

Moreton on Lugg Parish Council

Thursday, 8th May, 2025.

Dear Members,

You are summoned to attend the Annual Parish Council Meeting of Moreton on Lugg Parish Council at Moreton on Lugg Village Hall, HR4 8DE on Tuesday 13th May 2025 at 7.00pm for the purpose of transacting the business identified on the agenda below.

Yours sincerely,



Miss Lisa Law

Clerk/RFO Moreton on Lugg Parish Council

Members of the public and press are welcome to attend.

Members: Cllr N Deacon, Cllr B Forsyth, Cllr M Jackson, Cllr A Parry, Cllr A Adams and Cllr C Anning.

Agenda 25/01-25/18

AGENDA

25/01 To elect a Chairman of Moreton on Lugg Parish Council for the year 2025-2026.

25/02 Declaration of Acceptance of office. For the newly elected Chair of the Council to sign the declaration of Acceptance of office.

25/03 To elect a Vice Chairman of Moreton on Lugg Parish Council for the year 2025-26.

25/04 Apologies for absence: To receive apologies and approve any for absence. **LGA 1972 S85(1)**
Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk as it usual for the grounds upon which apologies are tendered also to be recorded.

25/05 Declarations of Interest and written requests for dispensation:

Local Authorities (Model Code of Conduct) Order 2007 SI No 1159
Localism Act 2011, Part 1, Chapter 7, Section 28 (2)

Members are invited to declare disclosable pecuniary interests (DPI) and any other registerable interests in items on the agenda as required by the Moreton on Lugg Parish Council Code of Conduct and the Localism Act 2011.

Requests for dispensation must be in writing addressed to the Clerk and received as soon as possible before the meeting.

25/06 To approve the minutes of the Council. **LGA 1972 Sch 12 para 41(1)**

To confirm as a correct record and sign the minutes of the meeting held by the council on 1st April 2025.

25/07 District Councillor Reports:

To note any report from the District Councillor.

25/08 Public participation:

Residents are invited to give their views and raise questions to the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Individual members of the public are permitted to speak for no more than 3 minutes. Members of the public may not take part in any other part of the Parish Council meeting itself and the Parish Council cannot pass a resolution on matters raised during public participation.

25/09 Planning. For members to consider planning applications to be determined by Herefordshire Council.

[P250947/FH](#) 3 Bishops Walk, Moreton on Lugg HR4 8FG. Proposed alteration and enlargement of garage

To create an annex. Valid Comments by 21st May.

25/10 Internal Auditors report. For members to receive the internal auditors report for the year ended 31st March 2025 and consider any actions needed.

25/11 Annual Governance and Accountability Return 2024/25 (AGAR)

1. To receive and note the Annual Internal Audit Report.

2. To consider and approve Section 1- Annual Governance Statement 2024/25

Members must complete section 1 by answering "Yes" or "No" to assertions 1-9. Following approval the Annual Governance Statement will be signed by the Chairman and the Clerk.

3. To consider and approve Section 2- Accounting Statements 2024/25.

Following approval the Accounting Statements will be signed by the chair.

4. To note the following key dates:

- Submission deadline for signed and approved AGAR and supporting documents is Tuesday 1st July 2025.
- Dates for the 30 working day period for the exercise of public rights- Tuesday 3rd June -Monday 14th July 2025, inclusive.
- Statutory deadline by which the AGAR part 3 (sections 1 & 2), signed external auditor certificate and notice of the conclusion of the audit must be published- 30th September 2025.

25/12 Finance:

1.To consider payment of the following invoices:

PAYABLE TO	FOR	GROSS AMOUNT	VAT £	NET AMOUNT £	BUDGET HEADING
S Browne	Reimbursement	£84.96			Playground Maintenance
Leo Pest Control	Village Maintenance SI104901	£132.00	£22.00	£110.00	Village Maintenance
Leo Pest Control	Village Maintenance SI104990	£132.00	£22.00	£110.00	Village Maintenance
Clerk	Salary	£509.80			Salary
M Jackson	Reimbursement	£41.15			Payroll
R Mullett	Internal Audit	£200.00			Audit
DC Gardening 2158	Grounds Maintenance	£624.00	£104.00	£520.00	Village Maintenance
Adrian Hope 15699	Tree Maintenance	£906.00	£151.00	£755.00	Tree Services
Moreton on Lugg Village Hall	Hall Hire	£62.00			Room Hire

2. To note payments made between meetings. HMRC PAYE £153.80, Bank Service Charge £6.00.

3. **Bank Reconciliation.** To receive and approve the bank reconciliation for 1st May 2025.

4. **For members to note that we have received the following payments:** VAT refund from HMRC £2,070.12 **Payments from Herefordshire Council;** first installment of the precept of £11,500, payment of the drainage grant £2,820.00 and Lengthsman grant of £350.00

5. **Year End Finance and Budget against spend Report.** To receive a report from the clerk regarding year-end financial matters and consider any actions needed.

25/13 Weed Spraying. For members to consider quotations for the pavements in the village to be sprayed to deter weed growth.

25/14 Insurance. The Council insurance expires on 1st June and for members to consider quotes for the insurance renewal.

25/15 Lengthsman. For members to consider the annual plan for the Lengthsman 2025-2026.

25/16 Footpaths. To receive an update from Cllr Adams.

25/17 Correspondence. For members to note any correspondence received and consider any actions. Safe spaces In Herefordshire using the Menspace scheme.

25/18 Date of next meeting. To confirm the date of the next meeting will be the Annual Parish Council Meeting to be held on Tuesday 3rd June, 2025.