

The Minutes of the Meeting of Berrow Parish Council
Held at Berrow and Pendock Village Hall on Tuesday 5th December 2017 at 7:30pm.

Present: Cllrs. Ruth Coates (Chairman), Paul Lewis, Anne Lewis, Angela Tomkinson, Mike Thomas, John Dudfield and Michael Robson

In attendance : the Clerk , Cllr. Bronwen Behan and a member of the public.

<p>There were no matters for discussion before the meeting so there was no adjournment for the discussion of views.</p>

The Chairman welcomed Cllr Behan to the meeting as it was the first time she had attended a Berrow Parish Council Meeting. She introduced herself as a District councillor with a portfolio for the Environment which included waste management. She reported that it is the intention of MHDC to introduce once a fortnight refuse collection going forward with a black bin as well as a green bin collected alternate weeks.

- 1. Apologies:** No apologies were received.
- 2. Declaration of Interests :** Councillors were reminded that they should keep their Register of Interests up to date. Cllr. Ruth Coates reported her interest as a member of the PCC in the planning application 17/01109/FUL St Faiths Church Berrow, Cllr John Dudfield reported is interest in planning application 17/01576/FUL and Cllr Michael Robson reported his interest in planning application 17/00315/FUL.
- 3. Minutes:** The minutes of the meeting held on 5th September 2017 were approved as a true record of the meeting and signed.
- 4. Progress Reports:**
 - a. Option to adopt the telephone box at Sledge Green: The Council considered whether there was any advantage to acquiring this box, and it was agreed that the costs of maintain it would outweigh any advantage and therefore have declined its adoption.
 - b. B4208 Road Closure: Worcestershire CC are currently waiting for Kier to rewrite their proposal, it will then be considered and the parishes will be informed once an agreement is in place. It was also reported that Bury Court Bridge was now open but that some Diversion signs were still in place and the Clerk would request their removal.
- 5. Financial Report:**
 - a. **Financial Statements:** The following transactions had taken place since the last meeting:

Minutes of Berrow Parish Council 5th December 2017

		£
Outgoings:	Clerk's salary	210.00
	Lengthsman	<u>354.00</u>
	Total	£564.00

		£
Incomings:	Precept	875.00
	Worc. CC (lengthsman)	<u>472.00</u>
		£1,347.00

Balance at 5 th September 2017	£3,553.09
Balance at 5th December 2017	£4,336.09

- b. Budget 2018/19:** The Clerk had drafted a budget which was reviewed by the Council. It was not anticipated that there would be any major costs in the coming year and perhaps the Council should consider options for spending money. It was suggested that the Clerk look into the option of grit bins on whitings Lane hill and it was also suggested that they could donate kitchen equipment to the Village Hall. The matter would be raised at the next meeting. It was proposed and agreed therefore to keep the precept as it stands and approved the budget.
- c. Precept:** The Precept was therefore set at £1,750.
- d. Audit and Annual Report Arrangements:** Under Local audit Regulations 2015 the SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities. Berrow chose to opt-in to the central procurement process and therefore an external auditor has been appointed for a 5 year period. As Berrow is an exempt authority (income less than £25,000 per annum) we are eligible for zero fees, however, should we wish to have a limited assurance review then the fee payable will be £200. We currently have our books reviewed by an internal auditor which we are required to continue doing.
- e. Overpayment by Worcestershire County Council:** At the last meeting the Clerk reported receiving unidentified income of £1,325.60 from Worcestershire County Council, after numerous telephone calls, emails and letters they have now acknowledged this payment was in error and have asked for the money to be returned. A cheque has been duly signed.

6. Correspondence:

- a. Planning Application 17/001109/FUL – Approved**
- b. Planning Application 17/01576/FUL – Approved.**
- c. Planning application 17/00315/FUL – Approved**
- d. Letter from Malvern Hills AONB:** A letter was presented to the Council requesting financial support for its activities. The Councillors decided that they wished to consider the letter in

Minutes of Berrow Parish Council 5th December 2017

detail and look at the latest annual review on line. The request for support would be considered in more detail at the next meeting.

- e. **Road Closure, Whiteleaved Oak** – A notice had been received from Worcestershire Highways saying they would be closing Whiteleaved Oak for up to 4 days in October in order to facilitate carriageway works. It was understood that the work had been completed though the order has 18 months to expire from 22nd September 2017.
- f. **Police News Letters – October and November:** It was reported that no incidents had taken place in the parish in this period.

7. Councillors Reports:

- a. There was a request for the Clerk to write a letter to Birtsmorton Court requesting they cut their hedge back opposite the entrance to Church Lane Berrow.
- b. The Clerk was asked if she had received a report from the South Worcestershire Rural Communities Programme after the Door Knock exercise at Sledge Green. Cllr Behan reported that the Door Knock had been done in Longdon but not yet underway in Sledge Green. She would send the report through from the Longdon exercise.

8. Date of the next Meeting of the Parish Council: Tuesday 20th March 2018 at Berrow & Pendock Village Hall at 7:30 pm.

The meeting closed at 8.45pm..

Signed
Chairman

Date.....