

AVENBURY PARISH COUNCIL
CLERK TO THE COUNCIL: JENNIFER EVA
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To Members of Avenbury Parish Council: Notice is hereby given that the Annual Parish Council Meeting will be held on **Tuesday 20th May**, commencing at 7.15 pm, in **The Public Hall, Bromyard**.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). This permission does not extend to private meetings or parts of meetings which are not open to the public.

All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act reasonably and not disrupt the conduct of meetings, for example, by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. The recording must be visible to anyone at the meeting.

BUSINESS OF THE AGENDA

1. ELECTION OF CHAIRMAN

- 1.1 The new Chairman to sign the Declaration of Acceptance of Office.

2. APOLOGIES

- 2.1 To receive apologies for absence.

3. ELECTION OF VICE CHAIRMAN

- 3.1 To elect a Vice-Chairman.

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 18th March 2025 (Attached).

6. WARD COUNCILLOR

- 6.1 To receive a brief report from the Ward Councillor.

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. ASSET REGISTER

- 8.1 Review of asset register (Attached).

9. POLICIES AND PROCEDURES

- 9.1 To consider and adopt the following POLICIES AND PROCEDURES (Attached)
- a. Standing Orders
 - b. Code of Conduct
 - c. Financial Regulations
 - d. Risk Schedule
 - e. Complaints Procedure
 - f. Equality Policy
 - g. Policy for dealing with Planning Applications received between meetings
 - h. To reconfirm eligibility to act under the General Power of Competence

10. FINANCE

- 10.1 To receive and note an end-of-year report for the year ending 31st March 2025.
- 10.2 To receive and note a finance report from April – May 2025 (inc. bank statement totals, spend to date and bank reconciliations).
- 10.3 To review bank signatories.
- 10.4 To consider closing the current and reserves account with NatWest and opening two new accounts with Lloyds Bank.
- 10.5 To ratify the following payments made between meetings.
- 10.6 To approve invoices for payment via online transfer.
- 10.7 End of Year Finance Report and Bank Statements – to consider and approve the report.
- 10.8 Internal Audit – to receive the report from the Internal Auditor and consider and approve any actions required.
- 10.9 AGAR Governance Statement – to consider and approve the statement.
- 10.10 AGAR Accounting Statements – to consider and approve the Statements.
- 10.11 Period for the Exercise of Public Rights – to agree the dates for commencement.
- 10.12 Certificate of Exemption – as the Council's higher gross income did not exceed £25,000.00 in the year to 31st March 2025 to RESOLVE to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities Regulations 2015).

11. PARISH COUNCIL INSURANCE

- 11.1 To review the current insurance policy and consider any changes.

12. PLANNING MATTERS

- 12.1 To consider any parish applications for determination by Herefordshire Council.
- a. [P250595 - Hungry Hill, Stoke Lane, Bromyard, HR7 4HD.](#)
Proposed change of use from residential land back to agricultural land.
Type: Planning Permission.
 - b. [P250595/F - Hungry Hill, Stoke Lane Bromyard, HR7 4HD.](#)
Proposed change of use from residential land back to agricultural land.
Type: Planning Permission.

13. HEREFORDSHIRE COUNCIL CHARTER FOR LOCAL COUNCILS

13.1 To consider signing the new Charter for Herefordshire Councils, as discussed at the 8th April 2025 Parish Summit. All Parish and Town Councils in Herefordshire are invited to sign up to the Charter.

14. HIGHWAYS / FOOTPATHS / TRAFFIC

14.1 To consider any issues to report to Herefordshire Council.

14.2 Lengthsman Scheme 2025/26 – to consider participating in the scheme.

15. INFORMATION AND CORRESPONDENCE

15.1 To note any information & correspondence received.

a. Talk Community Newsletters

b. Written update from Ward Councillor Tully – April 2025

c. Email from resident re: new 'Munderfield' highway signage.

d. MPs Public Meeting with WM Railway notification.

e. Locality Stewards weekly updates.

16. DATE OF THE NEXT ORDINARY MEETING – 15th July, at 7PM.

Jennifer Eva, Clerk to the Council

14th May 2025