Support	Approved with conditions
March 2025	250454	Lower Eggleton Court, Eggleton, Ledbury, Herefordshire HR8 2UJ Proposed steel portal framed calf house.	Support	Awaited
March 2025	250521	White House Farm, Canon Frome, Herefordshire, HR8 2TF Listed Building Consent for flood damage reinstatement works within the office and outer office lobby only, located within the C19 stone extension to the north elevation. Works include uplifting floor substrate and replacing with limecrete floor system incorporating underfloor heating. Plaster repairs, replacement joinery and testing of existing electrical and mechanical installations within the flood affected area. Confirmation of completed drainage works undertaken January 2025 by way of regulating works	Support	Awaited