

STRETTON GRANDISON GROUP PARISH COUNCIL

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

**Councillors are summoned to attend the Annual Meeting of the Parish Council
to be held at St James Church – Canon Frome
on Monday 18th May 2026 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 16th March 2026
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. **Planning – To consider the following planning applications for determination by Herefordshire Council**
 - a) **260299 - Land adjacent Townsend Farm, Stretton Grandison, Ledbury, HR8 2TS**
Outline planning application for five dwellings with access and drainage.
 - b) **260300 - Land at Townsend Farm, Stretton Grandison, Ledbury, Herefordshire**
Children's nursery building.
 - c) **261154 - 19 Millend Cottages, Castle Frome, Ledbury, Herefordshire HR8 1HH**
Removal of redundant storage building and the construction of a detached double garage and garden store
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 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) **Reserves Policy** – Appendix 20
 - u) **IT Policy** – Appendix 21

- v) To consider agreement to continue to comply with the Transparency Code and note that the website is compliant with requirements.
- w) To review the legality of and the accessibility statement on the website
- x) To consider asking Boss to undertake an annual security review to prevent data breaches
- y) To remind councillors of self-disqualification law
- z) To re-confirm eligibility to act under the General Power of Competence
- aa) To note the attendance record of councillors at meetings during 2025-26

11. Finance:

- a) To consider the End of Year 2025-26 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 review the parish council insurance policy and decide on any amendments required
- g) To consider the internal auditor for 2026-27
- h) To consider continuing to use the “payments and receipts” accounting method for 2026-27 and make payment by BACS
- i) To note the VAT return for 2025-26 - £349.35
- j) To receive update on Poorlands Meadow Trust
- k) To re-confirm Clerk's delegated authority to make payments between meetings when necessary
- l) To re-confirm direct debit payments for the 2026-27 year.
 - ICO - £47.00
- m) To re-confirm payments of £15 per meeting for hire of the church for the 2026-27 year.
- 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 £173.74
- o) To consider the following invoices for payment
 - a) Clerks May Salary
 - b) Clerks May expenses £180.85 – previously circulated
 - c) HMRC PAYE - £TBC
 - d) St James Church Canon Frome – Meeting Hire - £15.00
 - e) Autela Payroll Services £102.00
- p) To note receipt of precept payment one - £7250.00

12. Highways/Footpaths:

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

13. To consider Cllr attendance at the table tennis club and timings moving forwards

14. To consider any correspondence received by the Clerk

- Resignation as Parish Councillor from Rebecca Tully and co-option notice from Herefordshire Council
- HALC – 10 Things You Need to Know in March and April 2026
- Herefordshire Council – appointment of new CEO – Mr. Paul Satoor.

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

PRoW grant application

16. To note the date of the next meeting – Monday 20th July 2026 – St James Church – Canon Frome

Emma Thomas – Parish Clerk

Dated: 13th May 2026

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>
July 2025	251440	Field South-East of Wheatsheaf Inn, Fromes Hill, HR8 1FE Site for erection of up to 18 new dwellings, with associated works	Comment	Awaited
Jan 2026	253515	Land at the Barn, Canon Frome, Herefordshire, Reserved matters application following approval 203313 (Outline application with all matters, save access, reserved for the erection of up to 2 detached dwellings) for one dwelling	Support	Approved with conditions
Jan 2026	253190	Wolf Cottage, Lower Eggleton, Ledbury, HR8 2UL Single storey double garage outbuilding with external EV charging point. To replace existing timber framed single outbuilding (to be demolished).	Support	Approved with conditions
March 2026	260420	The Old Cider House, Lower Eggleton, Ledbury, HR8 2UJ Single storey side extension, internal alterations and replacement garage	Support	Approved with conditions