

ALMELEY PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of the Parish Council

On Wednesday 5th May 2021

To be held **online via Zoom – due to the Coronavirus Pandemic** at 7.30pm

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 their Register of Interests form held with Herefordshire Council.
6. To approve the minutes of the previous meetings – 10th March 2021
7. **Open session**
 - 7.1 To receive a report on Herefordshire Council matters from Ward Cllr Graham Jones
 - 7.2 To receive views of local residents on parish matters
8. To note the attendance record at meetings of councillors during 2020-21.
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 Reserves Policy – Appendix 20
 - 9.21 To consider agreement to continue to comply with the transparency code
 - 9.22 To reconfirm eligibility to act under the General Power of Competence.
 - 9.23 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 21
 - 10.2 To consider and approve the internal audit report 2020-21 – Appendix 22
 - 10.3 To consider and approve the Annual Governance Statement – Appendix 23
 - 10.4 To consider and approve the Annual Return Accounting Statements – Appendix 24
 - 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 2021-22
 - 10.8 To consider continuing to use the "payments and receipts" accounting method for 2021-22
 - 10.9 To note VAT return 2020-21

- 10.10** To update and reconfirm signatories on the Council bank account
- 10.11** To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5):-
- 10.11.1 Clerks April Salary
- 10.12** To consider the following invoices for payment
- 10.12.1 Clerk's May salary
- 10.12.2 Clerk's May expenses £40.63 previously circulated
- 10.13** To consider making a donation to Almeley Cricket Club to assist with mowing costs.
- 10.14** To consider covering the cost of an electrician to repair the heating element of the defibrillator cabinet.

11. Planning

11.1 To note applications determined by Herefordshire Council – table attached.

11.2 To consider applications for determination by Herefordshire Council

11.2.1 211021 - Bridge Farm, Almeley, Hereford, Herefordshire HR3 6LD

Proposed steel portal framed farm building extensions to create a cattle and sheep handling and welfare unit.
(Retrospective)

11.2.2 204136 - Land adjacent to Lower Wootton Farm, Wootton Lane, Almeley, Herefordshire, HR3 6PX

Outline planning application for the erection of a single dwelling house, garage and access with all matters reserved save access.

11.2.3 203683 - Dev 1 Land At Woonton Farm, Longaston Road, Woonton, HR3 6QL

Proposed erection of 5 dwellings and associated garaging and parking.

11.2.4 210607 - 2 Church Terrace, Almeley, Hereford, Herefordshire HR3 6LB

Proposed erection of detached timber double garage.

12. Parish Maintenance

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

13. Highways and Footpaths

13.1 To consider any highways issue that needs reporting

13.2 To receive an update on the highway calming measures on the A480

13.3 To consider the cost of sharing a SID with Kinnersley £568.75 upfront plus on-going maintenance at £29 per annum.

13.4 To consider the quote for installing an extra sign into Bells Orchard stating 1 – 6 and an arrow pointing further along the highway.

14. Commons

14.1 To consider an update on a face-to-face meeting to discuss the restoration of the Common and the issue of traffic parking on the common

14.2 To consider adding Pool House Common, Woonton to the mowing list.

15. Correspondence –

- HC Minerals and Waste Consultation
- HALC – Meeting venues.

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

17. To note date of next scheduled meeting – 14th July 2021

Emma Thomas
Clerk to Almeley Parish Council
01885 490414

29th April 2021

Planning

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
13.01.21	203683	Dev 1 Land At Woonton Farm, Longaston Road, Woonton, HR3 6QL Proposed erection of 5 dwellings and associated garaging and parking.	Support subject to	Awaited
13.01.21	204136	Land adjacent to Lower Wootton Farm, Wootton Lane, Almeley, HR3 6PX Outline planning application for the erection of a single dwelling house, garage and access with all matters reserved save access	Object	Awaited
10.02.21	204571	Land at Lower Wootton Farm, Wootton Lane, Almeley, Herefordshire, HR3 6PX Outline planning application for the erection of 4 - 6 dwellings with garages and continued access from existing access off private road.	Object	Awaited