

ALMELEY PARISH COUNCIL

**Councillors are summoned to attend the Annual Meeting of the Parish Council
On Wednesday 8th May 2019 at 7.30pm 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 submit their Register of Interests form to be held with Herefordshire Council.**
6. **To approve the minutes of the previous meetings – 13th March and 1st April 2019**
7. **Open session**
 - 7.1 To receive a report on Herefordshire Council matters from Ward Cllr XXX
 - 7.2 To receive views of local residents on parish matters
8. **To note the attendance record at meetings of councillors during 2018-19.**
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 and approve the internal audit report 2018-19 – Appendix 21
 - 10.3 To consider and approve the Annual Governance Statement – Appendix 22
 - 10.4 To consider and approve the Annual Return Accounting Statements – Appendix 23
 - 10.5 To consider eligibility for audit exemption and sign the certificate
 - 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 2019-20
 - 10.8 To consider continuing to use the "payments and receipts" accounting method for 2019-20
 - 10.9 To note VAT return 2018-19
 - 10.10 To update and reconfirm signatories on the Council bank account
 - 10.11 To consider the clerks expenses £240.21 – previously circulated

- 10.12 To consider the clerks salary – April and May
- 10.13 To consider invoice from Harper-Smith – website technical support 2019-20 - £50
- 10.14 To consider belated donation payment to Almeley Crisquet Club for 2018-19 £200

11. Planning –

11.1 190454 - The House Pooh Corner, Almeley, Hereford, Herefordshire HR3 6PU

Proposed demolition of corrugated iron roofed shed and polycarbonate lean-to. Construction of a single storey building. External PV insulation to existing brick and block walls clad with Douglas Fir feather edge boards, local product. Replace external joinery with traditional flush casement windows and doors

11.2 190681 - Land at Stone Farm, Woonton, Nr Almeley, Herefordshire

Proposed new detached dwelling with approved type of non mains waste drainage package treatment plant. Temporary placing of mobile home on application site for duration building works for new dwelling

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 the referendum

13. Parish Maintenance

13.1 To sign the Annual Maintenance Agreement 2019-20 with Balfour Beatty

13.2 To consider putting the lengthsman contract out to tender

13.3 To consider any lengthsman or footpaths jobs that need undertaking.

13.4 To consider any highways issue that needs reporting.

13.5 To note total grant monies claimed for LM and Footpaths in 2018-19

14. To consider an update on the ownership and maintenance of the War Memorial

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

Litter pick, speeding issues in Almeley and Woonton, Automatic winding of Church Clock,

16. To note date of next scheduled meeting – 10th July 2019

A resolution will be passed to exclude the press and public from the following confidential item – employment matters

17. To consider the clerk's salary.

Emma Thomas
Clerk to Almeley Parish Council
01885 490414

1st May 2019

Planning

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
13.03.19 6.2	190373	25 Bells Orchard, Almeley, HR3 6NE Proposed single storey extension	Support	
13.03.19 6.3	190681	Stone Farm, Woonton, HR3 6QT Proposed new detached dwelling with approved type of non mains waste drainage package treatment plant. Temporary placing of mobile home on application site for duration building works for new dwelling	Object	
13.03.19 6.4	184476	The Green House, Almeley, HR3 6PY (Retrospective) Approval for existing garage and workshop. Part removal of existing workshop and installation of a timber canopy to support a solar p.v. installation of 12 panels.	Support	
01.04.19 5.1	182726	Land forming Green Farm, Lyonshall, Kington, Hybrid planning application; Full planning application for the proposed erection of a new poultry site with solar panels, biomass boilers, associated buildings & development and connection to the A480. Outline planning application for a poultry managers' dwelling with detailed design, materials and drainage reserved.	Object	