

SELLACK PARISH COUNCIL

NOTICE IS HEREBY GIVEN that an Ordinary Meeting of the **Sellack Parish Council** will be held in Sellack Parish Hall on **Tuesday 14th July 2026** starting at 7pm and all **Councillors are summoned to attend**. The business to be transacted is set out in the agenda, detailed below.

AGENDA

1. To receive apologies for absence and note the reason

2. Declarations of interest

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.*

3. Co-option – to consider any applications received for co-option onto the Parish Council

4. Open Public Session

- 4.1. Residents are invited to give their views and question the Parish Council on issues included on this agenda or raise issues for future consideration (Up to 10 minutes given for this item).
- 4.2. Receive an update report from Ward Councillor, Elissa Swinglehurst – which can be viewed at <https://sellackparishcouncil.gov.uk/our-parish-council/>
- 4.3. Receive an update from the local West Mercia Police PCSO team

5. To adopt minutes of the Annual Ordinary meeting of Council, held on 12th May 2026

(Draft minutes can be viewed at <https://sellackparishcouncil.gov.uk/parish-council-minutes/draft-minutes/>)

6. Parish Council Assets

- 6.1. **Asset Register Update** – to appoint a lead councillor for each asset and consider the Clerk's recommendations following the annual checks
- 6.2. **Backney Bridge Picnic Site (BBPS) Update from Working Group Chair, including:**
 - 6.2.1. To discuss and agree next steps for supporting work to increase biodiversity on the neighbouring Backney Common and the role of the Parish Council.
 - 6.2.2. BBPS maintenance - to agree a schedule for the rest of 2026/27 and to approve the summer maintenance quote received.
 - 6.2.3. Trees – to consider arranging an arboricultural inspection of the trees onsite.
 - 6.2.4. To agree Volunteer Day date for spring 2026.
- 6.3. **Benches** – to agree where to locate the restored ER11 bench and any preparatory work and permissions required
- 6.4. **Cherry tree** – to agree where to locate the third and final cherry tree and permissions required
- 6.5. **Information Boards** – to agree where to locate the second information board and permissions required
- 6.6. Consider any potential risks to Parish Council assets

7. Parish Footpath Officer and Lengthsman

- 7.1. **Parish Lengthsman and Drainage Grant Works Updates**
 - 7.1.1. To receive an update on application to Herefordshire Council for drainage grant funding in 2026-27
- 7.2. **Parish Footpath Officer Update (Cllr Mark Robinson)**
 - 7.2.1. To consider potential works to put forward to Herefordshire Council for PROW grant funding in 2026-27
- 7.3. Review any defects to be raised with and receive updates on work requests from Herefordshire Council

8. Parish Council Events Calendar

- 8.1. Remembrance Event, November – to finalise a plan for the event, to be held on 7th November 2026

9. Finances

- 9.1. To consider, approve and sign the revised End of Year 2025-26 Finance Report.
- 9.2. To consider and approve the revised Annual Governance and Accountability Return (AGAR) for the financial year ending 31st March 2026:
 - 9.2.1. To receive and note the full internal audit report for 2025-26 plus to consider any recommendations made.

- 9.2.2. To consider, approve and sign the Annual Return Governance Statement – Section 1.
- 9.2.3. To consider, approve and sign the revised Annual Return Accounting Statement – Section 2.
- 9.2.4. To confirm the Parish Council meets the criteria for 2025/26 and wishes to claim exemption for that year. To consider, approve and sign the revised Certificate of Exemption.
- 9.2.5. To set the revised dates of the period for the exercise of public rights.
- 9.2.6. To consider, approve and sign the revised explanation of variances and bank reconciliation.
- 9.3. To agree and approve the latest bank reconciliation for 2026-27 Q1 **Appendix 1**
 - 9.3.1. *Cllr Marshall to confirm receipt and review of bank statements for January-June 2026, as part of Council's Financial Regulations. Cllr Marshall to sign bank statements to confirm reviewed.*
- 9.4. To note receipt of any income since the previous meeting.
- 9.5. To note any payments made since previous meeting, under delegated authority.
- 9.6. To consider and approve any invoices for payment.
 - Items 9.4 – 9.6 – 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.*
- 9.7. To consider any financial risks to the Parish Council.

10. Policies and Procedures

- 10.1. REVIEW – Standing Orders
- 10.2. REVIEW – Retention Schedule

11. Communications

- 11.1. Discuss content for the parish council website and Facebook page.

12. 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.

13. Correspondence – for action

- 13.1. Nature and Biodiversity Community Grant Scheme – to consider an application to this scheme
- 13.2. Herefordshire Councillor Ward Fund Grant Scheme – to consider an application to this scheme
- 13.3. Advice / Information from the Monitoring Officer - Civility and Respect Pledge – to consider next steps

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

- Bank statements (available on request)
- HALC Bulletins – June 2026
- Letter from Herefordshire Council - Amendment to the Arrangements for dealing with Code of Conduct complaints
- Toolbox Talk, Working Outdoors guidance

15. Future meetings:

- 15.1. To note the forward plan and raise any items for future meetings.
- 15.2. To note the date of the next meeting: 1st September 2026, 7pm at Sellack Parish Hall.

Signed: *C. Vaughan*

Date of notice displayed: 08.07.26

Claire Vaughan, Parish Clerk
Email: clerk@sellackparishcouncil.gov.uk