

Councillors' are duly summoned to attend the next meeting of the Parish Council

Tuesday 26th June 2018

Pencombe & Little Cowarne Parish Hall, 8.00pm

- 77/18 To elect the Chairman of the Council and to receive the Declaration of Acceptance of Office
- 78/18 To elect the Vice-Chairman of the Council and to receive the Declaration of Acceptance of Office
- 79/18 To receive and consider apologies for absence
- 80/18 To receive Declarations of Interest and written requests for Dispensation
- *Please indicate if there are any interests which should be declared. A declaration of interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.*
- 81/18 Election of other officers:
- 81.8/18 Responsible Financial Officer
 - 81.2/18 Footpath Officer
 - 82.3/18 Pencombe & Little Cowarne Parish Hall Representative
 - 82.4/18 Neighbourhood Development Plan Sub-Committee Representatives
 - 82.5/18 Planning Committee
 - 82.6/18 Emergency Co-ordinator
- 82/18 Open session:
- 82.1/18 To receive a verbal update from the Ward Councillor
 - 82.2/18 To receive queries or concerns by local residents on parish matters
- 83/18 To adopt the minutes of the previous meeting – 24th April 2018
- 84/18 To receive matters arising not on the agenda (for report only)
- 85/18 To receive an update on the action points of the previous meeting:
- 64/18a: Dog fouling (KH)
 - 64/18b: Cemetery reserved plots (KH)
 - 64/18d: Cemetery documentation (KH)
 - 64/18e: Archived parish hall file (KH)
 - 64/18f: Parish hall working document (KH)
 - 64/18h: Local bad weather contractor (KH)
 - 64/18b: Fixed asset register and maintenance plan (KH)
 - 64/18k: War memorial grant (KH)
 - 64/18m: Heartstart training (KH)
 - 66/18b: Parish clerk recruitment (KH)
 - 67/18c: Road update on website (KH)
 - 69/18c: Community First meeting (KH)

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- 86/18 Finance:
- 86.1/18 Presentation of end of year accounts and internal auditors report for approval
- 86.2/18 To approve and sign the Annual Governance & Accountability Return:
- i. Annual Governance Statement 2017/18
 - ii. Accounting Statements 2017/18
- 86.3/18 To confirm re-appointment of Internal Auditor
- 86.4/18 HSBC bank balances & spend against budget
- 86.5/18 To note income received/due:
- Herefordshire Council = £277.20
 - Bad weather response donations = £87.25
 - HMRC = £934.25
- 86.6/18 To consider payments due:
- Herefordshire Council = £100.00
 - ICO (K R Hodges) = £40.00
 - BHIB Insurance Brokers = £213.01
 - AC Garden Services = £620.00
 - Eyelid Productions Ltd = £100.00
 - St Michael's Hospice, County Air Ambulance, Matthew Davies Leukaemia Fund = £29.08 each
 - KR Hodges = £821.82
 - HMRC = £204.20
- 87/18 To review and adopt the [Standing Orders](#) and [Financial Regulations](#)
- 88/18 To review the Council asset register
- 89/18 To review the Council insurance policy
- 90/18 To consider action for Parish Clerk recruitment
- 91/18 To consider salary review in line with NALC guidelines
- 92/18 To receive an update on GDPR regulations
- 93/18 To receive an update on Pencombe & Little Cowarne Parish Hall management and maintenance and agree attendance at next Committee of Management meeting
- 94/18 To sign the grass cutting contract for 2018
- 95/18 To consider the issues raised on PG10/PG11 from the Humber, Ford & Stoke Prior FPO
- 96/18 To consider proposals under the 'Adopt a Kiosk' scheme for the parish telephone boxes
- 97/18 To receive an update on community led housing
- 98/18 Planning applications/decisions:
- 98.1/18 To comment on new planning applications to be determined by Herefordshire Council
- None
- 98.2/18 To note planning permissions by Herefordshire Council
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- Approved with conditions - [P181007/FH – Full Householder](#); Mr & Mrs K & A Day; 2 Swedish Houses, Pencombe; Single storey extension to front, side and rear; consultation end date 25/04/2018; target determination date 03/05/2018
 - Approved - [P181128/XA2 – PP-Approval of details reserved by condition](#); Mr & Mrs Larmour; Rams Corner, Little Cowarne; Application for approval of details reserved by condition 3 attached to planning permission [163407](#); target determination date 29/05/2018 (comments not being accepted)
 - Approved - [P180218/PA4 \(Part 3\) Class Q – Prior Approval](#); Mr Brent Thomas; New House Farm, Pencombe; Proposed variation of condition 1 of planning permission [170045](#) to omit floor plans drawing reference 1912-4
- 98.3/18 To note planning refusals by Herefordshire Council
- None
- 99/18 Lengthsman Scheme:
- 99.1/18 To agree contract for 2018/19
- 99.2/18 To consider work to be undertaken
- 99.3/18 To consider payment of invoices
- M A Walsh & Sons = £372.00
- 100/18 To review the May & June 2018 Information Sheet
- 101/18 To agree content for Parish magazine contribution
- 102/18 To agree dates for ordinary meetings for the ensuing year
- 103/18 Matters raised for discussion at next meeting
- 104/18 Date of next meeting – 24th July 2018, 8.00pm