

# ASHPERTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ  
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## Councillors are summoned to attend the Annual Meeting of the Parish Council to be held at Ashperton Village Hall on Tuesday 19th May 2014 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 remind councillors to review their Register of Interests held with Herefordshire Council and update if necessary
6. Approval of Minutes of Parish Council meeting held Tuesday 31st March 2015 (copy previously circulated)
7. To receive a brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester
8. Guest Speaker – David Hewitt – how to produce a village website
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 Ashperton Parish Council
  - a) Standing Orders
  - b) Code of Conduct
  - c) Financial Regulations
  - d) Donations & Grants Policy
  - e) Risk Assessment & Risk Management Schedule
  - f) Freedom of Information requests
  - g) Emergency Resilience Plan
11. To review Committee Structures, and to appoint members to serve on the under mentioned committees and working groups as required:-
  - a) Planning Committee
  - b) Financial Working Group
  - c) Staffing Panel
  - d) Traffic & Speed Management Group
  - e) Bank Signatories
  - f) Website Management
12. To review the committee and working group Terms of Reference
13. **Finance:**
  - a) To consider payments of outstanding accounts  
00288: J Chester – clerk salary April/May and expenses – as agreed
  - b) To approve Annual Accounts (see appendix a)
  - c) To agree annual report to be sent to External Auditor
  - d) To review the parish council insurance policy and decide on alterations
  - e) To discuss and agree village hall kitchen refurbishment costs
14. **Planning:**
  - a) To Consider Planning Applications referred for comment: none
  - b) To note Details of Decision Notices Received from Hereford Council: as per planning record (appendix b circulated) and Herefordshire Council website
  - c) To confirm response to Herefordshire Council's Core Strategy main modifications consultation
15. **To receive update from Ashperton Neighbourhood Plan Steering Group**
16. **Highways/Footpaths:**
  - a) To appoint footpath officer
  - b) To appoint mowing contractor
  - c) To appoint Lengthsman
  - d) To decide P3 / Lengthsman Works
17. **Information Section / Correspondence / Discussion:**
  - a) To review Information and outstanding actions sheet (appendix c circulated)
18. To raise items for next scheduled Parish Council Meeting (no discussion)
19. To decide Dates, Frequency and Time of Ordinary Meetings for the ensuing year

Signed:

*JL Chester*

(Clerk to the Parish Council)

Dated: 9<sup>th</sup> May 2015

The press and public are cordially invited to attend the meeting