EARDISLEY GROUP PARISH COUNCIL

Notice is hereby given that the Annual Meeting of Eardisley Group Parish Council will be held on Monday, 15th May 2023 at 7:00pm in Eardisley Village Hall.

Press & Public are cordially invited to attend.

Councillors are hereby summoned to attend the next Parish Council meeting, following immediately after the annual meeting at approximately 7:30pm in the same venue.

AGENDA

1. Election of a chairperson and signing of the Declaration of Acceptance of Office form.

2. Election of Vice-Chairman.

3. All councillors to complete and sign Acceptance of Office forms.

4. To remind councillors of their responsibility to review and update their Notices of Registrable Interests ***within 28 days of a change to any Disclosable Pecuniary Interest.*** **NB: all new councillors must complete & forward forms to the Monitoring Officer at Herefordshire Council in compliance with this timeline.**

5. To receive apologies for absence.

6. To receive declarations of interest and written requests for dispensations.

7. To elect appointees to the following roles:
    - Footpath Officers – **Eardisley**, **Winforton** and **Whitney**
    - Eardisley Village Hall Representative(s)
    - Millennium Green Representative(s)

8. To review the structure & membership of Working Groups (Finance, Planning, Highways, Environment and Community Services)

9. Annual business as per Standing Orders: to review policy procedures and documents for re-adoption (see Appendix 1).

****CLOSE ANNUAL MEETING****

Signed: …… Date: ……..
Clerk to the Parish Council

EARDISLEY GROUP PARISH COUNCIL

10. **Open Discussion**:
    - 10.1. Ward Councillor Introduction and update
    - 10.2. Public Participation Period – up to 15 minutes

11. To agree & sign Minutes of the last parish council meeting held on 17th April 2023.

12. **Finance & Compliance**:
    - 12.1. To approve adjusted Bank Reconciliation report (March/2023-24)
    - 12.2. To review Bank Reconciliation report (April 2023) for approval
    - 12.3. To consider insurance coverage and policy renewal 2023-24
    - 12.4. To review and approve Standing Orders and Direct Debits 2023-24:Clerk Magazine £12.00 p/a, Vodafone PC Mobile £8.00p/m, Information Commissioner £35.00 p/a.
    - 12.5. To consider a proposal to transfer PC banking from Barclays to Unity Trust Bank at a cost of £18.00 per quarter (tbc).
    - 12.6. To review the current number of bank signatories and to propose new signatories for on-line pay request transactions.
    - 12.7. To consider a proposal for EGPC to adopt the General Power of Competence.

13. **Planning**: To consider the following planning applications:
    - 13.1. **P203850/FH & P203851/L – Hackmoor Hall, Letton HR3 6DP -** Proposed erection of rear single storey extension and rear first floor dormer extension. Creation of annexe within the existing outbuilding and insertion of new fenestration. **Deadline: 25.05.2023**
    - 13.2. **P231071/F- Barn 1, Prospect Farm, Spond Lane, Kington HR5 3LD -** Conversion of barn to a dwelling and associated works. **Deadline: 25.05.2023**

14. **Highways**:
    - 14.1. To consider the parish council response to the TRO consultation on extending the 50mph restriction zone from The Rhydspence up to the 30mph restriction zone at the western end of Winforton.
    - 14.2. To agree a one or two cut approach to verge cutting in the parish 2023-24.

15. **Environment:**
    - 15.1. To receive an update on the Eardisley Flood Alleviation project.

Signed: …… Date: ……..
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16. **Payments**:

16.1. To verify the payments listed below, made under delegated powers or approved previously:

Ref:	Payee	Description	VAT (£)	Gross Payment (£)
16.1.1	Vodafone Ltd.	May 2023(Direct Debit)	1.33	8.00
16.1.2	Whitney VH	Donation (Coronation)	0.00	…100.00
16.1.3	Terry Griffiths	Lengthsman Works	87.00	522.00
16.1.4	Hereford Council	Green Bags	0.00	…564.00
16.1.5	Whitney VH	Hall Hire Oct22-Feb23	0.00	75.00

16.2. To consider the following payments for approval:

Ref:	Payee	Description	VAT (£)	Gross Payment (£)
16.2.1	A Morgan	SLCC Membership	0.00	177.00
16.2.2	A Morgan	Expenses (Apr 2023)	0.00	71.10
16.2.3	A Morgan	Salary (May 2023)	0.00	As per staff contract
16.2.4	BHIB	Insurance Renewal 23/24	0.00	384.21

17. To note **Correspondence**.

18. Matters for next Agenda – no discussion.

Next Meeting: Monday, 19th June 2023, 7:30pm, Whitney on Wye Village Hall

Signed: …… Date: ……..

Clerk to the Parish Council

EARDISLEY GROUP PARISH COUNCIL

APPENDIX 1 TO AGENDA

DOCUMENTS & POLICIES TO BE REVIEWED as part of the Annual Meeting of the Parish Council

All current versions of documentation can be found on the Parish Council's website on the Policies & Compliance Documentation page https://eardisleygroup-pc.gov.uk/ **

- Standing Orders
- Financial Regulations
- Electronic Banking Policy
- Risk Management Policy
- Councillor's Code of Conduct
- Virtual Meetings Policy
- Grant & Donations Policy
- Equal Opportunities Policy
- Complaints Procedure
- Vexatious Complaints Policy
- Press & Media Policy
- Data Protection Policy
- Data Protection General Privacy Notice
- Data Protection Staff Privacy Notice
- Subject Access 'How To' Guide
- Subject Access Request Form
- Data Retention & Disposal Policy
- Data Security Incident Procedure

Signed: …… Date: ……..
Clerk to the Parish Council