



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 7<sup>th</sup> July 2016 at 7.30pm**

**Agenda**

1.	To Accept any Apologies for Absence and Note the Reason	
2.	To Record any Declarations of Interest and Requests for Dispensations	
3.	Approval of Minutes of the Annual Parish Council Meeting held on 26.5.16 (previously circulated)	
4.	To Receive Brief Report from Ward Councillor Tony Johnson	TW
5.	Public Participation Session for Local Residents to raise matters relevant to the Parish Council <i>Note: Decisions cannot be made on items not on the agenda. This item is limited at the Chair's discretion.</i>	
<b>6.</b>	<b>Correspondence / Discussion / Governance:</b>	
6.1	<b>Policies</b>	
	<ul style="list-style-type: none"> <li>Adopt Standing Orders (updated by Clerk and reviewed by PW)</li> </ul>	
	<ul style="list-style-type: none"> <li>Adopt Financial Regulations (updated by Clerk and reviewed by MH)</li> </ul>	
	<ul style="list-style-type: none"> <li>Adopt Fixed Assets (updated by Clerk)</li> </ul>	
	<ul style="list-style-type: none"> <li>Adopt Planning Process (updated by Clerk and reviewed by PW)</li> </ul>	
	<ul style="list-style-type: none"> <li>Defer Co-option and Risk Assessment/Risk Management policies to September meeting</li> </ul>	
6.2	Update on the defibrillator	JBa
6.3	Community Relations – can the Parish Council help concerned residents?	
<b>7.</b>	<b>Highways/Footpaths/Lengthsman:</b>	
7.1	Update re Flooding by Church Lych Gate	
7.2	Update re over hanging trees by Bridge House footpath	
7.3	Update on SIDs	
7.4	Update from the Lengthsman working party and to receive any suggestions of works	
7.5	To discuss any new highway or footpath issues	
<b>8.</b>	<b>Finance</b>	
8.1	To Agree Finance Report & note Bank Balances	
8.2	To Agree Payments of outstanding accounts as per finance report:	
	672 Vat overclaim for previous 3 years £511.45	
<b>9.</b>	<b>Training / Meetings:</b>	
9.1	To note dates and decide attendees of meetings / training courses <ul style="list-style-type: none"> <li>PW to attend Hfds Council 2017/18 budget consultation 28.7.16, 6.30pm</li> </ul>	
9.2	To receive Reports from any meetings attended	
<b>10.</b>	<b>To note and review the Information &amp; Outstanding Actions Sheet (attached)</b>	
<b>11.</b>	<b>To note Date and time of Next Scheduled Meeting</b> 1 <sup>st</sup> September, 2016 , 7.30pm at Bosbury Parish Hall	
<b>12.</b>	<b>To raise items for the next scheduled Parish Council Meeting (no discussion)</b>	

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

Dated: 30.6.16

The press and public are cordially invited to attend the meeting

# Information Sheet for 7.7.16 meeting

## Update from Parish Clerk

- I have submitted to Audit and Accounts to the external auditors Grant Thornton and published a notice of Accounts available for inspection as required by law.
- I have reworked the accounts and VAT reclaim for the last 3 years. The total amount overclaimed was £511.45 and a cheque and explanatory letter has been sent to HMRC.
- I have applied for a grant to fund the transfer of the website to a cheaper solution and for the 1<sup>st</sup> years maintenance.
- I have updated the insurance with the defibrillator and corrections to the fixed assets.
- I have updated the Planning Process document and Patrick Whitehead has reviewed. Ready to adopt.
- I have updated the Financial Regulations, and Matt Hosking has reviewed. Ready to adopt.
- I have updated the Fixed Asset list following the last meeting. Ready to adopt.
- I contacted Cllr Paul Rone regarding the flood at the Church Lych Gate, and sent photos. He has agreed to inspect.
- I have contacted Buchanan trust via the contact form on their website.
- I have contacted Land Registry regarding the land at Forge Bank which the Parish Council were trying to register. The application has been rejected as incorrect and insufficient documents and information was submitted. I will re-submit.
- I have sent a letter of thanks and a gift of a coffee bean selection pack to Philip Brough (internal Auditor).
- I have sent a letter of thanks and a gift of red wine to Tony Hall (for mowing the church yard).

## Outstanding Actions

These are the consolidated outstanding actions (excluding highways and footpaths) after the last meeting 26.5.16

Date	Min	Action	Status	Comments
Feb 16	8e	RL, MA, TN, JBa, GP, MH, CF		Send Clerk brief autobiography for website before 7.7.16
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. 26/4: If no update forthcoming, Clerk to contact Buchanan Trust secretary. 13/6: Clerk contacted via contact form on website. No response received. 28/6: Clerk contacted Tony Johnson for an update. 30/6 Response received with contact details. 1/7: Clerk contacted Secretary and Chairman for an update.

## 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	<b>Shirkway Cottage, Munsley, Ledbury, HR8 2SJ</b> Proposed conversion of external store room to additional accomm/annexe to existing dwelling	Support	Refusal
22.2.16	160450	<b>Land to the East of Brook Lane, North of B4220, Bosbury, Hereford.</b> Proposed residential development for up to 21 dwellings (of which 8 will be affordable)	Object	Refusal
8.3.16	160636/1 60637	<b>Lower Shinscroft, Bosbury, Ledbury. HR8 1QD</b> Listed Building Consent / Proposed alterations and extension.	Support	Granted
9.3.16	160704	<b>The Cross, Bosbury, Ledbury. HR8 1PX</b> Fell two Silver Birch Trees	Support	Allowed
22.3.16	160762	<b>Land adjoining Oak Inn, Staplow, Ledbury. HR8 1NP</b> Proposed new access and repositioning of roadside hedge.	Not support	Granted
7.4.16	160972	<b>Woofields Farm, Coddington, Ledbury. HR8 1JJ</b> Steel framed agricultural building.	Support.	Granted
8.6.16	152806	<b>Mill Farm, Old Colwall, Malvern. WR13 6HH</b> Proposed change of use and conversion of existing redundant agricultural building to residential annexe for dependant relative. Proposed additional bedroom and ancillary accommodation for Mill farmhouse. Proposed outdoor swimming pool.	Support.	
15.4.16	161090	<b>Shirkway Cottage, Munsley, Ledbury. HR8 2SJ</b> Proposed conversion of existing detached store building to create a spare bedroom and store/workshop to existing dwelling.	No response	Granted
26.5.16	161489	<b>Adhithana, Coddington, Ledbury, Herefordshire, HR8 1JL.</b> The works include the creation of a hard landscaped circular memorial site for walking and a reflection and two new ponds to help drain water standing in the field	Support	Granted
14.6.16	161531	<b>The Old Cottage, Bosbury, Ledbury. HR8 1PR</b> Construction of a glass link structure between the main property and garage, with redevelopment of internal garage space into living space.	Discuss at 7.7.16 meeting	
30.6.16	161905	<b>The Lookout, Coddington, Ledbury, Herefordshire HR8 1JH</b> Proposed part single and part two storey extensions		

Leanne Rex

Clerk to the Parish Council  
30.6.16