

## MUCH MARCLE PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council,  
**At Much Marcle Memorial Hall**  
**On Wednesday, 8<sup>th</sup> May at 7.30pm**

### AGENDA

1. **To elect the Chairman of the Council for 2024/25 and to receive Chairman's signature on the Declaration of Acceptance of Office Form.**
2. **To receive and accept apologies for absence.**
3. **To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
4. **To elect the Vice-Chairman of the Council for 2024/25 and to receive the Declaration of Acceptance of Office Form.**
5. **To adopt the General Power of Competence – Appendix 1.**
6. **To agree and sign the minutes of the Parish Council meeting held on the 13<sup>th</sup> March 2024.**
7. **Public Participation:**  
Designated maximum period of 15 minutes to accommodate members of the public who may wish to raise relevant issues or ask the Parish Council Questions in respect of business itemised on the agenda and shall not speak for more than three minutes.
8. **Reports:**
  - a. Ward Cllrs report.
9. **To note the attendance record of councillors at meetings during 2023-24 – Appendix 2.**
10. **To review the following policies for Much Marcle Parish Council:**
  - a. Code of Conduct – Appendix 3
  - b. Financial Regulations – Appendix 4
  - c. Risk Register – Appendix 5
  - d. Risk Management Policy – Appendix 6
  - e. Reserves Policy – Appendix 7
  - f. To agree to comply with the transparency code.
  - g. To remind councillors of the self-disqualification law.
11. **To appoint Members to serve on Working Groups:**
  - a. Finance
  - b. Planning
  - c. Highways
  - d. Footpaths
  - e. Environment and Community
12. **To Appoint Representatives to Outside Bodies:**
  - a. Much Marcle Memorial Hall
13. **Assets:**
  - a. To consider the Asset Register for 2024 – Appendix 8
  - b. To consider the Health and Safety Inspection of assets for 2024/25.
  - c. To receive an update on the Bartons Gate Project.

#### 14. Finance

- a. To note the End of Year budget versus actuals, bank reconciliation and bank balances – Appendix 9/10.
- b. To note the Bank Reconciliation and Bank Balances for March and April 2024 – Appendix 11/12.
- c. To consider and approve the HALC internal audit report 2023-24 – Appendix 13.
- d. To consider and approve the Annual Governance Statement
- e. To consider and approve the Annual Return Accounting Statements
- f. To consider eligibility for external audit exemption and sign the certificate
- g. To consider and approve the end of year explanation of variances – Appendix 14.
- h. To note the dates for the Notice of Public Rights as 3<sup>rd</sup> June to 12<sup>th</sup> July.
- i. To consider and approve the list of payments made over £100 for 2023-24 – Appendix 15.
- j. To consider and approve the schedule of regular payments for 2024-25 – Appendix 16.
- k. To consider the VAT claim for 2023-24 to be submitted to HMRC via a 126 form – Appendix 17.
- l. To consider a competent internal auditor external to the council for 2024-25
- m. To consider continuing to use the “payments and receipts” accounting method for 2024-25.
- n. To consider and approve the Unity Bank signatories.
- o. To note the insurance provision for 2024-25 is due for renewal in August and to defer to the next meeting.
- p. To confirm the appointment of PATA payroll services for 2024-25.
- q. To confirm the clerk’s delegated authority to make payments between meetings as necessary.
- r. To consider the following invoices for payment:
  - Clerk’s Expenses printer cartridge and Microsoft Licence April 2024 £40.25
  - PATA payroll Annual Service fee £124.20
  - HALC Internal Audit £250 Net/£300 Gross
- s. To ratify payments made between meetings:
  - PAYE January 2024 Salary £3.40
  - Clerk Salary March/April As per contract
  - Unity Bank Fee £18.00
  - ICO Direct Debit £35.00
- t. To note income received:
  - Twinning Association £7.06
  - Twinning Association £3250.00
  - Precept £5425.00
- u. To note virements made between Unity Accounts:
  - Instant Access to Current 14.03.24 £1300
  - Current to Instant Access 26.03.24 £3257.06
  - Current to Instant Access 30.04.24 £4000.00
- v. To consider the grant application received from Much Marcle Parochial Church and agree actions – Appendix 18
- w. To receive an update on the grant application received from Wye Play.

#### 15. Planning

- a. To confirm the clerk’s delegated authority to respond to planning queries between meetings.
- b. To comment on Planning Applications for Determination by Herefordshire Council:
  - 240913 Land at Foxhalls Farm, Sollars Hope. Proposed Erection of an agricultural workers dwelling, including garage.
- c. To note Planning Responses Submitted between Meetings under Devolved Powers:
  - 240942 Rhonville, tree work. No Comment made.
  - 223195 The Bounds, reconsultation. No further comments made.
  - 233688 Land at Upper House, reconsultation. No further comments made.
  - 233010 Community Shop, reconsultation. No further comments made.
- d. To note planning decisions made by Herefordshire Council:
  - 240292 Hill House Single storey extension – Approved with Conditions
  - 240350 The Upper Courtyard, Gamage Farm – Approved with Conditions.

Agenda - Annual Meeting of the Parish Council 8<sup>th</sup> May 2024

**16. Much Marcle Memorial Hall**

- a. To receive a report from the Parish Council Representative and consider any actions.

**17. Highways/Footpaths:**

- a. To appoint Footpath Officers for 2024-25.
- b. To receive an update on the Footpath Regeneration project.
- c. To consider any other matters raised by the Footpath Group and agree actions.
- d. To receive an update on the speed limit scheme.
- e. To resolve on the dog poo bin.
- f. To consider any other matters raised by the Highways Working Group.

**18. Events:**

- To receive an update on the D-Day 80<sup>th</sup> Anniversary Event on the 6<sup>th</sup> June.
- To receive a report on the Masterclass Event held on the 4<sup>th</sup> April.
- To receive a report on the Litter Pick Event held on the 6<sup>th</sup> April.

**19. To consider the Clerks request for Annual leave 8<sup>th</sup> – 12<sup>th</sup> July and 2<sup>nd</sup>- 6<sup>th</sup> September.**

**20. Correspondence**

To include Hills Ford Rally.

**21. To consider items for the next meeting – no discussion.**

**22. To note the date of the next meeting.**

**Confidential Item:**

**23. To receive an update on the Clerks Appraisal, the CiLCA award and consider a salary uplift.**

*Rachel Freestone*

**Date: 02.05.24**

**Rachel Freestone**

**Parish Clerk – Much Marcle Parish Council.**