

**ALMELEY PARISH COUNCIL**  
**Councillors are summoned to attend the Annual Meeting of the Parish Council**  
**On Wednesday 11<sup>th</sup> May 2022**  
**To be held at Almeley Village Hall 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 consider the co-option of a Councillor for Almeley Parish
5. To receive declarations of interest and written requests for dispensation
6. To remind councillors to review their Register of Interests form held with Herefordshire Council.
7. To approve the minutes of the previous meetings – 9<sup>th</sup> March 2022
8. Open session
  - 8.1 To receive a report on Herefordshire Council matters from Ward Cllr Graham Jones
  - 8.2 To receive views of local residents on parish matters
9. To note the attendance record at meetings of councillors during 2021-22.
10. To review Almeley Parish Council Policies and (re)adopt
  - 10.1 Standing Orders – Appendix 1
  - 10.2 Code of Conduct – Appendix 2
  - 10.3 Financial Regulations – Appendix 3
  - 10.4 Donations / Grants Policy – Appendix 4
  - 10.5 **Risk Schedule Assessment and Finance** Controls – Appendix 5
  - 10.6 Risk Management Policy – Appendix 6
  - 10.7 Publication Scheme – Appendix 7
  - 10.8 Complaints Procedure – Appendix 8
  - 10.9 **Asset Register** – Appendix 9
  - 10.10 Media and Press Policy – Appendix 10
  - 10.11 Equality Policy – Appendix 11
  - 10.12 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
  - 10.13 Bullying and Harassment Policy – Appendix 13
  - 10.14 Policy for dealing with Planning Applications received between meetings – Appendix 14
  - 10.15 Discipline and Grievance Policy – Appendix 15
  - 10.16 Health and Safety Policy – Appendix 16
  - 10.17 Training and Development Policy – Appendix 17
  - 10.18 Unacceptable Behaviour Policy – Appendix 18
  - 10.19 Urgent Business Between Meetings Policy – Appendix 19
  - 10.20 Reserves Policy – Appendix 20
  - 10.21 To consider agreement to continue to comply with the transparency code
  - 10.22 To reconfirm eligibility to act under the General Power of Competence.
  - 10.23 To remind councillors of self-disqualification law
11. Finance
  - 11.1 To note the End of Year bank balance and finance report and sign both. – Appendix 21
  - 11.2 To consider and approve the internal audit report 2021-22 – Appendix 22
  - 11.3 To consider and approve the Annual Governance Statement – Appendix 23
  - 11.4 To consider and approve the Annual Return Accounting Statements – Appendix 24
  - 11.5 To consider eligibility for audit exemption and sign the certificate
  - 11.6 To review the parish council insurance policy and decide on any amendments required then approve renewal
  - 11.7 To consider the internal auditor for 2022-23

- 11.8**To consider continuing to use the “payments and receipts” accounting method for 2022-23
- 11.9**To note VAT return 2021-22
- 11.10** To update and reconfirm signatories on the Council bank account
- 11.11** To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5):-
- 11.11.1 Clerks April Salary
- 11.12** To consider the following invoices for payment
- 11.12.1 Clerk’s May salary
- 11.12.2 Clerk’s May expenses £56.37 previously circulated
- 11.12.3 G. Keeble – Lengthsman and Mowing tasks – March and April 2022 £520.71
- 11.12.4 Mr. P. Charles – Platform to allow SID installation £51.99
- 11.12.5 Almeley Village Hall – Hall hire Nov 2021, March 2022 and May 2022 £57.50
- 11.12.6 Herefordshire Green Network £50
- 11.12.7 Eyelid Productions – Web support £100
- 11.12.8 Autela Payroll Services £50.40

## **12. Planning**

**12.1**To note applications determined by Herefordshire Council – table attached.

**12.2**To consider the following planning applications for determination by Herefordshire Council

- 12.2.1 **220892 - Marysmere, Woonton, Hereford, HR3 6QS**  
Proposed single storey garden/dining room extension.
- 12.2.2 **221200 - Wennetune House, Woonton, Hereford, HR3 6QN**  
Proposed conversion of an existing outbuilding into annex for additional accommodation ancillary to Wennetune House. Accommodation over 2 floors with open plan ground floor living accommodation and kitchen area, with ground floor wet room. First floor bedroom and toilet.
- 12.2.3 **220838 - Land Adjacent to Hopleys Green Road, Woonton,**  
Application for variation condition 2 and removal of condition 6 following grant of planning permission 202554 (Proposed 3 no. detached cottages with garages).

**12.3** To consider a response to The Local Plan Policy Options Consultation

**12.4** To consider the removal of hedges at Spearmarsh House, Almeley

**13. To consider an update on the Queens Jubilee Celebrations**

**14. To consider an update on obtaining ownership of commons from Herefordshire Council**

**15. To consider an update on the water pressure in Almeley Village**

## **16. Parish Maintenance**

- 16.1**To consider any lengthsman or footpaths jobs that need undertaking.
- 16.2** To consider Lengthsman tasks recently undertaken
- 16.3** To consider signing the Lengthsman 2022-23 contract with Balfour Beatty
- 16.4**To receive a report from the Parish Footpaths Officer

## **17. Highways and Footpaths**

- 17.1**To consider any highways issue that needs reporting
- 17.2**To consider an update on discussions with landowners regarding the purchasing the gates for the footbridge modifications AM15/AM21
- 17.3** To consider the use of over-weight trailers in the village

**18. To note the update from the Almeley Green Group**

## **19. Correspondence –**

- Thank you from the Cricket Club.

**20. To consider agenda items for next meeting – no discussion**

**21. To note date of next scheduled meeting – 13<sup>th</sup> July 2022 at Almeley Village Hall.**

**Emma Thomas - Clerk to Almeley Parish Council**

**6<sup>th</sup> May 2022**

## Planning

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
05.05.21	211021	<b>Bridge Farm, Almeley, Hereford, HR3 6LD</b> Proposed steel portal framed farm building extensions to create a cattle and sheep handling and welfare unit. (Retrospective)	Object	Approved with conditions
14.07.21	211670	<b>Spring Grove Farmhouse, Almeley, HR3 6PX</b> Retrospective extension to rear of current dwelling and change of use of land from agricultural to residential curtilage.	Object	Awaited
06.10.21	213114	<b>The Old Quarry, Almeley Road, Eardisley, HR3 6PR</b> Proposed installation of a low-profile ground solar array consisting of 18 panels in landscape format, to supply 6.5 kWp for domestic consumption	Support	Approved with conditions
10.11.21	213042	<b>Land forming Green Farm, Lyonshall, HR5 3JY</b> Hybrid planning application; Full planning application for the proposed erection of a new poultry site with solar panels, associated buildings & development and connection to the A480. Outline planning application for a poultry managers' dwelling including Access and Layout with matters of appearance, landscaping, and scale reserved.	Object	Refused
15.12.21	213944	<b>Land adjacent to Lower Wootton Farm, Wootton Lane, Almeley, HR3 6PX</b> Reserved matters following outline approval 204136 - Erection of a single dwelling house, garage and access with all matters reserved save access.	Object	Approved with conditions
09.03.22	220167	<b>St Marys Church, Almeley, HR3 6LB</b> The removal of the existing metal gates and replacement with a set of glazed doors to the south porch.	Support	Awaited