

ASHPERTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
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COUNCILLORS ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD AT ASHPERTON VILLAGE HALL ON WEDNESDAY 26TH MAY 2021 AT 7.45PM

AGENDA

1. To Elect the Chairman of the Council and to sign the Declaration of Acceptance of Office
2. To Elect the Vice-Chairman of the Council and to sign the 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. Councillor Vacancies – To Note Councillor Vacancies and To Receive any Nominations for Co-Option
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 31st March 2021
8. To Receive a Brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester
9. **Planning: NB: no paper copies of applications are available to view at the meeting unless specified**
 - a) To Consider Planning Applications referred for comment: **(to be viewed online prior to the meeting)**
P211614/XA2 Ashperton Holiday Park The Coach House Ashperton Ledbury Herefordshire HR8 2SE
Application for approval of details reserved by conditions 4 8 & 9 attached to planning permission 172069.
 - b) To Note Details of Decision Notices Received from Hereford Council: as per planning record
10. **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*
11. **To Receive an Update on Ashperton Neighbourhood Development Plan**
12. **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) Assets Register
 - f) Risk Assessment Schedule g) Risk Management Policy h) Freedom of Information requests i) Complaints Policy
 - j) Training & Development Policy k) Media Policy l) Social Media Policy m) Communications Policy
 - n) Equal Opportunities Policy o) Bullying & Harassment Policy p) Health & Safety Policy q) Co-option Policy
 - r) Unacceptable Behaviour Policy s) Discipline & Grievance Policy t) Scheme of Delegation to Parish Clerk
 - u) GDPR Data Protection Policy v) GDPR Privacy Policy w) GDPR Privacy Notices
 - x) GDPR Data Subject Access Policy y) GDPR Consent Form z) Planning Applications between Meetings Policy
13. **Appointments:**
 - a) To Appoint GDPR Data Protection Officer (DPO)
 - b) To Appoint Lengthsman / Footpath Officer(s)
 - c) To Appoint HALC Eastern Area Representative
 - d) To Review Working Groups and Terms of Reference, and to Review Members Leading Roles on Specific Issues as required
14. **Finance:**
 - a) To Receive Report from Financial Working Group
 - b) To Receive 2020/21 End of Year Accounts
 - c) To Consider the Internal Auditors Report
 - d) To Approve the Annual Governance Statement for the External Auditor
 - e) To Approve the Annual Accounting Statements for the External Auditor
 - f) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts
 - g) To Review the Parish Council Insurance Policy and decide on any alterations required
 - h) To Note Finance Report and Bank Balances
 - i) To Consider Payments of Outstanding Accounts
000498: SLCC – Annual Subscription - £130.00
000499: J Chester – clerk salary April/May – as agreed plus expenses £580 (laptop)
15. **Highways/Footpaths:**
 - a) To Note any new Highway and Footpath Defects and work for the Lengthsman
 - b) To Discuss Speed Indicator Devices
 - c) To Discuss Layby Opposite the School
16. **Information Section / Correspondence / Discussion:**
 - a) To Review Information and Outstanding Actions
17. **Ashperton Village Hall**
 - a) To Discuss Village Hall Safeguarding
 - b) To Consider Installing a Water Meter at Ashperton Village Hall
18. **Reports:** To receive any reports from meetings attended
19. **Training:** To note any forthcoming training dates
20. **To Raise Items for Next Scheduled Parish Council Meeting (no discussion)**
21. **To Decide Dates and Time of Ordinary Meetings for the Ensuing Year**

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

Dated: 17th May 2021

The press and public are cordially invited to attend the meeting

Information Sheet

DATES OF SCHEDULED MEETINGS – (all held at Ashperton Village WI Hall at 7.30pm unless advised otherwise)

2021 - TBC dates of online meetings via Zoom during Covid-19 restrictions

Provisionally Wed 26th May, Wed 28th July, Wed 29th Sept and Wed 24th November

PARISH CLERK UPDATE

Road defects reported to Locality Steward / Herefordshire Council via website

Website updated

VAT claim submitted

Precept requested £9250

GENERAL CORRESPONDENCE RECEIVED

Balfour Beatty – Locality briefings *

Balfour Beatty – Herefordshire Road Closure Notices *

Herefordshire Rural Hub – Feb & March newsletters *

Herefordshire Council – Talk Community Covid19 updates *

HALC – Information Corner & Training Diary *

* Circulated to Cllrs.

OUTSTANDING ACTIONS - These are the consolidated actions outstanding after the last meeting:-

Meeting	Minute	Action	Status	Comments
Sept 2017	9.2	RE	Ongoing	Contact Cricket Club re installation of footpath gate
Nov 2019	10c	RE	ongoing	Footpath AP6 to have a drainage channel installed
Jan 2020	6	All	ongoing	All footpaths to be checked and repairs made as required
Jan 2020	12c	clerk		Put notice in parish magazine asking for volunteer cleaners for village hall

PLANNING RECORD

[191013 Land to the North of Ashperton Village Hall Ashperton Herefordshire](#) ,

Application for approval of reserved matters following Outline 152041 (Proposed residential development of 10 dwellings(amendment to original application)) for the approval of Appearance, Landscaping and Scale including details to address conditions 3, 5, 7, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22 & 24)

PC Comment: The Parish Council object to the drainage proposals and the appearance and scale of the dwellings as being totally out of character with the existing properties in the village. They also wish to ensure that the flats/offices above the garages have conditions attached to them so they cannot become separate dwellings. It is also felt that the proposed number of car parking spaces allocated for the dwellings is not adequate.

HEREFORDSHIRE COUNCIL DECISION:

[200614 – Land adjacent No1 The Ryders, Church Lane, Ashperton, HR8 2SP](#) – Proposed new dwelling (Re-consultation as plans and supporting documents amended)

PC Comment: Members of Ashperton Parish Council have considered the above application and, taking account of representations from Ashperton residents, the consensus is that no further development off Church Lane should be permitted unless the visibility to the right at the junction of Church Lane with the A417 has been substantially improved. That visibility is effectively restricted to the width of Church Lane itself. Although there are already a number of properties off Church Lane any further development would materially increase the use of the junction resulting in significant incremental detriment to highway safety contrary to Core Strategy policies and to the policies of the National Planning Policy Framework.

HEREFORDSHIRE COUNCIL DECISION: GRANTED 16.4.2021

[P202367/V - 1 The Ryders, Ashperton, HR8 2SP](#) Application for a Lawful Development Certificate for the provision of a twin mobile home (not operational development) within the garden of the residential property for use as additional family accommodation (not material change of use). **ADVICE ONLY PC NOT CONSULTED**

HEREFORDSHIRE COUNCIL DECISION: Granted 14.9.2020

[P202984 - Land adjacent The Ditch 44 Ashperton Road Ashperton Ledbury Herefordshire](#) , Application for approval of details reserved by conditions 10 & 11 attached to planning permission 182827 **ADVICE ONLY PC NOT CONSULTED**