

## **Berrow Parish Annual Meeting**

Minutes of the Berrow Parish Annual Meeting  
held on 21<sup>st</sup> May 2019 at 7.00 pm at Berrow & Pendock Village Hall.

Present: 8 Members of the Parish and the Clerk

- 1. Apologies:** There were no apologies for absence.
- 2. Minutes:** The minutes of the Berrow Parish Annual Meeting of 8<sup>th</sup> May 2018 were confirmed as correct and signed by the Chairman of the meeting.
- 3. Chairman's Report:** The year began as usual in early May with the parish Annual Meetings whereupon I was duly elected as Chairman for the year and Anne Lewis was elected as Vice-Chair.

The Annual Return Governance statement was reviewed by the group who were happy with the compliance of such and the document was signed off by the Chair.

The accounts for the previous year 2017/18 were approved and signed off.

Having received much appreciated funding from County Councillor Tom Wells the council was able to purchase a defibrillator for placement in Hollybush close to the disused telephone box between the hill and common car park. It is safely installed and is up and running. Thanks must go to the guardians who do the regular checks on this to ensure it is functioning correctly.

The contract for the Lengthsman Scheme with Worcestershire County Council was signed off by the Clerk for a further year of funding.

The then current Clerk to the council, Judy Johnstone, announced that she wished to resign from the post and would like this to take effect from the 1<sup>st</sup> July. Judy was thanked for all her hard work and support to the council during her time in office and the group had a very convivial informal get together at the Farmers Arms pub in the autumn in order to give Judy a leaving present which she greatly appreciated.

There then followed a recruitment drive to seek and appoint a replacement for Judy. My thanks must go to Anne Lewis and John Dudfield for leading on this as I was indisposed at the time due to a personal bereavement.

The post was advertised and brought forth 3 candidates who were duly interviewed in June. Mrs. Janice Kennedy, was successful and offered the post working as clerk for both Berrow pc

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and Pendock but under separate agreements with the 2 councils. Jan started officially with us on the 1<sup>st</sup> July 2019 and we congratulate and welcome her to the post and thank her for her hard work to date.

In September the council learnt that Cllr Angela Tomkinson had been to see the Chair and had tendered her resignation for personal reasons. The council thanked her for her input over the years and wished her well for the future.

In December the council therefore began to consider its current vacancies, currently now 2, and any co-option plans should someone come forward to join the group. The council elections due in May were also discussed and the process members of the council must go through to be re-elected. The previous council was dissolved on the 7<sup>th</sup> May and a new council formed of the 5 current members willing to stand.

**M50 and Queens Arms bridge closures** – this matter has been ongoing throughout the year. There was a second Public meeting initiated by Cllr Tom Wells at Pendock School about this in late September which some members of the council attended. It was well attended and there were representatives from both Glos. and Worcs. County councils as well as the Highways England and Kier Construction. The public were encouraged to give feedback on their views and to share contact details in order to be kept abreast of the situation. There are now regular bulletins being issued by Kier Construction on the closures of the M50 whilst work is being done on the bridges and also on diversion routes planned. Traffic controls have been set up on the 3 affected bridges including the Queens Arms bridge and in March the council learnt that this bridge would be shut completely from April. At the end of March, the public were invited to a presentation about this scheme held at Pendock School. Anyone attending was given a brochure about this with planned diversion routes and a presentation about the state of the Queens Arms bridge. It was very clear that the maintenance work on the bridge is very necessary as it is in a terrible state and the bridge and that section of the B4208 is currently shut whilst the work is being done. We understand that full closure is only until the end of June, whereupon single file traffic lights will re-commence and the works will continue possibly until January 2020. The clerk continues to attempt to keep everyone posted on this.

The council learnt that Worcestershire County council had agreed to install a grit bin on Whitings Hill as soon as practicable. Costings and processes were discussed at the March meeting and the Clerk will meet the lengthsman when doing a tour of our patch with him, to show him the planned site of the bin.

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With the new legislation having come out about Data Protection/GDPR it was agreed that the Clerk will be the Data Protection Officer for the council, and current systems were reviewed to ensure compliancy.

In December the Clerk presented the budget for 2019/20 which after adjustment including the increase to the Precept showed a forecast of a surplus to the year end and this was approved by the Council.

The council now receive regular reports from the District Councillor, Bronwen Behan, either in person when she is able to attend the meetings or via a report sent to the clerk in readiness for the meeting. Her input on activities within the district is welcomed and useful. (For more detail on this please see the relevant minutes).

At all the meetings the Clerk presents a Finance report which is reviewed and signed off by the council and shows the accounts to be in a healthy state.

