

# MATHON PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL  
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27<sup>th</sup> June 2018

Dear Cllr

You are summoned to attend a Meeting of the Parish Council which will be held on Wednesday 4<sup>th</sup> July 2018 at 7.30 pm for the purpose of transacting the following business:-

Diana Taylor

**DIANA TAYLOR (Mrs)**  
Clerk to Mathon PC

## PARISH COUNCIL MEETING – 4<sup>th</sup> July 2018 A G E N D A

1. Apologies for absence
2. **(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.**

3. 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**

4. **(a) Public Questions/Presentations**  
**(b) CSO/Police – Report (SmartWater proposal)**  
**(c) Herefordshire Councillor**  
**(d) Report – Malvern Hills Trust**  
**(e) Footpaths – Mrs S James – Footpaths Officer**  
**The Chairman re-opens the Meeting**

5. To approve and sign the Minutes of the Annual Parish Council Meeting held on 2<sup>nd</sup> May 2018.
6. Actions taken from last meeting (if not covered by Agenda)
7. Reports (if applicable and not covered by Agenda items)
  - (a) Chairman (b) Clerk
8. Mathon Parish Hall
  - (a) Parish Map (b) Other Reports – (*Cllr S Harte*)
9. **FINANCE -**  
 To consider payment of Accounts
  - (a) Clerk’s salary for two months (June/July 2018) (PAYE deducted)
  - (b) Marion Griffiths – Payroll Services 2017/18
  - (c) HMRC PAYE – April/May/June 2018
10. **GDPR REGULATIONS 2018**  
 Clerk to report on adopting the policies recommended by the General Data Protection Regulations via NALC/HALC.
  - (a) Data Protection Policy
  - (b) Privacy Policy
  - (c) Privacy Notices (2)
  - (d) Data Subject Access Policy
  - (e) Retention Policy (to be advised)
  - (f) Proposed “Sign Off” for **all Council e-mails from Clerk & Cllrs** (to be advised)
11. **UPDATED STANDING ORDERS**  
 The Council to consider adopting the updated NALC Standing Orders for Councils 2018
12. **HEREFORDSHIRE COUNCIL – CODE OF CONDUCT**  
 Changes to Herefordshire Council Code of Conduct (e-mailed 01/06/18)  
 To consider if Mathon PC wishes to adopt this revised code.
13. Councillor vacancy – *Clerk to report*
14. **HIGHWAYS**  
 To receive any reports/complaints re highway matters.
  - (a) Hackney Cross/Ditch by Stubby Pleck – Ref No CAS-658355-V4M1C4
  - (b) Culvert/pipework/ditches near to Tennis Club in Harcourt Road.
  - (c) Overhanging trees – Harcourt Road - *Cllr S Harte to report*
  - (d) Partially blocked brook – rear of the Cliffe - *Cllr S Harte to report*
  - (e) Blocked road gully – between Pitts Cottage to Half Acre – Ref No CAS-682843-PIG2N3 (this is in the schedule for repair)
  - (g) Other reports/complaints
15. Village Signs in the Malvern Hills AONB area – *Clerk to report*
16. **CLIFFE ARMS**
17. Correspondence (available for meeting if not previously e-mailed to Cllrs)
18. Matters for future Agenda
19. Next Meeting date – **Wednesday 29<sup>th</sup> August 2018 at 7.30 pm**