

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

COUNCILLORS ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 14th MAY 2019 AT 7.30 PM

A G E N D A

1. To elect a Chair who then signs the declaration of office form
2. To elect a Vice Chair
3. To receive apologies for absence
4. To receive declarations of interest and applications for dispensations
 - 4.1 To remind all councillors to submit their Register of Interest forms to Herefordshire Council.
 - 4.2 To receive all Acceptance of Office forms from Councillors
5. To adopt the minutes of the Parish Council meeting held on 12th March 2019
6. To Elect other Officers, Committees and Working Groups
 - 6.1 To consider holding monthly Parish Council meetings
 - 6.2 To receive the meeting attendance register for councillors during the year 2018-19.
 - 6.3 Planning Committee
 - 6.4 Public Right of Way (PROW) Officer
 - 6.5 Tree Officer
 - 6.6 Resilience Officer/Emergency Co-ordinator
 - 6.7 Representatives to the Playing Fields Association
 - 6.8 Representatives to the Village Hall Committee
 - 6.9 Representatives to the Lugwardine and Diana Caroline Hopton Charities
 - 6.10 Representatives to Longworth Chapel Trust
 - 6.11 Representatives (2) to HALC Area Meetings (SAM)
 - 6.12 Nomination for HALC Executive Committee
 - 6.13 Webmaster
 - 6.14 To consider co-opting councillors to fill current vacancies
7. To Consider, approve and adopt the following Council documents and policies
 - 7.1 Standing Orders – Appendix 1
 - 7.2 Financial Regulations – Appendix 2
 - 7.3 Code of Conduct – Appendix 3
 - 7.4 Financial Controls and Risk Assessment – Appendix 4
 - 7.5 Asset Register – Appendix 5
 - 7.6 Risk Schedule – Appendix 6
 - 7.7 Press and Media Policy – Appendix 7
 - 7.8 Grant and Donations Policy – Appendix 8
 - 7.9 Complaints Procedure – Appendix 9
 - 7.10 Publication Scheme – Appendix 10
 - 7.11 Website Policy – Appendix 11
 - 7.12 Planning Committee Terms of Reference – Appendix 12
 - 7.13 Discipline and Grievance Policy – Appendix 13
 - 7.14 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form Appendix 14 and 14a – 14f
 - 7.15 Equality Policy – Appendix 15
 - 7.16 Health and Safety Policy – Appendix 16
 - 7.17 Urgent Business between meetings policy – Appendix 17
 - 7.18 Risk Management Policy – Appendix 18
 - 7.19 Training and Development Policy – Appendix 19
 - 7.20 Communications Policy – Appendix 20
 - 7.21 Bullying, Harassment and Unacceptable Behaviour Policy – Appendix 21
 - 7.22 To consider the Council's insurance schedule, amend if necessary and approve for renewal
 - 7.23 To reaffirm approval to act under the General Power of Competence
 - 7.24 To remind all councillors of the self-disqualification law.
8. To receive brief verbal reports from:
 - 8.1 District Councillor
 - 8.2 Local Police Officer
9. Open Time
 - 9.1 To note matters raised by local residents relevant to the Parish

