

# **LUSTON GROUP PARISH COUNCIL**

PARISH COUNCILLORS ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF LUSTON GROUP PARISH COUNCIL TO BE HELD AT 7.30 PM ON MONDAY 14 MAY 2018 AT CAWLEY HALL, EYE, LUSTON

## **1. Election of Chairman**

## **2. Receive apologies for absence**

## **3. Declarations of Interest.**

*3.1* Disclosable Pecuniary

*3.2* Non-disclosable Pecuniary

*3.3* Non Pecuniary

*3.4* Written requests for dispensation

## **4. Election of Vice Chairman**

## **5. Approval of minutes from 9 April 2018**

## **6. Clerk's Report and reports on meetings attended by parish councillors**

## **7. Matters raised by local residents.**

(Residents to raise local matters)

## **8. Ward Councillor S Bowen's Brief Report (for information only)**

(Items raised for decision will be placed on the agenda for the next meeting)

## **9. Planning.**

*9.1* 181090 – Eye Manor, Eye, HR6 0DT. Listed building consent. Proposed upgrades to walls and floors in the cellar of Eye Manor.

*9.2* 181108 – Berrington Hall, Berrington, HR6 0DW. Listed building consent. Proposed refurbishment of the existing Male WC, moving the ladies WC's to a new location adjacent to the male WC and creating a combined changing place, disabled WC and baby change area within the existing female WC.

*9.3* 181481 – Townsend House, Townsend Park, Luston, HR6 0DZ. Proposed removal of dead tree (Prunus) because it is in a dangerous condition.

*9.4* 181608 – 19 Townsend Park, Luston, HR6 0DZ. Proposed works to 2 x trees. Both to be felled to the height of the existing hedge line to maintain a barrier into the adjacent field, however if the trees are felled and they do not leave a gap in the hedge line then the trees will be taken down to floor level and replaced with a natural hedge to match existing hedgerow.

*9.5* Update on planning decisions/ enforcement by Herefordshire Council

## **10. Finance**

*10.1* Consider risk assessment and insurance policy

*10.2* Consider Annual Governance Statement 2017-18

*10.3* Consider Annual Return 2017-18

*10.4* Payments for consideration:

DC Gardening Services (lengthsman) – £84.00

Cawley Hall, meetings – £120.00

Came and Company (parish council insurance) – £291.20  
The Clerk (salary, April 2018)  
**10.5** Appointment of lengthsman and P3 footpaths contractor, and contracts for 2017-18

## **11. Highways and environmental matters**

*11.1* Lengthsman and P3 footpaths

*11.2* Highways – Matters to bring to the attention of Balfour Beatty

## **12. Appointment of Representatives**

*12.1* HALC representative and NAM nomination

*12.2* Cawley Hall Management Committee representative(s)

*12.3* Tree Warden

*12.4* Footpath Officer

*12.5* Working group members: *Planning working group*

*Website working group*

*Finance working group*

*Management working group*

*Traffic working group*

## **13. Review parish council policies and procedures: Standing Orders; Code of Conduct; Complaints procedure, Data Protection policy, Freedom of Information publication scheme, Financial Regulations, Equal opportunities policy, Grants and Donations policy, Planning policy and Communications policy**

## **14. Neighbourhood Development Plan**

Review advice from neighbourhood planning team leader, Herefordshire Council

## **15. Defibrillators at Eyton and Luston**

Consider process to check devices, registration with West Midlands Ambulance Service and organisation of Heartstart training

## **16. Review HALC training schedule**

## **17. General Data Protection Regulations (GDPR)**

Consider Review GDPR report and recommendations from management working group and Clerk, and consider adopting the proposed policies/ notices and displaying them on the GDPR page of [lustonparishes.gov.uk](http://lustonparishes.gov.uk), including:

i) Privacy policy

ii) Data subject access policy

iii) Privacy notices

iv) Data management and audit policy

## **18. Matters for consideration at the next meeting (no discussion)**

## **19. Date of Next Full Council Meeting.**

To confirm the date of the next meeting, which is scheduled for 7.30pm on Monday 4 June 2018 at Cawley Hall, Eye.