

TARRINGTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ
Tel: 01531 670036 email: tarrington.pc@btinternet.com

**Councillors are summoned to attend the Annual Meeting of the Parish Council
to be held at the Lady Emily Community Hall on Monday 8th May 2017 at 7.30pm**

Agenda

1. To Elect the Chairman of the Council and to receive the Chairman's signature on Declaration of Acceptance of Office
2. To Elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office
3. To Accept any Apologies for Absence and Note the Reason
4. To Record any Declarations of Interest and Consider any Requests for Dispensations
5. To Note Cllr Vacancy Election Result and to complete required paperwork
6. To Remind Councillors to Review their Register of Interests held at Herefordshire Council and update if necessary
7. To Consider Approval of Minutes of Parish Council meeting held Mon 13th March 2017 and Wed 29th March 2017
8. To Receive a Brief Report from Backbury Ward Councillor John Hardwick
9. Public Participation Session for Local Residents to raise matters relevant to the Parish Council (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*
10. To Review and Adopt the following policies for Tarrington Parish Council
 - a) Standing Orders
 - b) Code of Conduct
 - c) Financial Regulations
 - d) Donations/Grants Policy
 - e) Risk Assessment Schedule
 - f) Risk Management Policy
 - g) Freedom of Information requests
 - h) Emergency Resilience Plan
 - i) Assets Register
 - j) Complaints Policy
 - k) Media Policy
 - l) Social Media Policy
11. **Planning: NB: no paper copies of planning applications are available to view at the meeting unless specified – please view online prior to the meeting at www.herefordshire.gov.uk/planning**
 - a) To Consider Planning Applications referred for comment:
171165: Land North of School Lane, Tarrington, Hereford,
Site to erect up to 15 dwellings. All matters reserved apart from access.
 - b) To Note Decisions Received from Hereford Council: as per planning record and Herefordshire Council website
12. **Highways/Footpaths:**
 - a) To Note report from Balfour Beatty Locality Steward
 - b) To Discuss any new Highways / P3 footpath issues
 - c) To Sign Balfour Beatty 2017/18 Lengthsman Contract & Discuss work for the lengthsman
13. **Appointments:**
 - a) To Appoint footpath officer
 - b) To Appoint Lengthsman
 - c) To Appoint mowing contractor
 - d) To Appoint representatives on the Lady Emily Community Hall Committee
14. To Review parish council members leading roles on specific issues
11. **Finance:**
 - a) To Receive End of Year Accounts (see appendix a)
 - b) To Approve the Annual Governance Statement for the External Auditor
 - c) To Approve the Annual Accounting Statements for the External Auditor
 - d) To Review the parish council insurance policy
 - e) To Consider payments of outstanding accounts:-
000754: LECH hall hire for PC meetings 13th and 29th March - £22.50
000755: LECH buildings insurance contribution - £892.24
000756: Information Commissioners Office – data protection - £35.00
000757: Richard Mills – lengthsman - £462.00
000758: J Chester – clerk expenses March/April - £125.26
000759: HMRC – PAYE - £20.20
000760: Autela Payroll Services – Q4 - £30.00
000761: HALC – Training Cllr Ward “Fun with Finance” - £120.00
15. **Information Section / Correspondence / Discussion:**
 - a) To Review and Prioritise Section 106 Wish List
 - b) To Review Information and Outstanding Actions
 - c) To Receive reports from any meetings attended
 - d) To Note any meetings and/or training dates
16. To Raise items for next scheduled Parish Council Meeting (no discussion)
17. To Decide Dates and Time of Ordinary Meetings for the ensuing year

Signed:

JL Chester

(Clerk to the Parish Council)

Dated: 26th April 2017

The press and public are cordially invited to attend the meeting

INFORMATION SHEET – MAY 2017

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Lengthsman given list of jobs to complete
- NDP advice sought
- Fownhope PC invoiced for SID hire to Jan 2017

