

EASTNOR & DONNINGTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
email: eastnordonningtonpc@hotmail.co.uk website:- <https://eastnordonningtonparishcouncil.co.uk>

COUNCILLORS ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD AT EASTNOR CRICKET CLUB PAVILLION ON TUESDAY 18TH MAY 2021 AT approx 7.40PM (Following Annual Parish Mtg)

Within COVID-19 Guidelines

Agenda

1. To Elect the Chairman of the Parish Council and to Sign the Declaration of Acceptance of Office
2. To Elect the Vice-Chairman of the Parish Council and to Sign the Declaration of Acceptance of Office
3. To Accept any Apologies for Absence and Note the Reason
4. To Record any Declarations of Interest and Consider any Requests for Dispensations
5. Councillor Vacancies – To Note Councillor Vacancies and Consider any Nominations for Co-option
6. To Consider Approval of Minutes of Parish Council meeting held 30th March 2021
7. To Receive a Brief Report from Ledbury South Ward Councillor Helen l'Anson
8. Public Participation Session for Local Residents to raise matters relevant to the Parish Council (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*
9. **Planning: NB: no paper copies of applications are available to view at the meeting unless specified**
 - a) To Consider Planning Applications referred for comment: **(to be viewed online prior to the meeting)** [P211387/K - Works to Trees in a Conservation Area Lime Avenue Eastnor Ledbury Herefordshire HR8 1RA](#). T1 reduce down to fork at 11m height. T2 reduce down to 15m (= to fork on southern stem). T3 & T4 reduce by 6m off height and shape in road sides. All other limes: reduce height by about 10m, and if possible shape in upper branches to restore conical top. Ensure the top of the avenue appears level from a distance (apart from T1 & T2 at eastern end). All trees: remove dead > 50mm diameter.
 - b) To Note Details of Decision Notices Received from Hereford Council: as per planning record
10. **To Review and Adopt the following Policies for Eastnor & Donnington Parish Council**
 - a) Standing Orders b) Code of Conduct c) Financial Regulations d) Donations/Grants Policy e) Assets Register
 - f) Risk Assessment Schedule g) Risk Management Policy h) Scheme of Delegation to Parish Clerk i) Co-option Policy j) Complaints Policy k) Training & Development Policy l) Media Policy m) Social Media Policy
 - n) Communications Policy o) Equal Opportunities Policy p) Bullying & Harassment Policy
 - q) Health & Safety Policy r) Unacceptable Behaviour Policy s) Freedom of Information Requests t) Discipline & Grievance Policy u) Policy for Planning Applications received between meetings v) GDPR Data Protection Policy w) GDPR Privacy Policy x) GDPR Privacy Notices y) GDPR Data Subject Access Policy z) GDPR Consent Form
11. **Appointments:**
 - a) To Appoint HALC Eastern Area Representative
 - b) To Appoint GDPR Data Protection Officer (DPO)
 - c) To Appoint Website Manager
12. **Finance:**
 - a) To Receive 2020/21 End of Year Accounts
 - b) To Consider Internal Auditors Report
 - c) To Approve the Annual Governance Statement for the External Auditor
 - d) To Approve the Annual Accounting Statements for the External Auditor
 - e) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts
 - f) To Review the Parish Council Insurance Policy and decide on any alterations required
 - g) To Note Finance Report and Bank Balances
 - h) To Consider Payments of Outstanding Accounts
000571: J Chester – clerk salary and expenses April/May – as agreed
13. **Highways/Footpaths:**
 - a) To Note Weekly Reports from Balfour Beatty Locality Steward
 - b) To Note any new Highway and Footpath Defects
 - c) To Discuss Bridleway to Whiteleaved Oak
14. **Information Section / Correspondence / Discussion:**
 - a) To Review Information and Outstanding Actions
 - b) To Discuss Defibrillator Maintenance & Servicing
15. **Reports:** To receive any reports from meetings attended
16. **Training:** To note any forthcoming training dates
17. **To Raise Items for next scheduled Parish Council Meeting (no discussion)**
18. **To Decide Dates and Time of Ordinary Meetings for the ensuing year**

Signed:

JL Chester

(Clerk to the Parish Council)

Dated: 5th May 2021

The press and public are cordially invited to attend the meeting

INFORMATION SHEET

MEETING DATES

2021 – Tuesday 13th July, Tuesday 12th October (venue or online platform TBC)

PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- Website updated
- Bromsberrow Parish Council liaised with regarding depth gauge for Clenchers Mill Ford

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – road closure notices *
- Balfour Beatty – Parish Briefing Notes *
- HALC – Information Corner & Training Schedule *
- Herefordshire Council – Covid-19 Correspondence *

* Circulated to Cllrs.

OUTSTANDING ACTIONS – These are the consolidated actions outstanding after the last meeting:-

DATE	ACTION	STATUS	AGENDA ITEM	DETAIL
Feb 2020	Clerk	Reported	10b	New depth gauge required in Clenchers Mill Ford CAS763777Z4Q7N2 11087719

PLANNING RECORD – (last six months)

[P201608 – Castle Lodge, Eastnor, Ledbury, HR8 1RL](#)

Internal alterations and refurbishment. Proposed removal of the existing internal wall between the separate Lounge and Dining Room, along with the redundant corner chimney breast within the Lounge, to create a single large “living” room
WITHDRAWN 23RD JULY 2020

[P201401/PA7 – Nurdens Farm Donnington Ledbury Herefordshire HR8 2HY,](#)

Application for prior approval for and agricultural building.
HEREFORDSHIRE COUNCIL DECISION: PRIOR APPROVAL NOT REQUIRED 13TH MAY 2020

[P203314/L – Eastnor Castle Eastnor Ledbury Herefordshire HR8 1RL,](#)

Repairs, strengthening and restoration of decorative footbridge.
WITHDRAWN 12TH NOVEMBER 2020

[P203594L Eastnor, Ledbury South, Eastnor Castle Eastnor Ledbury Herefordshire HR8 1RL](#)

Proposed repairs and restoration of decorative ceilings within library and dining room.
WITHDRAWN 26TH NOVEMBER 2020

[P210423/PA6 - \(Part 3\) Class R - Prior Approval Former Mess Room off Ridgeway Eastnor Ledbury Herefordshire HR8 1RA,](#)

Application to determine if prior approval is required for a proposed change of use of former "Mess Room" to kiosk to serve takeaway cafe food and drinks to the public.
HEREFORDSHIRE COUNCIL DECISION: Prior Approval not required 1st APRIL 2021

[P211371/PA7 - All others - Prior Approval Land approximately 150M north of Howlers Barn Cottage between Locust Coppice Wood and High Wood Eastnor Herefordshire HR8 1RF,](#)

Prior notification for a proposed road.
HEREFORDSHIRE COUNCIL DECISION: Prior Approval not required 28th APRIL 2021

[P211387/K - Works to Trees in a Conservation Area Lime Avenue Eastnor Ledbury Herefordshire HR8 1RA,](#)

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HEREFORDSHIRE COUNCIL DECISION: