

MATHON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on Wednesday 20th MAY 2015 at 7.30 pm. in Mathon Parish Hall

Present:- Cllr S Harte (Chairman), Cllr R Lawrence, Cllr C Green, Cllr N Walker

In attendance: Mrs D Taylor (Clerk), Mr Geoff Fielding (Footpaths Officer)
Mr D Baldwin (Malvern Conservators)

Public Attendance – Three members of the public were present

All Council Members present signed their Declaration of Acceptance of Office & Code of Conduct before taking part in the meeting

Election of Chairman – Cllr S Harte was elected Chairman – proposed by Cllr N Walker and seconded by Cllr C Green. Cllr S Harte signed the Declaration of Acceptance of Office & Code of Conduct

Apologies – None received

Election of Vice-Chairman – Cllr C Green was elected Vice-Chairman – proposed by Cllr N Walker and seconded by Cllr S Harte

Co-option – Mr Paul Davies was co-opted onto the Council. Proposed by Cllr S Harte and seconded by Cllr N Walker. Cllr P Davies signed his Declaration of Acceptance of Office & Code of Conduct.

It was noted that a vacancy still existed for a new member of the Council due to former Cllr T Barnes moving out of the Parish. The Clerk was asked to write a letter of thanks to her.

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS (DPI) or other DISCLOSABLE INTERESTS falling within the terms of para 12(4)(b) of the Code of Conduct. Councillors were reminded of the need to complete/update their Register of Interests form to be returned to the Monitoring Officer, Herefordshire Council, within 28 days of the election.

Dispensation Requests had been received by the Clerk from Cllrs S Harte, C Green and N Walker relating to Mathon Parish Hall items on the present Agenda and at all future meetings up to May 2019 whilst they remained members of the Council. A further Dispensation Request had been received from Cllr N Walker relating to Mathon PCC items on the present Agenda and at all future meetings up to May 2019 whilst he remained a member of the Council.

All the above Dispensation Requests were granted by the Council.

The Chairman adjourned the Meeting for Public Question Time/Participation.

PUBLIC QUESTION TIME

- (a) **Public questions** – No questions raised - but the Council would look into the speeding issues raised by a parishioner at the Annual Parish Meeting which had taken place prior to this meeting.
- (b) **CSO/Police** – Nothing to report from the CSO David Alexander
- (c) **Herefordshire Councillor** - No Report

- (d) **Malvern Conservators** - Mr David Baldwin reported that he was now a member of the Conservators Recreational Advisory Panel. This Panel had an overview of all the activities taking place on the hills, and because of the wide range of these activities, there were some areas of conflict. The Panel was looking into a revised Code of Conduct for all users of the Hills. One area of particular concern was that of dogs disturbing ground nesting birds. Galloway cattle had now been introduced onto the hills to help with the scrub clearance policy. He circulated an Events Diary for the hills which had proved very popular last year and was being repeated again this year.
- (e) **Footpaths Officer** - Mr Geoff Fielding reported to the meeting. Both he and the Clerk had been experiencing huge difficulties with Balfour Beatty (BB) in relation to the Lengthsman/P3 Scheme. The Clerk had applied for the P3 Grant, but BB had merged the two schemes into one, which was causing complications and confusion all round. BB required the Lengthsman and any P3 "Contractor" to attend Health & Safety/training sessions before doing any work, and to have their own liability insurance. The paperwork and returns to BB were also very time consuming and detailed. The combined Scheme required a "maintenance plan" for the year to be submitted. It also looked as if anyone working on footpaths would have to sign a Contract with the Parish Council. The funding for P3 had been ringfenced but the Parish Council would have to pay the "Contractor" on receipt of an invoice and timesheet, and then claim the money back. As he was managing the Lengthsman – Rob Lambert – for Cradley & Storridge, he was prepared to assist the Clerk in sorting out the admin required for the P3 Scheme, but he was seeking an assurance from the Council that it wished to continue with P3. The Council agreed to continue with the P3 Scheme. Proposed by Cllr N Walker and seconded by Cllr S Harte "Mathon Parish Council wish to remain a Parish member of the P3 Scheme for the year 2015/16 with the support of Geoff Fielding, the Parish Footpaths Warden. Their preference would be to try and ensure continuity with Mr Ted Stewart working with the Footpaths Warden."

The Chairman re-opened the Meeting

1242 MODEL STANDING ORDERS

The Council noted the new Model Standing Orders which had been adopted in July 2014

1243 CODE OF CONDUCT

The Council noted the Code of Conduct which had been adopted in July 2012

1244 FINANCIAL REGULATIONS

The Council noted the Financial Regulations which had been adopted in September 2014

1245 RISK ASSESSMENT SCHEDULE

The Council reviewed the Risk Assessment Schedule which had been circulated to all members by the Clerk.

1246 INSURANCE REVIEW

The Council reviewed quotations for the renewal of the insurance premium, and decided to continue using Came & Co (who specialise in Parish Council insurance) and to agree a three year tie-in at a premium of £265.00 for 2015/16. Proposed by Cllr P Davies and seconded by Cllr N Walker.

1247 APPOINTMENT TO OUTSIDE BODIES

- (a) Parish Council Member – Mathon Parish Hall Management Committee – Cllr S Harte
Proposed by Cllr C Green and seconded by Cllr N Walker

- (c) Mathon Parish Council Representative onto the Malvern Hills Board of Conservators – Mr David Baldwin had been appointed at the Council Meeting held on 7th October 2011. This appointment to be held until October 2015.

