

DRAFT

**The Minutes of the Meeting of Berrow Parish Council
held at Berrow and Pendock Village Hall at 7.30pm on Tuesday 4th December 2018**

Present: Cllrs Ruth Coates (Chair), John Dudfield, Anne Lewis, Paul Lewis, Michael Robson and Mike Thomas

In attendance: The Parish Clerk and 4 members of the public

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

1. **Chair Report:** Cllr Coates read out a thank you card received from the previous Parish Clerk.
2. **Apologies:** No apologies were received.
3. **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.
4. **Minutes:** The minutes of the meeting held on 11th September 2018 were approved and signed.
5. **Co-opt:** The Clerk stated that there had been no applicants received for the vacancy. There then followed a discussion about the Council elections being held in May 2019 and what that means for the existing council.
6. **Progress Reports:**
 - a. **M50 bridge works:** Work is ongoing of the M50 bridge propping. Regular communications are being received from the Highways Agency. Still no confirmation on when work on the Queens Arms bridge will commence.
 - b. **Farleys Ground:** Update from the Malvern Hills District Council:
 - Retrospective planning permission may be submitted by the landowner's agent for the structure;
 - The land level changes that have been alleged to have taken place is being disputed by the landowner's agent and is being reviewed by Malvern Hills District Council in context of the planning permissions that have been granted;
 - The legal services are in liaison with the adjacent landowner to work towards a solution to the drainage issues.
 - c. **Grit bin on Whitings Hill:** Worcestershire County Council has agreed to install a bin as soon as practicable.

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- d. **GDPR:** It was agreed that the Clerk will be the Data Protection Officer on behalf of the council.

7. Finance Report:

- a. The Council approved the following with the balance being matched against the latest bank statement.

Berrow Parish Council Financials 2018/19

<u>Details</u>	<u>Income</u>	<u>Expenditure</u>
Opening balance: 31/08/18		
Current account	£2,532.54	Includes Jul/Aug Salary
<i>Actuals</i>		
Lengthsman	£236.00	-£236.00
Precept	£875.00	
Staffing		-£100.00
Sub Total:	£1,111.00	-£336.00
Closing balance: 02/11/18	£3,307.54	(Bank statement sheet number: 92)
<i>Transactions since last Bank Statement</i>		
Lengthsman	£236.00	-£236.00
<i>Forecast</i>		
Staffing		-£600.00
Training		-£10.00
Lengthsman	£826.00	-£826.00
Churchyard		-£250.00
Hall Hire		-£45.00
Forecast closing balance 31/03/19	£2,402.54	

- b. The Clerk presented the budget for 2019/20 which, after adjustment including the Precept, showed a forecast surplus of £2,000 at the end of March 2020. The budget was accepted by the Councillors.

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- c. It was agreed to raise the Precept to £2,550 for 2019/20. The increase is to cover a forecast future £800 shortfall due to the new Clerk being appointed with a salary in line with the current National Association of Local Councils (NALC) / Worcestershire County Association of Local Councils (CALC) pay scales.

8. Correspondence:

- a. **Malvern Town Neighbourhood plan.** This is focused on facilities in Malvern. Any comments to be submitted.
- b. **Churchyard works.** A thank you has been received for the funds donated to the upkeep of Berrow churchyard.
- c. **Planning Applications 18/01434/FUL and 18/01334/LB – The Hawthornes:** Application has been approved.

9. District/County Councillors Report: The following report was sent over by the District Councillor and a summary read out by the Clerk:

- The Draft Malvern Hills AONB Management Plan Review 2019-2024 was endorsed by Executive on November 22nd. 2018. It is to be formally endorsed by the Malvern Hills Joint Advisory Committee in February.
The document covers issues such as International Dark Skies standards, the impact of visitors, views to, from and within the AONB and how to balance the needs of those living in the Area with planning, climate change etc'
<http://www.malvernhillsaonb.org.uk/wp-content/uploads/2018/10/MH-AONB-Mgt-Plan-Consultation-Oct-2018-final.pdf>
- Malvern Hills District Council has decided to provide a Hardship Fund of £30,000 to be made available to food banks for those in need.
- The Council is also providing £15,000 to go towards transport provision across the District to continue services which may be cancelled by First Bus Service.
- Building works on the Council house to provide a new Reception area and meeting rooms is well underway. It is hoped the work will be completed early next year. The old school gym, currently used for the Council Chamber will continue with repairs and should also be ready by Easter.
- Malvern Priory have agreed to the Tourist Information Centre in Church Street to be moved to the Lyttleton Rooms by the Abbey gateway.
- The South Worcestershire Development Plan continues with preparation for the next plan which will cover growth in the area beyond the life of the existing plan. The review is open for comments.
- Worcestershire County Council will be promoting Modern Day Slavery next year to raise awareness of the issue and how to spot the signs.

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10. Clerk Review: it was agreed to wait until 1 year has been completed so that there would be a more accurate estimation of the hours spent on Council work.

11. Councillor's reports and items for future agenda:

- a. **Footpath Officer:** It was agreed that it wasn't clear how to report issues with access and right of way. The Clerk to investigate.
- b. **Roadworks down Netherley Lane:** It was noted that the Parish Council had not been notified of either the electric or water works. Affected local residents were notified by Western Power of the electric works, but not notified of the water works. The Clerk to raise with Highways.
- c. **Defibrillator:** it was agreed that Cllr A. Lewis to purchase a thank you gift for the guardians who monitor the defibrillator at Ellis Dawe.

12. Date of next Parish Meeting: 7.30pm on Tuesday 5th March 2019 at Berrow and Pendock Village Hall.

The meeting closed at 8.50pm.

Signed

Chair

Date.....