

## LYONSHALL PARISH COUNCIL - Thursday 10th May 2018, 7.30pm

Councillors are summoned to attend the Annual Meeting of Lyonshall Parish Council which will be held on **Thursday 10th May 2018, 7.30pm**, immediately following the Annual Parish Meeting, which is at 7.15pm, in the Memorial Hall, Lyonshall for the purpose of transacting the following business.

### ANNUAL PARISH MEETING 10<sup>th</sup> MAY 2018, 7.15pm

Reports from: Chairman, Footpaths, Playground, Lengthsman, Playgroup, In Bloom, Village Hall, Neighbourhood Development Plan, Mayfield Charity & Royal George.

Rebecca Bissell, Parish Council Clerk  
Firbanks, Lyonshall, HR5 3LN.



3<sup>rd</sup> May 2018

### AGENDA FOR ANNUAL MEETING OF PARISH COUNCIL, 7.30pm

- 1/18. To elect a Chairperson.
- 2/18. To receive the Chairperson's Declaration of Acceptance of Office or, if not then received, to decide when shall be received. it
- 3/18. To elect a Vice-chairperson.
- 4/18. All Councillors to Complete the Declaration of Acceptance of Office of Councillor Forms to the clerk.
- 5/18. To accept Apologies for Absence.
- 6/18. To receive Declarations of Interest in Items on the Agenda & to Decide on any Dispensation Requests.
- 7/18. To consider Approval of the Minutes of the Parish Council Meeting, 12<sup>th</sup> April 2018.
- 8/18. To confirm Continued Eligibility for and Adopt General Power of Competence
- 9/18. To decide on Committees, Membership & Terms of Reference.
- 10/18. To confirm Bank Signatories and Representatives on Outside Bodies.
- 11/18. To review & adopt Policies and Procedures
  - a. Standing Orders & Financial Regulations
  - b. Code of Conduct
  - c. Dispensation Policy
  - d. Information Policy
  - e. Complaints Procedure
  - f. Grievance & Disciplinary Procedure
  - g. Volunteer Policy
  - h. Unreasonable Behaviour Policy
- 12/18. To Review risk and approve the risk assessment schedule.
- 13/18. To approve the Land & Assets Register.
- 14/18. To receive and adopt the Accounts and Financial Statement 2017/18 for the Financial Year ended 31<sup>st</sup> March 2018.
  - 12/18a To consider the internal auditor report
  - 12/18b Sign Section 1 - The Annual Governance Statement.
  - 12/18c Sign Section 2 – The Accounting Statements.
- 15/18. To approve payments.
- 16/18. To receive updates & decide on recent planning applications.
- 17/18. To review financial risk and Internal Auditor and appoint Internal Auditor for 2018/19.
- 18/18. To review and decide on Insurance Provision from 1<sup>st</sup> June 2018.
- 19/18. To receive Clerk's Report on Action Items from the Minutes not on Agenda: information only.
- 20/18. To decide on Membership of SLCC and HALC.
- 21/18. To approve and sign the BBLP annual maintenance plan 2018/19.
- 22/18. To review current lengthsman contract.
- 23/18. To review playground maintenance for annual inspection.
- 24/18. To decide on Councillor Areas of Responsibility.

Previously these have included Playground Matters, Accounts/Finance, Agriculture, Heritage/historic sites, Footpaths Scheme (including 2016-17 contractor), Highways and Lengthsman Scheme (including 2018/19 contractor), Services, Village Upkeep, Police Liaison, Website.
- 25/18. To discuss and decide on contractual annual scale point increment for clerk.
- 26/18. To review Correspondence.
- 27/18. To confirm the Date of the Next Meeting as Thursday 14<sup>th</sup> June 2018, Memorial Hall at 7.15pm.

## Planning Report

### Planning Application recently received:

- 181191 – Rhyse Farm, Lyonshall, HR5 3LX  
Proposed alteration to existing agricultural building to facilitate the installation of single biomass boiler.
- 181217 & 181219L – Tan House, Lyonshall HR5 3JP  
Proposed demolition of existing kitchen and erection of larger kitchen extension.
- 181494 – Land Adjacent to Spring Cottage, Headbrook, Kington HR5 3DY.  
Proposed land for residential development and associated work together with public open and local green space.

### Recent Planning Applications still awaiting determination:

- 180893 – Meadow Cottage, Holme Marsh Kington. - **SUPPORT**  
Variation of condition of 2 of planning permission P173862
- 180936 – Home paddock, Sherriff lane, Lyonshall HR5 3JD - **SUPPORT**  
Proposed demolition of existing bungalow and outbuildings and construction of new two storey dwelling house and detached three bay garages.
- 180431 Penrhos Farm, Lyonshall HR5 3LH - **SUPPORT**  
Proposed installation of poly tunnels to protect a new cherry orchard and construction of an attenuation pond for surface water management.
- 174010 – Land to Northwest of Beech House, Holme Marsh. – **OBJECT**  
Approval of Amended reserved matters following outline approval
- 174010 – Land to Northwest of Beech House, Holme Marsh. - **OBJECT**  
Approval of reserved matters following outline approval.

## Planning Decisions

None.

## Clerks report

- The annual statement & year end accounts have been compiled for approval
- The internal auditor has reviewed the year end accounts and is satisfied they are in good order. A report has been prepared with points to consider.
- GDPR legislation is being finalised and work continues on policies and privacy statements. An amendment has been made to the Data Protection Bill currently proceeding through Parliament that **removes the requirement for parish councils to have a data protection officer** which is seen as good practice. Further details have been received from DPO at Microshade for further consideration of which services are now required.
- There have been no requests for election regarding the recent Councillor Vacancy and Herefordshire Council confirm the vacancy can be filled by co-opting a new councillor.
- Meeting dates for 2018/19

## RFO & Financial Report & Payments for Approval

Barclays banks confirm interest rate on Rate reward account as 0.25% from November 2017.

Internal audits on the Year-end statements have been completed and information has been circulated to all councillors.

Cllr Turner has reviewed the accounts and procedures and confirms they are in order.

Insurance information circulated to councillors. First Half payment of Precept received.

Bank reconciliations have been completed using VT cashbook.

### Balances at end of April 2018:

Community account	£ 24730.22
Savings account	£ 14100.56 (including £3.19 interest)
Playground account	£ 598.70
Business Saver account	£ 392.52

### Income received since last meeting

Herefordshire Council – 1<sup>st</sup> half precept £10000.00

### Payments for approval:

Clerk's Salary for May 2018 including NDP hours as previously agreed.

Clerk's expenses, R Bissell	£ 87.01
Came & Co Insurance, second year of 3-year contract.	£ 464.87
K White, internal audit 2017/18	£ 50.00
SLCC – 50% annual subscription	£ 73.50
S Price – Playground slide repair	£ 77.28 + VAT
KBS – Materials for Playground repair	£ 58.55 +VAT