



**PIXLEY and DISTRICT PARISH COUNCIL**  
Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury,  
Herefordshire, HR8 2RZ  
Tel: 01531 670036 email: [pixleyclerk@btinternet.com](mailto:pixleyclerk@btinternet.com)  
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**COUNCILLORS ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE  
PARISH COUNCIL TO BE HELD AT MUNSLEY W.I. HALL  
ON MONDAY 18<sup>th</sup> MAY 2015 AT approx. 7.30PM (after the Annual Parish Meeting)**

**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. Approval of Minutes of Parish Council meeting held Monday 30th March 2015 (copy previously circulated)
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 Pixley & District Parish Council
  - a) Standing Orders
  - b) Code of Conduct
  - c) Financial Regulations
  - d) Donations Policy
  - e) Risk Assessment & Risk Management Schedule
  - f) Freedom of Information requests
11. To review Committee Structures and Terms of Reference, and to appoint members to serve on the under mentioned committees and working groups as required:-
  - a) Planning
  - b) Financial Working Group
  - c) Traffic & Speed Management
  - d) Website Management
11. **Finance:**
  - a) To agree finance report
  - b) To consider payments of outstanding accounts  
00383: Came & Co – Annual Insurance - £265.00  
00384: J Chester – clerk salary April/May and expenses – as agreed  
00385: Munsley WI – annual hall hire - £136.00
  - c) To approve End of Year Accounts (see appendix a)
  - d) To approve the Annual Return to the External Auditor
  - e) To review the parish council insurance policy and decide on any alterations required
12. **Planning: NB: no paper copies of applications are available to view at the meeting unless specified**
  - a) To Consider Planning Applications referred for comment: none **(to be viewed online prior to the meeting)**
  - b) To Confirm the Response to Considered Applications: none
  - c) To note Details of Decision Notices Received from Hereford Council: as per planning record (appendix b circulated) and Herefordshire Council website
13. **Highways/Footpaths:**
  - a) To note any new defects
  - b) To form annual plan for new lengthsman and P3 schemes
14. **Information Section / Correspondence / Discussion:**
  - a) To review Information and outstanding actions sheet (appendix c circulated)
15. **Reports:** To receive any reports from meetings attended
16. **Training:** To note any forthcoming training dates
17. To raise items for next scheduled Parish Council Meeting (no discussion)
18. To decide Dates and Time of Ordinary Meetings for the ensuing year

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

Dated: 8th May 2015

The press and public are cordially invited to attend the meeting