

MATHON PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL
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24th April 2018

Dear Councillor

You are summoned to attend the Annual Meeting of the Parish Council which will be held on Wednesday 2nd May 2018 at 7.30 pm for the purpose of transacting the following business:-

Diana Taylor

DIANA TAYLOR (Mrs)
Clerk to Mathon PC

ANNUAL PARISH COUNCIL MEETING – 2nd May 2018 **A G E N D A**

1. Election of Chairman & signing of Acceptance of Office for Chairman
(currently Cllr S Harte)
2. Apologies for absence
3. Election of Vice-Chairman (currently Cllr Mrs C Green)
4. (a) **Declarations of Interest : Councillors are reminded of the need to complete/update their Register of Interests**
(b) **To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.**
(c) **To declare any Other Disclosable Interests in items on the Agenda and their nature.**

Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within the terms of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5. To consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) – written requests to be with the Clerk at least 4 days prior to a meeting.

The Meeting will be adjourned for Public Question Time. (The time allocated is at the discretion of the Council/Chairman). Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public are reminded that by doing this the matters for discussion may be included in public Minutes, and should give their consent to this prior to any discussion. The Chairman will give members of the public the chance to withdraw from the meeting if they so wish. Members of the public may not take part in the Parish Council Meeting itself.

Members of the public present are invited to make a short Presentation to the Council

6.
 - (a) Public Questions/Presentations
 - (b) CSO/Police – Report
 - (c) Herefordshire Councillor
 - (d) Report – Malvern Hills Trust
 - (e) Footpaths – P3 Scheme - *(Clerk to report)*

The Chairman re-opens the Meeting
7. Updated Standing Orders (2018) - to be reviewed at the PC Meeting on 4th July 2018
8. To note/review the Code of Conduct (Adopted July 2012)
9. To note/review Financial Regulations – (Adopted 7th September 2016)
10. To note/review the Council’s Risk Assessment Schedule (available for the meeting)
11. Annual Insurance Review/requirements
12. Appointments to outside Bodies :-
 - (a) Parish Council member – Mathon Parish Hall Management Committee
 - (b) Mathon Parish Council representative on the Malvern Hills Trust - Mr David Baldwin was appointed at the Council Meeting held on 2nd September 2015. This appointment is held until 1st November 2019.
13. To approve and sign the Minutes of the Parish Council Meeting held on 7th March 2018. To approve and sign the Minutes of the Parish Council Planning Meeting held on 4th April 2018.
14. Actions taken from last meeting (if not covered by Agenda)
15. Reports (if applicable and not covered by Agenda items)
 - (a) Chairman (b) Clerk
16. Mathon Parish Hall
 - (a) Parish Map (b) Other Reports – *(Cllr S Harte)*
17. FINANCE -

To consider payment of Accounts

 - (a) Clerk’s salary for two months (April/May 2018) (PAYE deducted)
 - (b) Insurance Premium – (see Agenda item 11 above)
 - (c) Marion Griffiths – Payroll Services 2017/18
 - (f) Approval of Year End Accounts to 31st March 2018 (internally audited)
18. **Approval of Annual Audit for Accounts to 31st March 2018**
(as an “Exempt” Authority)
 (Section 1 – Annual Governance Statement)
19. Section 2 – Annual Accounting Statement)
20. To consider and approve the following Grants/Donations
 - (a) Mathon Parish Hall – first half of grant
 - (b) Mathon P.C.C.
21. **GDPR REGULATIONS 2018**
 - (a) Clerk’s Report to Council
 - (b) HALC/NALC shared DPO Service to member Parish Councils

To consider adopting the following policies recommended by the General Data Protection Regulations, and displaying them on the Parish Council Website :-

 - (b) Data Protection Policy
 - (c) Privacy Policy
 - (d) Privacy Notices (2)
 - (e) Data Subject Access Policy

22. PLANNING – to consider the following Planning Application:-
(a) Ref No: 181064
Site: Ciderstone Cottage, Harcourt Road, Mathon WR13 5PG
Description: Proposed removal of the majority of stud wall between the dining room and the kitchen. Remove small corner of the utility room that borders the kitchen.
Applicant: Mr James Hayburn
Grid Ref: OS 375459,244910
App Type: Listed Building Consent
23. HIGHWAYS
To receive any reports/complaints re highway matters.
(a) Harcourt Road – resurfacing/potholes Ref: CAS-643465-J8G3K1
(b) Hackney Cross/Ditch by Stubby Pleck – Ref No CAS-658355-V4M1C4
(c) Back drive to Mathon Court – marker posts/verge trimming (this has been done)
(d) Culvert/pipework/ditches near to Tennis Club in Harcourt Road.
(e) Overhanging trees – Harcourt Road
(f) Partially blocked brook – rear of the Cliffe
(g) Other reports/complaints
24. CLIFFE ARMS
25. Correspondence (available for meeting if not previously e-mailed to Cllrs)
26. Matters for future Agenda
27. Next Meeting date – **Wednesday 4th July 2018**