

DRAFT

MATHON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on Wednesday 15th May 2019 at 7.30 pm. in Mathon Parish Hall

Present:- Cllr S Harte, Cllr C Green, Cllr M Malsbury, Cllr P Davies

In attendance: Mrs D Taylor (Clerk), Co Cllr T Johnson, Mr D Baldwin (Malvern Hills Trust)

Election of Chairman – Cllr S Harte was elected Chairman. Proposed by Cllr C Green and seconded by Cllr M Malsbury

The Chairman signed the Declaration of Acceptance of Office & Code of Conduct

As this meeting followed Council elections held on 2nd May 2019, all Councillors present signed their Declaration of Acceptance of Office & Code of Conduct.

Apologies for absence – Cllr N Walker, Mr Chris Rouse (Malvern Hills Trust)

Election of Vice-Chairman - Cllr C Green was elected Vice-Chairman. Proposed by Cllr S Harte and seconded by Cllr P Davies

As former Councillor Richard Lawrence had not sought re-election, there was a vacancy for a Councillor to be co-opted onto the Council. The Clerk to post a notice on the website.

Cllrs were reminded of the need to complete a new Register of Interests form and a Return of Expenses form (even if no expenses were incurred) to be sent to the Monitoring Officer at Herefordshire Council within 28 days of election.

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) Public questions – none

(b) **PCSO/Police** – PCSO David Alexander had reported to the Clerk that a break-in had occurred at a cottage near to the Cliffe Arms, when several power tools were stolen. Around the same time a van parked in Rundlemead had been broken into and two chainsaws were stolen. A quantity of tools had been found at an address near Ross, but it was uncertain whether or not they were the stolen tools.

(c) **Herefordshire Councillor** - Co Cllr Tony Johnson reported that following the elections on 2nd May negotiations were taking place to form a controlling group on the County Council. If the Independent group took control, they would move from a cabinet system to a committee system of organisation and reporting. He would keep the Clerk informed.

(d) **Malvern Hills Trust** - Mr David Baldwin reported that he had been appointed Chairman of the Land Management & Recreational advisory Panel. This Panel advised on how best to manage all the diverse users of the Hills. The mountain bike trail was now complete. A one day event had been held to advise dog owners how to prevent their dogs from attacking sheep on the hills. Dogs have to

be kept under control. Littering was another problem the Trust was trying to combat. He confirmed that the Trust had refused the easement application from developers along the Guarlford Straight in Malvern.

(e) **Footpaths P3 Scheme 2019/20** - Mrs Samantha James reported that the P3 2018/19 budget had been fully used. A memorial plaque for Ted Stewart would be fixed onto one of the two new stiles. Cllr S Harte to speak to Mary Stewart about this. As there was no further funding after the end of March 2019 for the P3 Scheme, the Council agreed to a provisional budget of £500. Proposed by Cllr S Harte and seconded by Cllr C Green.

(f) Village Sustainability Project - nothing further to report at the moment.

The Chairman re-opened the Meeting

27/19 STANDING ORDERS - The Council noted the Standing orders (adopted in July 2018)

28/19 CODE OF CONDUCT

The Council agreed to adopt the updated Herefordshire Code of Conduct (2018). Proposed by Cllr M Malsbury and seconded by Cllr Harte.

29/19 FINANCIAL REGULATIONS

The Council noted the Financial Regulations (adopted in September 2016)

30/19 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 2019.

31/19 ANNUAL INSURANCE REVIEW

The Council agreed to the renewal quote received by the Clerk from Came & Co (2nd year of a 3 year tie-in) - £343.55.

32/19 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 P Davies.

(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 was due to be held until 1st November 2019. However, at the Parish Council Meeting held on 13th March 2019 the Council agreed to extend this nomination for a further 12 months. The Council to re-appoint Mr Baldwin for a further 12 months at the September 2019 meeting.

The Minutes of the Parish Council Meeting held on 13th March 2019 were approved and signed. Proposed by Cllr P Davies and seconded by Cllr M Malsbury. The Minutes of the Planning Meeting held on 1st April 2019 were approved and signed. Proposed by Cllr C Green and seconded by Cllr M Malsbury. The Minutes of the Planning Meeting held on 30th April 2019 were approved and signed. Proposed by Cllr P Davies and seconded by Cllr C Green.

33/19 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.

34/19 FINANCE

To consider payment of Accounts:-

(a) Clerk's Salary - April/May 2019 - £367.06 (net – new rate) Proposed by Cllr C Green and seconded by Cllr S Harte

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- (b) Came & Co – Insurance Premium for 2019/20 £343.55 (see above) Proposed by Cllr P Davies and seconded by Cllr M Malsbury
 - (c) M Griffiths – Payroll services 2018/19 - £75.00. Proposed by Cllr C Green and seconded by Cllr P Davies
 - (d) CPRE subscription 2019/20 - £36.00. Proposed by Cllr C Green and seconded by Cllr S Harte
 - (e) Approval of Year End Accounts to 31st March 2019. 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.

35/19 APPROVAL OF ANNUAL AUDIT FOR ACCOUNTS TO 31st MARCH 2019
(as an Exempt Authority)

- (a) The Council resolved that as the income or expenditure of the Council was less than £25K p/a the Council met the criteria to be considered an “Exempt” Authority and did not have to forward a return to the External Auditors. Proposed by Cllr C Green and seconded by Cllr P Davies. 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.
- (b) **Section 1 – Annual Governance Statement** (signed by Chairman & Clerk)
Proposed by Cllr C Green and seconded by Cllr P Davies
- (c) **Section 2 – Annual Accounting Statement** (signed by Chairman & Clerk)
Proposed by Cllr P Davies and seconded by Cllr M Malsbury

36/19 GRANTS/DONATIONS

The Council considered the following grants/donations

- (a) Mathon Parish Hall – first half grant - £250.00. After some discussion, the Council agreed to defer the payment of this first half grant, and to review the situation at the 4th September 2019 meeting.
- (b) Mathon PCC – The Council approved a grant to Mathon PCC of £1,250. Proposed by Cllr S Harte and seconded by Cllr C Green.

37/19 GIGA CLEAR - Village Green

The Clerk reported that she had received an e-mail from Ben Thomas of Giga Clear regarding the resiting of the Broadband cabinet. He was still awaiting costs from their contractor. On receipt of this, he believed the new location would be as agreed with the Parish Council.

38/19 PLANNING

The Council considered the following planning applications :-

- (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 slates.
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

The Council considered this application and had no objections.

- (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 3760348,244940

The Council considered this application and had no objections.

39/19 HIGHWAYS

- (a) Hackney Cross/Ditch by Stubby Pleck - . Ref: CAS-658355-V4M1C4. (still ongoing)
- (b) Blocked road gully between Pitts Cottage to Half Acre. Ref: CAS-70096-YOB 4P9)
This was re-reported by the Clerk, along with other blocked drains.
- (c) Ongoing pothole/road surface problems by Rooks View Drive. Cllr C Green is liaising with Neil James as what is required is a total resurfacing of the area rather than filling in potholes. Cllr C Green will be measuring the size and depth of the potholes.

40/19 CLIFFE ARMS

Nothing to report

41/19 CORRESPONDENCE - all relevant correspondence had been e-mailed to Cllrs.

42/19 MATTERS FOR FUTURE AGENDA

Co-option of Councillor

43/19 NEXT MEETING DATE - Wednesday 3rd July 2019 at 7.30 pm.

Future dates - 4th September 2019 and 6th November 2019

..... Chairman

..... Date

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