

You are duly summoned to the May meeting of Hanbury Parish Council (HPC) – Annual Meeting of Hanbury Parish Council

Which is to be held on Tuesday 21st May 2024
In the Pavilion .

1 Appointment of

- MB to read his annual report on activities of the Council as the leaving Chairman.
- Appointment of Chairman.
- Vice Chairman – if deemed appropriate.
- Signed declaration of acceptance forms to be received from the above appointees.

2. Apologies for absence. To receive apologies for absence and to approve reasons for absence.

3. Declarations of Interest.

- a) Register of interests; Councillors are reminded of the need to update their register of interests.
- b) Councillors to declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) Councillors to declare any Other Disclosable Interests in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

4. Appointment of Officers/representatives.

4.1 Parish Council Committees and Working parties,

4.1.1 Recreation

To include the Recreation Ground, playground and Village Hall Field, the cricket club and football club matters. Currently Ian Few and Roy Raxter.

4.1.2 Staffing Committee and the Finance Committee:

Currently - Cllrs Mark Bishop, Rosie Terry and Ian Few.

4.1.3 Byways and the Village Hall Committee.

Currently Neil Cook, Roy Raxter

4.4.5 Pavillion Committee

Currently Ian Few and Caroline Marock.

4.2 Parish Council representatives to sit on other committees:

4.2.1 Representatives of the parish council on Hanbury Parochial Charities:

Currently Caroline Marock

It noted that the representatives of the parish council should be on the parish council during their year of appointment.

4.2.2 Representative on Village Hall Management Committee:

Currently Cllr Neil Cook.

4.2.3 Custodians of Memorial Garden:

Cllrs Roy Raxter and Gary Gartland. Dave Griffiths is also a Custodian on behalf of the Parish Council.

4.2.4 Representative on CRASH
Currently Cllr N Cook.

4.3 Other appointed responsibilities

4.3.1 Tree Warden: Currently Cllr G Gartland.

4.3.2 Pollution Warden : Currently Cllr R Terry.

4.3.3 Playground Inspections, Football Club Liaison and Recreation Ground – delegated responsibility for maintenance and Parish Field – delegated responsibility for maintenance: Currently Cllr Roy Raxter

4.3.4 Flood Liaison Contact: Currently Cllr Ian Few.

4.3.5 Parish Lengthsman supervision – Currently vacant

4.3.6 Main contact for interim Planning Applications: Currently Cllr Mark Bishop.

5 Review Standing Orders

There are no suggestions to change the standing orders.

6 Review Financial Regulations

Clerk suggests updating to the 2024 financial regulations as suggested by CALC.

7. Review of other adopted procedures.

7.1 Complaints Procedure

7.2 Grievance & Disciplinary Procedures

7.3 Member/Officer Protocol

The Clerk has no alterations to suggest.

8. Approve Risk Log and Asset register for the year ending 31 March 2024

9. To consider the approval of the minutes from the last Parish Council Meeting that was held on Monday 29th April 2024

10. Progress reports from the previous minutes for information. Appendix A.

11. Correspondence received to date:

Annual report from Memorial Gardens

Annual report from the Harbury Herald

12. County and District Councillors Reports:

12.1 County Cllr Tony Miller

12.2 District Cllr Hurdman or Cllr Dawkes.

13. Planning:

13.1 Any plans that arrive prior to the meeting and that need urgent consideration may be discussed at this point. All plans are available on the Wychavon website.

13.2 Planning applications approved by Wychavon

13.3 Planning applications refused by Wychavon.
None to date of agenda.

13.4 Planning enforcement update.

14. To Receive Reports and discuss matters regarding;

9 Finance

9.1 Monies received to the Parish Council this month

9.2 Payments requested and submitted to the Parish Council
To consider payments to be made as on the attached list.

9.3 To note the internal auditors report for 2023-24

9.4 To sign the Annual Governance statement for 2023-24

9.5 To sign the Accounting Statements for 2023-24

10 Parish Lengthsman and parish maintenance issues.

10.1 Parish Maintenance.

Installation of memorial discussion – location to be confirmed.

10.2 Any other matters.

11 Highways and any Police matters:

11.1 To discuss any highways issues/accidents reported locally.

12 Mobile signal improvement project

Presentation by MB on behalf of Atlas Tower for Parish Council consideration and agreement of support.

13 Parish Councillors' Reports and Items for Future Agenda

Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

14 Date of next meetings

June 24th 2024 and July 29th 2024, the Council does not usually meet in August,
The Clerk to Hanbury Parish Council is C Shinner and can be contacted on
clerk@hanburyparishcouncil.gov.uk or c/o Eggthorne Cottage, Loggerheads Lane,
Hanbury. WR9 7EB 07961296369

Abbreviations

ABCC – Astwood Bank Cricket Club
CC – Chris Cooke – Parish Lengthsman
Cllr – Councillor
Cty Cllr – County Councillor
Dst Cllr - District Councillor
HPC – Hanbury parish Council
RG – Recreation ground
VHMC – Village Hall Management Committee

Appendix A - Actions from the April meeting 2024

Update from MB re the Atlas Mast for mobile reception

Appendix C - Finance invoices for consideration

Eon Electricity Pavilion	£136.24
Chris Cooke - Parish Lengthsman for April 2024	TBC
Chris Cooke – Litter pick	TBC
Clare Shinner – Salary, NI/HMRC and pension for April 2024	Confidential
Angela Gibson Cleaner for the pavilion 2 visits	£42
Playsafety inspection for the Recreation Ground	£132
Community insurance renewal for 2023-4	£1720.88
Lee strobel mowing	£160