

# SELLACK PARISH COUNCIL

**NOTICE** IS HEREBY GIVEN that an Ordinary Meeting of the **Sellack Parish Council** will be held in Sellack Parish Hall on **Wednesday 2<sup>nd</sup> September 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. Open Public Session

- 3.1. 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).
- 3.2. Receive an update report from Ward Councillor, Elissa Swinglehurst – which can be viewed at <https://sellackparishcouncil.gov.uk/our-parish-council/>
- 3.3. Receive an update from the local West Mercia Police PCSO team

### 4. To adopt minutes of the Ordinary meeting of Council, held on 14<sup>th</sup> July 2026

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

### 5. Parish Council Assets

#### 5.1. Asset Register Update from Lead Cllr:

- 5.1.1. **Parish Benches** – to consider Leads recommendation on whether to repair, replace or remove these assets, if ever required.
- 5.1.2. **War Memorial** – to consider Leads recommendation on whether to repair, replace or move the asset, if ever required. To approve Volunteer Risk Assessment.

#### 5.2. Backney Bridge Picnic Site (BBPS) Update: including

- 5.2.1. Minor repairs to car park barriers – to approve a small budget for site repairs
- 5.2.2. Cherry tree planting – to consider and approve quote for planting
- 5.2.3. To consider repair, replacement or removal of fencing at site

### 6. Parish Footpath Officer and Lengthsman

#### 6.1. Parish Lengthsman and Drainage Grant Works Updates

- 6.1.1. To receive an update on application to Herefordshire Council for drainage grant funding in 2026-27 and consider next steps.

#### 6.2. Parish Footpath Officer Update (Cllr Mark Robinson)

- 6.2.1. To approve the application to Herefordshire Council for PROW grant funding in 2026-27.

#### 6.3. Review any defects to be raised with and receive updates on work requests from Herefordshire Council

### 7. Parish Council Events Calendar

- 7.1. Remembrance Event, November – to finalise and approve a plan for the event, to be held on 7<sup>th</sup> November 2026

### 8. Finances

#### 8.1. To agree and approve the latest bank reconciliation for 2026-27 Q2 *Appendix 1*

- 8.1.1. *Cllr Marshall to confirm receipt and review of bank statements for July-August 2026, as part of Council's Financial Regulations. Cllr Marshall to sign bank statements to confirm reviewed.*

#### 8.2. To consider the budget update.

#### 8.3. To note receipt of any income since the previous meeting.

#### 8.4. To note any payments made since previous meeting, under delegated authority.

#### 8.5. To consider and approve any invoices for payment.

*Items 8.3 – 8.5 – 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.*

#### 8.6. To consider any financial risks to the Parish Council.

## **9. Policies and Procedures – to review and (re)adopt**

- 9.1. REVIEW – Financial Regulations
- 9.2. REVIEW – Bullying and Harassment Statement
- 9.3. NEW – Civility and Respect Pledge
- 9.4. NEW – Dignity at Work Policy
- 9.5. Parish Council process for appointing the Representative Trustees to Sellack United Charities

## **10. Communications**

- 10.1. Discuss content for the parish council website and Facebook page.
- 10.2. Newsletter:
  - 10.2.1. To discuss content and format including approval to include a survey on the memorial trail furniture.
  - 10.2.2. To approve printing and delivery cost.
  - 10.2.3. To agree delivery schedule, due for publication by end of September 2026.

## **11. 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.

## **12. Correspondence – for action**

- 12.1. Herefordshire Councillor Ward Fund Grant Scheme – to note response to queries and consider an application to this scheme
- 12.2. West Mercia PCC Parish Council Survey – to consider response
- 12.3. The Charter for the River Wye – to consider supporting and making a pledge  
<https://www.herefordshire.gov.uk/community/reducing-river-nutrients/the-charter-for-the-river-wye/>

## **13. Clerk's information sheet and correspondence – for noting**

- Bank statements (available on request)
- HALC Bulletins – July 2026
- LGA Advice to Councils on handling harassment, abuse and intimidation
- Planning slides from Parish Summit
- Frequently Asked Questions for Parish and Town Councils - Planning Policy and Neighbourhood Planning Update (July)

## **14. Future meetings:**

- 14.1. To note the forward plan and raise any items for future meetings.
- 14.2. To note the date of the next meeting: Tuesday 7<sup>th</sup> November, 7pm at Sellack Parish Hall.

## **15. To consider a resolution to exclude the Press and Public (*Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960*) on the grounds that the consideration of the following item will involve the disclosure of exempt/confidential information of a personal, financial and legal nature (*Schedule 12A to the Local Government Act 1972 Act*)**

- 15.1. To consider a potential Parish Council nature restoration project.

**Signed:** *C. Vaughan*

**Date of notice displayed:** 27.08.26

*Claire Vaughan, Parish Clerk*  
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