

Berrow Parish Annual Meeting

Minutes of the Annual Parish Meeting held on 8th May 2018 at 7.00 pm at Berrow & Pendock Village Hall.

Present: 9 Members of the Parish and the Clerk

- 1. Apologies:** There were no apologies for absence.
- 2. Minutes:** The minutes of the Annual Parish Meeting of 16th May 2017 were confirmed as correct and signed by the Chairman of the meeting.
- 3. Chairman's Report:** Following the sad death of our previous Chairman Richard Fellows, who had been Chair for many years, I was elected as Chair of the council in May last year and Anne Lewis was elected as Vice-Chair.
Mike Robson was welcomed to the first meeting of this year and was proposed and accepted to join the Parish Council. Mike was also appointed to be the second representative from the council on the Management Committee of the Village Hall. John Dudfield was also elected to join the council. Both members' acceptance of the roles were greeted with pleasure by the rest of the group.
We also lost Geoff Shail this year who sadly passed away in August, after a long illness. His 30 years of service to the council was acknowledged at the beginning of the September meeting. He will be much missed along with all the local knowledge he brought to the meetings.
Berrow Parish Council received a donation from the Berrow Charities to help purchase a defibrillator for the community. It has been placed on the outside wall at Ellis Dawe. Our thanks go to Ellis Dawe for their permission for this and their ongoing support. Grateful thanks goes to 'THE MIKE ELLIS MEMORIAL FUND' which generously provided the defibrillator safe. This safe was installed in June last year. Thanks go to Anne and Paul Lewis for all their hard work on this project and also to Maureen Paterson and Mike and Jo Thomas for their ongoing support with the guardianship of this.
The Council learnt that very generously, Councillor Tom Wells had offered to provide from his County fund, the total £1,366.25 for a new defibrillator and safe to be located at Berrow House, Hollybush, adjacent to where the old red phone box currently is and not far from the Hollybush car park. The defibrillator has been delivered to Berrow House and is awaiting installation.
For both these defibrillators Berrow Parish Council is funding ongoing support through a Guardian Vigilance system which liaises with the Ambulance Service, prompts the guardians to weekly checks and helps in the sourcing of spare items for the defibrillator. Thanks must go to the guardians who perform monthly and weekly checks.
The Whiteleaved Oak bridge was repaired after a closure of a few weeks last May and June.

We welcomed Claire Vaughan -Wood to the September meeting from the South Worcestershire Rural Communities Programme who explained the plan for a door knock scheme within Longdon Ward. This was going to take place at the Three Counties Caravan park in October with a view to identify specific needs within the community and feedback to parish councils on areas they could support the community.

Myself, Anne Lewis and Mike Thomas are currently bank signatories for the council, and the clerk reported the financial status at each meeting whereby the accounts were in a healthy state.

The Lengthsman Scheme continues with the contracts being signed and the budget agreed again for the year.

Judy Johnstone, our Clerk attended and took notes at a Public Consultation meeting regarding the proposed closure of the B4208 at Queens Arms Bridge over the M50. 69 locals attended. Feelings were strong about this and various options on the way forward were discussed. There was a unanimous vote at the end to ask Kier to consider the partial closure of the road instead with use of traffic lights. In March Our Clerk reported that she had received notification that there would be night closures of the Queens Arms bridge, Pendock in April, this was to install protection to the parapets against vehicle impact and has now taken place.

In December the Council welcomed Cllr. Bronwen Behan, District Councillor of the Longdon Ward, it was the first time she had attended a Berrow parish council meeting. She introduced the role she played which included a portfolio for the Environment, and explained about the Malvern Hills District Council's new plans for waste collection commencing in April.

The new Data Protection Laws – the council reviewed the requirements of the new legislation due to take effect in May this year and considered the records currently kept. All was felt to be satisfactory and little preparation was required to meet the new law.

The council now receive a newsletter from the Upton police which replaces their attendance and reporting at council meetings. The Chairman was therefore able to read out certain extracts from it to advise the meetings on any crime that might have taken place in the area.

