

# MATHON PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on Wednesday 4<sup>th</sup> May 2022 at 7.30 pm. In Mathon Parish Hall

**Present:-** Cllr S Harte, Cllr N Walker, Cllr K Perkins

**In attendance:** Mrs D Taylor (Clerk)

**Election of Chairman** – Cllr S Harte was elected Chairman. Proposed by Cllr N Walker and seconded by Cllr K Perkins. The Chairman signed the Declaration of Acceptance of Office & Code of Conduct

**Apologies for absence** – Cllr P Davies, Cllr M Malsbury, Cllr C Green, Mr D Baldwin and Mr Chris Rouse (Malvern Hills Trust)

**Election of Vice-Chairman** - Cllr C Green was elected Vice-Chairman. Proposed by Cllr N Walker and seconded by Cllr K Perkins

**Cllrs were reminded of the need to update/complete their Register of Interests form.**

### **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.**

Cllr N Walker declared an interest in Agenda Item No 19 as he was a member of Mathon PCC

**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** – No Report
- (c) **Herefordshire Councillor** - No report.
- (d) **Malvern Hills Trust** - David Baldwin had e-mailed the Clerk a comprehensive report covering MHT's recent activities which had been circulated to all Councillors. Over 50 Springs and Spouts in Malvern have been dressed for the Well Dressing Festival by schools, individuals and organisations. Wells were dressed to celebrate Malvern's history and heritage based round the water cure. This year's them was "Literature." Dog walkers on the hills have been urged to take extra care as sheep and their lambs return to the hills. So far 3 sheep have been killed by dogs and more have been injured. Livestock worrying is a crime and the police may be involved. In the worst cases, the dog may be destroyed. The MHT was running sheep safe dog training courses through the spring and summer. Fishing is permitted on many of the ponds, lakes and riversides under the care of the Trust. Hang gliders and paragliders also soar above the hills. MHT work in partnership with Malvern Hang Gliding Club who should be contacted before any flying takes place on the Malverns. Model aeroplanes and drones require permission to be flown on land under the care of the Trust. A policy for these activities has been put together. Sporting events/activities have to have permission from MHT before they take place and an application form has to be completed. Organisers of these events must provide evidence of their public liability insurance cover (minimum £5 million)

### **The Chairman re-opened the Meeting**

**22/22 FOOTPATHS** - The Clerk confirmed that a replacement kissing gate had been approved for delivery to Rookrow Farm, footpath MA11.

**23/22 STANDING ORDERS** - The Council noted the Standing orders (adopted 4<sup>th</sup> July 2018)

### **24/22 CODE OF CONDUCT**

The Council noted the NALC/Herefordshire Council Code of Conduct 2018 (adopted 15<sup>th</sup> May 2019)

### **25/22 FINANCIAL REGULATIONS**

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

### **26/22 RISK ASSESSMENT**

The Council agreed the Annual Risk Assessment Schedule prepared by the Clerk and circulated to Councillors. The Council also reviewed the voluntary Covid 19 guidelines Minute Ref 58/21 November 2021 meeting. The Council agreed to delete item (i) which 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. Proposed by Cllr N Walker and seconded by Cllr S Harte.

### **27/22 ANNUAL INSURANCE REVIEW**

The Council agreed to the second year payment of a three year insurance agreement with Gallagher (formerly Came & Co). Proposed by Cllr N Walker and seconded by Cllr K Perkins.

### **28/22 APPOINTMENTS TO OUTSIDE BODIES**

- (a) Parish Council member – Mathon Parish Hall Committee. Cllr S Harte was proposed by Cllr N Walker and seconded by Cllr K Perkins
- (b) Mathon Parish Council's representative on the Malvern Hills Trust Board - Mr David Baldwin was appointed at the Council meeting held on 4<sup>th</sup> September 2019 for a further extension (at the request of Malvern Hills Trust) to run from 1<sup>st</sup> November 2019 to 2023.

### **29/22 MINUTES**

The Minutes of the Parish Council Meeting held on 30<sup>th</sup> March 2022 were approved and signed. Proposed by Cllr N Walker and seconded by Cllr S Harte. The Minutes of the Planning Meeting held on 19<sup>th</sup> April 2022 were approved (to be signed by the Vice-Chairman Cllr C Green). Proposed by Cllr K Perkins and seconded by Cllr N Walker.

### **30/22 MATHON PARISH HALL**

- (a) Cllr S Harte reported that the Annual General Meeting of the Parish Hall had taken place. The Trustees/Management Committee were looking to change the constitution.

### **31/22 FINANCE**

The following payment of Accounts as per cheque list signed by the Chairman (attached to the Minutes) was approved. Proposed by Cllr S Harte and seconded by Cllr K Perkins :-

- (a) Clerk's Salary - April/May 2022 - £583.60 (PAYE deducted – new rate SCP 25 approved within precept budget at 3rd November 2021 meeting)
- (b) Insurance Premium renewal (2<sup>nd</sup> year of 3 year tie in) Gallagher - £468.95

- (e) Approval of Year End Accounts to 31<sup>st</sup> March 2022 (internally audited) had been circulated to Cllrs. These were approved. Proposed by Cllr N Walker and seconded by Cllr K Perkins.

**32/22 APPROVAL OF ANNUAL AUDIT FOR ACCOUNTS TO 31<sup>st</sup> MARCH 2022**  
(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 N Walker and seconded by Cllr S Harte. 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 N Walker and seconded by Cllr K Perkins
- (c) **Section 2 – Annual Accounting Statement** (signed by Chairman & Clerk)  
Proposed by Cllr N Walker and seconded by Cllr K Perkins

**33/22 GRANTS/DONATIONS**

The Council considered the following grant :-

- (a) Mathon PCC – After some discussion, the Council approved a total grant payable to PCC Mathon of £1,400 (as per budget). However, payments to be made twice yearly (May and September) with the first payment of £900 and the second payment of £500. Proposed by Cllr S Harte and seconded by Cllr K Perkins.

**34/22 PLANNING**

The Council considered the following planning application :-

App No:	220903
Site:	Stockton Farm, Croft Bank, Mathon WR14 4DX
Proposal:	Installation of 5kWp solar panel array on the roof of existing stable block in the grounds of the property, a 10kWh power storage battery within the same building and underground cable.
Grid Ref:	OS 375219,245744
App Type:	Full Householder & Listed Building Consent App No 220904

The Council considered this application and had no objections to it. The Clerk to send the following comments to Herefordshire Planning “*Mathon Parish Council supports this application and has no objections to it.*”

**35/22 HIGHWAYS**

- (a) Potholes along Harcourt Road from the tennis courts to the Bell. The Clerk has reported this – (Ref No – CAS 837236-LOF 3P5)
- (b) Water coming out of bank and running across the road between Hackney Cross and Moorend Cross. Clerk has reported this – Ref No CAS 837981-X2H5K4
- (c) Jubilee Tree Planting – Southend Lane, The Clerk to contact Cllr C Green regarding the planting of her donated sweet chestnut tree.

**36/22 CLIFFE ARMS** - Nothing definite to report at the moment.

**37/22 CORRESPONDENCE** - all relevant correspondence had been e-mailed to Cllrs.

**38/22 MATTERS FOR FUTURE AGENDA** - None raised

**39/22 NEXT MEETING DATE** - Wednesday 6<sup>th</sup> July 2022 at 7.30 pm. in Mathon Parish Hall.

..... Chairman

..... Date

DRAFT



