EARDISLEY GROUP PARISH COUNCIL

Notice is hereby given that the Annual Meeting of Eardisley Group Parish Council will be held on Monday, 19th May 2026 at approx. 7:30pm in Eardisley Village Hall.

****Press & Public are cordially invited to attend****

Councillors are also hereby summoned to attend the next ordinary Parish Council meeting, immediately following the annual meeting at approximately 8:00pm 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. 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***.

4. To receive apologies for absence.

5. To receive declarations of interest and written requests for dispensations for this meeting.

6. To elect/affirm appointees to the following roles:

   6.1. Footpath Officers – **Eardisley**, **Winforton** and **Whitney**
   6.2. Tree Warden
   6.3. Millennium Green Representative

7. To review the structure & membership of working groups (Finance, Planning, Highways, Environment and Community Services).

8. To review banking arrangements, including signatories and mandates.

9. To review Standing Orders, Direct Debits and regular payments (see Appendix 1).

10. To consider any necessary changes to PC policies due for review at this meeting (see Appendix 2).

This concludes annual business; the ordinary meeting continues as below.

11. **Open Discussion**:
    11.1. To receive the Ward Councillor's report
    11.2. To receive a Police report, if available
    11.3. Public Participation Period – up to 15 minutes

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

EARDISLEY GROUP PARISH COUNCIL

12. To review, agree & sign Minutes of the last parish council meeting held on 20th April 2026.

13. **Finance & Compliance**:
    13.1. **Bank Reconciliation Report**: To note the Bank Reconciliation report (to 30.04.2026) for approval.
    13.2. **School Crossing Patrol**: To consider a donation request for £1,000.00 to continue supporting this initiative for a further year (2026-27 academic year).

14. **Planning**: To consider making further comments on the following planning application (re-consultation):
    14.1. **P251566/F – Land at the Meadows, Eardisley**: Proposed construction of 16 No. dwellings (self-build, open market and affordable) access, new road and wildlife corridor. **Deadline: 27.05.2026**
    14.2. To consider other Planning Applications published on the PC's website prior to this meeting, if any.
    14.3. To review results of the Rural Affordable Housing survey, if available, and agree next steps if appropriate.

15. **Highways**:
    15.1. To consider any updates on highways matters and agree next steps, if appropriate.
    15.2. **Parking & Congestion Issues, Eardisley**: to consider and agree possible next steps to this issue.

16. **Payments Schedule**: *NB: all invoices listed have been examined, verified and certified by the Responsible Financial Officer (RFO):*

    16.1. To verify **payments** made since the last meeting under delegated powers or previously approved:

Ref:	Payee:	Description:	VAT (£)	Gross (£)
16.1.1	Vodafone Ltd.	Mobile Phone contract	1.98	11.40
16.1.2	HMRC	PAYE Q4/2025-26	0.00	620.34
16.1.3	Whitney VH	Hall Hire (Jan-Mar26)	0.00	75.00

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

EARDISLEY GROUP PARISH COUNCIL

16.2 To **Note** the following receipts since the last meeting:

Ref:	Payee:	To A/c	Description:	Total (£)
16.2.1	HMRC	Current A/c	VAT Refund	2,125.55
16.2.2	Herefordshire Council	Current A/c	Precept 26/27 (1)	20,000.00

16.3 To **Note** the following bank transfer since the last meeting:

Ref:	From A/c:	To A/c	Description:	Total (£)
16.3.1	Current A/c T1	Instant Access	Transfer to savings	20,000.00

16.4 To consider the following payments for **APPROVAL**:

Ref:	Payee:	Description:	VAT (£)	Gross (£)
16.4.1	Clerk – A Morgan	Expenses (Apr 26)	1.00	37.04
16.4.2	Clerk – A Morgan	Salary (May 26)	0.00	As per staff contract
16.4.3	M Davies	PROW Inv.12 (EE7)	0.00	380.00
16.4.4	Community First	Housing Survey		TBC

17. To note **Correspondence**.
18. Matters for next Agenda – no discussion.
    18.1. Review and approval of Annual Governance & Accountability Return (25-26)

Agenda items to the Clerk no later than Friday, 5th June 2026
(clerk@eardisleygroup-pc.gov.uk)

Next Meeting: Monday, 15th June 2026, 7:30pm, Eardisley Village Hall

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

EARDISLEY GROUP PARISH COUNCIL

APPENDIX 1 TO AGENDA

STANDING ORDERS & DIRECT DEBIT PAYMENTS TO BE REVIEWED as part of the Annual Meeting of the Parish Council

The following are set up as regular payments made automatically through the Parish Council's current bank account with Unity Trust Bank.

Regular payments are included in monthly bank reconciliations; however, they will not be individually specified on each PC meeting agenda unless there is a change to be noted and verified.

Payee	Description	Amount (£)	Frequency
Lloyds Bank PLC	MultiPay Charge Care Fee	3.00	Monthly
Vodaphone Ltd.	Mobile Phone Plan	11.40	Monthly
HMRC	Employer's PAYE	Variable (as advised by Autela Payroll Services)*	Quarterly* verified at meetings
ICO	Information Commissioner's Fee	47.00	Annual
Unity Trust Bank	Service Charge	7.00	Monthly
Microsoft	Office 365	Variable (annual increase)	Annual* verified at next meeting

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Chair – A Watkins Date: 18.05.2026

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RFO – A Morgan Date: 18.05.2026

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

EARDISLEY GROUP PARISH COUNCIL

APPENDIX 2 TO AGENDA

Policies TO BE REVIEWED as part of the Annual Meeting of the Parish Council

The following policies fall due for renewal in May 2026:

1. Complaints Procedure
2. Vexatious Complaints Policy
3. Equal Opportunities Policy
4. Press and Media Policy
5. Risk Management Policy
6. Grant & Donations Policy and Application Form

NB: all other policies, including Standing Orders, Financial Regulations, Data Protection, IT Policy and the Assets Register, were reviewed and updated recently and are, therefore, excluded from the above list.

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