



Clerk to the Council David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ
Email clerk@lqhworcs-parish.org.uk **Tel** 07513 122918 **Website** lqhworcs-parish.org.uk

Councillors are summoned to the Annual Meeting of Longdon, Queenhill and Holdfast Parish Council at 7:30PM on Monday 13th May 2024 at Longdon Village Hall, GL20 6AZ

Press and public are cordially invited to attend

Agenda 05/2024

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office
2. **Election of a Vice-Chairman**
3. **Apologies for absence:** To receive apologies and to approve reasons for absence
4. **Declarations of personal and prejudicial interest**
 - 4.1. **Register of Interests:** With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence.*
 - 4.2. **Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.*
 - 4.3. **Other Interests:** To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature. *Councillors with an Other Registerable Interest or Non-Registerable Interest may need to leave the room for the relevant items.*
 - 4.4. **Dispensations:** To consider any written dispensations from councillors who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
5. **Open Session:** *The meeting will be adjourned for the open session*
 - 5.1. **District Councillor:** To receive a brief report
 - 5.2. **County Councillor:** To receive a brief report
 - 5.3. **Parish Paths Wardens:** To receive a brief report
 - 5.4. **Public participation:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration.
6. **To consider and adopt the minutes** from the Parish Council meeting on the 4th March 2024
7. **Progress reports:** *To receive a brief update only*
 - 7.1. Councillor vacancies
 - 7.2. Collaboration with AppFest organisers
 - 7.3. Unoccupied property, Marsh Lane
 - 7.4. Community Speedwatch
 - 7.5. Holdfast noticeboard
 - 7.6. Biodiversity Enhancement Assessment
 - 7.7. Rural broadband provision
8. **Correspondence**
 - 8.1. Malvern Hills District Council: Free support for community litter picks
 - 8.2. Worcestershire County Council: Town and Parish Councils Conference, 6PM 12th June 2024
 - 8.3. NALC: Funding update on moving over to a .gov.uk domain
9. **Playing Field**
 - 9.1. To receive consider the ROSPA play area inspection report
 - 9.2. To consider quotations for the refurbishment of the goal posts

10. Parish matters for discussion/decision

10.1. To review email and secure storage requirements (currently Google Workspace)

11. Highways and Lengthsman Scheme

11.1. To receive an update on the Lengthsman Scheme and to consider any items for the Lengthsman's work schedule

11.2. To consider renewing the Worcestershire County Council Lengthsman Annual Agreement 2024/25

11.3. To consider the Lengthsman contract for services 2024/25

11.4. To receive an update on highway drainage matters and to consider actions

11.5. To receive an update on traffic calming measures for the B4211 and A438 and to consider actions

12. Planning

12.1. To consider the following applications to be determined by Malvern Hills District Council:

12.1.1. M/24/00352/HP: Vine Cottage, The Rampings, Longdon, Tewkesbury, GL20 6AJ. Proposed 2 storey extension to house a lift and addition of a further gable end window, external balcony and stairs.

12.2. To note responses made under delegated authority for the following applications:

12.2.1. M/24/00154/LB: The Old School Lodge Longdon Tewkesbury GL20 6AT. Internal alterations to a Listed Building

13. Annual business as per Standing Orders

13.1. General Power of Competence: To review eligibility

13.2. To review or adopt the following policies and procedures

13.2.1. Balances and Reserves Policy

13.2.2. Biodiversity Policy

13.2.3. Code of Conduct (LGA)

13.2.4. Complaints Procedure

13.2.5. Delegation Policy (Urgent Decisions of the Council)

13.2.6. Disciplinary Policy

13.2.7. Equal Opportunities Policy

13.2.8. Financial Regulations

13.2.9. Freedom of Information Guide

13.2.10. Grievance Policy

13.2.11. Health and Safety Policy

13.2.12. Playground Inspection and Maintenance Policy

13.2.13. Publication Scheme

13.2.14. Retention Policy

13.2.15. Standing Orders

13.2.16. Training and Development Policy

13.2.17. Tree Management Policy

13.3. To review insurance, risk and assets

13.3.1. Risk Management Policy and Risk Register

13.3.2. Insurance cover

13.3.3. Inventory of Assets

13.4. To review appointment to committees, working groups and external bodies

13.4.1. Parish Paths Warden

13.4.2. Play area inspector

13.4.3. Longdon United Charities

13.5. To review the meeting schedule for the year ahead

14. Finance

14.1. 2023/24 Accounts: To consider and approve the end of year accounts and bank reconciliation

14.2. Certificate of Exemption: To self-certify exemption from external audit

14.3. Annual Internal Audit Report: To consider and approve

14.4. Annual Governance Statement: To consider and approve

14.5. Accounting Statements: To consider and approve

14.6. Bank mandate: To review bank signatory arrangements

14.7. Budget expenditure 2024/25: To consider and approve

14.8. Bank reconciliation 2024/25: To consider and approve

14.9. Invoices: To approve the following invoices for payment:

14.9.1. David Hunter-Miller (Clerk's salary and expenses)

14.9.2. HMRC (PAYE)

14.9.3. Worcestershire County Council Pension Fund (Clerk's pension)

14.9.4. Jeremy Moore (Lengthsman): £288.00

14.9.5. Worcestershire CALC: £449.26

14.9.6. David Hunter-Miller (playing field combination lock): £21.29

14.9.7. Kate Cook (annual meeting expenses): £26.33

14.9.8. Zurich Municipal (insurance): £462.22

14.9.9. Elias Garden Services Limited (grass cutting): £144.00

14.10. Direct Debits: To note the following payments:

14.10.1. 07/03/24 Google Cloud EMEA (email hosting): £27.60

14.10.2. 08/04/24 Google Cloud EMEA (email hosting): £30.57

15. Councillors' reports and items for the next agenda: To provide an opportunity for councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future meetings. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*

16. Date of the next meeting

Dated 8th May 2024



David Hunter-Miller
Clerk and RFO