

TARRINGTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ
Tel: 01531 670036 website: <https://tarringtonpc.org.uk>

Councillors are summoned to attend the Annual Meeting of the Parish Council to be held at the Lady Emily Community Hall on Monday 14th May 2018 at 7.30pm

Agenda

1. To Elect the Chairman of the Council and to sign the Declaration of Acceptance of Office
2. To Elect the Vice-Chairman of the Council and to sign the Declaration of Acceptance of Office
3. To Accept any Apologies for Absence and Note the Reason
4. To Record any Declarations of Interest and Consider any Requests for Dispensations
5. To Remind Councillors to Review their Register of Interests held at Herefordshire Council and update if necessary
6. To Consider Approval of Minutes of Parish Council meeting held Mon 12th March 2018
7. To Receive a Brief Report from Backbury Ward Councillor John Hardwick
8. Public Participation Session for Local Residents to raise matters relevant to the Parish Council (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*
9. Planning: **NB: no paper copies of planning applications are available to view at the meeting unless specified – please view online prior to the meeting at www.herefordshire.gov.uk/planning**
 - a) To Consider Planning Applications referred for comment:
 - i. P181409/FH - The Croft Alders End Tarrington HR1 4ET, Proposed first floor extension to existing building.
 - ii. 181133 – The Hop Yard, Eastwood Farm, Tarrington, HR1 4JF – Proposed new access and track, with re-positioning of gate.
 - b) To Note Decisions Received from Hereford Council: as per planning record and Herefordshire Council website
10. To Receive an update on Tarrington Neighbourhood Development Plan
11. To Review and Adopt the Following Policies for Tarrington Parish Council
 - a) Standing Orders
 - b) Code of Conduct
 - c) Financial Regulations
 - d) Donations/Grants Policy
 - e) Assets Register
 - f) Risk Assessment Schedule
 - g) Risk Management Policy
 - h) Freedom of Information requests
 - i) Complaints Policy
 - j) Emergency Resilience Plan
 - k) Training & Development Policy
 - l) Media Policy
 - m) Social Media Policy
 - n) Communications Policy
 - o) Equal Opportunities Policy
 - p) Bullying & Harassment Policy
 - q) Unacceptable Behaviour Policy
 - r) Discipline & Grievance Procedure
 - s) Health & Safety Policy
12. To Receive Clerks Report
13. To Consider Adopting the Following Policies recommended by the General Data Protection regulations (GDPR) Working Group and displaying them on the parish council website:
 - a) Data Protection Policy
 - b) Privacy Policy
 - c) Privacy Notices
 - d) Data Subject Access Policy
14. Appointments:
 - a) To Consider Appointing a GDPR Data Protection Officer (DPO)
 - b) To Appoint Footpath Officer
 - c) To Appoint Lengthsman
 - d) To Appoint Mowing Contractor
 - e) To Appoint Representatives on the Lady Emily Community Hall Committee
 - f) To Appoint HALC Eastern Area Representative
 - g) To Review Parish Council Members Leading Roles on Specific Issues
15. Finance:
 - a) To Receive End of Year Accounts (see appendix a)
 - b) To Consider the Internal Auditors Report
 - c) To Approve the Annual Governance Statement for the External Auditor
 - d) To Approve the Annual Accounting Statements for the External Auditor
 - e) To Review the Parish Council Insurance Policy
 - f) To Note New National Salary Pay Scales for Council Clerks
 - g) To Consider Payments of Outstanding Accounts:-
 - 000798: LECH – room hire Jan/March - £26.25
 - 000799: DJN Planning Ltd – NDP Support - £750.00
 - 000800: Richard Morgan – grass cutting - £275.00
 - 000801: JC Business Opps – notice board - £275.00
 - 000802: Information Commissioner – Annual Data Protection Fee - £35.00
 - 000803: Autela Group Ltd – payroll services Q4 - £46.08
 - 000804: J Chester – clerk salary and expenses March/April – as advised
 - 000805: HMRC – PAYE March/April - £49.60
16. Highways/Footpaths:
 - a) To Note reports from Balfour Beatty Locality Steward

