

AVENBURY PARISH COUNCIL
CLERK TO THE COUNCIL: JENNIFER EVA
avenburyparishclerk@gmail.com

To Members of Avenbury Parish Council: Notice is hereby given that the Annual Parish Council Meeting will be held on **Tuesday 19th May**, commencing at 7.15 pm, in **The Public Hall, Bromyard**.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). This permission does not extend to private meetings or parts of meetings which are not open to the public.

All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act reasonably and not disrupt the conduct of meetings, for example, by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. The recording must be visible to anyone at the meeting.

BUSINESS OF THE AGENDA

1. ELECTION OF CHAIRMAN OF THE COUNCIL

The new Chairman to sign the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL

3. TO RECEIVE APOLOGIES FOR ABSENCE

LGA 1972, S85 (1)

Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present at meetings, and that this forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk in advance, so that the grounds for absence are recorded in the Minutes.

4. TO RECORD ANY DECLARATIONS OF INTEREST AND CONSIDER ANY REQUESTS FOR DISPENSATION

Members are invited to declare any disclosable pecuniary interests and other interests in items on the agenda, in accordance with the Avenbury Parish Council Code of Conduct for Members and the requirements of the Localism Act 2011.

NB: Members must leave the meeting during the discussion and voting on matters in which they have a disclosable pecuniary interest. Requests for dispensations must be submitted in writing to the Clerk as soon as possible before the meeting.

5. TO CONSIDER APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 24TH MARCH 2026

6. OPEN SESSION

- a. To receive a brief report from the Ward Councillor Rebecca Tulley.
- b. Public questions for parishioners

NB. Time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

7. TO REVIEW AVENBURY PARISH COUNCIL POLICIES AND (RE)ADOPT

- a. Standing Orders
- b. Code of Conduct
- c. Financial Regulations
- d. Risk Schedule and Financial Controls
- e. Complaints Procedure
- f. Equality Policy
- g. Policy for dealing with Planning Applications received between meetings
- h. Grievance Policy
- i. Online payment procedure
- j. Bank signatories / online payment approvers
- k. To reconfirm eligibility to act under the General Power of Competence

8. PLANNING APPLICATIONS

8.1 To consider applications for determination by Herefordshire Council

- a. P253485/RM ... Land at Flaggoners Green South of the A44, West of Panniers Lane East of Chanctonbury and North of Pencombe Lane, Bromyard. Application for approval of reserved matters following outline 190111, allowed on appeal APP/W1850/W/23/3334520 (Outline planning application for the erection of up to 120 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from the A44. All matters reserved except for means of access).

Type: Approval of Reserved Matters [The Parish Council's earlier comments](#) regarding this application were submitted on 3 February 2026 – Herefordshire Council.

8.2 To consider a Grant of Premises Licence at Little Pomona Cider House, Brook House Farm, Avenbury Lane, Bromyard. HR7 4LB

Licensable Activities and Timings: Sale/Supply of Alcohol (consumption on and off the premises) Monday – Sunday 09:00 – 23:00.

Consultation dates are as follows: Begins **23 April 2026** and ends **20 May 2026**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

9. INSURANCE

9.1 To review the current insurance policy and consider any changes.

9.2 To consider quotations for the renewal of the annual policy.

10. FINANCE

- 10.1 To consider the End of Year 2025/26 Finance Report.
- 10.2 To consider and approve the Internal Audit Report
- 10.3 To consider and approve the Annual Return Governance Statement.
- 10.4 To consider and approve the Annual Return Accounting Statements
- 10.5 To confirm the dates for the period for the exercise of public rights.
- 10.6 Certificate of Exemption – as the Council's higher gross income did not exceed £25,000.00 in the year to 31st March 2026 to RESOLVE to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities Regulations 2015).

- 10.7 To consider the internal auditor for 2026/27.
- 10.8 To continuing to use the “payments and receipts” accounting method for 2026/27 and the use of BACS payments.
- 10.9 To consider the following invoices for payment via online transfer;
 - a. HMRC ... months 1 and 2 ... PAYE
 - b. Clerk ... salary April and May
 - c. Clerk ... printer cartridge
 - d. Ruth Mullett ... Internal Audit ... £200.00
 - e. HugoFox ... website set up

- 10.10 To note the first part of the Precept was received on 21st April 2026.

11. GROUNDS MAINTENANCE

To consider the grounds maintenance requirements for 2026/27.

12. POLICE MATTERS

To identify the Council's three main Policing priorities for the Parish.

13. HIGHWAYS / FOOTPATHS / TRAFFIC

To consider any new issues in the Parish.

14. PARISH COUNCIL WEBSITE UPDATE

15. CORRESPONDENCE RECEIVED

To note any correspondence received.

16. NEXT MEETING

To note the date of the next Ordinary Meeting is scheduled for 21st July 2026

Jennifer Eva, Clerk to the Council
14th May 2026