

MATHON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Held on Wednesday 4th July 2018 at 7.30 pm. in Mathon Parish Hall

Present:- Cllr S Harte, Cllr R Lawrence, Cllr N Walker, Cllr P Davies

In attendance: Mrs D Taylor (Clerk); Mr C Rouse & Mr D Baldwin (Malvern Hills Trust)

Apologies for absence - Cllr C Green, Mrs Sam James (Footpath Officer)

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) No public questions received
- (b) **PCSO/Police** – Nothing to report from the CSO regarding Mathon. The Council noted the information re Smartwater system which had been circulated to Cllrs by the Clerk. Details to be included in the News Letter report.
- (c) **Herefordshire Councillor** - No report
- (d) **Malvern Hills Trust** - Mr David Baldwin and Mr Chris Rouse reported to the Meeting. A walking and cycling map had now been produced by the Trust. Attention was drawn to the fire risk on the hills due to the extremely hot weather. A fire had already taken place, caused by a disposable Barbeque being discarded. A Leaflet regarding water safety at the Gullet and other similar sites in the hills had also been circulated by the Fire Service. Malvern Common had been designated as an SSI (Site of Scientific Interest) from the railway line to Poolbrook. 78% was in the AONB area. The Trust was hoping to get all their restructuring and new governance in place by the end of next year, but there were still quite a lot of questions to be considered.
- (e) **Footpaths P3 Scheme 2018/19** - No Report

The Chairman re-opened the Meeting

The Minutes of the Annual Parish Council Meeting held on 2nd May 2018 were approved and signed. Proposed by Cllr S Harte and seconded by Cllr R Lawrence.

42/18 MATHON PARISH HALL

Nothing to report on the Hall at the moment.

43/18 FINANCE

To consider payment of Accounts:-

- (a) Clerk's Salary - June/July - £348.20 (net) Proposed by Cllr P Davies and seconded by Cllr N Walker
- (b) M Griffiths – Payroll Services 2017/18 - £70.00 – Proposed by Cllr N Walker and seconded by Cllr S Harte

- (c) HMRC – PAYE £130.60 (April/May/June 2018) Proposed by Cllr R Lawrence and seconded by Cllr P Davies

44/18 GDPR REGULATIONS 2018

The Clerk had circulated to all Councillors the HALC recommended policies to be adopted under the above Regulations as a first step. After a short discussion, the Council agreed that these should be adopted and placed on the Council's website. A "Sign Off" tag line relating to the Council's GDPR policies to be used by the Clerk and all Councillors on e-mail and other forms of correspondence was also agreed. Proposed by Cllr R Lawrence and seconded by Cllr S Harte

- (a) Data Protection Policy Ref: HALC (1a)
- (b) Privacy Policy Ref: HALC (3)
- (c) Privacy Notices (2) Ref: HALC (7) and HALC (8)
- (d) Data Subject Access Policy Ref: HALC (5)
- (e) Data Management & Audit Policy Ref: HALC (6)
- (f) Document Retention Policy Ref: NALC Legal Topic Note (LTN) Nov 2007

45/18 UPDATED STANDING ORDERS

The Clerk had circulated the NALC updated Standing Orders to all Councillors. The Council agreed to adopt these. Proposed by Cllr S Harte and seconded by Cllr R Lawrence.

46/18 HEREFORDSHIRE COUNCIL – CODE OF CONDUCT

The Clerk had circulated these to all Councillors, but after a short discussion the Council decided to postpone adopting this revised Code until May 2019.

47/18 COUNCILLOR VACANCY

The Clerk reported that she had not received any applications for this vacancy. The vacancy to continue to be advertised on the Parish Council website.

47/18 HIGHWAYS

- (a) Harcourt Road – Most of the potholes had been filled in and patching had been done.
- (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. The Clerk was still chasing Neil James to resolve this situation.
- (d) The culvert, pipework and ditches near to the tennis club in Harcourt Road which appeared to be blocked. Water had been flowing across the road. Clerk to continue 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. Cllr S Harte had investigated this. The tree blocking the stream had come out from the bank near to the Cliffe. Cllr S Harte to follow this up.
- (g) Blocked road gully from Pitts Cottage to Half Acre. Ref: CAS-68243-PIG2N3 (scheduled for repair)
- (h) Potholes along West Malvern Road. Cllr S Harte and Clerk to report this via the Hfds reporting system.

48/18 VILLAGE SIGNS

The Council discussed the question raised by Malvern Hills AONB re having entry /welcome signs which refer to the location of the village within the designated AONB area. The council agreed not to pursue this.

49/18 CLIFFE ARMS

Nothing further to report at the moment.

50/18 CORRESPONDENCE - all relevant correspondence had been e-mailed to Cllrs.

51/18 MATTERS FOR FUTURE AGENDA

(a) Mathon Church to be an item on the next PC Agenda

52/18 NEXT MEETING DATE - Wednesday 29th August 2018 at 7.30 pm.

Future dates - 7th November 2018.

..... Chairman

..... Date

