

Date of Publication: 24 April 2025

TO: ALL MEMBERS OF LEINTWARDINE GROUP PARISH COUNCIL: Councillors

Will Llewellyn (Chair), Nigel Offer (Vice Chair), Don Archer, Sam Archer, Freddrick Hood, Barbara Watkins, Brian Watkins, Willem Vlok and Maureen Williams. (5 vacancies)

NOTICE OF MEETING

You are hereby summoned to attend **The Annual Parish Council Meeting, followed by the scheduled Parish Council meeting** of Leintwardine Group Parish Council which will be held at **Leintwardine Community Centre on Thursday 1 May commencing at 7.00pm** at which your attendance is required. Members of the Press and Public are invited to attend.

Cheryl Woolley

Cheryl Woolley

CLERK TO THE COUNCIL

AGENDA – ANNUAL PARISH COUNCIL MEETING

No	Item	Description
25.1	ELECTION OF CHAIR	To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
25.2	ELECTION OF VICE-CHAIR	To elect the Vice-Chair of the Council and to receive the Vice-Chair's Declaration of Acceptance of Office.
25.3	APOLOGIES:	To receive apologies for absence.
25.4	DECLARATIONS OF INTEREST:	To note declarations of interest and receive written requests for dispensation.
25.5	STANDING ORDERS	To formally adopt Standing Orders for 2025/26. A copy has been sent to all Councillors.
25.6	FINANCIAL REGULATIONS	To formally adopt Financial Regulations for 2025/26.
25.7	CODE OF CONDUCT	To formally adopt the HCC Code of Conduct.
25.8	WORKING GROUPS	
	8.1	To appoint members to sit on the following Working Groups/Posts, subject to Full Councils approval of group headings: Finance Committee Planning/Environmental/Highways Working Group Cemetery Working Group Village Resilience Working Group Tree Wardens Leintwardine Community Centre Representative Friends of Leintwardine Community Library Representative Footpath Officer(s) Internal Auditor
25.9	TO CONSIDER	ARRANGEMENTS FOR 2025/26
	9.1	Bank Mandate: Signatories etc
	9.2	To discuss appointment of Internal Auditor
	9.3	Register of Interests
	9.4	Meeting Schedule: To confirm the following meeting schedules for 2025/26: Tuesday 10 June 2025 Thursday 3 July 2025

		Thursday 4 September 2025 Thursday 2 October 2025 Thursday 6 November 2025 Thursday 4 December 2025 Thursday 8 January 2026 Thursday 5 February 2026 Thursday 5 March 2026
	AGENDA	SCHEDULE MEETING
25.10	APOLOGIES	To receive apologies for absence
25.11	DECLARATIONS OF INTEREST	To note declarations of interest and receive written requests for dispensation.
25.12	OPEN SESSION	
	12.1	To receive representations from members of the public on other parish matters, (Maximum 5 minutes per person up to a maximum of 15 minutes in total).
	12.2	Report from West Mercia Police if in attendance
	12.3	To receive a report from Ward Councillor Carole Gandy
25.13	MINUTES	
	13.1	To approve the Minutes of the meeting held on 4 April 2024
25.14	LENGTHSMAN, PROW AND TREE WARDEN	
	14.1	To note works undertaken by the Lengthsman and identify any further works required
	14.2	To discuss and agree the annual maintenance plan and approval submission of the Lengthsman scheme form.
	14.3	PROW report/update
	14.4	Tree Warden Report/update
25.15	FINANCE & POLICY	
	15.1	Outstanding Accounts – To approve and sign the following invoices for payment. Clerks Wages £ 704.36 PAYE £245.50 LVHCC – Hire & first Saturday £ 40 (£32+£8) Plus, other invoices received after this agenda was published. To note the payment of MJH Contracting Invoice £TBC, Hereford Quarries Gulley clearing £ 612.00, HCC cemetery bin £ 139.75 and reimburse Cllr Brian Watkins MCB timber £55.13 To note receipt of the first instalment of the precept £22,678.50 Drainage grant £2,620.00
	15.2	To note the balance at the bank after the above payments and receipts would be £26,499.75 current account and £28,348.87 Savings account and Bank reconciliation to be signed.

	15.3	To discuss/approve the Income and Expenditure for the year ended 31 March 2025
	15.4	To discuss/approve the budget/actual figures from April 2024 to 31 March 2025.
	15.5	To note that the internal auditor has requested the financial materials/papers for week beginning 5 May 2025.
25.16	PLANNING	To consider any planning consultations received from Herefordshire Council and agree comments (if any) to be submitted by the Parish Council for determination by Herefordshire Council.
	16.1	No planning applications have been received at date of publication of this agenda.
25.17	WORKING GROUPS	
	17.1	Planning, Environmental, Flooding and Highways updates, including street signs, riverbank, smart water, churchyard maintenance etc
	17.2	Village resilience working group update
	17.3	Cemetery Working Group update including survey of gravestones etc.
	17.4	LVHCC Working Group update including Land registry registrations etc.
25.18	NEXT MEETING	The next meeting of the Parish Council will take place on Tuesday 10 June at 7.30pm.
25.19	AGENDA ITEMS FOR NEXT MEETING	To receive agenda items for the next meeting by 21 May 2025
	CLOSE	