

**MADRESFIELD PARISH COUNCIL**  
**MINUTES OF ANNUAL AND 211<sup>th</sup> PARISH COUNCIL MEETING**  
**HELD ONLINE**  
**ON THURSDAY 14<sup>TH</sup> MAY 2020 AT 6.00 PM**

Due to the restrictions caused by the Covid 19 pandemic this meeting was held online.

**PRESENT**

Cllrs. Mr D Craig (Chairman), Mr C Freeman, Mrs J Greenwood.

**IN ATTENDANCE**

Mr M Everitt (Footpath Warden) and Mr D Sharp (Clerk).

**1. ELECTION OF CHAIRMAN**

Cllr. Craig was unanimously elected as Chairman and he would complete his acceptance of office when it could be witnessed by the Clerk.

**2. APOLOGIES FOR ABSENCE**

*To consider acceptance of apologies for absence from Councillors:* Cllr Mr C Eden(accepted).

**3. INTERESTS**

- i. *Councillors Declarations of Disclosable Pecuniary Interests and Other Disclosable Interests regarding items on the agenda:* There were none.
- ii. *Notification of changes to the register of interests:* There were none
- iii. *To consider written requests from councillors for the council to grant a dispensation for those with Disclosable Interests to take part in discussions or voting:* There were none.

**4. ELECTION OF WARDENS AND OTHER REPRESENTATIVES**

The following were elected:

- i. Footpaths Wardens (noted): Mr Mike Everitt and Mr Martin Thorne
- ii. Tree Warden: Cllr. D Craig
- iii. Charities Representative: Cllr. C Eden

**5. APPROVAL OF THE MINUTES OF THE 209<sup>th</sup> PARISH COUNCIL MEETING OF 13<sup>th</sup> FEBRUARY 2020**

These were accepted as an accurate record and they were to be signed by the Chairman as soon as circumstances allowed.

**6. PROGRESS REPORTS AND OTHER MATTERS ARISING FROM THESE MINUTES**

It was noted that the new school warning sign was now operating.

The Clerk reported that he had replaced the broken glass in the phone box.

It was noted that 'unsuitable for HGVs' signs had been installed on both ends of North End Lane.

**7. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

There were none.

**8. HIGHWAYS**

*To consider the Parish Council's continuing participation in the Lengthman Scheme:* This was agreed and a risk assessment for the lengthman, prepared by the Clerk in response to the Covid 19 pandemic, was approved.

**9. COVID 19 PANDEMIC**

*To review the current situation and consider any actions necessary:* It was agreed that no additional measures by the Parish Council were necessary.

**10. Planning**

*To consider responses to the following and any late submitted applications:*

Application No	From	Details
20/00262/FUL 20/00325/LB	Lavender Cottage And Byeways Madresfield Village	Alterations to include part demolition to reconfigure the living spaces.

The following response was agreed: 'The Parish Council has no objection to the application'.

## 11. FINANCE

*i. Appointment of Internal Auditor:* Mr Steve Tustin was duly appointed.

### *ii. Completion of Annual Governance and Accountability Return 2019/20*

*a. Completion of 'Annual Governance Statement':* This was completed and would be signed by the Chairman and Clerk/RFO when circumstances allowed.

*b. Approval of Annual Account:* The accounts for 2019/20 were approved and would be signed by the Chairman and Clerk/RFO when circumstances allowed.

*c. Completion of Certificate of Exemption:* This was completed and would be signed by the Chairman and Clerk/RFO when circumstances allowed.

*iii. Approval of Payments due:* The following payments were approved:

From/Due to	Date	Amount	Details
J Moore	-	£118.00	Lengthman Fees (Feb-Mar)
BHIB Ltd	01/06	£344.51	Annual Insurance Premium
Worcestershire Calc	01/04	£100.83	Annual Subscription
HMRC	-	£26.40	PAYE (Apr-Jun)
DA Sharp	13/02	£106.04	Clerks fees (3 months @ 1hr/week SCP7 £132.44)
<b>Total</b>		<b>£695.78</b>	

After these payments are made accounts will be as follows:

Premium Account B/F	£931.30	Current Community Account B/F	£19.14
Interest	£0.33	WCC Lengthman Scheme	£177.00
		MHDC Precept	£750.00
		May Payments	-£695.78
<b>Premium Account C/F</b>	<b>£931.63</b>	<b>Community Account C/F</b>	<b>£250.36</b>

## 12. CORRESPONDENCE.

*To consider any responses to the following correspondence received:*

From	* Email	Subject
CALC	*	Updates
Martin Butcher Safer Neighbourhood Officer	*	Monthly Parish Reports
MHDC	*	Cancellation of Training Dates
Gary Crellin	*	75th Anniversary of VE day - Church Commemoration Service
WCC	*	Parish Update
CALC	*	Community Led Housing
WCC	*	Parish Conference 18 March 2020 County Hall
MHDC	*	Ticket to Ride Event Summary
MHDC	*	South Worcestershire Development Plan Review - Parish and Town Council Newsletter March 2020
Misc	*	Covid 19
MHDC	*	South Worcestershire Development Plan Review - Presentation
West Mercia Police and Crime Panel	*	Applications Invited for an Independent Lay Member

## 13. COUNCILLOR'S ITEMS FOR REPORT OR FOR FUTURE CONSIDERATION.

Cllr. Freeman reported that he had installed signs along the PRow behind Waterloo Close advising walkers of vulnerable residents who were self isolating due to the current Covid 19 pandemic.

## 13. NEXT MEETING.

The date of the next Parish Council meeting was Thursday 10<sup>th</sup> September 2020 venue to be arranged and commencing at 6.00pm.

There being no further business the meeting closed at 7.00 pm.