

MAMBLE PARISH COUNCIL
Draft Minutes of a Meeting held via Zoom on Thursday 27th August 2020 at 7.00pm.

Present: Cllrs: Mr J Pepper (Chairman), Mr C Bunn, Mr S Finney, Mrs S Rawlins and Mrs J Rogers.
In Attendance: Mrs A Watson (Clerk)

1. **Apologies:** There were no apologies.
2. **Minutes:** The minutes of the Meeting held on the 05/03/2020 were approved and duly signed by the Chairman.
3. **Declarations of Interest:** Mr S Finney in item 5.5.

4. Progress reports:

4.1 The Clerk will order 2 white gates for the village boundary at Clows Top 1 x 1m and 1 .5m.

5. Items for Discussion:

- 5.1 Annual Risk Assessment review and Lengthsman's Risk Assessment. All completed prior to the meeting.
- 5.2 To note the standing orders and financial regulations and to consider reviewing them. Clerk to review.
- 5.3 Website accessibility requirements and GDPR. Due to new regulations, the Clerk will ask Mrs Geach to look at the requirements to ensure the new website is compliant.
- 5.4 Holland Coaches and parish transport. The Clerk read out correspondence from Mrs S Burrows regarding cessation of the Holland Coaches service and the possibility of other local providers.
- 5.5 Speeding on the A456. The Clerk read out correspondence from Mr R Finney and WPCSO Snape regarding speeding along the main road and confirmed that a request has been made to Highways to provide speed calculation strips.

6. Correspondence received and read out at the meeting:

6.1 The Clerk gave a brief report on all correspondence received since March, emailed to Councillors.

7. Finance:

7.1 Copies of all documents were provided to Councillors prior to this meeting. The Annual Accounts 2019/2020 were approved and the annual internal audit report from Mr R Simpson was noted.

7.2 Mamble Parish Council approved the Annual Return, now known as the Annual Governance and Accountability Return (AGAR) for 2019/2020 in the order as follows, with all documents completed and duly signed by the Chairman and the Clerk;

7.2.1 The Annual Governance Statement 2019/20.

7.2.2 The Accounting Statements for 2019/20.

7.2.3 The AGAR Part 2 Exemption Certificate and contact form for PKF Littlejohn LLP.

7.3 The Notice of Date of Commencement of Period for the Exercise of Public Rights commencing on the 28/08/20.

7.4 Bank Statements

26.07.2020 Business Account	£5068.61
31.07.2020 Current Account	£4212.05

7.5 The following were approved Payments up to the 20th August 2020;

7.5.1 Mr C Bunn (Lengthsman March 2020) £192.00

7.5.2 Vinyl Fencing (Village White Gates) £494.40

7.5.3 Mrs A Watson (Clerk Salary & Expenses 06/03/20-05/04/2020) £240.00

7.5.4 Worcestershire CALC (affiliation fee) £206.56

7.5.5 Cuttermoon Web Design (Mrs H Geach – domain renewal) £61.00

7.5.6 BHIB Limited (Annual Insurance Renewal) £361.50

7.5.7 Mrs A Watson (Clerk Salary & Expenses 06/04/20-05/05/2020) £280.00

7.5.8 Mrs A Watson (Clerk Salary & Expenses 06/05/20-05/06/2020) £280.00

7.5.9 Mr C Bunn (Lengthsman May 2020) £224.00

7.5.10 Mrs A Watson (Clerk Salary & Expenses 06/06/20-05/07/2020) £280.00

7.5.11 Mr C Bunn (Lengthsman June 2020) £238.00

7.5.12 Mr C Bunn (Lengthsman P3 Scheme work) £214.20

7.5.13 Mr C Bunn (Lengthsman July 2020) £210.00

7.5.14 Mrs A Watson (Clerk Salary & Expenses 06/07/20-05/08/2020) £280.00

7.5.15 Mr JR Simpson (Internal audit) £50.00

7.6 Receipts up to the 20th August 2020.

7.6.1 Worcestershire County Council (Lengthsman payment) £684.53

7.6.2 Malvern Hills District Council (Precept 1st half) £2850.00

7.7 The following payments were ratified and cheques will be duly signed:

7.7.1 Mrs A Watson (Clerk Salary & Expenses 06/08/20-05/09/2020) £280.00

7.7.2 Mr C Bunn (Lengthsman August 2020) £196.00

7.7.3 Holland Coaches (Final payment 22/01-25/03 & 22/7-12/8/20) £193.00

MAMBLE PARISH COUNCIL

8. Malvern Hills District Council Planning Notifications:

Planning Application 19/01630/FUL - Pound House, Mamble, DY14 9JY **Approved.**

9. Councillors' and Clerk's reports and items for future agenda.

County Councillor Dr K Pollock: Councillors had all received the latest correspondence from Cllr. Pollock and noted that he will not be standing for re-election.

10. Date of next meeting: Thursday 1st October at 7pm via Zoom.

A Zoom invitation will be emailed and available from the Clerk.

Signed.....
Chairman

Date.....
