

MUCH MARCLE PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council,
At Much Marcle Memorial Hall
On Wednesday, 14th May at 7.30pm

AGENDA

- 1. To elect the Chairman of the Council for 2025/26 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 2025/26 and to receive the Declaration of Acceptance of Office Form.**
- 5. To adopt the General Power of Competence with criteria met of 2/3 councillors elected and a CiLCA qualified clerk.**
- 6. To agree and sign the minutes of the Parish Council meeting held on the 12th March 2025.**
- 7. Open session:**
 - a. To receive the Ward Councillors report.
 - b. To receive representations from the public.
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. To note the attendance record of councillors at meetings during 2024-25 – Appendix 1.**
- 9. To consider the Hills Ford Rally and the letter received from HCC asking for parishioner comments.**
- 10. To review the following policies for Much Marcle Parish Council:**
 - a. Code of Conduct – Appendix 2
 - b. Financial Regulations 2025 amendment – Appendix 3
 - c. Standing Orders 2025 amendment Appendix 4
 - d. Risk Register – Appendix 5
 - e. Risk Management Policy – Appendix 6
 - f. Reserves Policy – Appendix 7
 - g. To agree to comply with the transparency code.
 - h. To remind councillors of the self-disqualification law.
- 11. To appoint Members to serve on Working Groups:**
 - a. Finance and Staffing
 - b. Planning
 - c. Highways
 - d. Footpaths
 - e. Environment and Community
 - f. Flooding
- 12. To Appoint Representatives to Outside Bodies:**
 - a. Much Marcle Memorial Hall
- 13. Assets:**
 - a. To consider the Asset Register for 2025 – Appendix 8

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- b. To consider the Health and Safety Inspection of assets for 2025/26 and how to report over the year.

14. Finance

- a. To note the End of Year budget versus actuals, bank reconciliation and bank balances – Appendix 9 and 10
- b. To note the Bank Reconciliation and Bank Balances for March and April 2025– Appendix 11 and 12.
- c. To note the HALC internal audit report for 2024-25 not yet completed and that an extra meeting will be required in June to complete the statutory obligations.
- d. To note the dates for the Notice of Public Rights as 3rd June to 14th July with the notice being available to view on the website and noticeboard.
- e. To consider and approve the list of payments made over £100 for 2024-25 – Appendix 13.
- f. To consider and approve the summary of regular payments for 2024-25 – Appendix 14
- g. To consider and approve the VAT claim for 2024-25 as £1792.17 to be submitted to HMRC via a 126 form – Appendix 15
- h. To consider a competent internal auditor external to the council for 2025-26.
- i. To consider continuing to use the “payments and receipts” accounting method for 2025-26.
- j. To consider and approve the Unity Bank signatories.
- k. To note the insurance provision for 2025-26 is due for renewal in August and to defer to the next meeting.
- l. To confirm the appointment of PATA payroll services for 2025-26.
- m. To confirm the clerk’s delegated authority to make payments between meetings as necessary.
- n. To consider the following invoices for payment:
- | | |
|-----------------------------------|---------|
| • MMMH Hall Hire APM | £15.00 |
| • PATA payroll Annual Service fee | £149.40 |
- o. To ratify payments made between meetings:
- | | |
|---|-----------------------|
| • Clerk Salary March to incl. PAYE | As per contract |
| • Unity Bank Fee February, March, April | £18.00 |
| • Clerk Expenses | £75.94net/91.13 gross |
| • MMMH Hall Hire March meeting | £15.00 |
- p. To note income received:
- | | |
|-----------|----------|
| • Precept | £5675.00 |
|-----------|----------|
- q. To note virements made between Unity Accounts:
- | | | |
|-----------------------------|----------|-------|
| • Instant Access to Current | 18.03.25 | £1000 |
| • Instant Access to Current | 19.03.25 | £1000 |
| • Current to Instant Access | 30.04.25 | £4500 |

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:
- There are none.
- c. To note Planning Responses Submitted between Meetings under Devolved Powers:
- There were none.
- d. To note planning decisions made by Herefordshire Council:
- 250617 – Hellens Lodge, extension to existing dwelling Approved with Conditions
 - 250540 – Application for permission in principle for the construction of up to 9 dwellings – Approved with Conditions.
 - 250515 – Serendipity House, Rushall Road, single storey extension – Approved with conditions
 - 250479 – Oakfield, proposed extension and alterations – approved with conditions
 - 243198 – Barn to northwest of The Old Lodge, Kempsey conversion of a barn to a dwelling 0 approved with conditions.
 - 241873 – Hellens, erection of a gallery. Approved with conditions
 - 242410 – Land opposite Hardwick Oaks, Kempsey Road demolition of barn and erection of 2 semi-detached dwellings. Approved with conditions

16. Much Marcle Memorial Hall

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

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17. Highways/Footpaths:

- a. To appoint Footpath Officers for 2025-26.
- 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 consider any other matters raised by the Highways Working Group.

18. Events:

- To receive an update on the VE-Day 80th Anniversary Event on the 8th May.

19. Correspondence:

- Notification of the Much Marcle Dog Show, Fete and Shindig on Sunday 27th July 2-8pm.
- Ledbury Rugby Club new 'Services Breakfast' on alternate Wednesdays starting May 7th from 9am. Free to attend and no need to book.

20. To consider items for the next meeting – no discussion.

21. To note the amendment to the date of the next meeting to the 1st July in Westons Meeting Room at 7.30pm .

Confidential Item:

22. To receive an update on the Clerks Appraisal from the Finance Working Group and to consider the Clerks salary.

Rachel Freestone

Date: 09.05.25

Rachel Freestone

Parish Clerk – Much Marcle Parish Council.