

MATHON PARISH COUNCIL

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

8th May 2019

Dear Councillor

You are summoned to attend the **Annual Council Meeting** of the Parish Council which will be held on Wednesday 15th May 2019 at 7.30 pm in Mathon Parish Hall for the purpose of transacting the following business:-

Diana Taylor

DIANA TAYLOR (Mrs)
Clerk to Mathon PC

ANNUAL PARISH COUNCIL MEETING – 15th May 2019 NOTICE & A G E N D A

1. Election of Chairman & signing of Acceptance of Office for Chairman
(currently Cllr S Harte)
2. All Councillors to sign their Declaration of Acceptance of Office
3. Apologies for absence
4. Election of Vice-Chairman (currently Cllr C Green)
5. **(a) Declarations of Interest : Councillors are reminded of the need to complete a new Register of Interests form which must be sent to the Monitoring Officer within 28 days of Election. Return of Expense forms (even if no expenses were incurred) must be sent to the Electoral Service Office within 28 days of election.**
(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.

6. 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

7.
 - (a) Public Questions/Presentations
 - (b) CSO/Police – Report
 - (c) Herefordshire Councillor
 - (d) Report – Malvern Hills Trust
 - (e) Footpaths – Mrs S James – Footpaths Officer
 - (f) Village Sustainability Project – Mrs S James

The Chairman re-opens the Meeting

8. To note/review Standing Orders (adopted 4th July 2018)
9. To adopt the updated Herefordshire Council Code of Conduct 2018 (available for the meeting)
10. To note/review Financial Regulations (adopted September 2016)
11. To note/review the Council’s Risk Assessment Schedule (available for the meeting)
12. Annual Insurance Review/requirements (Came & Co – 2nd year)

13. Appointments to outside Bodies :-
 - (a) Parish Council member – Mathon Parish Hall Management Committee
 - (b) Mathon Parish Council representative on the Malvern Hills Trust – Mr David Baldwin was appointed at the Council Meeting held on 2nd September 2015. This appointment was due to be held until 1st November 2019. However, at the Parish Council Meeting held on 13th March the Council agreed to extend this nomination for a further 12 months

14. To approve and sign the Minutes of the Parish Council Meeting held on 13th March 2019 and the Council Planning Meetings held on 1st April 2019 and 30th April 2019.

15. Actions taken from last meeting (if not covered by Agenda)
16. Mathon Parish Hall
 - (a) Parish Map
 - (b) Other Reports – (*Cllr S Harte*)

17. **FINANCE -**
 To consider payment of Accounts
 - (a) DWT - Clerk’s salary for two months (April/May 2019) (PAYE deducted)
 - (b) Rotary Printers Ltd – website posting/updates March 2019
 - (c) CPRE – subscription 2019/20
 - (d) Came & Co – insurance premium 2019/20 (see Agenda item 12 above)
 - (e) Consider & Approve Year End Accounts to 31 March 2019 - internally audited (these to be signed & dated by the Clerk & Chairman)

18. **Approval of Annual Audit for Accounts to 31st March 2019 (as an “Exempt” Authority)** - statement of exemption certificate to be signed by the Clerk & Chairman
 - (a) **ANNUAL AUDIT RETURN 2018/19** – Approval of Section 1 - **Annual Governance Statement**
 - (b) **ANNUAL AUDIT RETURN 2018/19** – Approval of Section 2 – **Accounting Statement**

19. To consider and approve the following Grants/Donations
 - (a) Mathon Parish Hall – first half of grant
 - (b) Mathon P.C.C.

20. Reports (if applicable and not covered by Agenda items)
 - (a) Chairman
 - (b) Clerk
21. **VILLAGE GREEN - Rundlemead**

Giga Clear (*Clerk to report*)

22. **PLANNING**

Herefordshire Planning Services has requested Parish Council comments/views on the following application :-

- (a) App No: 191374
Site: Twynings House, West Malvern Road, Mathon WR13 5PA
Proposal: Removal of existing slate roof covering repair/replace/reinforce existing rafters. Recover roof using existing slates augmented with matching second hand slate. Repairs & replacement of existing timber framing and replacement of infill panels. Replacement of windows and external doors. Replacement of floor internally. Various minor repairs.
Grid Ref: OS 374366,245479
App Type: Listed Building Consent
- (b) App No: 191562
Site: Land at and North of around Park Lane, Mathon, Malvern
Proposal: Upgrade of overhead electricity lines and existing poles within the line to be replaced with 10m stout poles. Western Power Distribution (West Midlands)
Grid Ref: OS 376048,244940
App Type: Electricity Prior Approval

Website Link: <http://www.herefordshire.gov.uk/searchplanningapplications>

23. **HIGHWAYS**

- (a) Hackney Cross/Ditch by Stubby Pleck – Ref No CAS-658355-V4M1C4 (this has now been forwarded on to the Asset Team at B/B)
- (b) Blocked road gully – between Pitts Cottage to Half Acre – Ref No (CAS – 700096-YOB 4P9) - This has been re-reported along with other blocked drains (Clerk has chased this)
- (c) Ongoing pothole/road surface problems by Rooks View Drive (Neil James following this up with Cllr C Green)
- (d) Other reports/complaints

24. **CLIFFE ARMS**

25. Correspondence (available for meeting if not previously e-mailed to Cllrs)
26. Matters for future Agenda
27. Next Meeting date – **Wednesday 3rd July 2019**