

**Date of Publication:** 9 May 2025

**TO: ALL MEMBERS OF STAPLETON GROUP PARISH COUNCIL:** Councillors Margaret Edwards (Chair), Paul Segrot (vice-Chair), Caroline Scatcherd, Jonathan Rogers, and Stephen Weaver (1 vacancy).

### **NOTICE OF MEETING**

You are hereby summoned to attend **The Annual Parish Council Meeting, followed by the scheduled Parish Council meeting** of Stapleton Group Parish Council which will be held at **Kinsham Village Hall** on **Monday 19 May 2025 commencing at 7.30pm** at which your attendance is required. Members of the Press and Public are invited to attend.

*Cheryl Woolley*

Cheryl Woolley  
CLERK TO THE COUNCIL

#### **AGENDA – ANNUAL PARISH COUNCIL MEETING**

<b>No</b>	<b>Item</b>	<b>Description</b>
<b>25.1</b>	<b>ELECTION OF CHAIR</b>	To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
<b>25.2</b>	<b>ELECTION OF VICE-CHAIR</b>	To elect the Vice-Chair of the Council and to receive the Vice-Chair's Declaration of Acceptance of Office.
<b>25.3</b>	<b>APOLOGIES:</b>	To receive apologies for absence.
<b>25.4</b>	<b>DECLARATIONS OF INTEREST:</b>	To note declarations of interest and receive written requests for dispensation.
<b>25.5</b>	<b>STANDING ORDERS</b>	To formally adopt Standing Orders for 2025/26. A copy has been sent to all Councillors.
<b>25.6</b>	<b>FINANCIAL REGULATIONS</b>	To formally adopt Financial Regulations for 2025/26. A copy has been sent to all Councillors.
<b>25.7</b>	<b>CODE OF CONDUCT</b>	To formally adopt the HCC Code of Conduct. A copy has been sent to all Councillors
<b>25.8</b>	<b>TO CONSIDER</b>	<b>ARRANGEMENTS FOR 2025/26</b>
	<b>8.1</b>	Bank Mandate: Signatories etc
	<b>8.2</b>	To discuss appointment of Internal Auditor
	<b>8.3</b>	Register of Interests
	<b>8.4</b>	<b>Meeting Schedule:</b> To confirm the following meeting schedules for 2025/26: Monday 14 July 2025 Monday 15 September 2025 Monday 17 November 2025 Monday 19 January 2026 Monday 16 March 2026
	<b>AGENDA</b>	<b>SCHEDULE MEETING</b>
<b>25.9</b>	<b>APOLOGIES</b>	To receive apologies for absence
<b>25.10</b>	<b>DECLARATIONS OF INTEREST</b>	To note declarations of interest and receive written requests for dispensation.
<b>25.11</b>	<b>OPEN SESSION</b>	
	<b>11.1</b>	To receive representations from members of the public on other parish matters, (Maximum 5 minutes per person up to a maximum of 15 minutes in total).
	<b>11.2</b>	Report from West Mercia Police if in attendance
	<b>11.3</b>	To receive a report from Ward Councillor Carole Gandy (Herefordshire Council Mortimer Ward).

<b>25.12</b>	<b>MINUTES</b>	
	<b>12.1</b>	To approve the Minutes of the meeting held on 11 March 2025 and Annual Parish meeting 14 April 2025
<b>25.13</b>	<b>FINANCE</b>	
	<b>13.1</b>	<p><b>Outstanding Accounts –</b> To approve and sign the following invoices for payment.</p> <p>Clerk – reimburse defibrillator pads £216.00 + Go – daddy domain £ 41.98. Hugo Fox monthly Sub £ 11.99 Plus, other invoices received after this agenda was published.</p> <p>To note receipt of the first instalment of the precept £ 4,700 In March HMRC VAT - £ 1,019.00 and Lengthsman Grant and drainage £ 3,330.00.</p>
	<b>13.2</b>	To note the balance at the bank after the above payments and receipts would be £ 15,025.41 current account and Bank reconciliation to be signed.
	<b>13.3</b>	To discuss/approve the Income and Expenditure for the year ended 31 March 2025
	<b>13.4</b>	To discuss and approve the AGAR for 2024/25 for submission to internal and external auditors
	<b>13.5</b>	To discuss and agree the insurance documents and renewal fee.
<b>25.14</b>	<b>PLANNING</b>	To consider any planning consultations received from Herefordshire Council and agree comments (if any) to be submitted by the Parish Council for determination by Herefordshire Council.
	<b>14.1</b>	None
<b>25.15</b>	<b>WORKING GROUPS</b>	
	<b>15.1</b>	Parish Report/Updates including - to consider and approve joining the Lengthsman scheme 25/26 and agree the maintenance plan etc
	<b>15.2</b>	Footpath Officers Report/update
	<b>15.3</b>	Discuss Parish Council vacancy and co-option process
<b>25.16</b>	<b>NEXT MEETING</b>	The next meeting of the Parish Council will take place on Monday 14 July 2025 at 7.30pm.
<b>25.17</b>	<b>AGENDA ITEMS FOR NEXT MEETING</b>	To receive agenda items for the next meeting:
	<b>CLOSE</b>	