

Madley Parish Council

Parish Councillors are summoned to the Annual Meeting of the Parish Council on Tuesday 3rd May 2016 at 7.15pm in the Parish Hall

Agenda

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. To accept Apologies for Absence**
- 4. To receive Declarations of Interest and Dispensation Applications** – to include review of members interests
- 5. To consider Minutes of the Previous Meeting** – 5th April 2016
- 6. Presentation from Nick Pollock & David Curtis from the Duchy of Cornwall on plans to replace the shoot hut on land at Shenmore**
- 7. Open Forum**
 - 7.1 To receive brief verbal report from the Local Policing Team
 - 7.2 To receive brief verbal report from the Parish Paths Officer and to consider publicising new PPO contact details for clarification
 - 7.3 To receive brief verbal report from the Ward Member
 - 7.4 To receive views and comments from local residents
- 8. To receive Clerk Update and to note Correspondence**
- 9. Planning applications (to be determined by Herefordshire Council)**
 - 9.1 To consider comments on planning application 160869, Moor Cottage, Canon Bridge, Madley – Proposed conversion of former dwelling to garage and carport
 - 9.2 To consider comments on planning application 161006, Sennen Croft, Woodyatts Lane, Madley – Proposed extensions and alterations to house and garage
- 10. Lengthsman Scheme**
 - 10.1 To consider the contract from Herefordshire Council for the lengthsman scheme 2016/17 for approval
 - 10.2 To consider lengthsman appointment for 2016/17
 - 10.3 To receive worksheets, approve payments and work required
- 11. To receive report from the Neighbourhood Development Plan Working Group**
 - 11.1 To consider approval of working group terms of reference and co-ordinators
 - 11.2 To consider making an application for grant funding
 - 11.3 To consider appointment of planning consultants to assist with the plan
- 12. To review Parish Council Steering Groups, Membership and Terms of Reference**

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13. To consider appointment of parish council representatives for 2016/17

- 13.1 Parish Paths Officer
- 13.2 Madley Charities representatives

14. To review Responsibilities Delegated to the Clerk

15. Recreation Field

- 15.1 To receive recreation field checklists and agree any action
- 15.2 To consider quote for pitch marking

16. Finance

- 16.1 To approve the finance report
- 16.2 To receive report from the Finance Working Group
- 16.3 To receive report from the Internal Auditor
- 16.4 To consider the Annual Governance Statement and Accounting Statements for the 2015/16 Annual Return
- 16.5 To review parish council banking arrangements, schedule of regular payments and payments by Direct Debit
- 16.6 To review and consider renewal of the parish council insurance policy
- 16.7 To review the effectiveness of internal audit and internal control
- 16.8 To consider appointment of internal auditor for 2016/17
- 16.9 To note mobile telephone contract details and approve payment by direct debit
- 16.10 Payments for approval:
 - Clerk's salary for April 2016 as per contract of employment
 - PAYE £82.60, NI £0.00 Employee, £0.00 Employer
 - Mrs C Boyles (Reimburse stationery, postage/travel expenses) £65.73
 - Diane Malley (Payroll admin for 2016/17) £68.00
 - Terry Griffiths Contracts (Lengthsman scheme, invoice TGC1602) £570.00 (£475.00 exc. VAT)
 - Countrywide Grounds Maintenance (April grass cutting payment) £70.39 (£58.66 exc. VAT)
 - EE (First month mobile phone bill) £21.72 (£18.10 exc. VAT) Direct Debit

It is likely that a resolution will be passed to exclude the public and press from discussions on the following item due to its confidential nature

17. Employment Matter

- 17.1 To consider appropriate action under employment law to safeguard employee

18. Matters for Next Agenda (no discussion)