

MATHON PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL
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26th April 2021

A Virtual (via Zoom) **Annual Council Meeting** of the Parish Council will be held on Wednesday 5th May 2021 at 7.30 pm. Any parishioner wishing to join the meeting and/or address the Council **MUST** advise me of their wish to do so not less than 24 hours prior to the meeting to obtain the passcode and ID for the meeting.

Diana Taylor

DIANA TAYLOR (Mrs)
Clerk to Mathon PC

ANNUAL PARISH COUNCIL MEETING – 5th May 2021 NOTICE & A G E N D A

1. Election of Chairman & signing of Acceptance of Office for Chairman
(*currently Cllr S Harte*)
2. Apologies for absence
3. Election of Vice-Chairman (*currently Cllr C Green*)
4. **(a) Declarations of Interest : Councillors are reminded of the need to complete/ update their Register of Interests form.**
(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.

5. 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

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

The Chairman re-opens the Meeting

7. To note/review Standing Orders (adopted 4th July 2018)
8. To note/review the updated the NALC Herefordshire Council Code of Conduct 2018 (adopted 15th May 2019)
9. To note/review Financial Regulations (adopted September 2016)
10. To note/review the Council’s Risk Assessment Schedule
11. Annual Insurance Review/requirements
12. 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 4th September 2019 for a further extension (at the request of Malvern Hills Trust) to run from 1st November 2019 to 2023
13. To approve and sign the Minutes of the Parish Council Meeting held on 4th March 2021
14. Actions taken from last meeting (if not covered by Agenda)
15. Mathon Parish Hall
 - (a) Parish Map
 - (b) Other Reports – (*Cllr S Harte*)
16. **FINANCE -**
 To consider payment of Accounts
 - (a) DWT - Clerk’s salary for two months (April/May 2021) (PAYE deducted)
 - (b) Rotary Printers Ltd – website posting/updates
 - (c) Insurance premium
 - (d) Marion Griffiths – payroll services 2020/21
 - (e) Consider & Approve Year End Accounts to 31 March 2021 - internally audited (these to be signed & dated by the Clerk & Chairman)
17. **Approval of Annual Audit for Accounts to 31st March 2021 (as an “Exempt” Authority)** - statement of exemption certificate to be signed by the Clerk & Chairman
 - (a) **ANNUAL AUDIT RETURN 2020/21** – Approval of Section 1 - **Annual Governance Statement** (signed & dated by Clerk & Chairman)
 - (b) **ANNUAL AUDIT RETURN 2020/21** – Approval of Section 2 – **Accounting Statement** (signed & dated by Clerk & Chairman)

To consider and approve the following Grants/Donations

18. Mathon Parish Hall – first half of grant

19. Mathon P.C.C.

20. Reports (if applicable and not covered by Agenda items)
 - (a) Chairman
 - (b) Clerk

21. **HIGHWAYS**
 - (a) Blocked culvert – water running downhill the full width of the road between Burford Farm and Dobbins Farm. Ref: 11084836. Still outstanding (reported to Drainage Team. Neil James has raised a ditching job plus 3 blocked gully defects.
 - (b) Potholes at Rook Row (*Cllr C Green to report*)
 - (c) Tarmac erosion at the edge of stream near Stockton (reported by Cllr M Malsbury) - Neil James has inspected. Still outstanding for action.
 - (d) Blocked gully on the same side of the Cradley to Colwall Road as Mathon Church. Reported to Hfds Council/BB by Clerk. Ref: 11100714. This has now been fixed.
 - (e) New highways issues to be reported

22. **CLIFFE ARMS**

23. Correspondence (e-mailed to Cllrs)

24. Matters for future Agenda

25. Next Meeting date – **Wednesday 7th July 2021 – format & location to be advised**