



## ORLETON PARISH COUNCIL

**Orleton Parish Councillors  
are hereby summoned to attend a meeting of the Parish Council to be held on**

**Thursday 20<sup>th</sup> July 2023  
at 7:30pm  
at the Village Hall**

The Agenda for which is set out below

### **AGENDA**

- 1. To receive apologies of absence.**
- 2. Chairman's resignation**  
To receive resignation from the Chairman of the Council.
- 3. Election of the Chairman** (retiring Chairman to preside)  
To elect Chairman of the Council for the remainder of financial year 2023/24 and receive Chairman's Declaration of Acceptance of Office.
- 4. Election of Vice Chairman**  
If the position of Vice Chairman becomes vacant following the election of the Chairman, to elect Vice Chairman of the Council for the remainder of financial year 2023/24.
- 5. To consider any declarations of interest and written requests for dispensation on agenda items.**
- 6. To approve Minutes of the meeting held on 15<sup>th</sup> June 2023.** – APPENDIX 1 & 1a
- 7. To receive an update from HC Bircher Ward Member, Councillor D. Hurcomb** (limited to 5 minutes)
- 8. Open session** (limited to 10 minutes)  
To receive views of local residents on parish matters.
- 9. Clerk's report**  
To receive Clerk's update on current matters and agree next steps where appropriate.
- 10. Finance.**
  - 10.1 To note the bank balance – 30<sup>th</sup> June 2023**
  - 10.2 1<sup>st</sup> Quarter finance report – APPENDIX 2 – 3**
    - 10.2.1 To receive the appointed Member's report on the verification of the 1<sup>st</sup> Quarter bank reconciliation.
    - 10.2.2 To receive the appointed Member's budget monitoring report as on 30<sup>th</sup> June 2023.

10.2.3 To consider and approve the finance report & bank reconciliation for the 1<sup>st</sup> Quarter, as produced by the RFO and verified by the appointed Member. To note the budget monitoring report.

**10.3 Virements, pursuant to Financial Regulation 4.2**

10.3.1 To consider and approve re-allocating £1000 from s. 137 budget to 'Dog bins (emptying)' budget.

10.3.2 To consider and approve moving £3000 from s. 137 expenditure to a new budget heading 'grounds maintenance, s. 164 Public Health Act 1875'.

**10.4 To consider and approve application for grant to 'Welcome To Our Future' fund**

**10.5 To note the updated Assets Register**

**10.6 To consider and adopt Risk Management Policy and Risk Schedule – APPENDIX 4 – 5**

**10.7 To review PC's insurance Policy and approve extension to cover personal accident**

**10.8 To consider and approve the following (but not limited to) outstanding invoices for payment:**

10.8.1 BHIB insurance, Personal Accident cover - £36.61

10.8.2 Leo Pest Control – June – £69.60

10.8.3 Lengthsman – June – £1,012.80

10.8.4 Autela Payroll Services - £76.29

10.8.5 VH room hire - £150.00

10.8.6 HALC, CiLCA training, Finance module - £264.00

10.8.7 Donation to Wigmore High School - £30

10.8.8 Clerk's travel & stationery expenses - £56.52 + £23.74

**10.9 To note the following payments:**

10.9.1 Public Works Loan Board repayment (DD) - £1,096.07 and note the outstanding balance

10.9.2 Glasdon, waste bin - £268.94

10.9.3 Footpath Officer, Kissing Gate installation materials - £38.40

10.9.4 Clerk's salary for June.

**11. Policies:**

**11.1 To review and approve Council's GDPR policies and schedules: - APPENDIX 6A – 6G**

**A.** Data Protection Policy. **B.** Data Protection – General Privacy Notice. **C.** Data Protection – Staff Privacy Notice. **D.** Data Protection Retention Schedule. **E.** Data Security Incident Procedure. **F.** GDPR Consent Form. **G.** Subject Access Request Form.

**11.2 To review adopt Publication Scheme Policy and Orleton PC Publication Scheme. – APPENDIX 7 – 7a**

**12. Lengthsman**

**12.1 To consider and approve entering the Lengthsman contract with Herefordshire Council, approve the draft Annual Maintenance Plan and agree the amount of 'match funding' from the precept ('Lengthsman' budget heading).**

**12.2 To receive an update from the Clerk on herbicide treatment for Orleton Village and if necessary to approve alternative actions to address highway growth.**

**13. Policing**

**13.1 To consider and approve draft response to the Police and Crime Commissioner's 'Town & Parish Survey 2023'.**

**13.2 To consider and approve signing up to the Local Policing Charter 2023 and agree the three local policing priorities.**

**14. Street furniture**

To consider requests for bench installation and replacement and agree next steps.

## **15. Planning**

To consider the following planning applications for determination by Herefordshire Council:

**15.1** 231812 - Orleton House, Orleton, Ludlow, Herefordshire SY8 4HN

T1 - Beech tree. Crown raise by approximately 3m due to excessive shading and interference of neighbouring property. T2 - Conifer tree. Low amenity tree. Dismantle due to excessive shading of neighbouring property and proximity to LPG tank.

## **16. To receive updates:**

**16.1** Highways – to receive and update from Cllr Bishop and agree next steps.

**16.2** Village Hall Committee meeting – to receive an update from Cllr Gittings.

**16.3** ORA – to receive an update from Cllr Powell.

**16.4** Footpaths/PROW – to receive and update from Cllr. Lane and agree next steps.

## **17. ICT:**

**17.1** To consider and approve quote for necessary repairs of the Council's website.

**17.2** To consider and approve annual laptop service and maintenance.

## **18. Training**

To consider and approve training for Councillors – Chairmanship @ HALC (£50/session/delegate).

### **EXCLUSION OF MEMBERS OF THE PUBLIC**

*A resolution will be passed, pursuant to 'Public Bodies (Admission to Meetings) Act, 1960, c. 67, s. 1(2)', to exclude the members of the public from the meeting for the duration of the following items*

## **19. Employment matters**

To receive the appointed Members' report and recommendations following a periodic appraisal of the Clerk and agree next steps arising thereof.

### **READMISSION OF THE PUBLIC**

## **20. Matters for discussion at the next meeting.** (No discussion)

## **21. Date of next meeting – 21<sup>st</sup> September 2023**

***Olena Barrett***

***Clerk to the Orleton Parish Council***

***14<sup>th</sup> July 2023***