

# **LONGTOWN GROUP PARISH COUNCIL**

## **Craswall, Llanveynoe, Longtown and Walterstone**

Parish Councillors are summoned to attend the Annual Meeting of Longtown Group Parish Council to be held on Wednesday 16<sup>th</sup> May 2018 at 8.00pm in Longtown Village Hall, Longtown, Hereford HR2 0LD

Plans and correspondence can be seen from 7.45pm

### **AGENDA**

- 1. ELECTION OF CHAIR**
- 2. ELECTION OF VICE-CHAIR**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTEREST AND CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION**
- 5. APPOINTMENTS TO OUTSIDE BODIES**  
To receive nominations and agree the following appointments:
  - Longtown Village Hall Representative
  - Craswall Village Hall Representative
  - Walterstone Village Hall Representative
  - Lewis, Gilbert & Thomas George Charity and Meredith Maddy Charity Representative
  - Footpaths Officer for Craswall, Llanveynoe, Walterstone & Longtown
- 5. NOTICE OF REGISTRABLE INTERESTS – To remind Councillors to update their Notice of Registrable Interests if required.**
- 6. TO RECEIVE REPORTS FROM:**
  - Parish Council Chairman
  - Local Police
  - Lengthsman report and any new road defects
- 7. ADOPT MINUTES OF PREVIOUS MEETING – 18<sup>th</sup> April 2018**
- 8. OPEN DISCUSSION – For local residents to raise local matters**
- 9. PLANNING APPLICATIONS**

**APPLICATION NUMBER:** 181287/181288 (LBC)  
**SITE:** Barns, Lower Ponthendre, Longtown HR2 0NY  
**DESCRIPTION:** Proposed conversion of barn to dwelling and renovation of shelter shed. Proposed new service barn.

**APPLICATION NUMBER:** 181431 (LBC)  
**SITE:** The Old Greyhound, Longtown HR2 0LD

**DESCRIPTION:** Retrospective stripping and removal of all artificial slates from utility room. Making good roof battens and lead flashing. Covering of roof with sarnafil lead grey membrane and attach lead style ribs. Renewal of barge boards and ship away blown cement

**10. GRANTS & REFUSALS**

**APPLICATION NUMBER:** 180796  
**SITE:** Chapel Farm, Longtown HR2 0NL  
**DESCRIPTION:** Proposed garage conversion to form ancillary accommodation.  
**COMMENT:** Approved with conditions

**APPLICATION NUMBER:** 181388  
**SITE:** Court Llaca Barn, Trewern Rd, Longtown HR2 0LW  
**DESCRIPTION:** Application for the discharge of details reserved by Condition 3 attached to 173452  
**COMMENT:** Approval of details reserved – samples acceptable.

**APPLICATION NUMBER:** 181388  
**SITE:** The Villa, Craswell, HR2 0PL  
**DESCRIPTION:** Proposed front porch and rear extension to summer house with associated alterations for ancillary use to the main house  
**COMMENT:** Application withdrawn

**11. FINANCE**

(a) **Annual Subscriptions** – To confirm the annual subscription to HALC.

(b) **Outstanding Accounts** – Please see accounts outstanding below:

SUPPLIER	SERVICE	AMOUNT
Data Orchard	Neighbourhood Plan	£2,656.80
Came & Co	Insurance	£341.20
HALC	Acting Clerk support	N/A

(c) **Balances at Bank** – Current bank balances will be presented at the meeting. Income received is Precept part payment of £8,515 and Lengthsman refund of £476.

(d) **Internal Auditor** – To consider the appointment of an Internal Auditor.

**12. ANNUAL REVIEW OF PARISH COUNCIL INSURANCE** – To approve the renewal of the Council’s insurance cover from Came & Company amounting to £341.20.

**13. ANNUAL REVIEW OF BANK MANDATE**

**14. GENERAL DATA PROTECTION REGULATIONS** – To note the advice received from Herefordshire Council that an amendment has been made to the Data Protection Bill currently proceeding through Parliament that removes the requirement for parish councils to have a data protection officer. Should there be no requirement for parish councils to have a

data protection officer, other aspects of data protection in the bill and the EU General Data Protection Regulations will still apply. Relevant documentation will be presented.

15. **STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt Standing Orders and Financial Regulations. Standing Orders have been amended.
16. **COMPLAINTS PROCEDURE** – To review and adopt the Council’s complaints procedure.
17. **NEIGHBOURHOOD PLAN UPDATE** – To discuss the draft NDP.
18. **CAT’S BACK APP** – To note that this app is now available free of charge to assist those walking the hills around the Olchon Valley to understand the rocks and landscape. An offer to lead a guided walk introducing the app to local people has been offered. A request to install a small (A3) sized information board in the Cat's Back car park, next to the current board, has been requested.
19. **LENGTHSMAN CONTRACT** – To approve the Lengthsman contract and to consider an increase in the number of hours to be contracted.
20. **COMMUNITY GOVERNANCE REVIEW** – To consider this matter and invite Mr Coleman to the meeting on Wednesday 20<sup>th</sup> June 2018.
21. **DEFIBRILLATORS** – To receive an update.
22. **RECRUITMENT OF CLERK** – To receive an update.
23. **NOTE THE CORRESPONDENCE SHEET**
24. **MEETING SCHEDULE** – To note the following meeting schedule:

WEDNESDAY 20 <sup>TH</sup> JUNE 2018	@ 8.00PM	LONGTOWN VILLAGE HALL
WEDNESDAY 18 <sup>TH</sup> JULY 2018	@ 8.00PM	LONGTOWN VILLAGE HALL
WEDNESDAY 19 <sup>TH</sup> SEPTEMBER 2018	@ 8.00PM	LONGTOWN VILLAGE HALL
WEDNESDAY 17 <sup>TH</sup> OCTOBER 2018	@ 8.00PM	LONGTOWN VILLAGE HALL
WEDNESDAY 21 <sup>ST</sup> NOVEMBER 2018	@7.30PM	LONGTOWN VILLAGE HALL

Signed *Paul Russell*

Locum Clerk – 2 Church Road, Knighton, Powys LD7 1EB  
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