

## LYONSHALL PARISH COUNCIL – Agenda - Thursday 4th May 2022, 7.30pm

Councillors are summoned to attend the Annual Meeting of Lyonshall Parish Council which will be held on **Wednesday 4th May 2022, 7.30pm**, immediately following the Annual Parish Meeting, which is at 7.00pm.  
Held in Lyonshall Memorial Hall for the purpose of transacting the following business.

Rebecca Bissell, Parish Council Clerk  
Firbanks, Lyonshall, HR5 3LN.



27<sup>th</sup> April 2022

### AGENDA FOR ANNUAL MEETING OF PARISH COUNCIL, 7.30pm

- 1/22. To elect a chairperson.
- 2/22. To receive the Chairperson's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.
- 3/22. To elect a Vice-chairperson.
- 4/22. All Councillors to Complete the Declaration of Acceptance of Office of Councillor Forms to the clerk.
- 5/22. To accept Apologies for Absence.
- 6/22. To receive Declarations of Interest in Items on the Agenda & to Decide on any Dispensation Requests.
- 7/22. To consider Approval of the Minutes of the Parish Council Meeting, 14<sup>th</sup> April 2022.
- 8/22. To confirm Continued Eligibility for and Adopt General Power of Competence
- 9/22. To decide on Committees, Membership & Terms of Reference.
- 10/22. To confirm Bank Signatories and Representatives on Outside Bodies.
- 11/22. To review & adopt Policies and Procedures
  - a. Standing Orders & Financial Regulations
  - b. Code of Conduct
  - c. Dispensation Policy
  - d. Information Policy
  - e. Complaints Procedure
  - f. Grievance & Disciplinary Procedure
  - g. Volunteer Policy
  - h. Unreasonable Behaviour Policy
- 12/22. To Review risk and approve the risk assessment schedules.
- 13/22. To approve the Land & Assets Register.
- 14/22. To receive and adopt the Accounts and Financial Statement 2021/22 for the Financial Year ended 31<sup>st</sup> March 2022.
  - 14/22a - To consider the internal auditor report
  - 14/22b Sign Section 1 - The Annual Governance Statement.
  - 14/22c Sign Section 2 – The Accounting Statements.
- 15/22. To approve payments.
- 16/22. To receive updates & decide on recent planning applications.
- 17/22. To review financial risk and appoint Internal Auditor for 2022/23.
- 18/22. To review and decide on Insurance Provision from 1<sup>st</sup> June 2022.
- 19/22. To receive Clerk's Report on Action Items from the Minutes not on Agenda: information only.
- 20/22. To decide on Membership of SLCC and HALC.
- 21/22. To review playground maintenance for annual inspection.
- 22/22. To decide on date for instruction of drainage works for Holme Marsh.
- 23/22. To discuss and decide on Balfour Beatty village safety funding opportunity
- 24/22. To discuss and decide on the Talk Parish Reference group
- 25/22. To discuss and decide meeting dates for 2022-23
- 26/22. To review Correspondence.
- 27/22. To confirm the Date of the Next Meeting as Thursday 9<sup>th</sup> June 2022 in the Memorial Hall

## Planning Report

### **Planning Application recently received:**

- 221116 – Silver Birches, Lyonshall, HR5 3NA.  
Demolition of existing garage and proposed single storey annexe

### **Recent Planning Applications still awaiting determination:**

- 220333 – The Moat – Holme Marsh, HR5 3JS- **SUPPORT**  
Two proposed garages for garden equipment and a van (retrospective), and a new garage for cars and wood store.
- 213073 – Brook Barns at Brook Farm, Lyonshall HR5 3JL. - **SUPPORT**  
Re-consultation - Replacement 3x woodchip boilers with a single litter boiler from adjacent shed (part retrospective)
- 213074 -Hollybush Farm, Lyonshall HR5 3HZ- **SUPPORT**  
Re-consultation Proposed replacement of 3 existing woodchip boilers with a single boiler converting chicken waste form this site only.
- 213072 – Hunton farm, LewisWych, Farm Road, Lyonshall, HR5 3JH - **SUPPORT**  
Re-consultation Replace woodchip boilers with a single chicken litter boiler from adjacent sheds for heating only.
- 212932 – Orchard Cottage, Holme Marsh, HR5 3JS- **SUPPORT**  
Proposed construction of a four bedroomed 2 storey house with associated access and landscaping
- 213039 – Laurel Cottage, Holme Marsh HR5 3JS- **SUPPORT**  
Proposed conversion of existing outbuilding to holiday let.
- 211584 – Land Opposite the Close, Lyonshall, HR5 3LP – **GENERAL COMMENT WITH CONDITIONS**  
Application for approval of reserved matters following outline approval (11 dwellings)
- 211549 – Land Opposite the Close, Lyonshall, HR5 3LP– **GENERAL COMMENT WITH CONDITIONS**  
Application for approval of reserved matters following outline approval (11 dwellings)
- 192994 – Land Adjacent to New Chapel House, Lyonshall, Kington. - **SUPPORT**  
Proposed erection of a new detached dwelling and garage, plus garage for existing dwelling (New Chapel House)
- 182135 – Land at Burgoynes, Lyonshall, HR5 3JR – **SUPPORT with conditions**  
Proposed siting of up to 4 mobile homes to accommodate seasonal workers.
- 181494 – Land Adjacent to Spring Cottage, Headbrook, Kington HR5 3DY - **SUPPORT**  
Proposed land for residential development and associated work together with public open and local green space.

### **Planning Decisions:**

- 213737 Land Adjacent to Upper House, Spond Lane, Lyonshall. **SUPPORT - REFUSED**  
Proposed new dwelling and garage.

## Clerks report

Met with the internal auditor to review the Year End accounts

Completed the year end accounts and financial statements

Prepared paperwork and information for annual meetings.

Completed drainage grant contract for grant funding received for works at Holme Marsh

Arranged final Lengthsman contract with Balfour Beatty.

## RFO & Financial Report & Payments for Approval

Internal audits on the Year-end statements have been completed and information has been circulated to all councillors.

Insurance information to be circulated to councillors. First half payment of Precept received for 2022-23.

Bank reconciliations have been completed using VT cashbook.

**Balances at end of April 2021: To be reported verbally at PC meeting when banks statements have been received.**

## Payments for Approval

Clerk's Salary, Pension & HMRC for May 2022 as previously agreed.

Clerks Expenses	Expenses	£112.71	+VAT	
Internal Auditor	Fee to be donated to Lyonshall Memorial Hall	£50.00		
Burgoynes	Marquee balance for Jubilee	1348.42	+VAT	