The Minutes of the Parish Council Meeting held on 4th March 2015 were approved and signed. Proposed by Cllr S Harte and seconded by Cllr N Walker. The Minutes of the Council Planning Meetings held on 10th March and 22nd April 2015 were approved and signed. Proposed by Cllr R Lawrence and seconded by Cllr N Walker.

1248 ACTIONS TAKEN FROM LAST MEETING

None to report which were not covered by the Agenda.

1249 REPORTS

No reports from Chairman or Clerk

1250 MATHON PARISH HALL

Parish Map - The Clerk reported that Louise Vaile had looked at the Parish Map in the Parish Hall on 27th April and a copy of her report and recommendations was circulated to all Councillors. She was prepared to work on the map in the hall rather than have it transported to her studio at Birmingham City Museum & Art Gallery. She would need a day for the work to be done and assistance with removing the map from the wall and rehangng it. The Council agreed to her recommendations and fees. Proposed by Cllr N Walker and seconded by Cllr S Harte. The Clerk was asked to arrange a suitable date for the work to be carried out.

1251 FINANCE

The Clerk asked the Council for her name to be added to the cheque signatory list as she had been experiencing difficulties with Lloyds Bank when trying to obtain Bank Statements for the mid and year end accounts. The Council agreed to this request. Proposed by Cllr S Harte and seconded by Cllr C Green.

To consider payment of Accounts:-

- (a) Clerk's Salary April/May 2015 - £302.40 (net) - Proposed by Cllr C Green and seconded by Cllr R Lawrence.
- (b) HMRC PAYE – April/May/June - £113.40 - Proposed by Cllr S Harte and seconded by Cllr R Lawrence.
- (c) HALC subscription/affiliation fee 2015/16 - £279.54 – Proposed by Cllr N Walker and seconded by Cllr P Davies.
- (d) Marion Griffiths – payroll services 2014/15 - £60.00 – Proposed by Cllr C Green and seconded by Cllr R Lawrence.
- (e) Came & Co (Broker Insurance Network) – insurance 2015/16 - £265.00 - Proposed by Cllr P Davies and seconded by Cllr N Walker (as above)
- (f) Approval of Year End Accounts 2014/15 - These Accounts had been audited by Mr Hugh Wagstaffe and were approved by the Council. Proposed by Cllr C Green and seconded by Cllr S Harte.

Approval of Annual Audit Return for Accounts to 31st March 2015

- (g) Section 1 – Accounting Statement – signed by the Chairman and the Clerk
- (h) Section 2 – Annual Governance Statement – signed by the Chairman and the Clerk

1252 GRANTS & DONATIONS

- (a) Mathon Parish Hall – first half grant 2015/16 - £750.00. Proposed by Cllr P Davies and seconded by Cllr R Lawrence.
- (b) Mathon PCC – grant for graveyard maintenance - £800.00. Proposed by Cllr C Green and seconded by Cllr P Davies.

1253 TRANSPARENCY CODE

The Transparency Code for Parish Councils was now in force, and details of information which had to be posted onto a Parish Council website were circulated by the Clerk. As requested, she had made enquiries with Colwall Parish, and they had recommended Rotary Printers in Stourport who had designed and hosted their website. The Clerk had spoken to Rotary who were extremely helpful, and she recommended that the Council accept their quotation of £348 for designing and hosting the Mathon PC website. This quote was very reasonable compared to others she had looked at, and the Council only needed a really simple one page website to comply with the Code. The Council agreed to this quotation of £348.00. Proposed by Cllr N Walker and seconded by Cllr C Green.

1254 HIGHWAYS

- (a) Southend Lane. New Ref No 11011721. Work for this was scheduled for 28th May, it had been postponed from an earlier date.
- (b) Verge giving way on the road from Mathon Parish Hall to West Malvern via Croft Bank, just past Rose Farm. Clerk had reported this to BB on 16.02/14. The Clerk had a ref no 11012306 and this had been passed to the Locality Steward. Black and white marker posts had now been put in place as a warning, but no further action had been taken.
- (c) Neil James the Locality Steward had followed up on reported potholes which had re-appeared in Harcourt Road near to Barton Cottage. These were now in the system to be dealt with.
- (d) The ground had given way and the verge had collapsed between Overley and Netherley junctions (similar to (b) as above). The Chairman to give the Clerk a grid reference to follow this up with HCC/BB

1255 CLIFFE ARMS

The Clerk reported that she had contacted Sarah Lowe, the Conservation Officer at Herefordshire Council as a complaint had been received that the bollards at the Cliffe had been raised again. Sarah Lowe had contacted the owner, who informed her that the bollards were there to prevent gypsies or similar gaining access to the rear of the property, and this had been advised by the Police. Mr Mark Tansley, the area team leader, would be taking this forward. She had reiterated her advice that the current situation was unacceptable, that a planning application was required and that the Parish Council and residents were monitoring the situation. Sarah Lowe felt that the owner would be happy to meet on site to discuss the condition of the building, once the bollard situation had been resolved, and she would be arranging a meeting to get into the pub. The Parish Council wanted Herefordshire Council to take action on this issue, as it was under considerable pressure from the community in this matter. The whole site was an eyesore in the village. The Parish Council would like a representative to be present at any meeting that takes place. The Clerk to inform Sarah Lowe.

1256 BT KIOSK

The Clerk had received a leaflet from BT offering the sale of the BT phone box at the Cliffe for £1. The Clerk to investigate further.

1257 CLUSTER GROUP

The Chairman reported that another meeting of the Group would be held at the end of June.

1258 CORRESPONDENCE - The Council noted the correspondence.

1259 MATTERS FOR FUTURE AGENDA

Pensions

1260 NEXT MEETING DATE - Wednesday 29th July 2015 at 7.30 pm

..... Chairman

..... Date

