

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 Wednesday 31st 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. 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 28th March 2017
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 Complaints Policy
 - 10.9 Social Media Policy
 - 10.10 Policy for dealing with the media
 - 10.11 Policy for planning applications received between meetings
11. **Planning: 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**
 - 11.1 To Consider Planning Applications referred for comment: none
 - 11.2 To Note Details of Decision Notices Received from Hereford Council
 - 11.3 To Note Response from Herefordshire Council on planning complaint letter sent
12. **To Receive Update from Ashperton Neighbourhood Plan Steering Group**
13. **Finance:**
 - 13.1 To Receive End of Year Accounts
 - 13.2 To Approve the Annual Governance Statement for the External Auditor
 - 13.3 To Approve the Annual Accounting Statements for the External Auditor
 - 13.4 To Consider Parish Council paying for Village Hall LPG and Insurance
 - 13.5 To Review the Parish Council Insurance policy
 - 13.6 To Note Finance Report
 - 13.7 To Consider Payments of Outstanding Accounts
 - 000405: Zen Internet – website annual fee - £65.84
 - 000406: J Chester – clerk salary April/May and expenses – as agreed
 - 000407: HMRC – PAYE April/May - £8.00
 - 000408: F Helme – reimbursement of NDP & telephone kiosk restoration expenses - £201.47
 - 000409: PIP Printing – printing of NDP draft plan - £443.86
14. **Highways/Footpaths:**
 - 14.1 To Appoint footpath officer
 - 14.2 To Appoint mowing contractor
 - 14.3 To Discuss any new highway and footpath issues and decide any P3 / Lengthsman Works required
 - 14.4 To Sign Balfour Beatty 2017/18 P3 / Lengthsman contract
15. **Information Section / Correspondence / Discussion:**
 - 15.1 To Review Information and Outstanding Actions
 - 15.2 To Discuss Ashperton Village Hall entrance porch and gents toilet refurbishment
 - 15.3 To Discuss Defibrillator located at Ashperton Village Hall
 - 15.4 To Discuss Restoration of Village Phone Box and Village Pump
 - 15.5 To Discuss use of lay-by opposite Old School House
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: 17th May 2017

The press and public are cordially invited to attend the meeting

Information Sheet – May

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Lengthsman given list of jobs to complete
- NDP support work undertaken
- NDP Grant of £1405 application completed
- End of Year Accounts completed for internal audit
- Annual meetings preparation
- Parish Council policies reviewed

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	9b	ALL		Ask other organisations if they wish to contribute articles and funding to website
March 2016		clerk	Reported	Blocked culvert on end of Ashperton wood CAS569442R6Y7H7
July 2016	9.1	FH	Ongoing	Obtain advice from HALC re Village Hall Constitution
Jan 2017	7.3	AH	Complete	Draft letter of complaint to be sent to Hfds Council planning dept
Jan 2017	9.1	clerk	Complete	Investigate costs related to defibrillator
Jan 2017	10.3	clerk		Investigate costs of speed threshold gates
Jan 2017	10.4	clerk	Complete	Speak to cricket club re kissing gate to replace stile on AP32
March 2017	11.2	FH		Village Hall Constitution to be put onto website
March 2017	11.3	clerk		Ensure toys in village hall are covered by insurance
March 2017	11.5 & 11.6	all		Form working party to tidy up village phone box and village pump

PLANNING RECORD

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
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	GRANTED 24.8.16
17.11.16	163531	The Castle, Ashperton, Ledbury Proposed conversion of outbuilding to single dwelling	PC support this application	GRANTED 20.1.17
16.2.17	170341	Budding Cottage, Canon Frome, HR8 2TA Proposed outdoor arena	PC unable to reach decision due to lack of detail on application – questions sent to Hfd Council case officer	GRANTED 5.4.17
28.2.17	170437	Westward, Ashperton, HR8 2RY Single Storey rear extension		GRANTED 10.4.17
17.3.17	170441	Ashperton Primary Academy, HR8 2SE Construction of an outdoor multi-use games area and link paths		GRANTED 27.4.17