

# **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 13 MAY 2024 AT CAWLEY HALL**

## **1. Election of Chairman**

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

## **3. Co-opt to the vacancy for Eyton Parish**

## **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 8 April 2024**

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

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

## **8. Flooding matters**

Consider note from Welsh Water, request to meet with Natural Flood Management at Luston 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* 240858 Eyton Hall, Eyton, HR6 0AE. Proposed change of use of Eyton Hall from 1 no. 17-bedroom dwelling to a mixed use comprising: a 9-bedroom dwelling; and a commercial unit (Class E) comprising an office and workshop with four bunk rooms above, and the installation of a new Package Treatment Plant.

*11.2* Update on planning decisions by Herefordshire Council.

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

*12.1* Review proposed annual maintenance plan and contract for lengthsman in 2024-25 and agree next steps.

*12.2* Consider invitation to participate in Eyton Common study with Herefordshire Wildlife Trust.

*12.3* Highways – Matters to bring to the attention of the highway authority.

*12.4* Lengthsman and P3 footpaths.

## **13. Finance**

*13.1* Internal audit and report

*13.2* Annual Governance Statement

*13.3* Annual Return 2023-24

*13.4* Risk assessment and insurance policy

*13.5* Payments for consideration:

D C Gardening Services, lengthsman/ P3 footpaths (April 2024) – £306.00

Gallagher (parish council insurance) – £563.82

Cawley Hall, meetings – £193.50

Clerk, audit honorarium – £20.00

Clerk, Office 365 subscription 2024-25 – £135.36

*13.6* Review direct debit payments:

Gigaclear, broadband service, May 2024 – £36.00

Clerk, wages (April 2024)

## **14. Appointment of Representatives**

*14.1* HALC representative(s)

*14.2* Working group members: *Planning working group*

*Management working group*

*Finance working group*

*Website working group*

## **15. Review parish council policies and procedures**

Standing Orders (updated 2023); 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. Broadband at Cawley Hall**

End of contract notice, request to review options for new contract 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 3 June 2024.

Clerk to Luston Group Parish Council

8 May 2024