



PIXLEY & DISTRICT PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8
2RZ Tel: 01531 670036 email: pixleyclerk@btinternet.com
website:- www.pixleyanddistrict.org.uk

COUNCILLORS ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD AT MUNSLEY W.I. HALL ON MONDAY 23rd MAY 2016 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. 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. To Consider Approval of Minutes of Parish Council meeting held Wednesday 30th March 2016
7. To Receive a Brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester
8. 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*
9. **Planning: NB: no paper copies of applications are available to view at the meeting unless specified**
 - 9.1 To Consider Planning Applications referred for comment: **(to be viewed online prior to the meeting)**
 - 9.1.1 **150765 – Trumpet Fields adj A438, Trumpet, Ledbury APPEAL APP/W1850/W/16/3148136**
Erection of polytunnels on fields at Trumpet for covered commercial growing of soft fruit and new pond area
 - 9.1.2 **161071 – Field Access off A438 at Wallers Green, Opposite Horizons, Hereford Road, Ledbury**
New access for agricultural field
 - 9.2 To Note Details of Decision Notices Received from Hereford Council: as per planning record
10. **Highways/Footpaths:**
 - 10.1 To Appoint Footpath Officer(s)
 - 10.2 To Review and Appoint Lengthsman
 - 10.3 To Note any new Highway and Footpath Defects
 - 10.4 To Sign Balfour Beatty Lengthsman / P3 contract 2016/17 and note any new work required
11. **To Review and Adopt the following policies for Pixley & District Parish Council**

11.1 Standing Orders	11.2 Code of Conduct
11.3 Financial Regulations	11.4 Donations/Grants Policy
11.5 Risk Assessment Schedule	11.6 Risk Management Policy
11.7 Freedom of Information requests	11.8 Emergency Resilience Plan
11.9 Assets Register	11.10 Complaints Policy
	11.11 Media Policy
12. **To Review Committee Structures and Terms of Reference**, and to appoint members to serve on the under mentioned committees and working groups as required:-

12.1 Neighbourhood Development Plan Steering Group	12.2 Financial Working Group
12.3 Traffic & Speed Management	12.4 Website Management
13. **Finance:**
 - 13.1 To Approve End of Year Accounts
 - 13.2 To Approve the Annual Return to the External Auditor
 - 13.3 To Note finance report
 - 13.4 To Consider payments of outstanding accounts
000400: Came & Co – Annual Insurance - £276.49
000401: J Chester – clerk salary April/May and expenses – as agreed
000402: Munsley WI – annual hall hire - £136.00
 - 13.5 To Review the Parish Council Insurance Policy and decide on any alterations required
14. **Information Section / Correspondence / Discussion:**
 - 14.1 To Review Information and Outstanding Actions
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: 12th May 2016

The press and public are cordially invited to attend the meeting

INFORMATION SHEET – MAY 2016

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Monthly PAYE RTI completed
- Highway problems discussed with Locality Steward
- Lengthsman given work list for highways and footpaths
- Lengthsman chased for invoice and confirmation of list of work completed
- 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 *

* Circulated to Cllrs.

OUTSTANDING ACTIONS

These are the consolidated actions outstanding after the last meeting held on 30th March 2016:

May 2015	11	Cllr Harris		Update website
May 2015	14a	clerk	Reported	Chase BB re reinstating railings over culvert at Snowhill CAS-537926-Z8X5J0
July 2015	7	Cllr Harris		Add “Contact the Elderly”, Age UK & Neighbourhood Watch details to website
July 2015	10b	Ward Cllr Lester	ONGOING	Enquire why noisy “re-surface” was used by residences in Little Marcle
Sept 2015	9b	clerk	Reported	Report large pothole on U67406 Patches Wood CAS-537921-M4Q7L6 Grips is Baregains Lane need re-instating CAS-537923-R0Y8D3
Nov 2015	9b	Cllr Harris	Complete	Investigate problem of flooding at Poolend
Nov 2015	9b	clerk	Requested	Request an extension of speed limit to cover Poolend bus stop
Jan 2016		clerk	Reported	Blocked drains causing flooding:- A438 by the Nest CAS-557481-L9G8T3 A438 opposite Verzons CAS-557482-K6L9X0 A438 Poolend CAS-557487-Y9L4R3 A438 Alexander Park CAS-557484-R2Z9Z6 A4172 CAS-557491-P5F6K9
Jan 2016	4	Cllrs Cox & Mawby	complete	Make site visit to Dragon Orchard
Jan 2016	4	Ward Cllr		Pursue Hfd Council response to HGV complaint
Jan 2016	5	Ward Cllr		Circulate Hfd Council mid term finance report
Jan 2016	6	Clerk	complete	Advise Hfd Council of co-option of Cllr Bray
Jan 2016	7a	Cllr Hewitt		Pursue Fastershire Broadband
Jan 2016	9c	Clerk	complete	Obtain copy of lengthsman insurance & give him job list
March 16	6a	Cllr Hewitt		Speak to new owners of property adj to Aylton triangle
March 16	6d	All		Arrange public meeting to discuss NDP
March 16	8c	Clerk	complete	Request Locality Steward to investigate culvert for blockages at Pool End
March 16	9a	Clerk	complete	Instruct Autela Ltd to carry out PAYE and Pension for PC

PLANNING RECORD

<u>DATE</u>	<u>APPL. NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFDS COUNCIL DECISION</u>
Jan 2016	153629	May View, Falcon Lane, Ledbury, Herefordshire (Outline application) Site for erection of one single storey dwelling with separate vehicular access off Baregains Lane	PC agree in principle but concerns over access	REFUSED 28.1.2016
Jan 2016	153735	The Coach House, Ledbury, Herefordshire, HR8 2PZ Proposed replacement porch with new G/F WC facilities. New single storey rear extension and new decked terrace, interior alterations and adjusted driveway access	PC support this application	GRANTED 9.2.2016
12.2.16	160345	Old Shire House, Aylton, Ledbury, HR8 2QE Proposed replacement of rear lean-to extensions with new single storey flat roof extension	PC no objections	REFUSED 19.4.2016
28.4.16	150765	Trumpet Fields adj A438, Trumpet, Ledbury APPEAL APP/W1850/W/16/3148136 Erection of polytunnels on fields at Trumpet for covered commercial growing of soft fruit and new pond area		
29.4.16	161071	Field Access off A438 at Wallers Green, Opposite Horizons, Hereford Road, Ledbury New access for agricultural field		