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- HALC – Information Corner April *
- HALC – Eastern Area March meeting Minutes *
- A Bush, Herefordshire Council – Hereford Area Plan & Herefordshire Transport Package Consultation Event 3-6 April*
- A Bush, Herefordshire Council – Code of Conduct Consultation *
- A Bush, Herefordshire Council – Armed Forces Day *
- Hfds NDP Team – Newsletter 15 *
- Hfds NDP Team – NDP Submission and Examination Workshop Fri 5th May 10am – 12 Archive & Records Centre, Fir Tree Lane, Rotherwas, HR2 6LA *
- Hfds NDP Team – Rural Area Site Allocation DP Event 22 May Shire Hall Hereford 10am *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding after the last meeting:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
July 2016	5	All	Complete	Investigate litter and overhanging hedges and road defects in parish and bring to next meeting
Sept 2016	10.2	clerk	Complete	Arrange for trimming and thinning of hedge at Church View
Nov 2016	7.1	JT	Complete	Explore options for NDP
Nov 2016	9.2	PG		Repair gatepost at Jubilee Green
Nov 2016	9.2	PG/JT/AB	Complete	Tour parish and report and road defects to clerk
Nov 2016	10.1	PG	Complete	Take photos of old bus stop and carry out survey and produce plan to discuss at January meeting
Nov 2016	10.3	PG	Complete	Reposition Durlow Common Notice Board
Nov 2016	10.4	Clerk		Add church car park matting to Section 106 wishlist
Dec 2016	7	AB	complete	Explore Defibrillator options and report to March meeting – no suitable location
Jan 2017	7	Clerk / All	Ongoing	Explore how to proceed NDP & grant options
Jan 2017	9.2	JW		Speak to HC & landowner re footbridge and gate on TR15
Jan 2017	9.2	PG/JT/AB	complete	Tour parish and report and road defects to clerk
Jan 2017	9.3	clerk	complete	Article to be put in Tatler asking for road accident reports
Jan 2017	10.2	clerk	Complete	Invite speakers to Annual Parish meeting
Jan 2017	10.3	RH		Investigate options for motion sensor light for Church View carpark
Jan 2017	10.5	Clerk		Explore possibility of a grant for exclusive PC website

PLANNING RECORD

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
11.11.16	163429	Hill Farm, Tarrington, HR1 4HR Application for removal of condition 4 of planning permission (DCCE2005/0125/F) to allow Hill Farm	The Parish Council have no objection to this application but would wish to see clear boundary defined and the land to remain agricultural	GRANTED 16.1.17

		to be sold as two separate units		
2.1.216	163891/L	Oak House, Tarrington, HR1 4JF Proposed change of windows	PC no objection to this application	GRANTED 6.2.17
20.12.16	P164028/PA7 (Prior Approval Application)	Aldersend Farm, Tarr. HR1 4ET Proposed steel framed agricultural building to cover an existing cattle handling area.	PC not asked for comments as this is a prior approval application	PRIOR APPROVAL REFUSED 21.12.16
2.2.17	P170097/AM	Church Hill, Tarrington, HR1 4EU Proposed non-material amendment to planning permission ref 161027 (Upgrade fabric of existing cottage, demolition of flat-roof extension and replacement with pitched two storey extension) – Amendment to first floor fenestration on north elevation. Removal of window facing west on ground floor dining area. Addition of air source heat pump on east elevation. Addition of lean-to plant room/pantry to east elevation	**NOTIFICATION ONLY – PARISH COUNCIL NOT ASKED TO COMMENT**	GRANTED 2.3.17
27.2.17	P170651/PA7 (Prior Approval Application)	Hop Field – West of The Hop Kiln Grid Ref E363431 N240257 Tarrington Proposed agricultural storage building	PC not asked for comments as this is a prior approval application	PRIOR APPROVAL REFUSED 7.3.17

Reports from Meetings attended