

MATHON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on Wednesday 2nd MAY 2018 at 7.30 pm. in Mathon Parish Hall

Present:- Cllr S Harte, Cllr R Lawrence, Cllr C Green

In attendance: Mrs D Taylor (Clerk)

Two members of the public attended the meeting

Election of Chairman – Cllr S Harte was elected Chairman for the following year. Proposed by Cllr C Green and seconded by Cllr R Lawrence

Apologies for absence - Cllr P Davies (due to holiday commitments), Cllr N Walker

Election of Vice-Chairman - Cllr C Green was elected as Vice-Chairman for the following year. Proposed by Cllr S Harte and seconded by Cllr R Lawrence

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.

Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) - No requests had been received by the Clerk relating to any items on the present Agenda

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

PUBLIC QUESTION TIME

- (a) A parishioner attended the meeting to report that debris in the brook behind the Cliffe Arms was partially blocking the flow of water. Should it build up and block the brook completely there would be a risk of flooding in the area. He had contacted Herefordshire Council and other agencies about this problem, but none of them were prepared to take any action. The Clerk and Chairman to seek further advice on the responsibilities of adjoining landowners to remove any debris.
- (b) **PCSO/Police** – The Council was made aware of a team operating in the area – stealing a quad bike and a LandRover .
- (c) **Herefordshire Councillor** - No report
- (d) **Malvern Hills Trust** - Mr David Baldwin and Mr Chris Rouse had attended the Annual Parish Meeting held earlier in the evening, when a full report regarding the proposals by Malvern Hills Trust had been presented to the Council.
- (e) **Footpaths P3 Scheme 2018/19** - Mrs Samantha James attended the meeting and volunteered her services as Footpaths Officer for the coming year. This enabled the Council to join the P3 Scheme for the year 2018/19 which would be the final year for a grant to be made by Herefordshire Council/Balfour Beatty. In view of this, the Council agreed to apply for a full grant of £1,480 plus a £444 contribution from the Parish Council – making a total budget of £1,924.

The Chairman re-opened the Meeting

24/18 STANDING ORDERS - an update of Standing Orders had been received by the Clerk. The Council to review these at the next meeting on 4th July 2018

25/18 CODE OF CONDUCT

The Code of Conduct was noted by the Council. This Code had been adopted in July 2012.

26/18 FINANCIAL REGULATIONS

The Council noted the Financial Regulations which had been adopted in September 2016

27/18 RISK ASSESSMENT

The Council noted the Risk Assessment Schedule prepared by the Clerk and circulated to Councillors. Included in this schedule was Insurance Cover due for renewal at the end of May 2018.

28/18 ANNUAL INSURANCE REVIEW

The Clerk had received five quotes from Came & Co – Insurance Brokers. The Council agreed to the quote recommended by Came & Co for a three year tie in. The premium for 2018/19 would be £335.00.

29/18 APPOINTMENTS TO OUTSIDE BODIES

- (a) Parish Council member – Mathon Parish Hall Committee. Cllr S Harte was proposed by Cllr C Green and seconded by Cllr R Lawrence
- (b) Mathon Parish Council's representative on the Malvern Hills Trust Board - Mr David Baldwin was appointed at the Council meeting held on 2nd September 2015. This appointment is held until 1st November 2019. However, the Council noted the proposals which had been put forward by the Trust at the Annual Parish Meeting in relation to future appointments/elections onto the Board.

The Minutes of the Parish Council Meeting held on 7th March were approved and signed. Proposed by Cllr C Green and seconded by Cllr R Lawrence. The Minutes of the Planning Meeting held on 4th April 2018 were approved and signed. Proposed by Cllr R Lawrence and seconded by Cllr C Green.

30/18 CO-OPTION OF COUNCILLOR

The Clerk reported that she had received a notification from the Herefordshire Electoral Office that no call for an election had been made. The Council could, therefore, co-opt a new member. The Clerk to post notices accordingly.

31/18 MATHON PARISH HALL

Nothing to report on the Hall at the moment. Cllr S Harte agreed to find out more information relating to the Parish Map.

