

# Birtsmorton Parish Council

Draft Minutes of Annual Meeting of Birtsmorton Parish Council  
Wednesday 9 May 2018 at 8.00pm following Parish Meeting at Berrow Village Hall

Present: Chair: Michael Barnes  
Councillors: Roger Gillard, Vance Withers, David Williams, Mary Dowding, Alison Faulkner and Richard Foord.

In attendance: DCllr. Mick Davies and Clerk

## **Public Comments: None**

### **14/2018. Election of Chairman**

It was **RESOLVED** unanimously that Cllr. Barnes be chairman and the Declaration of Office was duly signed.

### **15/2018. Election of Vice Chairman**

It was **RESOLVED** unanimously that Cllr. Gillard be Vice Chairman for as long as he remained a resident in the parish.

### **16/2018. Apologies for Absence.**

Apologies were received and accepted from DCllr Mick Davies and CCllr Tom Wells.

### **17/2018 Declarations of Interest**

1. **Register of Interests.** Completed by Cllrs Williams and Foord.
2. **To declare any Disclosable Pecuniary Interests (DPI) and/or Other Disclosable Interests (ODI) in items on the agenda and their nature.** None
3. **To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011)** None

### **18/2018. Confirmation of Minutes**

Minutes of meeting of 13 March 2018 were confirmed and signed as true record.

### **19/2018. Matters Arising**

Minute 07/2018 2) AONB Verge Project and funding. Clerk advised members that approaches had been made to local residents about leaving verges uncut in the area of Rye Cross. However, in subsequent weeks the private mowers have been out and so these verges cannot now be included in the AONB verge project.

### **20/2018. Finance Report**

The clerk outlined the audit requirements

*Smaller Authorities' Audit Appointments Ltd (SAAA) was formally appointed in January 2016 as the 'person specified to appoint local auditors' under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015 to perform the functions set out in legislation for smaller authorities. Following the resulting tender process, PKF Littlejohn was appointed to all relevant smaller authorities in 37 contract areas for 5 years from 2017/18. Each smaller authority is required by law: • to prepare Accounting Statements for the year ended 31 March 2018 in the form required by proper practices (the relevant annual return, now known as the Annual Governance and Accountability Return or AGAR, Part 1, 2 or 3); • to approve and publish the AGAR including the Accounting Statements, • to provide for the exercise of public rights.*

### **Annual Return**

Approval of the Accounts 2017/18 completing AGAR Part 2

- a) **The Certificate of Exemption (Gross annual income or gross annual expenditure does not exceed £25,000) signed by chairman and RFO and will be submitted to auditor.**

b) **Internal Audit completed 27 April 2018.** Noted that present internal auditor Mr Dobson is retiring and a letter of acknowledgment will be sent thanking him for his generous support over the years. An alternative internal auditor will be sought.

c) **Section 1 - Annual Governance Statement 2017/18** was read out to members of the council. It was **RESOLVED** that this be confirmed and signed by the Chairman.

d) **Section 2 - Accounting statement**

It was **RESOLVED** that the Accounts presented by the RFO for the Financial year 2017/18 be adopted and signed by the chairman and RFO.

**Current financial situation:**

	£	£	
<b>Balance as at 9 March 2018</b>		<b>4,495.66</b>	
<b>Income pre meeting</b>			
WCC Lengthsman	15.00		
MHDC ½ Year Precept	1056.00		
		<b>1,071.00</b>	
<b>Expenditure at meeting</b>			
Worcs. CALC Sub	165.14		
Insurance	205.89		BHIB New provider. LTA 3 years
		<b>371.03</b>	
<b>Balance at end of meeting</b>		<b>5,195.63</b>	
<b>9 May 2018</b>			

- i) Under the new General Data Protection Regulations (GDPR) The Parish Council will not be exempt due to the clerk's use of a computer and therefore will require registration with the Information Commission Office for a fee of £40.
- ii) Insurance: Upon receipt of 2 quotes it was agreed to accept the invoice from BHIB who has taken over the AON clients with whom the PC was previously insured.
- iii) Cheque Signatories to be updated.
- iv) Confirmation of Clerk's Salary following new pay scales for 2018/19. LC1 SCP19

**21/2018 Coombegreen Common**

As discussed at Annual Parish Meeting. A possible water leak opposite the west end of Birts Street. To be investigated and contact STWA if necessary.

**22/2018 Parish Drainage/Lengthsman**

Concern expressed on drainage opposite Ryefield. It is thought the pumping station is not working adequately and excess sewerage leaking out of drains towards nearby properties. Reported a similar event happening outside Farmer Arms. Agreed to contact STWA to request an investigation at the pumping stations in these areas.

**Reference comments made at Parish Meeting** - Lengthsman and clerk to investigate Birts Street following roadside/verge damage by large vehicles. Also suggested that a letter be written to the 2 local farmers having need of large vehicles accessing their properties at Millers Court and Newlands Farm Poultry Unit seeking support in this matter. Suggestions of more care in driving along Birts Street and Marsh Road especially with consideration to speed, courtesy to residents and avoid verge damage. A further idea for Millers Court was to vary the route used accessing the farm between Castlemorton and Birtsmorton. A further suggestion was seeking support from the school for the children to make posters to be displayed along the road.

**Notice Board** to be examined for potential repair work to enable the doors to be opened safely.

**Litter** -Comment made on the amount of litter presently deposited in the parish. Consideration for a local litter picking day or the support of community service. Clerk to investigate.

**23/2017 Planning**

17/01571/FUL	Elmley Rye Street Birtsmorton, Malvern WR13 6AS	Proposed division of house into 2 units and ground floor extension. Creation of vehicular access	MHDC Refused. Appeal Dismissed April 18
17/01854/FUL	Land At (Os 7911 3631) Birts Street Birtsmorton,	Proposed siting of a log cabin for holiday use.	Pending

**24/2018. Correspondence**

Any information presently sent to Cllrs via email and particular reference to:

- Police monthly newsletters.
- Malvern Hills AONB Management Plan.
- SWDP Review. Briefing for Parish/Town Councils
- WCC Adopted planning validation document
- MHDC Press Release re Community Led Housing Fund
- Projects in MH AONB
- Meet the Council. Morton Ward walkabout on Friday 25 May.
- Notification of cycle event Saturday 23 June 2018.

**25/2018. Confirmation of date of next meeting**

The next meeting date **Monday 3 September 2018** at 7.30 pm at Berrow Village Hall.

The meeting closed at 9.05pm

Signed..... Date.....