

The Minutes of the Meeting of Berrow Parish Council
Held at Berrow and Pendock Village Hall on Tuesday 20th March 2018 at 7:30pm.

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

In attendance : the Clerk and a member of the public.

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

1. **Apologies:** apologies were received from Cllr John Dudfield.
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. No declarations were made.
3. **Minutes:** The minutes of the meeting held on 5th December 2017 were approved as a true record of the meeting and signed.

4. Progress Reports:

- a. **M50 Bridge works:** The Clerk reported that she had received notification that there would be night closures of the Queens Arms bridge, Pendock from 23rd April to 28th April. This was to install protection to the parapets against vehicle impact.

5. Financial Report:

- a. **Financial Statements:** The following transactions had taken place since the last meeting:

	£
Outgoings:	
Clerk's salary S/O/N	126.00
Berrow with Pendock PCC	250.00
Refund to Worc CC	1,325.60
Lengthsman	<u>354.00</u>
Total	£2,055.60

	£
Incomings:	
Worc. CC (lengthsman)	<u>472.00</u>
	472.00

Balance at 5 th December 2017	£4,336.09
Balance at 20th March 2018	£2,752.49

- b. Appointment of Internal Auditor:** Mr Mealing was proposed and appointed as the Parish Council's internal auditor for the year to 31st March 2018.
- c. Financial Regulations:** In order for the Chairman to sign off the Governance statement on the Annual Return, Council was asked if they were satisfied with the current Financial Regulations, their execution and management. No changes were proposed and the Council was satisfied that all relevant governance requirements were met.

6. New Data Protection Laws

The Clerk reported that like all other organisations Parish and Town Councils were required to meet these new laws and the Council had been issued with a Toolkit written specifically for councils. She reported that the only data held by her in secure storage was also available to the general public on either the Council web site or the District web site therefore very little preparation was required prior to May 2018 when the Act becomes law.

It was also noted that it was recommended that a councillor become the Data Protection Officer as the Clerk could have a conflict of interest. However in the case of Berrow Parish Council it was believed that no such conflict would exist.

7. Berrow Charities:

The Chairman reported on two letters received from Fisher German the Berrow Charities Land Agent. The first of which informed the Trustees that he had served notice on Mr Shail's personal representatives at a cost of £40 to protect the Charity's position from a continuation of the existing tenancy. He also stated there will be no extra fees for negotiating a new agreement as he had generously given this pro bono and would continue the existing management fee agreement.

The second letter reported back on the condition of the land which he stated was well looked after. He also recommended that the land be re-let to Mrs Shail on a Farm Business Tenancy initially for a period of 3 years. The tenancy would then roll on.

The Trustees agreed that the Clerk should write to Mr Gittins of Fisher German, thanking him for the time and trouble he has taken on our behalf and accept his generous offer of no fee for the new tenancy and follow his recommendation to re-let the land to Mrs Shail.

- 8. Land at Farleys Ground:** The Clerk reported that following a number of complaints regarding the earth works and interference with water courses at Farley Ground that the Enforcement officer had now had to instruct the council's Legal Services to prepare a Formal Notice to be served upon the land owners under the land Drainage Act 1991.

9. Correspondence:

- a. **Upton Police Monthly newsletter:** Berrow Parish had had a vehicle theft reported in the January newsletter. It was also agreed that the Clerk should invite the Police to attend the AGM again this year.
- b. **Malvern Hills Trust:** A request had been received from the Board suggesting that they might like to come to our AGM to discuss the changes they are planning to the governance arrangements and powers of the Trust. The Council thought this would be interesting and asked the clerk to accept the offer.
- c. **B4208 Temporary Closure:** A public notice had been received stating that the road from Camers Green to Whittings Hill Lane would be closed for a period of nine days commencing on 10th April to facilitate western Power works.
- d. **Provision of a Defibrillator at Hollybush:** Mr B Cole had been in contact with Councillors and the Clerk to ask for the Parish Council to support a venture by Hollybush Community to provide a defibrillator in the area. Following a discussion on the administration and ongoing costs and monitoring of this project the Council agreed the following points:
 - i. That the Clerk would ascertain from Cllr Wells that he would be financing the whole or part of the initial cost and any shortfall would be provided by Hollybush Community.
 - ii. That Berrow Parish Council would purchase the equipment with funds provided
 - iii. That Berrow Parish Council would have the contract with Guardian Vigilance to ensure it was being monitored correctly
 - iv. That Berrow Parish Council would insure the defibrillator
 - v. That Hollybush Community would ensure weekly inspection and monthly online reporting.
 - vi. Maintenance costs would be paid for by Berrow Parish Council.
- e. **Malvern Hills AONB Partnership:** Further to a letter dated 19th September 2017 and the Councillors having had more time to consider the letter's appeal for funds the Council agreed to contribute £50 toward the Partnership's funds.

10. Grit Bin for Whittings Lane: The Clerk had asked on a number of occasions for a Grit Bin, and she would try again to arrange for the purchase of one for the hill.

11. Date of next Meeting: It was agreed that the Parish Meeting and AGM of the Parish Council would be held on Tuesday 8th May 2018 commencing at 19:00pm.

Signed
Chairman

Date.....