

Welsh Newton & Llanrothal Group Parish Council

Parish Councillors are summoned to Annual Meeting of the Group Parish Council,
At Welsh Newton Village Hall
On Thursday 9th May 2019
At 7.30pm

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 declarations
 - 5.1 To remind councillors to submit their Register of interests form to be held with Herefordshire Council.
 - 5.2 To receive all councillors Declarations of Acceptance of Office forms.
6. To agree and sign the minutes of The Group Parish Council meeting held on 11th April 2019
7. To consider the co-option of a Parish Councillor for Welsh Newton Parish
8. 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
9. Planning
 - 9.1 To note planning application approved / refused by Herefordshire Council since the last meeting – see attached table
 - 9.2 To note planning applications for determination by Herefordshire Council.
 - a) 190827 – Woodside Stables, Welsh Newton Common, Welsh Newton, NP25 5RT
Proposed new dwelling
 - b) 191286 - Steepways, From St Wolstons Road to Nythfa Property, Welsh Newton, NP25 5RT
Proposed development of three dwellings
10. Reports
 - 10.1 Ward Cllrs report & Q & A time - Appendix 1
 - 10.2 Locality Officer Report
11. To note the attendance record of councillors at meetings during 2018-19
12. To review WNLGPC policies and (re)adopt as necessary
 - 12.1 Standing Orders – Appendix 2
 - 12.2 Code of Conduct – Appendix 3
 - 12.3 Financial Regulations – Appendix 4
 - 12.4 Donations/Grants policy – Appendix 5
 - 12.5 Risk Schedule Assessment and Finance Controls – Appendix 6
 - 12.6 Risk Management Policy – Appendix 7
 - 12.7 Publication Scheme – Appendix 8
 - 12.8 Complaints Procedure – Appendix 9
 - 12.9 Asset Register – Appendix 10
 - 12.10 Media and Press Policy – Appendix 11
 - 12.11 Equality Policy – Appendix 12
 - 12.12 Bullying and Harassment Policy – Appendix 13
 - 12.13 Policy for dealing with planning applications between meetings – Appendix 14
 - 12.14 Discipline and Grievance Policy – Appendix 15
 - 12.15 Health and Safety Policy – Appendix 16
 - 12.16 Training and Development Policy – Appendix 17
 - 12.17 Unacceptable Behaviour Policy – Appendix 18
 - 12.18 Urgent business between meetings policy – Appendix 19
 - 12.19 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 20 and 20a – 20f
 - 12.20 To consider agreement to continue to comply with the transparency code
 - 12.21 To reconfirm eligibility to act under the General Power of Competence
 - 12.22 To remind councillors of the self-disqualification law

13. Finance

- 13.1 To note the End of Year Finance report and bank balances – Appendix 21
- 13.2 To consider and approve the internal audit report 2018-19 – Appendix 22
- 13.3 To consider and approve the Annual Governance Statement – Appendix 23
- 13.4 To consider and approve the Annual Return Accounting Statements – Appendix 24
- 13.5 To consider exemption from the external audit process and sign the certificate – Appendix 25
- 13.6 To review the council's insurance policy and decide upon any amendments required then approve renewal.
- 13.7 To consider the internal auditor for 2019-20
- 13.8 To consider continuing to use the "payments and receipts" accounting method for 2019-20
- 13.9 To note the VAT return for 2018-19
- 13.10 To consider the following invoices for payment:
 - 13.10.1 The clerks expenses £33.37 – previously circulated
 - 13.10.2 The clerks salary – May
 - 13.10.3 Came and Co Insurance £330
 - 13.10.4 Terry Griffiths – Road Maintenance as agreed £450
- 13.11 To note the payment of invoice to Balfour Beatty for SID posts as agreed by email following clarification of amount.

14. Lengthsman

- 14.1 To consider the lengthsman tenders received and appoint a lengthsman for 2019-20
- 14.2 To consider work to be carried out by the lengthsman
- 14.3 To sign the Balfour Beatty Lengthsman and Footpaths Contract 2019-20

15. Highways and footpaths

- 15.1 To consider road issues for reporting to Balfour Beatty
- 15.2 To receive an update on any highways/locality issues
- 15.3 To consider work to be undertaken on the parish footpaths
- 15.4 To receive an update on the Market Path DMMO submitted in 2015

16. To consider the update regarding ownership of Pembridge Castle

17. Neighbourhood Plan

- 17.1 To receive an update on the NDP examination

18. To consider an update on the Mallybrook Cottages

19. To consider the future of the Post Office

20. To consider any further information needed for the inter-parish meeting on 23rd May 2019 and note the meeting on the 13th May at 6.30pm

21. Correspondence

22. To consider the outstanding actions – Attached

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

24. Date of next meeting 14th June 2018

Emma Thomas Date: 3/05/2019

Parish Clerk - Welsh Newton & Llanrothal Group Parish Council

Outstanding Actions and Updates for 9th May 2019 Meeting - None

Highways and Footpaths

Date	Minute	Item	Status
11.04.19	9.1	Contact locality steward regarding standing water on A466 and Blocked pipe by Small Acre – and requested he meet Cllrs to discuss other issues.	Clerk queried why neither item had been completed on 12 th April 2019 – Response received both in hand.
11.04.19	8.1	Remind Lengthsman about repairing stile on WNN8 and trimming tree by SID.	Clerk emailed lengthsman on 12 th April 2019

Planning application log

Date	App. No.	Description	PC Comment	HC Decision
11.01.18	173774/F	- Biddlestone Farm, Llangarron, Ross-on-Wye, HR9 6NT Erection of up to 32 hectares of fixed polytunnels over arable crops grown on table-tops	Object	Awaited
14.03.19	190572	Magur, Welsh Newton, Monmouth, NP25 5RW Change of use from of a solely residential property to a partial D1 property (Dental Surgery on ground floor), residential remaining above	Support	Awaited
14.03.19	190685	Trefassey Bank, Llangrove, Ross-on-Wye, Herefordshire Proposed subdivision of existing dwelling to form two dwellings	Support	Awaited