

11<sup>th</sup> August 2014

## MORETON ON LUGG PARISH COUNCIL

### To all members of the Council

You are hereby summoned to attend a meeting of Moreton-on-Lugg Parish Council to be held at Moreton-on-Lugg Village Hall on Tuesday 19th August 2014 at 7.30p.m.

**Clerk :** Lesley Hay - Locum Clerk. Tel: 01568 720 092

### AGENDA

1. **APOLOGIES FOR ABSENCE – K Guthrie**
2. **DECLARATIONS OF INTEREST AND WRITTEN APPLICATIONS FOR DISPENSATIONS by Parish Councillors.**
3. **TO CONSIDER CO-OPTION OF A PARISH COUNCILLOR**
4. **TO RECEIVE A REPORT FROM THE LOCAL POLICE OFFICER**  
*Complete Police Presence at Parish Council Meetings/West Mercia Police and Crime Commissioner: Survey*
5. **OPEN DISCUSSION – with local residents present at meeting.**
  - 5.1 *Report from Councillor Guthrie – postponed until September meeting*
  - 5.2 *Tribute to Colin Payne (KC)*
6. **TO APPROVE MINUTES OF PARISH COUNCIL MEETING ON 1<sup>st</sup> July 2014**
7. **CLERK'S REPORT AND TO DO LIST –**  
To discuss: Moreton on Lugg's Web site (see circulated email from A Bush)  
To discuss: Updating and adopting Standing orders/Financial regulations 2014  
To discuss Code of Conduct – see invitation sent from A Bush - circulated

### **Carried forward from last agenda :**

- 7.1 *Bus shelter repairs*
- 7.2 *Annual Inspection of children's playground - circulated*
- 7.3 *Weed Spraying by Herefordshire Council/ DC Gardening - timing/quote*
- 7.4 *Completion of Nat West mandate for purpose of adding addresses etc.*
- 7.5 *Swings – grant application - update*
8. **TO RECEIVE REPORTS:**
  - 8.1 *Village Hall Committee*
  - 8.2 *Footpaths – Footpath Officer*
9. **TO RECEIVE THE TREASURER'S REPORT**
  - 9.1 *Financial report – up to 4<sup>th</sup> August 2014 – see attached*
  - 9.2 *2013/2014 – Annual Accounts – report from External Auditor – Grant Thornton*

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**10. TO CONSIDER PAYMENT OF ACCOUNTS:**

**To note the following:**

10.1	A. Parry	£ 120.00	(standing order)
10.2	St Andrews Church	£ 20.00	(standing order)
10.3	Locum Clerks July salary (20hours x £9.34)	£ 160.60	
10.4	HRMC	£ 26.20	(Clerk to pay)
10.5	Expenses	£ 76.04	(see attached)
10.6	D C Gardening	£ 188.50	
10.7	Village Hall (KC)	£1500.00	(KC)
10.8	Roman Glass final payment of	£ 154.00	(inc VAT)
10.9	Grant Thornton (External Auditor)	£ 120.00	(inc VAT)
10.10	Holme Lacy invoice (SB)	£115.00	(No VAT)

**11. GRASS CUTTING/ASSET TRANSFER/ADDITIONAL COSTS** update

**12. TO RECEIVE CORRESPONDENCE** – see attached information sheet

**13. TO RECEIVE AN UPDATE FROM THE PLAY PARK WARDEN**

**14. TO CONSIDER PLANNING MATTERS** – none received to date

**15. TO CONFIRM APPOINTMENT OF PARISH COUNCIL CLERK**

*TO CONSIDER HOURS AND SALARY SCALE/CONTRACT OF EMPLOYMENT - It may be necessary for the Council to pass a Resolution to exclude Members of the Public for Agenda Item 14 due to the Confidential Nature*

**16. TO CONSIDER shared purchase of CHARLES ARNOLD BAKER** – 9<sup>th</sup> edition. *Supplies of the above publication can now be obtained from HALC at a reduced cost of £56.25. Parish Councils should ensure that their clerk has this latest edition of the vital. Publication generally nicknamed: 'The Clerk's Bible.*

**17. TO CONSIDER SHARED FUNDING OF HALC CiLCA training**

**18. TO CONSIDER MATTERS RAISED BY MEMBERS FOR NEXT AGENDA**

**DATE OF NEXT MEETING – Provisionally: Tuesday 2<sup>nd</sup> September 2014**

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**MORETON ON LUGG PARISH COUNCIL**  
INFORMATION SHEET AUGUST 2014

Notes for Agenda Items for August Meeting

***\*\*Regarding Standing Orders/Financial regulations (see Item 7) – both these documents need to be up dated for 2014 – I have prepared draft copies of these documents which are available via email or hard copy - which I will bring to the meeting – both require adoption by full council.***

***I have also obtained a copy of the current accepted CODE of CONDUCT document but I am unsure if this has already been adopted by full Council? – if not, this too needs to be adopted.***

***Once this is done – we are covered for this year especially regarding insurance implications.***

Correspondence Received and circulated by email:

**PLAYGROUND REPORT – circulated 8.8.14**

Parish News Letter – Balfour Beattie  
Distribution List

**HALC**

HALC Information Corner for 21<sup>st</sup> July plus attachments

**CHARLES ARNOLD BAKER** – 9TH EDITION Supplies of the above publication can now be obtained from HALC at a reduced cost of £56.25. Parish Councils should ensure that their clerk has this latest edition of the vital publication, generally nicknamed: ‘The Clerk’s Bible

**HALC Autumn Training dates for CiLCA qualification**

**Herefordshire Council**

Grass cutting letter & Lengthsman Scheme [circulated 09/07/14]  
Herefordshire Council May Funding for July [circulated 10/07/14]  
Details of WW1 exhibition in Hereford Museum [circulated 11/07/14]  
HC launches Budget Consultation

Locality Stewards  
NAM Meeting

**West Mercia Police**

Rural Watch Alerts (2)  
West Mercia Police and Crime Commissioner: On line Survey  
Police Presence at Parish Council Meetings – to be completed

**Web site - Transparency code for parish councils - circulated 12.8.14**

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