

# **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 12 MAY 2025 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 of 7 April 2025**

## **7. Flooding matters**

Report on meeting with Natural Flood Management officers, Herefordshire Council, review proposed agenda for meeting with landowners and agree way forward.

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

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

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

## **10. Planning**

*10.1* 250937 - Berrington Hall, Berrington, HR6 0DW. Application for variation of condition 2 following grant of planning permission 231357 (Proposed re-alignment of paths and alterations to the Wisteria Walk at Berrington Hall) - proposed revision to design to add two short surfaced ramp paths (with handrails) either side of the fountain to make the fountain accessible to wheelchair users.

*10.2* 251102 The Brick House, Luston, HR6 0EB. T1: Cypress, to be felled. Recent storms have indicated that the tree is shifting/heaving at the base. Felling this tree would negate the risk of damage to the pavement/road, and any risk of tree falling into road. T2: Goat Willow; Remove two large lower lateral limbs on the (approx.) Northern and Southern sides, to leave an upright main stem which are at risk of failing with further growth. T3: Cypress, to be felled. Growing very large for the space, immediately adjacent to neighbouring property. Removal of this tree would remove risk of damage to the house should the tree fail, or any damage caused by roots.

*10.3* Update on planning decisions by Herefordshire Council.

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

*11.1* Review proposed annual maintenance plan and contract for lengthsman in 2025-26 and agree next steps.

- 11.2 Highways – Matters to bring to the attention of the highway authority.  
11.3 Lengthsman and P3 footpaths.

## **12. Finance**

- 12.1 Internal audit and report  
12.2 Annual Governance Statement  
12.3 Annual Return 2024-25  
12.4 Risk assessment and insurance policy  
12.5 Financial statement to date, 2025-26  
12.6 Payments for consideration:  
Luston Group Good Neighbour Scheme, donation – £600.00  
D C Gardening Services, lengthsman (April 2025) – £1,794.00  
Gallagher (parish council insurance) – £571.09  
Cawley Hall, meetings – £185.20  
Clerk, internal audit honorarium – £30.00  
Clerk, Office 365 subscription 2025-26 – £138.24  
  
12.7 Review direct debit payments:  
Gigaclear, broadband service, May 2025 – £57.17  
Clerk, wages (April 2025)  
  
12.8 Proposal to open instant access account to hold reserve/ earmarked funds

## **13. 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*

## **14. 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.

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

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

To confirm the date and venue of the next meeting.

Clerk to Luston Group Parish Council  
7 May 2025