

## **BURGHILL PARISH COUNCIL**

Councillors are summoned to the Annual meeting of Burghill Parish Council  
to be held Tuesday 4<sup>th</sup> May 2021 via Zoom

### **AGENDA**

- 1. To elect a Chairman and Vice Chairman**
- 2. To confirm Chairs of Working Groups**
- 3. To remind Councillors to update their Notice of Registrable Interests**
- 4. To accept apologies for absence**
- 5. To receive declarations of interest and written requests for dispensation**
- 6. Minutes** - to approve and sign minutes of meeting held on 9<sup>th</sup> March 2021
- 7. Public participation session -**
  - a) Brief verbal report from Ward Councillor Pauline Crockett
  - b) Receive views of local residents on local matters (max 10 mins - members of the public are invited to speak or raise a matter for consideration at a future meeting)
- 8. Planning: to consider the following applications**
  - a) (JP&DB) Consider and agree response to planning application 211490, to be determined by Herefordshire Council, Grove Farm, Burghill, Hereford, HR4 8NF. An application to determine if prior approval is required for proposed change of use from agriculture to flexible commercial use (E (g)) Schedule 2, Part 3, Class R
  - b) (LC&PE) Consider and agree response to planning application 210749, to be determined by Herefordshire Council, Edenfield, Canon Pyon Road, Hereford, HR4 7RB. Proposed extension
  - c) (ME&IW) Consider and agree response to planning application 210638, to be determined by Herefordshire Council, Silverbirch, Burghill, Hereford HR4 8NG. Proposed extension above an existing single-story extension
  - d) Application update
- 9. To appoint officers:**
  - a) Tree Warden (previously Bernie Green supported by Mr Terry Peters)
  - b) Simpson Hall representative (previously D Price)
  - c) Copse Leisure Trust representatives (previously I Watkins & M Ellis)
  - d) Footpaths Officer (previously J Parnaby)
- 10. Finance:**
  - a) Consider and approve Annual Governance Statement for 2020/2021
  - b) Consider and approve Annual Internal Audit Report for 2020/2021
  - c) Consider and approve Annual Accounts for 2020/2021
  - d) Consider and approve the Annual Risk Assessment 2021
  - e) **Payment of invoices which need approving from April:**
    - P Scholes - Clerk salary - (paid in accordance with contract)
    - P Scholes - Clerk Expenses - £32.27
    - Autela (Payroll Dec - Mar) - £78.54
    - Zoom (monthly membership) - £14.39 (paid by Clerk)
    - Richard Mills (Parish Contractor) - £394.80
  - f) **Payment of invoices:**
    - P Scholes - Clerk salary
    - P Scholes - Expenses £26.00
    - Heather Worth (Internal Audit) £45.00
    - Zoom (monthly membership) - £14.39 (paid by Clerk)
    - Freeola (email) - £7.20 (paid by S Hairsnape)
  - g) Finance Report - Year End
- 11. Arrangements for filling the current vacancies**
- 12. Talk Community Hubs**
- 13. BT Phone Box Library**
- 14. Speed Control Measures**
- 15. Bird in Hand sewage treatment**
- 16. Lengthsman & P3 scheme** - report work for the Parish Contractor to the clerk
- 17. Correspondence update** - HALC, Herefordshire Council and Balfour Beatty Living Places
- 18. Items for next meeting**
- 19. Date of next meeting: Tuesday 8<sup>th</sup> June 2021**