- 10. Planning**
- 10.1** To receive a verbal report from the Planning Committee
- 10.2** To note the minutes of the Planning Committee dated 12th and 26th March and 23rd April 2019
- 11. Financial Matters**
- 11.1** To receive the End of Year report and financial statement from the RFO – incl. spend against budget. Appendix 22
- 11.2** To receive Finance Report – April 2019 from RFO
- 11.3** To note bi-monthly audit check by Cllr J Karayiannis
- 11.4** To consider and approve the accounting procedure is to continue on a receipts and payments basis.
- 11.5** To consider the internal auditors report – Appendix 23
- 11.6** To Approve the Annual Governance Statement for 2018/19 – Appendix 24
- 11.7** To Approve the Accounting Statements for 2018/19 – Appendix 25
- 11.8** To Appoint an Internal Auditor for 2019/20
- 11.9** To Agree the Cheque Signatories and approve online viewing access of the accounts for the Clerk.
- 11.10** To note the VAT return 2018-19
- 11.11** To approve invoices for payment
- 11.11.1 Clerks Salary – April and May
- 11.11.2 Clerks expenses £128.68 (previously circulated)
- 11.11.3 Rob Francis – Weekly Play area checks – March and April
- 11.11.4 Zurich Municipal Insurance - £524.98 – dependant on length of agreement
- 11.11.5 123 Connect for domain names and hosting £58.80
- 11.11.6 Autela Payroll Services £61.00
- 11.11.7 Eyelid productions for annual web support £100
- 11.11.8 Fiona Matthews – Replacement Defibrillator Battery £282
- 11.11.9 HALC – Planning Training – Cllr Lin Hoppe - £120
- 11.11.10 Lengthsman – Work as requested – March, and April £1920
- 11.11.11 Daniel Squire – work as per the tender agreement - £1254
- 11.12** To note and approve the monthly pension payment for the coming financial year. Taken by direct debit and currently £67.39
- 11.13** To approve donations to St Michael's Hospice and Longworth Chapel
- 12. Global Recreation Scheme**
- Community Field:**
- 12.1** To receive an update from the Community Recreation Group (CRG).
- 12.2** To consider an update on the lease needed between the PC and PFA on the community field.
- 12.3** To sign the Deed of Grant between Western Power and The PC
- 12.4** To consider an update on the cost of the feasibility study – agreed to be funded by the PC at 8/1/19 meeting
- Play Areas**
- 12.4** To receive an update from the Frome Park working party on the development of Frome Park Play Area and Village Hall Play Area and consider Area schemes and quotations.
- 12.5** To consider an update on the transfer of ownership on the Frome Park Play Area.
- 12.6** To consider the quotes to grind the stumps on the Frome Park Play area.
- 12.7** To consider approval to remove length of overgrown domestic hedge in the Autumn.
- 13. PRowS and Trees**
- 13.1** To receive a Report from the PRow Officer
- 13.2** To consider PRow issues
- 13.3** To consider the re-opening the westerly part of PRow LU10 as soon as appropriate to do so.
- 13.4** To receive a Report from the Tree Officer
- 14. Highways**
- 14.1** To consider an update on the transport S106 monies
- 14.2** To consider any highways issues for reporting
- 14.3** To consider quotes to repair the Frome Park Bus Shelter
- 15. Village Hall**
- 15.1** To receive any updates from the Village Hall Representatives – minutes previously circulated
- 16. Playing Fields Association**
- 16.1** To receive any updates from the Playing Fields Association Representative
- 17. Lengthsman**
- 17.1** To consider work done/required under the Lengthsman Scheme
- 17.2** To consider any tender documents received for the lengthsman contract for the year 2019-20 and appoint a lengthsman
- 17.3** To note the submission of the Annual Maintenance Plan 2019-20

18. **War Memorial – To note that the Lugwardine War Memorial now has Grade II Listed Building Status.**
19. **To consider the outstanding actions and updates table attached.**
20. **To Receive Questions from Councillors (tabled 7 days prior to Meeting) - None**
21. **To Raise Items for the next Scheduled Parish Council Meeting [no discussion]**
22. **To Note the Date and Time of the next Scheduled Parish Council Meeting – 9th July 2019**

Emma Thomas - Parish Clerk

Date: 9th May 2019

Outstanding Actions and Updates – not already included on this agenda

Date/ Meeting	Item	Action
08.01.19	10.4 Noticeboard by shop	Cllr G. Davies to speak to shop owner. The shop owner is happy to have a noticeboard erected but would like to know size. It was RESOLVED that the sign should be 70 by 100 cm. It was RESOLVED that the Lengthsman should collect and dispose of the old notice board. The clerk REQUESTED that she be able to offer the old board to another of her Parishes for a small donation. This was AGREED.
12.03.19	To consider the request to complete a TRO to decrease the speed limit to 20mph on Barnaby Avenue	The clerk has been asked if there are currently signs with flashing lights advising that there is a school on the road? If so 20mph signs can be introduced onto existing signs without the need for a formal Traffic Regulation Order - they are not formally enforceable but are a deterrent.
12.03.19	Speed limits on other new developments	This is a new consultation process. The PC will be asked in the future.
12.03.19	To consider the composting of PRow trimmings.	Cllrs to ask landowners as and when appropriate to.