



Yarkhill Parish Council

ANNUAL MEETING OF THE COUNCIL

To all Members of the Council

You are hereby summoned to attend the **Annual Meeting of the Council** to be held on **Thursday 7th May 2026 at 7.30pm** at Yarkhill Village Hall, Yarkhill, Herefordshire, HR1 3ST to transact the business set out below.

Signed

Michael Greenfield

Clerk

1. To elect a Chairman of the Council 2026/2027
2. To receive the Chairman's Declaration of Acceptance of Office
3.
 - a) To receive apologies for absence
 - b) To approve reasons for absence
4. To receive Declarations of Interest or Requests for Dispensations
5. To agree the minutes of the meeting held on [2 April 2026](#)
6. To receive questions from members of the public

Note: Each speaker will be limited to a maximum of **three minutes**, with a total public participation period not exceeding **fifteen minutes**, at the discretion of the Chair.

7. To receive brief reports from Members of the Parish and the Ward Councillor
8. **Policies**
 - a) To consider and agree the use of ballot papers on appropriate occasions
 - b) To review and agree Standing Orders
 - c) To review and agree Financial Regulations
 - d) To review and agree Code of Conduct
 - e) To review and agree Information Technology Policy
 - f) To consider and agree schedule of meetings for 2026/2027
 - g) To review and agree Reserves Policy
 - h) To review and agree Records Retention, Storage and Disposal Policy
 - i) To consider and agree Grant Form and Policy
 - j) To consider and agree the appointment of Council representatives to external organisations

- k) To consider and agree the Risk Assessment Register for 2026 - 2027
- l) To consider and adopt the Publication Scheme 2026
- m) To consider and adopt the Data Protection Policy
- n) To consider and approve the Subject Access Request Policy
- o) To consider and adopt the Privacy Notice
- p) To consider and agree the Strategic Objectives 2026-2029

9. **Financial matters**

- a) To consider and agree accounts for payment, as per payment schedule, and note payments made
- b) To review Direct Debits and Standing Orders
- c) To consider and appoint an independent Internal Auditor 2026 - 2027
- d) To review the Internal Audit Report Action Plan based on Herefordshire Association of Local Councils (HALC) report
- e) To appoint councillors to undertake a review of internal controls as required by Financial Regulations
- f) To consider and agree the purchase of a laptop, suitable software and mobile telephone/network provision for the Clerk
- g) To consider and approve the addition of nominated councillors as authorised signatories to the Council's bank account
- h) To consider and approve the addition of the Clerk & Responsible Financial Officer to the Council's bank account for administrative purposes, in accordance with the council's financial controls.
- i) To consider and agree the quote from Bosbury Parochial Church Council for 'Hop Parishes News' publication publicity
- j) To consider and approve the payment of the Clerk & Responsible Financial Officer's salary
- k) To consider and approve the Bank Reconciliation to 31.03.2026

10. **Planning Matters**

- a) To consider response to the following planning applications

None
- b) To note planning applications
 - Ref: [P260542/F](#)
 - Site: Yarkhill, Three Crosses, Land at Stoke Edith Hereford Herefordshire
 - Dev: Variation of conditions 2 & 12 of planning permission 241510 (Proposed installation and operation of a renewable energy generation station comprising ground-mounted photovoltaic, inverter/transformer units, control room, substations, onsite grid connection equipment, site access, access gates, internal access tracks, security measures and other ancillary infrastructure) -

revised site layout

- c) To appoint a Footpath Officer (volunteer) and other volunteers for Yarkhill Parish Council

11. To receive an update from the Clerk (for information only)
12. **To receive updates from Working Groups & Tree/Pond Officer (Volunteer)**
 - a) Finance Working Group
 - b) Planning Working Group
 - c) Tree/Pond Officer (volunteer)
13. To consider and agree usage of Parish Council noticeboards
14. To consider and agree the development of the website
15. To consider and appointment to the Lengthsmen Scheme 2026-2027
16. To consider and approve the establishment of a Lengthsmen Working Group to support the delivery of lengthsmen activities, reporting to the Council
17. To consider and approve the appointment of a contractor to undertake Lengthsman works on behalf of the Council
18. To consider and decide on the continuation of the domain and hosting website www.yarkhillparish.co.uk
19. Date, time and venue of next meeting - Thursday 4th June 2026, 7pm, at Yarkhill Village Hall, Yarkhill, Herefordshire, HR1 3ST

Issued on 30.04.2026 by Michael Greenfield, Clerk
Email: clerkyarkhillparishcouncil@gmail.com
30.04.2026

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.