

WESTON BEGGARD PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council,
At Yarkhill Village Hall
On Monday 16th May 2022
At 7.00pm

Agenda

1. To elect the Chairman of the Council and to receive Chairman's signature on the Declaration of Acceptance of Office form.

2. To elect the Vice-Chairman of the Council and to receive Vice-Chairman's signature on the Declaration of Acceptance of Office form

3. To receive and accept apologies for absence

4. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items

5. Councillor Forms

5.1 To remind councillors to review their Register of interests form submitted to Herefordshire Council.

6. To agree and sign the minutes of The Group Parish Council meeting held on 17th January 2022

7. Public Question Time

Designated maximum period of 10 minutes to accommodate members of the public who may wish to either raise relevant issues or ask the Parish Council questions

8. Reports

8.1 Ward Cllrs report & Q & A time

9. To note the attendance record of councillors at meetings during 2021-22

10. To review WBPC policies and (re)adopt as necessary

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 5a and 5b

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 Bullying and Harassment Policy – Appendix 12

10.13 Policy for dealing with planning applications between meetings – Appendix 13

10.14 Discipline and Grievance Policy – Appendix 14

10.15 Health and Safety Policy – Appendix 15

10.16 Training and Development Policy – Appendix 16

10.17 Unacceptable Behaviour Policy – Appendix 17

10.18 Urgent business between meetings policy – Appendix 18

10.19 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 19 and 19a – 19f

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 the self-disqualification law

11. Finance

11.1 To note the End of Year Finance report and bank balances – Appendix 21

11.2 To note the May Finance Report and Bank Balances – Appendix 22

11.3 To consider and approve the internal audit report 2021-22 – Appendix 23

11.4 To consider and approve the Annual Governance Statement – Appendix 24

11.5 To consider and approve the Annual Return Accounting Statements – Appendix 25

11.6 To consider eligibility for external audit exemption and sign the certificate – Appendix 26

11.7 To review the council's insurance policy and decide upon any amendments required then approve renewal.

11.8 To consider the internal auditor for 2022-23

11.9 To consider continuing to use the "payments and receipts" accounting method for 2022-23

11.10 To note the VAT return for 2022-23

11.11 To consider the following invoices for payment:

11.11.1 – Clerk's Salary

11.11.2 – Clerk's expenses £64.37 previously circulated

11.11.3 – HALC Annual Subscription £345.47

11.11.4 – Autela Payroll Services £5.01

11.12 To note payments made between meetings under Clerk's delegated authority

11.12.1 – Eyelid Productions – Web Support £100

11.12.2 – HMRC PAYE £61.60

11.12.3 – Clerks May Salary

11.13 To consider the risk of not moving bank account to a different provider.

12. Highways and footpaths

12.1 To consider work to be undertaken on the parish footpaths

12.2 To consider road issues for reporting to Balfour Beatty

13. Planning

13.1 To note the following applications

13.1.1 - 220585 Pigeon House, Weston Beggard Lane, Weston Beggard, Hereford, Herefordshire HR1 4BL

Proposed agricultural dry manure storage building.

No comment made

13.1.2 - 220335 Hill Top, Shucknall Hill, Hereford, Herefordshire HR1 3SW

Proposed double garage

No comment made

13.2 To consider any planning enforcement needed for works already undertaken at Shucknall Court following the refusal of application 202985

13.3 To consider a response to Bartestree with Lugwardine Group Parish Council's Regulation 14 NDP Consultation

14. To consider an update on Waste Collection issues at the bottom of Shucknall Hill and next steps.

14. Community Matters

15. Correspondence

- Update from BB regarding a mirror at the bottom of Shucknall Hill.

- Weston Beggard Lane resurfacing

16. To consider items for the next meeting – No discussion

17. To note the date of next meeting – 19th September 2022

Emma Thomas Date: 11/05/2022

Parish Clerk – Weston Beggard Parish Council