32/18 FINANCE

To consider payment of Accounts:-

- (a) Clerk's Salary - April/May 2018 - £348.60 (net – new rate) Proposed by Cllr C Green and seconded by Cllr S Harte
- (b) Came & Co – Insurance Premium for 2018/19 £335.00 (see above) Proposed by Cllr C Green and seconded by Cllr R Lawrence.
- (c) Agreement for the Council to pay £444 contribution towards the cost of maintaining the footpaths in the year 2018/19. Proposed by Cllr C Green and seconded by Cllr S Harte.

- (d) Approval of Year End Accounts to 31st March 2018. The Accounts as audited by the internal auditor had been circulated to Cllrs. These were approved. Proposed by Cllr S Harte and seconded by Cllr C Green.

33/18 APPROVAL OF ANNUAL AUDIT FOR ACCOUNTS TO 31st MARCH 2018

(as an Exempt Authority)

The Clerk confirmed that as the income or expenditure of the Council was less than £25K p/a the Council was considered an “Exempt” Authority and did not have to forward a return to the External Auditors. However, the Annual Return did have to be completed and signed, and posted onto the Parish Council website. The statement of exemption was signed by the Chairman and the Clerk to be forwarded to the External Auditors.

- (a) **Section 1 – Annual Governance Statement** (signed by Chairman & Clerk)
(b) **Section 2 – Annual Accounting Statement** (signed by Chairman & Clerk)

34/18 GRANTS/DONATIONS

The Council considered the following grants/donations

- (a) Mathon Parish Hall – first half grant - £625.00. After some discussion, the Council agreed to defer the payment of this first half grant, and to review the situation at the 29th August 2018 meeting.
- (b) Mathon PCC – The Council approved a grant to Mathon PCC of £1,000. Proposed by Cllr C Green and seconded by Cllr R Lawrence.

35/18 GDPR REGULATIONS 2018

The Clerk reported that following on from the previous directive from HALC/NALC re appointing a DPO (Data Protection Officer) pressure had been brought to bear on the Government to agree to an amendment to this law relating to Town and Parish Councils. This amendment was due to go through Parliament very shortly which would release Town & Parish Councils from having to appoint a DPO, although it would be considered “best practice” to do so. The Clerk had delayed signing a contract for a DPO (as agreed at the previous meeting). HALC would be offering an advice and support system to guide Clerks & Councils through the new Regulations.

The Clerk circulated a Report to which outlined the basic documentation the Council needed to put in place to demonstrate it is working towards compliance. The following policies should be considered and adopted and placed on the Council’s website as a first step :-

- (a) Data Protection Policy
(b) Privacy Policy
(c) Privacy Notices
(d) Data Subject Access Policy
(e) Data Management & Audit Policy

These were circulated to Councillors for consideration and/or adoption at the next Council Meeting on 4th July 2018.

36/18 PLANNING

The Council considered 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.
Grid Ref: OS 375459,244910

App Type: Listed Building Consent

The Council had no objections to this application and recommended “Approval”

37/18 HIGHWAYS

- (a) Harcourt Road - The Clerk had requested the resurfacing of the road. Ref: CAS-643465-J8G3K1. Potholes were again resurfacing. Still ongoing
- (b) Hackney Cross/Ditch by Stubby Pleck - The Clerk had received an e-mail from Neil James who would be investigating this problem. Ref: CAS-658355-V4M1C4. Clerk to chase as no action has been taken so far.
- (c) The back drive to Mathon Court - marker posts/verge trimming. This had been done.
- (d) The culvert, pipework and ditches near to the tennis club in Harcourt Road which appeared to be blocked. Water was flowing across the road. Clerk to chase as no action appeared to have been taken.
- (e) Overhanging trees – Harcourt Road. The Chairman to investigate this further.
- (f) Partially blocked brook – rear of the Cliffe. As previously minuted - Clerk & Chairman to investigate what action can be taken.

38/18 CLIFFE ARMS

It was noted that general repairs and maintenance work appeared to be taking place.

39/18 CORRESPONDENCE - all relevant correspondence had been e-mailed to Cllrs.

40/18 MATTERS FOR FUTURE AGENDA

GDPR – retention policy document
Clerk’s Hours
Co-option of Councillor

41/18 NEXT MEETING DATE - Wednesday 4th July 2018 at 7.30 pm.

Future dates - 29th August 2018 and 7th November 2018.

..... Chairman

..... Date

