

MATHON PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL
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23rd March 2022

A Meeting of the Parish Council will be held on Wednesday 30th March 2022 at 7.30 pm in Mathon Parish Hall. All reports/papers relevant to the meeting will be e-mailed to Cllrs prior to the meeting. *Please note: Hand sanitiser/disposable masks will be available (wearing of masks is not required but masks must be removed when speaking). Cllrs attending the meeting must bring their own paperwork. Please note the voluntary meeting guidelines at the end of this Agenda.*

Diana Taylor

DIANA TAYLOR
Clerk to Mathon PC

PARISH COUNCIL MEETING – 30th March 2022 NOTICE & A G E N D A

1. Apologies for absence
2. **Declarations of Interest :**
 - (a) **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.

3. 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 5 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. At the present time (due to likely Covid restrictions) these must be e-mailed to the Clerk at least five days prior to the meeting.

*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, being mindful of the voluntary guidelines.

Where possible, all reports/presentations will be e-mailed to Cllrs prior to the meeting.

4. (a) Public Questions/Presentations
- (b) CSO/Police – Report
- (c) Herefordshire Councillor
- (d) Report – Malvern Hills Trust

The Chairman re-opens the Meeting

5. To approve and sign the Minutes of the Parish Council Meeting held on 5th January 2022 and the Minutes of the Council Planning Meeting held on 17th February 2022.

6. Footpaths – (Cllr K Perkins) P3 Scheme (Clerk)

7. Mathon Parish Hall
(Cllr S Harte)

8. **FINANCE -**

To consider payment of Accounts:-

- (a) DWT - Clerk's salary for two months (February/March 2022) (PAYE deducted)
- (b) Rotary Printers Ltd – website updates
- (c) HALC subscription/affiliation Fee 2022/23
- (d) HMRC – PAYE – Jan/Feb/March 2022
- (e) Clerk's expenses – Oct 2021 – March 2022
- (f) Clerk's Office – Oct 2021 – March 2022
- (g) Mathon Parish Hall hire
- (h) Appointment of Internal Auditor (Duffy Regan & Co, Worcester)
- (i) Audit Review

9. **PLANNING**

To consider the following Planning Application:-

- (a) App No: 220766
- Location: Overley Farmhouse, Mathon, Malvern WR13 5LW
- Proposal: Single storey side extension to north and south sides
- Grid Ref: OS 373939,246319
- App Type: Full Householder

For information only:-

- (b) App No: 220483
- Location: Office at the Wagon House, Mathon Court, West Malvern Road, Mathon
- Proposal: Changing the existing live work unit into holiday let accommodation.
The layout altered, existing internal walls insulated and new kitchen and sanitary ware installed.
- Grid Ref: OS 374636,245300
- App Type: Planning Permission

Mathon PC considered this application via the Planning Delegation Policy adopted at the January 2022 meeting. The Clerk sent "no comment" to Malvern Planning Services

(c) App No: 214425

Location: Lane End Cottage, Mathon, Malvern WR13 5NY
Proposal: Demolition of single storey extension. Proposed single storey extension and conversion of garage to domestic use
Grid Ref: OS 374243,245326
App Type: Full Householder

Mathon PC considered this application (under delegated Planning Policy adopted in January 2022). The Clerk sent the following comment to Herefordshire Planning Services “ Provided the Listed Building Department at Herefordshire Planning Services was happy with the application, then Mathon Parish would be also.”

10. **HIGHWAYS**

- (a) Verge Cutting Programme 2022
- (b) Grass triangle at Southend Lane, Mathon
- (c) Blocked culvert – between Burford and Dobbins Farm
(Ref No CAS-828010-W1N8R9 – 11115379) *(Clerk to report)*

11. **CLIFFE ARMS** - *nothing further to report at the moment*

12. **CORRESPONDENCE** - all relevant correspondence has been e-mailed to Cllrs.

13. Matters for future Agenda

14. Next Meeting date – Wednesday 4th May 2022 at **7.00 pm** in Mathon Parish Hall. This will be the Annual Parish Meeting at 7.00 pm followed by the Annual Council Meeting

VOLUNTARY GUIDELINES FOR ATTENDING MEETINGS :-

- (i) *Whilst these guideline measures are voluntary and based on personal choice, it is recommended that all Councillors, the Clerk, outside representatives invited to attend the meeting and members of the public wishing to attend, should take a lateral flow test within 24 hours prior to the meeting.*
- (ii) *Socially distanced tables & chairs to be arranged in the hall.*
- (iii) *Masks can be worn when entering/leaving or moving around the hall, but must be removed when speaking.*
- (iv) *Hand sanitiser is provided for entering and leaving the building*