The Council considered a letter from the Malvern Hills Area of Outstanding Natural Beauty appealing for funds and agreed to contribute £50 towards the partnership's funds. Our clerk is currently trying to ascertain where to send the monies to but has not had a response to date.

In March we received news from our Clerk that she would like to step down from her role just as soon as a replacement can be found. Adverts have been placed in the parish magazine and on the county website. Councillors were asked for any suggestions as to who might take up this post as no-one has come forward to date.

Finally I would like to thank everyone for their contributions this year and also to thank our clerk Judy, for all her hard work.

- 4. Statement of Accounts:** The Finance Officer presented the Statement of Accounts for the year to 31st March 2018 which showed a surplus in cash flow of £552.90. Berrow Charities had donated £1081.44 for the costs of a defibrillator at Rye Cross and other than that 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 28th June 2017 at which John Davison was appointed Chairman. The next and last meeting of the Committee was held on 28th February 2018.

Hiring of the Hall during the year has again been poor. Consequently income has dropped significantly.

Four talks were organised during the winter months; attendance was disappointing (except the talk on India) with only 5 at the last.

At the February meeting of the Committee it was agreed that at the next meeting members should consider and endeavour to implement ideas to increase usage and generate revenue.

Repairs undertaken in the year included:

– roof	-	£1,000;
– windows	-	£424;
– fire alarm	-	£235;
Total	-	£1,659

Maintenance issues included:

- negotiating a new electricity contract;
- arranging a Fire Inspection which recommended that 2 additional extinguishers be installed - deferred;
- PAT testing deferred until combined with Berrow Church.

Financial Statement for Year ending 31st March 2018.

Gross Income in year:	£2,471.17 (down from £3,588.53)
Total Outgoings:	<u>£4,309.51</u> (up from £2,619.56)
Net Surplus/(deficit):	£(1,838.34) (previously a surplus of £968.97)
Balance at Bank:	£3,442.74 (previously £5,281.08)

Mr Mealing appointed as Auditor had review and signed off the accounts.

Health and Safety checks were undertaken by John Davison in July 2017. To be repeated in July 2018.

Village Hall Network Subscription to Community First's Village Hall Network was renewed for a further three years

The Committee wish to thank Di Shail as booking agent during a difficult time. Thanks also to Judy for all done as secretary /treasurer.

6. Berrow Charities Report: The Charities renewed their agreement with Fisher German, though the work and fees remain unchanged. The Defibrillator contributed to the parish was installed and activated. Due to the death of the Tennant – Mr Shail it was necessary to serve notice on his personal representatives and to negotiate a new agreement which it was hoped would be taken up by Mrs Shail. Fisher German had generously not charged a management fee for this new agreement.

Pending receipt of the final bank statement for the financial year the Charities funds amounted to £839.00.

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

APPENDIX A

Berrow Parish Council

Receipts and Payments Account For the Year End 31st March 2018

Receipts	2016/17 £	2017/18 £
Precept	1693.00	1,721.60
Grant	57.00	28.40
Borrow Charities		1081.44
Total Receipts	£ 1,750.00	£ 2,831.44
 Payments		
Staffing costs	504.00	504.00
Insurance	251.85	257.60
Audit fees	25.00	25.00
Stationery	0.00	0.00
Hire of Hall	40.00	42.50
VAT recoverable	0.00	180.24
Contribution to upkeep of Churchyard	250.00	250.00
Loan Repayments	1000.00	0.00
Defibrillator - Rye Cross	0.00	901.20
Lengthsman	3.40	118.00
Total Payments	£ 2,074.25	£ 2,278.54
 Surplus/(deficit) for the year	 (324.25)	 552.90
General Fund B/Fwd	2077.34	1,753.09
General Fund C/Fwd	1,753.09	2,305.99
 Represented by:		
Lloyds Bank	1753.09	£2,305.99
	1753.09	£2,305.99