

MAMBLE PARISH COUNCIL

Draft Minutes of a Meeting held on Thursday 7th June 2018 in the Village Hall at 7.00pm.

Present: Cllrs: Mr J Pepper (Chairman), Mrs S Rawlins and Mr D Jones.

In Attendance: Mrs A Watson (Clerk)

1. **Apologies:** These were received and accepted from Cllrs. Mr C Bunn and Mr S Finney.
2. **Declarations of Interest:** None.
3. **Minutes:** The minutes of the Annual Meeting of the Parish Council held on the 03/05/18 were approved and signed by the Chairman.
4. **Progress reports:**
 - 4.1 Blocked Drains: Bury House Ref. 505607 and Bayton Lane 505611. These are still to be jetted out.
 - 4.2 The Clerk reported that the Council had sent out a maintenance vehicle to the village, only for Cllr. Bunn to find that it was jetting out the wrong drain. The Clerk suggested that Cllr. Bunn's idea of a GPS system may be beneficial in the long term.
 - 4.3 Additional bin for Parish Litter. The Clerk is still waiting for a response from the District Council.
5. **Items for Discussion:**
 - 5.1 Amendments to the Lengthsman's Scheme Contract and Lengthsman's Risk Assessment 2018/2019. Due to the Cllr. Bunn not being present these will be an agenda item for the next meeting.
 - 5.2 Mamble Annual Risk Assessments 2018/2019. This was completed and signed by the Chairman.
 - 5.3 Worcestershire CALC Information on GDPR and draft Privacy Policy. The Clerk had attended a seminar at County Hall and this will be an agenda item at the next meeting.
 - 5.4 Standing Orders 2018 for revision. The Standing Orders and Financial Regulations were revised and agreed.
6. **Correspondence Received and read out at the meeting:**
 - South Worcestershire Development Plan Call for sites was read out by the Clerk.
7. **Malvern Hills District Council Planning Notifications:**
 - 7.1: 18/00440/HP: Applicant: Mr A Williams, 5 Malvern View, Mamble. DY14 9JE.
Proposal: Retrospective alterations and extension to existing patio. **Approval**
 - 7.2: 18/00455/HP: Applicant: Mr & Mrs P Evans, The Orchard, Church Lane, Mamble. DY14 9JY.
Proposal: Front porch extension, replacement of flat roof over office/veranda with pitched roof. **Approval**
8. **Finance:**
 - 8.1 The Annual Return, now known as the Annual Governance and Accountability Return (AGAR) for 2017/2018 was completed, approved by Council and signed in the order as follows by the Chairman and the Clerk/RFO:
 - i. Consideration, approval and signing of the Annual Governance Statement 2017/18
 - ii. Consideration, approval and signing the Accounting Statements for 2017/18
 - iii. Completion and signing of the AGAR Part 2 Exemption Certificate and contact details form.
 - 8.2 Councillors agreed and approved the Notice of Date of Commencement of Period for the Exercise of Public Rights Accounts for the Year Ended 31st March 2018 as commencing on the 2nd July until the 10th August 2018.
 - 8.3: Bank Statements
 - 26.05.18 Business Account £5049.36
 - 31.05.18 Current Account £7076.48
 - 8.4: The following payment made during May was ratified:

BHIB Ltd Insurance Renewal	£345.30
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 - 8.5: The following payments were approved and cheques signed:

8.5.1: Mrs A Watson Clerk Salary (06/05-05/06/18)	£220.00
8.5.2: Mrs A Watson Clerk Expenses (May 2018)	£52.00
8.5.3: Mr C Bunn Lengthsman (May 2018)	£192.00
8.5.4: Mr C Bunn Lengthsman P3 Scheme Work	£241.50
8.5.5: Mr JR Simpson Auditor	£50.00
9. **Councillors' and Clerk's reports and items for future agenda.** Those already in the minutes.
10. **Date of next meeting:**

This will take place on **Thursday 2nd August 2018.**

The Chairman thanked everyone for their attendance and closed the meeting at 9pm.

Signed.....

Date.....

Chairman
