

Eardisland Parish Council

**You are hereby summoned to attend a meeting on
Wednesday 17 May 2023 at 19:00 in Eardisland Village Hall**

Agenda

- 1. To elect Chair and sign Acceptance of Office of Chair**
- 2. To elect Vice Chair**
- 3. To receive apologies for absence**
- 4. To receive declarations of interest and written applications for dispensation**
- 5. To appoint Cllrs for Working Groups**
 - 5.1. Finance Working Group
 - 5.2. Environment & Sustainability Group
 - 5.3. Eardisland Flood Response Group
 - 5.4. Parish Magazine Liaison
- 6. To adopt the Code of Conduct dated May 2023**
- 7. To adopt minutes of previous meeting - 13 April 2023**
- 8. Public Forum -**
 - 8.1. West Mercia Police – To note police contact details in Clerk’s Information Sheet (CIS)
 - 8.2. Ward Councillor – To note report in CIS
 - 8.3. Local Residents – As per Standing Orders, at Chairman's discretion, a short time will be allocated for the public to make representations, ask questions & give evidence in respect of any item on the agenda. Maximum of 2 mins. per person per item is allowed. Item is not for comment on parish council discussions or decision. Members of the public need to be aware that issues raised will be in the public minutes though names will not be minuted and every effort will be made to keep personally identifiable data to a minimum, in compliance with GDPR and data protection.
- 9. Financial Procedures - To note the financial position and budget & consider the following payments and receipts:**
 - 9.1. Vodafone SIM card charge, £17.16 (inc £2.86 VAT) - paid 25.04.23 by Direct Debit
 - 9.2. Public Works Loans, Eardisland £1153.59 - paid by Direct Debit 05.04.23.
 - 9.3. T D Interiors, Bunting £369.26 (inc 61.42 VAT) - paid online 12.04.23 following delegation at meeting on 16.03.23 agenda item 8.10
 - 9.4. Hitrees Ltd, Lengthsman work £1663.20 (inc £277.20 VAT) - paid online 14.04.23 following delegation at meeting on 13.04.23
 - 9.5. Hereford Heating, Boiler Service £179.40 (inc 29.90 VAT) - paid online 14.04.23 following delegation at meeting on 13.04.23
 - 9.6. James Ross, Mowing £180.00 (no VAT)
 - 9.7. CSH Survey, Energy Performance Certificate £300 (no VAT)
 - 9.8. Eardisland Village Hall, Room Hire £38.00
 - 9.9. AJGIBL (Gallagher) Community Schemes Insurance Renewal, £1297.09
 - 9.10. River Lugg Internal Drainage Board, Drainage Rates, £6.97
 - 9.11. Eukhost, website hosting, £93.96 (inc £15.66 VAT)
 - 9.12. Hitrees Ltd, Lengthsman work £270.00 (inc £45.00 VAT)
 - 9.13. Income - HCC Creditors, Precept Pt 1, £20,000.00
 - 9.14. Income - from donations for advertising in parish magazine £229.00
- 10. Report from Finance Working group**
 - 10.1. Recommendation - that the PC considers moving to a bank that provides for a dual authorisation process for payments
 - 10.2. Recommendation - that the PC engage a payroll provider to pay the clerks salary on a monthly basis
 - 10.3. Recommendation - that £2260 be moved from the contingency budget line to the training line to cover clerk's and councillors training

- 10.4. Recommendation - the clerk, Debbie Cottam, have an increase in pay to SCP17 (£13.95) effective from 1/4/23
- 11. Planning Applications** - To comment on applications to be determined by Herefordshire Council
- 11.1. To Note - P230154/F - The Old Workshop, Earlslaen House Eardisland Leominster Herefordshire HR6 9BD - Proposed variation to condition 2 of planning permission 220444 (Proposed erection of a 2-bedroom dwelling, the conversion of the existing dwelling to a workshop to be used in an ancillary manner to the new dwelling, and associated works). To allow design change to finish of house/weatherboard. Approved with conditions.
- 11.2. To Note - P230826/U - Arrow Lawn Broome Lane Eardisland Leominster Herefordshire HR6 9BS - Application for a Lawful Development Certificate for the Existing Use of Arrow Lawn as a C3 dwellinghouse. Approved.
- 11.3. P231430 - The Manor House, Eardisland, Leominster, Herefordshire HR6 9BN - Works to Trees in a Conservation Area - On the driveway entrance are two pollarded Lime trees, the application is to re-pollard both of these trees.
- 12. Parish Reports and Issues** -
- 12.1. Lengthsman Scheme - To note report in CIS; to consider work for Lengthsman and other contractors.
- 12.2. EVH Development Group and EVH work - To receive update
- 12.3. Installation of plug socket at EVH - to consider reimbursement
- 12.4. EVH Energy Performance Certificate - To receive update
- 12.5. War Memorial Car Park, Community Asset Transfer - To receive report.
- 12.6. Environment & Sustainability Group - To receive report
- 12.7. New Neighbourhood Development Plan
- 12.8. Environment Agency - To receive report
- 13. Recruitment of new Parish Clerk**
- 14. Correspondence** - see C.I.S.
- 15. To raise matters for next agenda or action under Clerk's delegated powers** (no discussion)
- 16. To note date of next meeting** - 8 June 2023 at Eardisland Village Hall

Signed : 

Date : 10 May 2023

Debbie Cottam - Parish Clerk
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