

THORNBURY GROUP PARISH COUNCIL

Parish Councillors are summoned to attend the Annual Meeting of the Parish Council on Monday 20th May 2024 at 7.10pm in Edwyn Ralph Village Hall

AGENDA

- 1. ELECTION OF CHAIRMAN**
 - 1.2 The new Chairman to sign the Declaration of Acceptance of Office.
- 2. ELECTION OF VICE CHAIRMAN**
 - 2.2 To elect a Vice-Chairman.
- 3. APOLOGIES**
 - 3.1 To receive apologies for absence.
- 4. DECLARATIONS OF INTEREST**
 - 4.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
 - 4.2 To declare any Disclosable Pecuniary Interests (DPI) and other interests in items on the agenda as required by the Parish Council's Code of Conduct for Members and by the Localism Act 2011. Requests for dispensations must be made in writing, addressed to the Clerk, and received as soon as possible before the meeting. Failure to register or declare a DPI may result in the commission of a criminal offence.
- 5. MINUTES OF THE PREVIOUS MEETING**
 - 5.1 To approve the Minutes of the meeting held on 25th March 2024.
- 6. CO-OPTION**
 - 6.1 To fill a vacancy in Thornbury by co-option.
- 7. PUBLIC SESSION**
 - 7.1 Public questions for parishioners – n.b., time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.
- 8. POLICIES AND PROCEDURES**
 - 8.1 Review of the council's policies, procedures, and practices.
 - a. Standing Orders
 - b. Code of Conduct
 - c. New Financial Regulations
 - d. Risk Register
 - e. Scheme of Delegation – to RESOLVE to adopt this scheme.
 - f. Online payment procedure
- 9. ASSET REGISTER**
 - 9.1 Review of asset register.
- 10. FINANCE**
 - 10.1 To approve invoices for payment - two Councillors to sign.
 - 10.2 Internal Auditor – to note the report from the Internal Auditor and consider any actions arising from the report.

- 10.3 To review the bank mandate.
- 10.4 To review bank signatories.
- 10.5 Annual Governance and Accountability Return 2023/24 – to approve the Annual Governance Statement for 2023/24.
- 10.6 Annual Governance and Accountability Return 2023/24 – to consider and approve the End of Year Accounts and Accounting Statements for 2023/24
- 10.7 To agree the dates for the Public Inspection of the Accounts commencing on 3rd June 2024 to 12th July 2024.
- 10.8 As the Council's higher gross income did not exceed £25,000.00 in the year to 31st March 2024 to RESOLVE to certify themselves as exempt from a limited assurance review.

11. PLANNING MATTERS

- 11.1 To consider commenting on application for determination by Herefordshire Council.
 - a. [241076 ... Folly Barn, 1 Horton Mews, Thornbury, HR7 4NG](#)
Proposed extension of an existing garden workshop by adding a single, timber garage on a concrete base.
Type: Full Householder.
 - b. [P240896/F ... Meadow Gate Farm, Thornbury, HR7 4NJ](#)
Proposed removal of condition 2 of planning permission MH 2389/81 (Agricultural dwelling house) - to remove the agricultural occupation of the dwelling.
Type: Planning Permission.
- 11.2 [Local Transport Consultation](#) – to consider a response to this consultation.

12. HIGHWAYS / FOOTPATHS / TRAFFIC

- 12.1 To consider any issues to report to Herefordshire Council.

13. INFORMATION AND CORRESPONDENCE

- 13.1 To note any information & correspondence received.
 - a. West Mercia Police - Economic Crime Unit - Fraud & Scam Bulletin.
 - b. Great Collaboration Herefordshire – May Newsletter.
 - c. Herefordshire Street Works Report W/C 13.05.2024.
 - d. Bi - monthly face to face briefing in Thorn Depot – 12pm on Tuesday 18th June .

- 14. **DATE OF THE NEXT ORDINARY MEETING** – 22nd July, Edwyn Ralph Village Hall at 7pm.

Jennifer Eva, Clerk to the Council
15th May 2024