

ALMELEY PARISH COUNCIL
Councillors are summoned to attend the Annual meeting of the Parish Council
On Wednesday 8th May 2024
To be held at Almeley Village Hall at 7:00pm

AGENDA

- 1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office form**
- 2. To elect the Vice-Chairman of the Council**
- 3. To receive apologies for absence**
- 4. To receive declarations of interest and written requests for dispensation**
- 5. To remind councillors to update their Register of Interests form with Herefordshire Council if necessary**
- 6. To approve the minutes of the previous meeting – 13th March 2024**
- 7. Open session**
 - 7.1 To receive a report on Herefordshire Council matters from Ward Cllr Robert Highfield**
 - 7.2 To receive views of local residents on parish matters**
- 8. To note the attendance record at meetings of councillors during 2023 – 24 (table below)**
- 9. To confirm working Group memberships and Cllr responsibilities**
 - 9.1 Environmental Working Group**
 - 9.2 Finance Working Group**
 - 9.3 Planning Working Group**
 - 9.4 Lengthsman Co-ordinator**
 - 9.5 NDP Review Group**
 - 9.6 Community Plan Working Group**
- 10. To review Almeley Parish Council Policies and (re)adopt**
 - 10.1 Standing Orders – Appendix 1**
 - 10.2 Code of Conduct – Appendix 2**
 - 10.3 Financial Regulations – Appendix 3**
 - 10.4 Risk Schedule Assessment and Finance Controls – Appendix 4**
 - 10.5 Risk Management Policy – Appendix 5**
 - 10.6 Asset Register – Appendix 6**
 - 10.7 Reserves Policy – Appendix 7**
 - 10.8 To remind councillors of self-disqualification law**

11. Finance

- 11.1** To note the End of Year bank balance and finance report and sign both. – Appendix 8
- 11.2** To consider and approve the internal audit report 2023-24 – Appendix 9
- 11.3** To consider and approve the Annual Governance Statement – Appendix 10
- 11.4** To consider and approve the Annual Return Accounting Statements – Appendix 11
- 11.5** To consider and approve the Annual Return Accounting Statements – Appendix 12
- 11.6** To consider eligibility for audit exemption and sign the certificate
- 11.7** To consider dates for the public to exercise their rights

- 11.8** To review the parish council insurance policy and decide on any amendments required then approve renewal - £661.08

- 11.9** To review clerks delegated authority to make payments between meetings as necessary

- 11.10** To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5)
 - 11.10.1 Clerk's salary – April - as Terms of Contract
 - 11.10.2 Payment of £500 to Steve Davies War Memorial
- 11.11** To consider the following invoices for payment:
 - 11.11.1 Almeley Village Hall £60.00
 - 11.11.2 Autela Payroll Services £78.33
 - 11.11.3 HALC – Audit training £30.00
 - 11.11.4 DC Gardening Services £543.60 – February 2024
 - 11.11.5 DC Gardening Services £672.00 – April 2024

12. Planning

- 12.1** To note applications determined by Herefordshire Council – Appendix 13
- 12.2** To consider the following planning applications for determination by Herefordshire council
 - 12.2.1 240970 – The Willows, Almeley, Herefordshire HR3 6LH**
Proposed new detached garage forward of the dwelling's principal elevation
 - 12.2.2 240493 – Spring Cottage, Woonton, HR3 6QL.**
Proposed first floor extension to north end of building to form enlarged second bedroom with new front facing pitched roof dormer

13. Parish Maintenance

- 13.1.1** To consider any lengthsman or footpath jobs that need undertaking, including regular tasks as suggested
- 13.1.2** To receive a report from the Parish Footpaths Officer
- 13.1.3** To consider speeding issues in Almeley

14. Highways

- 14.1** To consider any highways issues that need reporting

15. Commons/Cricket Club Proposal

15.1 To consider Almeley Cricket Club's proposal to lease common land

16. War Memorial

16.1 To receive an update and consider action on the War Memorial refurbishment

17. Environment

17.1 To receive an update from the Environmental Working Group and consider action

18. Community Group Updates

18.1 To receive a report from the Almeley Green Group and consider action

19. To note correspondence**20. To raise agenda items for next meeting (no discussion)****21. To note date of next scheduled meeting on Wednesday 3rd July 2024 at 7:00pm at Almeley Village Hall**

Mandy Howard – Clerk to Almeley Parish Council

25th April 2024

Almeley Parish Council Attendance Record 2023-24

Name	17 th May	5 th July	21 st Sept	8 th Nov	17 th Jan	13 th Mar
Jon Argent	X	X	X	X	X	X
Vanessa Faulkner	X	X	X	X	X	
Rosemary Proctor	X	X	X	X	X	X
Andy Cross	X	X	X	X	X	X
Martin Skyrme	X	X	X	X	X	X
Michael Handley	X	X	X	X	X	X
Colin Powell	X	X	X	X	X	X

Name	Total meetings attended	Total meetings held
Jon Argent	6	6
Vanessa Faulkner	5	6
Rosemary Proctor	6	6
Andy Cross	6	6
Martin Skyrme	6	6
Michael Handley	6	6
Colin Powell	6	6

Appendix 13

Application	Details	Parish Council Decision	Hereford Council Decision
240296	Corner House, Almeley, HR3 6LF. Proposed single storey rear extension, first floor extension to the east end over existing ground floor and new front porch.	Application supported	
240421	Rodo House, 2 The Barn Yard, Woonton, HR3 6QL. Proposed pergola and garden shed.	Application supported	Approved with conditions
240496	Little Upcott, Almeley, HR3 6PR. Proposed single storey rear extension, first floor extension to the East and over existing ground floor and new front porch.	Application supported	