

SELLACK PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the Annual Ordinary Meeting of the **Sellack Parish Council** will be held at Sellack Parish Hall on **Tuesday 12th May 2026** starting at 8.00pm (following the Annual Parish Meeting) and all **Councillors are summoned to attend**. The business to be transacted is set out in the agenda, detailed below.

AGENDA

1. **To elect a Chairperson of the Council and to receive Chair's signature on Declaration of Acceptance of Office**
2. **To elect a Vice Chairperson of the Council**
3. **To receive apologies for absence and note the reason**
4. **Declarations of interest**
 - 4.1 Parish Councillors to confirm they have reviewed and updated (if necessary) their Register of interests forms, which can be viewed at <https://sellackparishcouncil.gov.uk/our-parish-council/>
 - 4.2 To receive any declarations of interest from Members in respect of any matter on the agenda and to receive and consider any written requests for dispensation. *(The disclosure must include the nature of the interest. If a Member becomes aware, during the meeting, of an interest that has not been disclosed under this item they must immediately disclose it).*
5. **To consider approval of minutes of the meeting held on 30 March 2026** (Draft minutes can be viewed at <https://sellackparishcouncil.gov.uk/parish-council-minutes/draft-minutes/>)
 - 5.1. To note amendment to Lengthsman claim, recorded under 6.1.1 in minutes of 30 March meeting. *Parish council was overpaid for Lengthsman grant in 2024-25 by £83. This has been subtracted from the 2025-26 total and a claim of £1686 was made (instead of the initially reported £1769).*
6. **Open Public Session**
 - 6.1. To receive the views of local residents on parish matters – residents are invited to speak on issues included on this agenda or raise matters relevant to the Parish Council, for future consideration *(Please note: Decisions cannot be made on items not on the agenda) (Up to 10 minutes given for this item)*
 - 6.2. To receive an update from PCSO Simon Hall and to note his request for any community safety priorities for the parish in 2026/27
 - 6.3. To receive an update report from Ward Councillor, Elissa Swinglehurst – which can be viewed at <https://sellackparishcouncil.gov.uk/our-parish-council/>
7. **To receive an update from Working Groups in 2025/26**
 - 7.1. Backney Bridge Picnic Site and Flood Action Working Group – Cllr J Marshall.
8. **To receive an update from Councillors as Representatives of Outside Bodies in 2025/26**
 - 8.1. Sellack United Charities – Cllr S Aitken.
9. **To review working group structures, areas of responsibility, and to appoint members to serve as required:**
 - 9.1. Parish Footpath Officer
 - 9.2. Backney Bridge Picnic Site and Flood Action Working Group (including appointment of Chair)
 - 9.3. Bi-monthly Finance Check / Bank Reconciliation
 - 9.4. Media Representative
 - 9.5. Planning Representative (to attend Herefordshire Council Planning Committee meetings, if required)
 - 9.6. Outside Body - Representative Trustees to Sellack United Charities
10. **Finances**
 - 10.1. To consider the End of Year 2025-26 Finance Report.
 - 10.2. To receive and approve the internal audit report for 2025-26.
 - 10.2.1. To discuss the Internal Auditor's recommendations and agree action to be taken
 - 10.3. To consider and approve the Annual Return Governance Statement – Section 1.
 - 10.4. To consider and approve the Annual Return Accounting Statement – Section 2.
 - 10.5. To confirm the Parish Council meets the criteria for 2025/26 and wishes to claim exemption for that year. To approve and sign the Certificate of Exemption.
 - 10.6. To confirm the dates of the period for the exercise of public rights.
 - 10.7. To review the clerks delegated authority to make payments between meetings as required.
 - 10.8. To review the Council's expenditure incurred under S137
 - 10.9. To note the VAT return for 2025-26 – £2,397

- 10.10. To review the Council's Bank Mandate
- 10.11. To note current bank balance
- 10.12. To note receipt of any income since the previous meeting.
- 10.13. To note any payments made since previous meeting, under delegated authority.
- 10.14. To consider any invoices for payment.
Items 10.11-10.13 – full details of income, payments and invoices to be paid can be viewed on our website and will be itemised in the minutes of the meeting.
- 10.15. To consider Participatory Budgeting for 2026/27
- 10.16. To consider any financial risks to the Parish Council.

11. Parish Council Assets

- 11.1 Backney Bridge Picnic Site (BBPS):
 - 11.1.1 To agree dates for volunteer days and working group meetings in 2026/27
 - 11.1.2 To finalise arrangements for volunteer day on 16th May
 - 11.1.3 To review car park gate arrangements for summer 2026
- 11.2 To consider any potential risks to Parish Council assets

12. Reports from Parish Footpath Officer and Lengthsman

- 12.1 Parish Lengthsman Update:
 - 12.1.1 To approve Lengthsman contract (between Parish Council and Lengthsman) for 2026-27
 - 12.1.2 To approve maintenance plan for 2026-27
 - 12.1.3 To finalise Drainage Grant application to Herefordshire Council
- 12.2 Parish Footpath Officer (Cllr Mark Robinson):
 - 12.2.1 To finalise PROW Grant application to Herefordshire Council
- 12.3 To review any defects to be raised with and receive updates on work requests from Herefordshire Council

13. Policies and Procedures for review, approval and adoption (can be viewed at <https://sellackparishcouncil.gov.uk/policies-and-procedures/>)

- 13.1. REVIEW – Risk Schedule and Register
- 13.2. REVIEW – Complaints Procedure
- 13.3. REVIEW - BBPS and Flood Action Working Group Terms of Reference
- 13.4. REVIEW - Equality and Diversity policy
- 13.5. REVIEW – Asset Register: To review the list of Parish Council assets and recommendations made by the Parish Clerk following the annual visual inspection, made in May 2026 and agree next steps.

14. Planning

- 14.1. To note planning / licensing applications received and responded to (under delegated authority) since the last meeting.
 - 14.1.1. Application: 261024 - Land at Caradoc, Sellack, HR9 6LS. Type: Electricity Prior approval
 Description: Underground approximately 900 mtrs of existing 11kv overhead line and upgrade of 20 mtrs of existing overhead line from 2 wire to 3 wire.
 PC Comments: Support
 - 14.1.2. Application: 260773 - Fair View, Foy, HR9 6RB. Type: Planning Permission
 Description: Change of use from residential care home (Class C2) to dwelling house (Class C3) (no external works)
 PC Comments: Support

15. Communications

- 15.1. To discuss and agree content for the parish council website and Facebook page, including a review of social media posts.

16. Correspondence – for action

- 16.1. Electoral review of Herefordshire Council – draft recommendations: to consider responding as a Parish Council.

17. Clerk's information sheet and correspondence – for noting

- 17.1. Bank Statements
- 17.2. HALC Information Bulletins

18. To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting.

19. Future meetings:

- 19.1. To note the forward plan and raise any items for future meetings.
- 19.2. To approve the schedule of meetings for 2026/27. All to take place at 7pm at Sellack Parish Hall:
- 19.3. To consider when to hold the 2026/27 Annual Parish Meeting.

Signed: *C Vaughan*

Claire Vaughan, Parish Clerk

Email: clerk@sellackparishcouncil.gov.uk

Date of notice displayed: 7th May 2026