

ALMELEY PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of the Parish Council
On Wednesday 9th May 2018 at 7pm in Almeley Village Hall

AGENDA

1. **To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office form.**
2. **To elect the Vice-Chairman of the Council and to receive Vice- Chairman's signature on Declaration of Acceptance of Office form.**
3. **To receive apologies for absence**
4. **To receive declarations of interest and written requests for dispensation**
5. **To remind councillors to review the Register of Interests form held with Herefordshire Council and update if necessary.**
6. **To approve the minutes of the previous meetings – 25th April 2018**
7. **Open session**
 - 7.1 To receive a report on Herefordshire Council matters from Ward Cllr Roger Phillips
 - 7.2 To receive views of local residents on parish matters
8. **To review committee structures, areas of responsibility, and appoint members to serve as required.**
 - 8.1 To note the attendance record at meetings of councillors during 2017-18.
9. **To review Almeley Parish Council Policies and (re)adopt**
 - 9.1 **Standing Orders** – Appendix 1
 - 9.2 Code of Conduct – Appendix 2
 - 9.3 Financial Regulations – Appendix 3
 - 9.4 Donations / Grants Policy – Appendix 4
 - 9.5 Risk Schedule Assessment and Finance Controls – Appendix 5
 - 9.6 **Risk Management Policy** – Appendix 6
 - 9.7 Publication Scheme – Appendix 7
 - 9.8 Complaints Procedure – Appendix 8
 - 9.9 Asset Register – Appendix 9
 - 9.10 Media and Press Policy – Appendix 10
 - 9.11 Equality Policy – Appendix 11
 - 9.12 **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
 - 9.13 **Bullying and Harassment** Policy – Appendix 13
 - 9.14 **Policy for dealing with Planning Applications received between meetings** – Appendix 14
 - 9.15 **Discipline and Grievance Policy** – Appendix 15
 - 9.16 **Health and Safety Policy** – Appendix 16
 - 9.17 **Training and Development Policy** – Appendix 17
 - 9.18 **Unacceptable Behaviour Policy** – Appendix 18
 - 9.19 **Urgent Business Between Meetings Policy** – Appendix 19
 - 9.20 To consider agreement to continue to comply with the transparency code
 - 9.21 To reconfirm eligibility to act under the General Power of Competence.
 - 9.22 To remind councillors of self-disqualification law
10. **Finance**
 - 10.1 To note the End of Year bank balance finance report and sign both. – Appendix 20
 - 10.2 To consider eligibility for audit exemption and sign the certificate
 - 10.3 To consider and approve the internal audit report 2017-18 – Appendix 21
 - 10.4 To consider and approve the Annual Governance Statement – Appendix 22
 - 10.5 To consider and approve the Annual Return Accounting Statements – Appendix 23
 - 10.6 To review the parish council insurance policy and decide on any amendments required then approve renewal
 - 10.7 To consider the internal auditor for 2018-19
 - 10.8 To consider continuing to use the "payments and receipts" accounting method for 2018-19

- 10.9 To note VAT return 2017-18
- 10.10 To update signatories on the Council bank account
- 10.11 To consider the clerks expenses £35.38 – previously circulated
- 10.12 To consider the clerks salary – May
- 10.13 To consider invoice from Smith of Derby for the church clock service visit £273.60

11. Planning –

7.1

Please ensure you have read all planning documents before the meeting as they may not be available at the meeting

12. NDP –

12.1 To receive an update on next steps

13. Parish Maintenance

- 13.1 To consider putting the lengthsman contract out to tender
- 13.2 To consider any lengthsman or footpaths jobs that need undertaking.
- 13.3 To consider any highways issue that needs reporting.
- 13.4 To note total grant monies claimed for LM and Footpaths in 2017-18
- 13.5 To sign the 2018-19 Balfour Beatty Contract.

14. To consider “Outstanding Updates and Actions Sheet” and “Information Sheet.” – Appendix 24

15. To consider agenda items for next meeting – no discussion

Speeding in the villages

16. To note date of next scheduled meeting – 11th July 2018

Emma Thomas
Clerk to Almeley Parish Council
01885 490414

4th May 2018

Outstanding Actions and Updates:

<u>Date/Minute</u>	<u>Item</u>	<u>Comments</u>
5 th Feb 2018 3.1	Parking on the verges	Clerk wrote to the school – reply received – letter been sent out.
5 th Feb 2018 7.4	Slow down sign	There has been a confusion at Balfour Beatty’s end – awaiting a response

Highways and Footpaths:

<u>Date/Minute</u>	<u>Item</u>	<u>Comments</u>
13.9.17 8.4	Speed reduction measures	It was noted in a report from Ray Wallace at Balfour Beatty that any speed measures that APC decide upon are to be funded by the PC. The report contained a list of costs that have been circulated to all Councillors with the meeting papers.

Planning

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
25/04/18	180889	Land adjacent to Church Terrace, Almeley, HR3 6LB Proposed erection of 2 detached dwellings with detached garages	Object	Awaited
25/04/18	181054	The Meadows, Almeley, HR3 6LQ Proposed steel portal framed building to cover existing muck store	Support	Awaited
14/03/18	180596	Church Gate, Almeley, HR3 6LB Removal of existing timber garage and replace with timber frame coach house/car port	Support	Approved with Conditions
14/03/18	173699	Land at Wootton, Almeley Proposed residential development of 5 dwellings, including the formation of two vehicular accesses, provision of two orchard strips, foul drainage treatment	Object	Awaited

		plant and other associated works – amended and additional		
14/03/18	180451	21 Bells Orchard, Almeley, HR3 6NE Enlargement of existing garage – retrospective	Support with conditions	Approved with conditions
05/02/18	174721	Land at Woonton Farm – amended	Support	Approved with Conditions
15/11/17	173699	Land at Woonton, Almeley Proposed residential development of 5 dwellings, including the formation of two vehicular accesses, provision of two orchard strips, foul drainage treatment plant and other associated works	Object	Amended
15/11/17	173742	Lower Wootton Farm Proposed Cover for existing silage/manure yard	Support	Approved