

**BISHOPSTONE GROUP PARISH COUNCIL**

Web site address: [bishopstonegrouppc-herefordshire.co.uk](http://bishopstonegrouppc-herefordshire.co.uk)

Councillors are duly summoned to attend the  
**Annual Parish Council Meeting**

**on**

**Wednesday 8<sup>th</sup> May 2024**

following the Annual Parish Meeting – starting at 7.00p.m.

**AGENDA**

1.To Elect a Chair of the Council and Chairman to sign a Declaration of Acceptance Office.

2. Possible co-option of Parish Councillor to fill various vacancies.

3. To Elect Vice Chairman of the Council.

4. To Elect Responsible Finance Officer.

5. To Receive Apologies for Absence.

6.To Receive Disclosable Pecuniary, Non- Disclosable, Pecuniary and Non-Pecuniary interests plus written requests for dispensation.

6.1. All Councillors to declared new or changed interests to their original register.

7. Election of Council Representatives

7.1 Footpath Officer

7.2 Planning Officers

8. Ward Councillor's Report

8.1 Hereford Council Planning Department – Local Plan and future of existing Neighbourhood Development Plan.

8.2 Open Session - 8.3 Close Open session

9. To Approve Minutes of Meeting held on Tuesday 13<sup>th</sup> March 2024

10. Finance Matters: previously circulated.

10.1 To consider and approve the outstanding invoices for April 24 - schedule of payments circulated.

10.2 To Approve the Annual Governance Statement for 2023-2024

10.3 To Approve the Annual Accounts for 2023-2024

10.4 To approve the Certificate of Exemption 2023-2024

10.5 To elect Internal Audit for 2024-2025.

10.6 Agree donation to Internal Auditor.

11. To review Official documents and adopt for 2024-2025 Standing Orders /Financial Regulations/Financial Risk Assessment/Safe Guarding Statement/Complaints Procedure/revised Code of Conduct and Data Protection Policy.

11.1 To consider renewal of Parish Council Insurance Policy 2024-2025 (circulated)

11.2 To confirm D C Gardening Contract 2024-2025 and receipt of Insurance Policy.

11.3 Public Realm Services contract with Balfour Beatty Living Places (BBLP) to an end in 2026.

11.4 Fly tipping

11.5 Herefordshire Waste Service Webinar - online on Thursday May 9<sup>th</sup> 12:45 - 14:00

12. Planning :

ADDRESS: 230681 - Cork And Bottle Barn, Mansel Lacy, Hereford, HR4 7HP DESCRIPTION:

Proposed removal of condition 2 of planning permission 82/575 (Conversion of first floor of outbuilding to a first floor flat) - to regularise the current arrangements. The barn has been let as a full time home since 2002 and in separate ownership.

13. Brief update on 'Making space for Nature in our Parish'

14. Update on proposed .gov.uk website.

15. Items for discussion - Legacy Fortress For Generations (circulated)

16. Next Parish Council Meeting Wednesday 3<sup>rd</sup> July 2024 in the Meeting Room.

*Please note change of date due to Clerk's holiday.*

Signed: *Lesley Hay*

Bishopstone and Group Parish Clerk

Date: May 2024

**BISHOPSTONE AND GROUP PARISH COUNCIL**  
**Schedule of Payments Required      Date: April 2024**

| <b>PAYABLE TO</b> | <b>FOR</b>       | <b>GROSS AMOUNT<br/>£</b> | <b>VAT<br/>£</b> | <b>NET AMOUNT<br/>£</b> |
|-------------------|------------------|---------------------------|------------------|-------------------------|
| Lesley Hay        | Clerk's salary – | As per contract           |                  | As per contract         |
| PAYE              | PAYE             | £104.00                   |                  | £104.00                 |
| Expenses          | Expenses         | £18.75                    | £2.84            | £15.91                  |