**Land at Farleys ground** – this somewhat contentious matter has been discussed and reviewed at all the meetings this year whereupon an update has been received. Members of the public were welcomed to some of the meetings and were able to share their concerns which were then followed up with Malvern Hills Council by the clerk. The situation is currently with the Enforcement Officers for both the drainage, environmental and planning issues and the council continue to monitor this.

Finally, I would like to thank the clerk and all the councillors for their hard work, input and support throughout what has proved to be quite a busy year!

4. **Statement of Accounts:** The Finance Officer presented the Statement of Accounts for the year to 31<sup>st</sup> March 2019 which showed a deficit in cash flow of £44.85. Staffing costs and the purchase of a defibrillator contributed to the increase in expenditure for the year, otherwise all costs were similar to the previous year. A copy of the Accounts is given in Appendix A
5. **Berrow & Pendock Village Hall Report:** The AGM was held on 2<sup>nd</sup> July 2018 at which John Davison was appointed Chairman. A further meeting of the Committee was held on 23<sup>rd</sup> October 2018.

### **a) Usage and Revenue**

Hiring of the Hall during the year has again been poor; now only one art group and no yoga classes. Consequently income has dropped significantly although a small profit of

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£152 was made, thanks to contributions from Jo Thomas and Di Shail through their jumble sale.

### b) Repairs and Maintenance

a. Repairs undertaken in the year included:

i. exterior paintwork	-	£375;
ii. replacement water heater	-	£210;
iii. servicing of fire alarm	-	£235;
<b>Total</b>	-	<b>£820</b>

### c) Financial Statement for Year ending 31<sup>st</sup> March 2019.

a. <b>Gross Income in year:</b>	<b>£2,797.21</b> (up from £2,471.17)
b. <b>Total Outgoings:</b>	<b>£2,644.39</b> (down from £4,309.51)
c. <b>Net Surplus/(deficit):</b>	<b>£152.82</b> (previously a deficit of £1,838.34)
d. <b>Balance at Bank:</b>	<b>£3,595.56</b> (previously £3,442.74)

### d) Health and Safety

Checks undertaken by John Davison in July 2018. To be repeated in July 2019.

### e) Dementia Friendly Village Halls

Ombersley, Castlemorton and Berrow Halls have been involved in a pilot project to ensure that village halls do their best to facilitate usage by sufferers of Dementia. Berrow passed all relevant tests (except Exit signage from the toilet area - in hand).

### f) Thanks

The Committee wish to thank:

- Judy Johnstone for all she has done as secretary /treasurer;
- Di Shail as booking agent;
- Jo Thomas and Di for their jumble sale contributions.

Following the Berrow and Pendock Village Hall report, there was a debate on how to encourage more people to hire the hall. The issue seems to be the outdated kitchen and it was suggested that grants could be explored or lottery funding sought to assist with modernising it. This is under the remit of the Berrow and Pendock Village Hall committee.

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**6. Berrow Charities Report:** The AGM was held in December 2018. The current tenancy agreement is due to be renewed in September 2019. Fisher German will act as the agent to renegotiate the agreement with the current tenant. Fisher German has recommended that Public Liability Insurance be considered for the land. This will be looked into by the trustees of the Berrow Charities.

Pending receipt of the final bank statement for the financial year the Charities funds amounted to £1,224.21.

There being no other business the meeting closed at 7.45 pm.

Signed: ..... Date: .....

Chair

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### APPENDIX A

### Berrow Parish Council Receipts and Payments Account For the Year End 31st March 2019

	2017/18 £	2018/19 £
<b>Receipts</b>		
Precept	1721.60	1,750.00
Grant	28.40	1,366.25
Berrow Charities	1081.44	0.00
HMC Repayment		453.49
<b>Total Receipts</b>	<b>£ 2,831.44</b>	<b>£ 3,569.74</b>
<b>Payments</b>		
Staffing costs	504.00	1,041.12
Insurance	257.60	257.60
Audit fees	25.00	27.50
Stationery	0.00	0.00
Hire of Hall	42.50	45.00
VAT recoverable	180.24	295.55
Contribution to upkeep of Churchyard	250.00	250.00
Loan Repayments	0.00	0.00
Defibrillator - Rye Cross	901.20	1,406.20
Lengthsman	118.00	118.00
Administration		107.72
Other		65.90
<b>Total Payments</b>	<b>£ 2,278.54</b>	<b>£ 3,614.59</b>
Surplus/(deficit) for the year	552.90	(44.85)
General Fund B/Fwd.	1,753.09	2,305.99
General Fund C/Fwd.	<b>£2,305.99</b>	<b>2,261.14</b>
<b>Represented by:</b>		
Lloyds Bank	£2,305.99	£2,261.14
	<b>£2,305.99</b>	<b>£2,261.14</b>