

MUCH MARCLE PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council,
At Much Marcle Memorial Hall
On Wednesday, 6th May at 7.30pm

AGENDA

- 1. To elect the Chairman of the Council for 2026/27 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 2026/27 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 11th March 2026.**
- 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 2025-26 – Appendix 1.**
- 9. To review the following policies for Much Marcle Parish Council:**
 - a. Code of Conduct – Appendix 2
 - b. Financial Regulations – Appendix 3
 - c. Standing Orders - 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.
- 10. Assertion 10 and email addresses:**
 - a. To note the HALC recommendation for councillors to have a parish council email address from the same provider as their personal email addresses to meet audit requirements and protect from FOI requests.
- 11. To appoint Members to serve on Working Groups:**
 - a. Finance and Staffing
 - b. Planning
 - c. Highways
 - d. Footpaths
 - e. Environment and Community
- 12. To Appoint Representatives to Outside Bodies:**
 - a. Much Marcle Memorial Hall
 - b. Much Marcle United Fund

Agenda - Annual Meeting of the Parish Council 6th May 2026

13. Assets:

- a. To consider and approve the Asset Register as of 1st April 2026 – Appendix 8
- b. To consider the Inspection and Maintenance of assets for 2026/27 and how to report over the year.

14. Finance

- a. To note the End of Year Budget versus Actuals – Appendix 9.
- b. To note the End of Year bank reconciliation and bank balances – Appendix 10.
- c. To note the End of Year Reserves statement – Appendix 11.
- d. To note the Bank Reconciliation and Bank Balances for March and April 2026 – Appendix 12.
- e. To note the EOY balance of the La Barroux grant stands at £2245.
- f. To note the HALC internal audit report for 2025-26 not yet completed and that an extra meeting will be required in June to complete the statutory obligations.
- g. 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.
- h. To consider and approve the list of payments made over £100 for 2025-26 – Appendix 13.
- i. To consider and approve the summary of regular payments for 2025-26 – Appendix 14
- j. To note the VAT claim for 2025-26 as £2053.23 submitted to HMRC via a 126 form – Appendix 15
- k. To consider a competent internal auditor external to the council for 2026-27.
- l. To consider continuing to use the “payments and receipts” accounting method for 2026-27.
- m. To consider and approve the Unity Bank signatories.
- n. To note the insurance provision for 2026-27 is due for renewal in August and to defer to the next meeting.
- o. To confirm the appointment of PATA payroll services for 2026-27.
- p. To confirm the clerk’s delegated authority to make payments between meetings as necessary.
- q. To consider the following invoices for payment:

• Rob Goddard Awards For All	£54net/64.80 gross
• Rob Goddard Awards for All	£36net/£43.20 gross
- r. To ratify regular payments made between meetings:

• Clerk Salary March and April to incl. PAYE	As per contract
• Unity Bank Fees March and April	£14.00
• ICO	£47.00
- s. To ratify payments made between meetings:

• MMMH Hall Hire March meeting	£15.00
• Rob Goddard – Awards For All	£45net/£54gross
• Signworx – Awards For All	£96net/£115.20 gross
• Clerk Expenses	£23.32net/£27.99gross
- t. To note income received:

• Bank Credit Interest 31.03.26	£148.65
• Bartons Rent	£75
• HCC Drainage grant	£1677.67
• Precept	£5900.00
- u. To note virements made between Unity Accounts:

• Instant Access to Current	02.02.26	£1200
• Instant Access to Current	16.03.26	£2500

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:
 - 261078 Kittles, Much Marcle. Listed Building Consent Replacement windows and French style door.
 - 261017 Land opposite Hardwick Oaks, Kempley Road. Variation of condition 2 of permission 242410.
 - 261002 Bartons Well, Much Marcle, Work to red oak, beech and cypress trees
 - 261161 Windrush, Much Marcle. Remove oak tree close to ground.
- c. To note Planning Responses Submitted between Meetings under Devolved Powers:
 - 260743 – The Old Post Office, Much Marcle. Self-build project to change the use. Support with consideration given to materials used.
- d. To note planning decisions made by Herefordshire Council:

Agenda - Annual Meeting of the Parish Council 6th May 2026

- 242763 – The Slip Tavern Change of use of staff living accommodation Retrospective. Refused.
- 251540 – Track at Ribston Lawn and removal of hedge. Approved with Conditions.

16. Much Marcle Memorial Hall

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

17. To receive a report from the Community Shop Representatives.

18. Highways/Footpaths:

- a. To appoint Footpath Officers for 2026-27.
- b. To receive an update on the Footpath Regeneration project and note the Awards for All cfwd of £4513.
- c. To consider any other matters raised by the Footpath Group and agree actions.
- d. To note the SIDS site has been approved by Balfour Beatty and a grant application provided by the Commissioners Community Fund with three quotes being obtained, consider any actions arising.
- e. To note that Drainage Grant Applications 26/27 are due in by the 17th May and consider actions.

19. Correspondence:

- HCC reminder that home phone lines change to digital in January 2027.
- HCC Delivery Plan for 2026/27.

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

21. Next meeting: 15th July in the Rushall Club at 7.30pm.

Rachel Freestone

Date: 30th April 2026

Rachel Freestone

Parish Clerk – Much Marcle Parish Council.