

Draft

The Minutes of the Annual Meeting of Berrow Parish Council Held at Berrow and Pendock Village Hall on Tuesday 21st May 2019 at 7.45pm.

Present: Cllrs. Mike Thomas, Ruth Coates, Paul Lewis, Michael Robson and John Dudfield.

In attendance: The Clerk and 3 members of the public.

There were no matters for discussion before the meeting so no adjournment for the discussion of views.

1. **Election of Chairman:** Cllr Ruth Coates was proposed and seconded and there being no other nominations Cllr Ruth Coates took the chair and signed the declaration of Acceptance of Office.
2. **Apologies:** No apologies were received.
3. **Election Review:** Anne Lewis decided not to stand for re-election due to personal reasons. The Chair thanked Anne for her contribution to the Council and for her support as Vice-Chairman and said that she was sorry to see her leave. The Council is currently 2 councillors short. A notice for co-option was posted in the Parish, but no applications received.
4. **Election of Vice-Chairman:** No councillor offered or was proposed to stand as Vice-Chairman, therefore the role will not be filled. The council's Standing Orders set out how the Council Meetings will be chaired in the event that the Chair is unable to attend a meeting. Cllr Paul Lewis agreed to be added as a bank signatory; the Clerk to arrange for the bank mandate to be completed.
5. **Declaration of Interests:** Following the Election, the Councillors were reminded that they are required to update their Register of Interests by the end of May 2019. There were no personal interests declared in respect of items on the Agenda.
6. **Minutes:** The minutes of the meeting held on 5th March 2019 were approved as a true record of the meeting and signed.
7. **Financial Report:**
 - a. **Annual Return Governance Statement 2018/19:** The Council reviewed each of the governance statements set out in the Annual Return and were happy that they had complied with all. The Annual Return was duly signed by the Chairman.
 - b. **Approval of Accounting Statements 2018/19:** Having reviewed the accounts for the year to 31st March 2019 the Accounting Statements were proposed, approved and signed by the Chairman.
8. **Standing Orders and Financial Regulations documents:** Both documents were agreed by the Council.

9. Lengthsman Scheme: The Clerk reported that she had signed the contract with Worcestershire County Council for a further year of funding amounting to £2,121. The Contract with the Lengthsman has yet to be produced.

10. Progress Reports:

- a. **M50 bridge works:** Following changes to personnel at Kier, the Clerk has now got the contact details of the person who will act as the liaison during the ongoing works. It was agreed that the main concern is the lack of adequate signage and the date changes. The Clerk to write to Kier outlining the concerns.
- b. **Farley's Ground:** The planning application for the building, which includes requesting retrospective planning permission has been withdrawn. Malvern Hills District Council's planning department is considering the next steps. Regarding the land levels and drainage, Malvern Hills District Council is appointing an independent surveyor to assess the land levels in relation to the approved planning application. This will then determine the approach for the drainage concerns.
- c. **Traveller's site:** District Cllr Behan reported that the Malvern Hills District Council's enforcement officers were due to visit the site to check that the site is compliant with the approval granted in 2015.

11. Correspondence for Information:

- a. **Berrow with Pendock PCC** - The Clerk read out a Thank You letter from Berrow with Pendock PCC for the Council's donation of £250 towards the upkeep of the churchyard at Berrow. The Churchyard is being entered into the "Best Kept Churchyard" competition run by the Worcestershire WI.
- b. **Planning Ref: 19/00233/FUL** – Standhall Cottage has been approved.
- c. **Planning Ref: 18/01856/HP** – Hawthorn Cottage has been approved.
- d. **Planning Ref: 19/00397/LB** – The Hawthornes has been approved.

12. Councillor's reports and items for future agenda: The Clerk to follow up on the condition of the gates at Sledge Green

13. Date of the next Meeting of the Parish Council: 24th September 2019 at 7.30pm at Berrow and Pendock Village Hall.

The meeting closed at 8.45pm.

Signed:
Chairman

Date: