

MATHON PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL
Tel/Fax: 01684 569430 – E-mail: dtaylormathonclerk235@gmail.com

25th April 2017

Dear Councillor

You are summoned to attend the Annual Meeting of the Parish Council which will be held on Wednesday 3rd May 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 – 3rd May 2017 **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 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 Conservators
- (e) Footpaths – P3 Scheme - *(Clerk/Cllr T Ainscough to report)*

The Chairman re-opens the Meeting

7. To note/review New Model Standing Orders (Adopted July 2014)
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 onto the Malvern Hills Board of Conservators - 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 1st March 2017. To approve and sign the Minutes of the Parish Council Planning Meeting held on 5th April 2017.
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 – *(Cllr T Ainscough to report)*
 - (b) Other Reports – *(Cllr S Harte)*

17. FINANCE -
 - To consider payment of Accounts
 - (a) Clerk's salary for two months (April/May 2017) (PAYE deducted)
 - (b) HMRC PAYE – April/May/June 2017
 - (c) Insurance Premium – Came & Co (see Agenda item 11 above)
 - (d) Marion Griffiths – Payroll Services 2016/17
 - (e) CPRE subscription 2017/18
 - (f) HALC subscription for 2017/18
 - (f) Approval of Year End Accounts to 31st March 2017 (internally audited)

18. **Approval of Annual Audit Return for Accounts to 31st March 2017**
(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. PLANNING – to consider the following Planning Application:-
 - (a) Ref No: 170173
 - Site: Tree House Farm, Moorend Cross, Mathon, Worcs WR13 5PR
 - Description: Proposed access modifications on to the B4220
 - Applicant: Ms Pamela Allan
 - Grid Ref: OS 372226,246032
 - App Type: Planning Permission

22. **HIGHWAYS**

To receive any reports/complaints re highway matters.

- (a) Potholes entrance to Rooks View, Moorend Cross
- (b) Verge becoming potholed between Netherley & Overley Drives (now repaired)
- (c) 30 mph sign & Mathon signs – Parish boundary/Harcourt Road (now fixed)
- (d) Overhanging trees below Knell cottages, alongside the stream (not the responsibility of Herefordshire Council, but is the landowners responsibility)
- (e) Potholes getting larger at the Knell/Knell Cottage (now repaired)
- (f) Other complaints/reports

23. Correspondence (available for meeting if not previously e-mailed to Cllrs)

24. Matters for future Agenda

25. Next Meeting date – **Wednesday 26th July** (due to Clerk's Holiday)