

# **LUSTON GROUP PARISH COUNCIL**

NOTICE IS HEREBY GIVEN THAT THE ANNUAL MEETING OF  
LUSTON GROUP PARISH COUNCIL WILL BE HELD AT  
**7.30 PM ON MONDAY 15 MAY 2023 AT CAWLEY HALL**

## **1. Election of Chairman**

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

## **3. Co-opt to the vacancies on the Group Parish Council**

*3.1* Luston Parish – to co-opt one member

*3.2* Eye, Moreton & Ashton Parish – to co-opt three members

## **4. Declarations of Interest**

*4.1* Disclosable Pecuniary

*4.2* Non-disclosable Pecuniary

*4.3* Non Pecuniary

*4.4* Written requests for dispensation

## **5. Election of Vice Chairman**

## **6. Approval of minutes from 3 April and 2 May 2023**

## **7. Ward Councillor's Brief Report (for information only)**

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

## **8. Playground at Luston**

Consider report and recommendations from playground working group and agree way forward.

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

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

Residents to raise local matters. Items raised for decision will be placed on the agenda for the next meeting.

## **11. Planning**

*11.1* Update on planning decisions by Herefordshire Council.

## **12. Highways and environmental matters**

*12.1* Grass cutting of verges in the group parishes: Consider invitation from highway authority to postpone the first cut.

*12.2* Proposal to establish new permissive way off LJ11 by Lady Meadow in consultation with Herefordshire Council and agree way forward.

*12.3* Proposal to plant wildflower meadow and black poplar tree at Eyton Common to mark the Coronation of His Majesty Charles III and agree way forward.

*12.4* Highways – Matters to bring to the attention of Balfour Beatty.

*12.5* Lengthsman and P3 footpaths.

## **13. Finance**

*13.1* Internal audit and report

*13.2* Annual Governance Statement

*13.3* Annual Return 2022-23

*13.4* Risk assessment and insurance policy

*13.5* Payments to ratify:

D C Gardening Services, lengthsman grant funded work 2022-23 – £2,112.73

Radbournes, sandbags – £147.00

Clerk, wages April 2023

*13.6* Payments for consideration:

D C Gardening Services, lengthsman/ P3 footpaths (April 2023) – £900.00

Gallagher (parish council insurance) – £548.96

Edwards Tree Services Ltd., remedial tree works – £264.00

Clerk, audit honorarium – £20.00

Clerk, Office 365 subscription 2022-23 – £135.36

*13.7* Review direct debit payment:

Gigaclear, broadband service, May 2023 – £36.00

## **14. Appointment of Representatives**

*13.1* HALC representative(s) and NAM nomination

*13.2* Working group members: *Planning working group*

*Management working group*

*Finance working group*

*Website working group*

## **15. 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

## **16. HALC training schedule**

Review schedule and agree way forward.

## **17. Proposed schedule of Council Matters articles**

## **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 5 June 2023.

Clerk to Luston Group Parish Council

10 May 2023