

MATHON PARISH COUNCIL

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

2nd September 2025

A Meeting of the Parish Council will be held on Tuesday 9th September 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

PARISH COUNCIL MEETING – 9th September 2025 NOTICE & A G E N D A

1. Apologies for absence
2.
 - (a) **Declarations of Interest : Councillors are reminded of the need to update or complete 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 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

4.
 - (a) Public Questions/Presentations
 - (b) Herefordshire Ward Councillor
 - (c) CSO/Police Report

The Chairman re-opens the Meeting

5. Footpaths - to receive any complaints/queries
 - (a) Obstruction of Kissing Gate on footpath CW4 (in Mathon). (*Chairman to liaise with Clerk*)
 - (b) Two tumbledown stiles in a dangerous state. Grid Ref:75642. (*Chairman to investigate and liaise with Clerk re "Miles without Stiles" scheme*)
6. To approve and sign the Minutes of the Parish Council Meeting held on 8th July 2025.
7. Mathon Parish Hall - (*Cllr S Harte*)
8. New Assertions re GDPR/Year End Audit - *Clerk to report*
 - (a) Setting up of dotgov website & e-mail
 - (b) To approve and adopt the following policies to ensure transparency, legal compliance and effective governance :-
 - (i) Freedom of Information Policy (FOI) – model publication scheme
 - (ii) Complaints Procedure
 - (iii) Equality & Diversity Policy
 - (iv) Delegation Scheme
 - (v) Handling FOI Requests
 - (vi) Filming/photographing/audio recording & Social Media Reporting of Council & Committee Meetings

We already have approved/adopted the following :-

- (vii) Financial Regulations
- (viii) Model Standing Orders
- (ix) Code of Conduct
- (x) HALC Model Risk Management Schedule
- (xi) GDPR Policies

All the above schedules/policies are required to be posted onto our website.

9. **FINANCE –**
To consider payment of Accounts:-
 - (a) DWT - Clerk's salary for two months (August/September 2025) (PAYE deducted) (to include backdated pay rise from April 2025)
 - (b) Clerk's Office – April – September 2025
 - (c) Second half year grant to PCC Mathon for graveyard maintenance
 - (d) HMRC PAYE – July/August/September 2025
 - (e) For information – Lloyds Bank Charges
10. **HIGHWAYS**
 - (a) Blocked culvert along West Malvern Road – Ref FS 5953454623 – still very silted up. This has been reported to the land drainage team. Cllr S Harte to monitor.
 - (b) Flooding across the road near to Brook House. Ref: Case 658097597. Still outstanding.
 - (c) Water hanging on the road off the B4214 – 3-400 metres from its junction with the B4220. Reported to Highways - Ref: FS 663290311 – still outstanding
 - (d) Blocked culvert – Ham Green to Burford Farm House – water running down the road continuously during wet weather. Ref FS 682937800. Clerk has also reported this to Neil James.
 - (e) Tree cutting on footpath border at Badgers (*Chairman to report*)
 - (f) Hedge cutting issues – Badgers/Ferny Cottage (*Chairman/Clerk to report*)

- (g) Clerk has sent in a request to Highways for a warning sign needed re the sharp right hand bend at the end of the drive to Ferny Cottage. Motorists miscalculating the bend are damaging the drive gate posts. Ref: FS-Case-722313783.
- (h). Winter Gritting – Harcourt Road (e-mail from Neil James 13/08/25)
- (i) Any other highways issues

11. **CLIFFE ARMS**

- (a) Update (if available)

12. Correspondence (available for meeting if not previously e-mailed to Cllrs)

13. Matters for future Agenda - Precept 2026/27

14. Next Meeting date – **Tuesday 4th November 2025 at 7.30 pm – Mathon Parish Hall**