- b) To Discuss any new Highways / P3 footpath issues
 - i. To Discuss Ownership of Hedge along footpath TR9 between Barrs Orchard & Pound Close
 - ii. To Discuss Parish Litter Pick
 - c) To Sign Balfour Beatty 2018/19 Lengthsman Contract & Discuss Work for the Lengthsman
- 17. Information Section / Correspondence / Discussion:**
- a) To Clarify Relationship between Parish Council and Tarrington Voice
 - b) To Receive Update on New Parish Council Website
 - c) To Receive any Comments on Ashperton Neighbourhood Development Plan Reg 14 Consultation
 - d) To Review Information and Outstanding Actions
 - e) To Receive Reports from any meetings attended and To Note any Meetings and/or Training Dates
- 18.** To Raise Items for Next Scheduled Parish Council Meeting (no discussion)
- 19.** To Decide Dates and Time of Ordinary Meetings for the ensuing year

Signed: *JLChester* (Clerk to the Parish Council)

Dated: 2nd May 2018

The press and public are cordially invited to attend the meeting

INFORMATION SHEET

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Website training undertaken and website updated
- HALC & Hfd Council GDPR training attended, working group set up and GDPR work actioned
- HALC "Audit Answers" training attended
- New Notice Board and footpath sign arranged
- NDP support work undertaken
- End of Year Accounts Prepared for Audit
- Policies updated for annual review
- Annual Parish Meeting arranged
- Footpath materials ordered and delivery chased

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- HALC Wise Owl Training Schedule *
- HALC Information Corner, GDPR attachments and new standing orders *
- Herefordshire Rural Hub April Newsletter *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding after the last meeting:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
Jan 2017	7	Clerk / All	Ongoing	Explore how to proceed NDP & grant options
Jan 2017	10.3	RH	Ongoing	Investigate options for motion sensor light for Church View carpark
July 2017	10b	JW/RH	Ongoing	Tour parish to identify defects to report
Jan 2018	8.4	MD/RH/LO	Ongoing	Progress TRO
Jan 2018	7	Clerk	Ongoing	Progress NDP, arrange grants, public meeting and timeline when feasible

PLANNING RECORD (last six months – for older applications please visit www.herefordshire.gov.uk)

App No:171777 Land Between Garbrook and Little Tarrington Common Road, Little Tarrington, HR1 4JA (amended application) Proposed mixed use development comprising 15 dwellings including 5 affordable, 2 live-work units and associated roads and footpaths, junction improvements, sustainable drainage, informal public open space, hedgerow and tree planting. **A vote was taken, the result was 4 for, 2 against. The Parish Council thus support the application but would draw attention to the caveats in their previous reply dated 9th June. HEREFORDSHIRE COUNCIL DECISION - GRANTED 15.11.17**

App No: 173340 & 173342 Oak House, Tarrington, HR1 4JF

Proposed garage block, front porch and conservation roof light. **PC Comment: The Parish Council have no objections**
HEREFORDSHIRE COUNCIL DECISION:

App No:172964 3 Pound Close, Tarrington, HR1 4AZ

Proposed first floor side extension to form 2 bedrooms **PC Comment: The Parish Council have no objections.**
HEREFORDSHIRE COUNCIL DECISION - GRANTED 8.11.17

App No:174534 Pear Trees, Tarrington, HR1 4HZ

Proposed 2 storey side extension **PC Comment: No objection in principle but prefer materials used are in keeping with existing**
HEREFORDSHIRE COUNCIL DECISION – GRANTED 29.1.18

App No: 180270 Church Hill, Church Lane, Tarrington, HR1 4EU

Proposed lean-to pitched roof veranda **PC Comment: The Parish Council support this application. HEREFORDSHIRE COUNCIL DECISION: GRANTED 15.3.18**

App No: 180794 The Coppice, Church View, Tarrington, HR1 4FE

Fell T1 - Quercus Robur/English Oak **PC Comment: The Parish Council are happy for the tree report from Herefordshire Council to influence the decision. HEREFORDSHIRE COUNCIL DECISION:**