



Parish Clerk: Leanne Rex, Mistletoe Cottage,
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Councillors are summoned to attend a meeting of the Parish Council At: Bosbury Parish Hall on Thursday 26th May 2016 at 7.30pm

Agenda

- Election of Officers (and sign Declaration of Acceptance of Office)
1. To Accept any Apologies for Absence and Note the Reason
 2. To Record any Declarations of Interest and Requests for Dispensations
 3. Remind Councillors to review their Register of Interests
 4. To Receive Brief Report from Ward Councillor Tony Johnson
 5. Public Participation Session for Local Residents to raise matters relevant to the Parish Council
Note: Decisions cannot be made on items not on the agenda. This item is limited at the Chair's discretion.
 6. **To review and adopt the following Policies**
 - 6.1 Standing Orders
 - 6.2 Financial Regulations
 - 6.3 Asset Register
 - 6.4 Code of Conduct
 - 6.5 Freedom of Information
 - 6.6 Planning Process between meetings
 - 6.7 Risk Assessment
 - 6.8 Risk Management
 - 6.9 Donations Policy
 7. **Review Committee Structures – responsibility, appoint members**
 - 7.1 Planning Committee
 - 7.2 Financial Working Group
 - 7.3 Staffing Panel
 - 7.4 Traffic and Speed Management working party
 - 7.5 Lengthsman working party
 - 7.6 Bank Signatories
 8. **Finance**
 - 8.1 To approve annual return of accounts.
 - 8.2 To Agree Payments of outstanding accounts as per finance report:

669 Ed Seabright - Lengthsman £320	671 Parish Council expenses £181.84
670 Clerk Salary £521.64	Ongoing defibrillator payments £61.42 monthly
 9. **Insurance**

To review the parish council insurance policy and agree amendments required
 10. **Highways/Footpaths/Lengthsman:**
 - 10.1 Appoint Footpath Officer
 - 10.2 To appoint Lengthsman
 11. **To note and review the Information & Outstanding Actions Sheet (attached)**
 12. **To note Date and time of Next Scheduled Meeting**

Thursday, 7th July 2016 at 7.30pm at Bosbury Parish Hall
 13. **To raise items for the next scheduled Parish Council Meeting (no discussion)**

TW

Signed: *Leanne Rex* (Clerk to the Parish Council)

Dated: 20.5.16

The press and public are cordially invited to attend the meeting

Information Sheet for 26.5.16 meeting

Update from Parish Clerk

- I advertised for Quotes for the 2016/17 Lengthsman work. 1 received, discussions with 2 other interested parties
- I advertised for anyone who can help with the Internal Audit : Philip Brough, a retired Chartered Banker from Old Colwall has offered on a voluntary basis
- I have separated the PC action log from the many Balfour Beatty actions, now 2 separate logs:
 - Outstanding PC actions (below)
 - Programme of Balfour Beatty Work Requests – separate document
- I am chasing Balfour Beatty for a response to the many Work Requests/highway/footpath issues
- I have cleared down the Planning record for the start of new year and rationalised to display previous quarter.
- Janet Chester was unable to transfer the PAYE to myself, therefore PAYE end of year completed by Janet
- I am assessing financially viable options to host/maintain the website going forwards (with Emma Ferrier's understanding and support)
- My review of the PC's standing orders shows they need updating and making relevant for the PC (e.g. clarity needed on the Planning Sub Committee etc, much clearer financial regulations). Standing orders will be reviewed and updated in May.
- I am closing down 2015/2016 Lengthsman/P3 process with H Council and claiming payments for final invoices and setting up for 2016/2017. Payment also successfully claimed for a lengthsman invoice missed in April 2015 for £370. A good result!
- Website updated with agenda/minutes/requests for audit help/requests for lengthsman quotes

Outstanding Actions

These are the consolidated outstanding actions (excluding highways and footpaths) after the last meeting 3.3.16

Date	Min	Action	Status	Comments
Oct 15	8a	M Hosking		Draft a public statement re NDP / Core Strategy issue for residents
Feb 16	8c	NDP		Apply for NDP grants
Feb 16	8d	J Baker / Clerk		Arrange defib training session. Advise insurance company, arrange payment terms
Feb 16	8e	All Cllrs		Approach organisations re website articles and funding Send Clerk – photo and brief autobiography
Mar 16	6e	Clerk	Ongoing	Update on Buchanan Trust: Email sent to Peter Marsham. Response received that he is trying to find out the status himself too and will advise when he has more information.

Highways and Footpath Issues Log with Balfour Beatty

Please see separate document

Planning Application Log (last quarter displayed)

Date	App No.	Description	PC Comment	HC Decision
4.2.16	160250	Shirkway Cottage, Munsley, Ledbury, HR8 2SJ Proposed conversion of external store room to additional accomm/annexe to existing dwelling	Support	Refusal
22.2.16	160450	Land to the East of Brook Lane, North of B4220, Bosbury, Hereford. Proposed residential development for up to 21 dwellings (of which 8 will be affordable)	Object	
8.3.16	160636/1 60637	Lower Shinscroft, Bosbury, Ledbury. HR8 1QD Listed Building Consent / Proposed alterations and extension.	Support	Granted
9.3.16	160704	The Cross, Bosbury, Ledbury. HR8 1PX Fell two Silver Birch Trees	Support	Allowed
22.3.16	160762	Land adjoining Oak Inn, Staplow, Ledbury. HR8 1NP Proposed new access and repositioning of roadside hedge.	discuss at 20.4.16 meeting	
7.4.16	160972	Woodfields Farm, Coddington, Ledbury. HR8 1JJ Steel framed agricultural building.	discuss at 20.4.16 meeting	

Leanne Rex

Clerk to the Parish Council

14.4.16