

**The Minutes of the Meeting of Berrow Parish Council held at Berrow and Pendock Village Hall at 7.30pm on Tuesday 27<sup>th</sup> July 2021**

**Present:** Cllrs Ruth Coates (Chair), John Dudfield, Paul Lewis and Caroline Samsonoff

**In attendance:** The Parish Clerk

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

1. **Apologies:** None.
2. **Declaration of Interests:** All Councillors were reminded of their duty to keep their register of interests updated and were asked to declare any personal interests in items on the agenda.
3. **Minutes:** The minutes of the Annual Parish Council meeting held on 18<sup>th</sup> May 2021 were approved and signed by the Chair.
4. **Parish Clerk Vacancy and Recruitment:** The Clerk has submitted her resignation effective from 30<sup>th</sup> September 2021. Adverts for her replacement have been posted on both Berrow's and Pendock's Parish noticeboards, on the parish websites and in the Parish Magazine. Applications close on 31<sup>st</sup> August 2021 with interviews held in September 2021. The Parish Council to determine who shall be part of the interview process. Two enquiries regarding the role have been received.
5. **Ward Boundaries Consultation:** The Ward Boundaries Consultation paper was reviewed and discussed. The Clerk to respond back the Parish Council's concerns that the Longdon District Councillor is already stretched over several Parish Councils over a large geographical area.
6. **Progress Reports:**
  - a. **Farley's Ground:** The appeal decision relating to the structure extended the period of compliance of the notice from 2 to 6 months which gives the landowner until the 5<sup>th</sup> of September 2021 to comply with the requirements of the notice. The Clerk is not aware of any drainage issues resulting from the recent heavy rain.
  - b. **Parish Councillor Vacancies:** No further progress in filling the vacancies.
  - c. **Parish Council Website Update:** Councillors Dudfield and Samsonoff were reminded to send the Clerk their biographies. It was agreed to remove this item as a regular agenda item.
  - d. **Village Hall:** Nearly £30k in grants has been received to cover closure during COVID-19 lockdowns. No contractors have come forward requesting the tender to cover the refurbishment of the hall. The Craft Club has expressed an interest in resuming use of the

DRAFT Minutes of Berrow Parish Council 27<sup>th</sup> July 2021

hall. Following the resignation of the Village Hall cleaner, a replacement is being sought to come in as and when necessary until regular bookings resume. The Clerk raised that being Village Hall Management Committee Secretary/Treasurer is not part of the Parish Clerk role.

- e. **Vehicle Activated Sign:** The post for the VAS in Hollybush has been erected and falls on the Castlemorton side of the road. Following discussions with the Parish Clerk for Castlemorton, it has been agreed that Castlemorton Parish Council will be responsible for the moving and changing batteries of the VAS.
- f. **Neighbourhood Watch:** Following the departure of Sue Giles, Elisabeth Rambridge has picked up the running of the local Neighbourhood Watch. West Mercia Police has launched an initiative "Safer Neighbourhood Matters" which is a free service for residents to sign up to find out more about what is happening in the local community. <https://neighbourhoodmatters.co.uk/>. It was agreed to remove this item as a regular agenda item.
- g. **On-Line Banking:** All Councillors reconfirmed their agreement to proceed to on-line banking. The Councillors with signatory access to the Parish Bank Account have applied for on-line banking and the application forms signed as required following the meeting. The Clerk to update the Parish Council's Financial Regulations to include on-line banking.

7. **Action Tracker:** The Action Tracker was reviewed. The updated tracker is attached to these minutes.

8. **Finance Report:**

- a. The Council approved the following:

**Berrow Parish Council Financials**

**Transactions since last meeting:**

<u>Details</u>	<u>Income</u>	<u>Expenditure</u>
Opening balance: 06/02/21	£3,552.33	
<b>Actuals</b>		
Lengthsman	£1,180.00	-£590.00
Salary		-£300.00
Website		-£53.95
Repair		-£250.00
Precept	£1,275.00	
CALC		-£230.75
Insurance		-£257.60

DRAFT Minutes of Berrow Parish Council 27<sup>th</sup> July 2021

Auditor -£30.00

Sub Total:	£2,455.00	-£1,712.30
	<u>£4,295.03</u>	

**Balance per banksheet:**

Current account date: 05/07/21 **£4,295.03**

**Outstanding Transactions:**

(To be reported on in next meeting)

Cheque number: 366	£264.00
Cheque number: 367	£66.00
Cheque number: 368	£472.00

Sub Total: £802.00

**Closing balance: 21/07/2021**

(including outstanding transactions)

