

## MAMBLE PARISH COUNCIL

Draft Minutes of a Meeting held on Thursday 6<sup>th</sup> June 2019 in the Village Hall at 7.00pm.

**Present:** Cllrs: Mr J Pepper (Chairman), Mrs S Rawlins, Mr C Bunn and Mr S Finney.

**In Attendance:** Mrs A Watson (Clerk)

1. **Apologies:** The Chairman informed the meeting that the Clerk had received a letter of resignation from Cllr. R Jones and with much reluctance, he had to accept it. Councillors discussed the length of service Cllr. Jones has given and this will be acknowledged appropriately at a future date.
2. **Declarations of Interest:** Cllr. Bunn declared an interest in Item 5.1.
3. **Minutes:** The minutes of the Annual Meeting of the Parish Council held on the 09/05/19 were approved and signed by the Chairman.
4. **Progress reports:**
  - 4.1 Blocked Drains in the village are still to be jetted out.
  - 4.2 The Bollard by the village entrance has been approved, but is yet to be installed by Highways.
  - 4.3 Village signs. The Clows Top sign has been ordered and a request made regarding Church Walk.
  - 4.4 Parish Website. The Clerk reported good progress is being made in the development of the site.
5. **Items for Discussion:**
  - 5.1 Mamble Annual Risk Assessment 2019/2020 was completed and signed by the Chairman and the Lengthsman's Risk Assessment 2019/2020 will be carried out by Cllr. Bunn and Cllr. Finney.
  - 5.2 The Standing Orders and Financial Regulations will be an agenda item for a future meeting.
6. **Correspondence Received and read out at the meeting:**
  - 6.1 MHDC Planning & CALC Councillor training dates.
  - 6.2 MHDC Community Led Housing – call for information.
  - 6.3 Worcestershire Minerals Local Plan: Fourth stage consultation letter.
  - 6.4 BHIB Insurance Brokers – Insurance renewal pack, certificates of public, products and employers liability.
  - 6.5 Parish Paths Partnership P3 Scheme - copy of signed agreement and WCC purchase order number.
7. **Finance:**
  - 7.1 Mamble Parish Council approved the Annual Accounts 2018/2019 and noted the annual internal audit report from Mr R Simpson.
  - 7.2 The Annual Governance and Accountability Return (AGAR) for 2018/2019 was completed, approved by Mamble Parish Council and signed in the order as follows by the Chairman and the Clerk/RFO:
    - 7.2.1 The Annual Governance Statement 2018/19.
    - 7.2.2 The Accounting Statements for 2018/19.
    - 7.2.3 The AGAR Part 2 Exemption Certificate and contact details form for PKF Littlejohn LLP.
  - 7.3 The Notice of Public Rights was agreed as commencing on the 1<sup>st</sup> July 2019.
  - 7.4: Bank Statements

26.03.19 Business Account	£5056.62
31.05.19 Current Account	£6881.46
  - 7.5: Receipts: Worcestershire County Council Lengthsman's Payment £1086.53
  - 7.6: Payments – the following payments were agreed and cheques signed:
    - 7.6.1: Mr C Bunn (Lengthsman May 2019) £192.00
    - 7.6.2: Mr C Bunn (Lengthsman P3 Scheme work) £220.50
    - 7.6.3: Mrs A Watson (Clerk Salary & Expenses 06/05-05/06/19) £240.00
    - 7.6.4: Mr R Simpson (Internal Auditor) £50.00
    - 7.6.5: Mrs G Lungley (Clerk Cilca Training) £20.00
8. **Malvern Hills District Council Planning Notifications:**

19/00025/HP: Applicant: Mr & Mrs Douglass, Old Orchard House, Friith Common, Eardiston. WR15 8JX Proposal: Erection of two storey side extension and proposed porch with first floor balcony above. **Refusal.**
9. **Councillors' and Clerk's reports and items for future agenda.**
  - 9.1 The Clerk's annual review is to be considered at the next meeting.
10. **Date of next meeting:**

The date of the next meeting was confirmed as Thursday 4th July 2019.

The Chairman thanked everyone for their attendance and closed the meeting at 8.20pm.

Signed.....

Date.....

Chairman

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