

ASHPERTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ
Tel: 01531 670036 email: ashperton.pc@btinternet.com
Website: www.ashperton.org.uk

**Councillors are summoned to attend the Annual Meeting of the Parish Council
to be held at Ashperton Village Hall on Tuesday 24th May 2016 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. Councillor Vacancies – to receive any co-options
5. To Record any Declarations of Interest and Consider any Requests for Dispensations
6. To Remind Councillors to review their Register of Interests held with Herefordshire Council and update if necessary
7. To Consider Approval of Minutes of Parish Council meeting held Tuesday 29th March 2016
8. To Receive a Brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester
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
 - 10.1 Standing Orders
 - 10.2 Code of Conduct
 - 10.3 Financial Regulations
 - 10.4 Assets Register
 - 10.5 Donations & Grants Policy
 - 10.6 Risk Assessment & Risk Management Schedule
 - 10.7 Freedom of Information requests
 - 10.8 Emergency Resilience Plan
 - 10.9 Neighbourhood Development Plan Terms of Reference
 - 10.10 Policy for dealing with the media
 - 10.11 Policy for planning applications received between meetings
11. **Planning:**
 - 11.1 To Consider Planning Applications referred for comment:
152041 – Land North of Ashperton Village Hall – re-consultation amendment to include attenuation basin
 - 11.2 To Note Details of Decision Notices Received from Hereford Council
12. **To Receive Update from Ashperton Neighbourhood Plan Steering Group**
13. **Information Section / Correspondence / Discussion:**
 - 13.1 To Discuss forming an Ashperton Village Hall constitution
 - 13.2 To Consider membership of HVOSS
 - 13.3 To Nominate trustees onto Ashperton Consolidated Charities
 - 13.4 To Discuss HM Queen Elizabeth 90th birthday celebration
 - 13.5 To Review Information and Outstanding Actions
14. **Finance:**
 - 14.1 To Approve Annual Accounts
 - 14.2 To Agree Annual Report to be sent to External Auditor
 - 14.3 To Consider Parish Council paying for Village Hall LPG and Insurance
 - 14.4 To Review Parish Council Insurance policy
 - 14.5 To Note Finance Report
 - 14.2 To Consider Payments of Outstanding Accounts
 - 000371: N Schofield – reimburse NDP expenses - £41.76
 - 000372: Zen Internet – website annual fee - £57.46
 - 000373: J Chester – clerk salary April/May and expenses – as agreed
 - 000374: HMRC – PAYE April/May - £10.80
 - 000375: Ashperton Village Hall – room hire - £272.00
 - 000376: Hoople Ltd – NDP maps - £138.00
 - 000377: HALC – Hall of Fame training course - £36.00
15. **Highways/Footpaths:**
 - 15.1 To Appoint footpath officer
 - 15.2 To Appoint mowing contractor
 - 15.3 To Discuss any new highway and footpath issues and decide any P3 / Lengthsman Works required
16. **Training / Meetings / Reports**
 - 16.1 To note dates of any meetings and decide attendees
 - 16.2 To receive report from meetings attended
17. To Raise Items for next scheduled Parish Council Meeting (no discussion)
18. To Decide Dates, Frequency and Time of Ordinary Meetings for the ensuing year

Signed: *JL Chester* (Clerk to the Parish Council)

Dated: 19th May 2016

The press and public are cordially invited to attend the meeting

Information Sheet

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Monthly PAYE RTI completed
- Highway problems discussed with Locality Steward
- Application to list Hopton Arms as asset of community value submitted to Herefordshire Council
- Autela Payroll Services instructed to carry out Payroll and Pension duties
- End of Year Accounts prepared for Audit
- "Audit Answers" training course attended

EMAIL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – May Parish Newsletter *
- A Bush, Herefordshire Council – Herefordshire Council funding updates April & May *
- A Bush, Herefordshire Council – website alerts to planning applications received and decided *
- A Bush, Herefordshire Council – information re Community Infrastructure Levy *
- A Bush, Herefordshire Council – Unrecorded Rights of Way Project 18th April *
- A Bush, Herefordshire Council – WW1 Centenary Home Front Open Day 7th May *
- HALC – Information Corner – May *
- Herefordshire Rural Hub May Newsletter *
- Neighbourhood Development Team – Newsletter 13 *
- Graham Horsby – Notice of Speed Data Gathering at Blacklands *

* Circulated to Cllrs.

OUTSTANDING ACTIONS

These are the consolidated actions outstanding after the last meeting held on 29th March 2016:

Meeting	Minute	Action	Status	Comments
July 2015	9b	ALL		Ask other organisations if they wish to contribute articles and funding to website
Sept 2015	8c	RE	Ongoing	Arrange replacement of stile on AP32 at Tunnel Cottage. Trim AP34 and AP18
Nov 2015	7	NDP		Forward documents to clerk for placing on website
Jan 2016	5	W Cllr		J Lester to circulate Hfd Council mid term finance report
Jan 2016	8b	clerk	complete	Milestone along Stretton Grandison straight needs lifting and re-siting
Jan 2016	9d	clerk	complete	Register PC's interest in defibrillator grant funding
Jan 2016	9e	clerk	ongoing	Arrange date for joint parishes neighbourhood watch public meeting
March 2016		clerk	reported	Blocked culvert on end of Ashperton wood CAS569442R6Y7H7

PLANNING RECORD

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
21.11.14	143420	Land adj to 44 & 45-46 Ashperton Road, HR8 Proposed 3no new dwellings	Unable to comment as not quorate	GRANTED
19.12.14	143790	Hopton Arms Holiday Park, HR8 2SE Proposed certificate of lawful development for an existing use as a holiday park which compromises all land and buildings formed within the red line outline drawing 193-20 "Site plan Land to Rear of Hopton Arms" 18.12.14	PC have no objection to this application	GRANTED 19.2.15
10.3.15	150412 & 150414	Chandlers 45-46 Ashperton Road, HR8 2RY Proposal to add two additional windows at the rear of the property on the first floor, windows will be in the thatched roof to match existing	PC support this application	GRANTED 21.4.15
12.3.15	150641	4 The Ryders, Ashperton, HR8 2SP Single storey extension	PC have no objections to this application	GRANTED 15.4.15
13.7.15	152041	Land to the North of Ashperton Village Hall Proposed residential development of 27 dwellings and associated public space	PC object to this application	APPLICATION AMENDED – SEE BELOW
22.10.15	153022	The Cottage, Church Lane, Ashperton Proposed conversion of existing outbuilding (former bakery) to a live/work unit with additional associated parking	PC support this application	GRANTED 30.12.15

11.1.15	P160057/PA7	Hasnett Wood, Canon Frome, Munsley, Ashperton Proposed forestry building	PRIOR APPROVAL APP – for advice only	PRIOR APPROVAL NOT REQ 19.1.16
16.3.16	152041	Land to the North of Ashperton Village Hall Proposed residential development of 10 dwellings (AMENDMENT TO ORIGINAL APPLICATION)	PC object to this application	