**£3,493.03**

- 9. Lengthsman Report:** The Lengthsman had provided a report on points for the Parish Council's consideration. Following a discussion, it was decided
- a. not to proceed with requesting a gully and drain to be installed at the junction of Chase End Street and White Leaved Oak as that would be a major improvement scheme
  - b. To investigate providing a yellow grit bin on Chase End Street where there is a blue bin. To be checked if this is part of Bromsberrow Parish Council.
  - c. Not to replace the sign for Black Lane on Chase End Street as it has been missing for some years and no one has complained.
- The Clerk to thank the Lengthsman for his report.  
The Clerk to contact WCC Highways to ask for them to remove the redundant roadwork signs following the recent roadworks and to remove the pre-notification signage that are attached to posts around the parish.
- 10. Berrow Charities Update:** The latest bank statement shows a balance of £2,072.12 which includes the deduction for the donation of £200 to the Malvern Hills Foodbank. The Wayleave payment of £25.16 has been received. It was agreed to provide funding to Pendock Primary School of £600 and to Eastnor Primary School of £400 as contributions to their respective initiatives to provide laptops/tablets for the use of their pupils. The Clerk to issue the donations in time for the start of the new school term.

DRAFT Minutes of Berrow Parish Council 27<sup>th</sup> July 2021

**11. Hills Ford Three Shires Stages Rally:** Following a discussion, it was agreed that an application shall be made to the Community Support Fund to contribute to the Berrow Charities initiative to provide funding to Pendock Primary School and Eastnor Primary School for laptops/tablets. Cllr. Lewis agreed to draft the application.

**12. Correspondence:**

- a. **Planning Application:** 21/00775/HP – Whitings Hill. Application has been approved.
- b. **Planning Application:** 21/00522/HP – Farley House: Application has been approved.
- c. **Noise Complaint:** The Clerk raised that a complaint of noise from a neighbouring property had been reported. It was agreed that this is not an issue for the Parish Council and residents should contact Malvern Hills District Council at <https://www.malvernhills.gov.uk/report-it> for advice.
- d. **West Mercia Police Contact Contract:** The Clerk, following discussions with the Chair, provided West Mercia Police with the relevant contact details as well as the top 3 issues facing the parish. These were Theft (Dwellings); Theft (Farms) and Theft (Outbuildings). It was agreed that the Clerk shall only forward newsletters to the Councillors if they contain relevant information.

**13. District/County Councillors Report:** None reported.

**14. Councillors reports and items for future agenda:** None raised.

**15. Date of Next Meeting:** 12<sup>th</sup> October 2021 at 7:30pm at Berrow and Pendock Village Hall.

The meeting closed at 9.35pm.

Signed .....  
Chair

Date.....

**Action Point Progress - Berrow Parish Council**

AP No.	Meeting Raised	Action	Update	Date of latest Update	Owner (s)	Status
1	08/12/2020	To check what warning signs are in place when approaching the corner from both directions at Camers Green along the B4208.	There are new signs in place, but still can be improved from all directions. The Clerk to contact WCC Highways department.	27/07/2021	The Clerk	Ongoing
2	08/12/2020	Check additional grants for village hall to compensate for the new lockdown.	Additional grants received.	21/07/2021	The Clerk	Closed
3	08/12/2020	To advise the Clerk of any signposts in need of clearing so the Clerk can advise the lengthsman.	Signs at Camers Green need the overgrowth cutting down as it's obscuring the signage. Lengthsman to be contacted.	27/07/2021	The Clerk	Ongoing
4	08/12/2020	To investigate if the gates at Sledge Green can be repainted.	As the gates are plastic it is unlikely that they can be repainted. No further action.	27/07/2021	The Clerk	Closed
5	23/03/2021	Obtain signature of the Declaration of Office by Cllr. Samsonoff	Completed	27/07/2021	The Clerk	Closed
6	18/05/2021	To review the planning approval for Graffidge Farmhouse to check that it could be demolished.	Confirmed that the planning approval included the complete demolition of the existing building. No statutory requirement for completing the new build.	27/07/2021	Cllr. Lewis	Closed
7	27/07/2021	Respond back on the Ward Boundaries Consultation paper.			The Clerk	New
8	27/07/2021	Short bios for the Parish Council website			Cllrs. Dudfield and Samsonoff	New

DRAFT Minutes of Berrow Parish Council 27<sup>th</sup> July 2021

9	27/07/2021	Update the Financial Regulations Document to include on-line banking.			The Clerk	New
10	27/07/2021	Contact WCC Highways to remove the roadwork signs and pre-notification notices.			The Clerk	New
11	27/07/2021	Issue Berrow Charities donation cheques to Pendock Primary School and Eastnor Primary School			The Clerk	New
12	27/07/2021	To write an application to the Hills Ford Three Stage Rally for a share of their Community Support Fund.			Cllr. Lewis	New