

MINUTES OF PARISH COUNCIL ANNUAL MEETING HELD IN THE VILLAGE HALL ON MONDAY 10th SEPTEMBER 2018

Present

Councillor	Mr	M	Huskinson	Chairman
Councillor	Dr	P	Mayner	Vice Chairman
Councillor	Mr	A	Medcalf	
Councillor	Mr	M	Simpson	
Councillor	Mr	D	Fellows	
	Mr	J	Sommerville	Clerk
	Mrs	J	Cameron	Tree Warden
	Mrs	G	Hollick	Member of the Public
	Mr	R	Hollick	Member of the Public
	Rev	G	Crellin	Vicar
	Mrs	C	Brinkley	Member of the Public
	Mr	A	McCulloch	Member of the Public
	Mr	S	Brown	Member of the Public

1. Apologies

Apologies for absence were received from Councillors Hill and Hadley-Roberts.

2. Public Question and Answer

- 2.1. There were five members of the Public present, as listed above together with Rev Gary Crellin
- 2.2. Mrs Christine Brinkley informed the meeting of the existence of the Giant Hogweed plant within the boundaries of the Parish. It is 6-8 feet high is not a native of the UK and can cause burns or blisters to anyone coming into contact. She was aware of Giant Hogweed in Wood Street. The landowner needs to be made aware as this plant is dangerous to people and livestock.
- 2.3. She left a map with the Clerk indicating the areas where Giant Hogweed has been spotted.
- 2.4. Cllr Fellows said that he was shortly to have a meeting with officers at the Highways department of Worcestershire County Council regarding the state of the footpaths in the Parish. He would raise this matter with them as well. **(Action Cllr Fellows).**
- 2.5. Stuart Brown stated that his attendance was prompted in his interest in the application for the easement by the Rose Farm Partnership and the position of GPC in relation to it. (See 11 below).
- 2.6. The Rev Gary Crellin briefly addressed the meeting saying he had arrived in June 2018 and was living at the Vicarage in Collets Green. His aim was to get to know the people in the parishes for which he was responsible. He was here to minister to everyone whether they were churchgoers or not.
- 2.7. He wondered at the possibility of resurrecting the Guarlford Show which he understood had last occurred in 2005/6. Mrs Cameron noted that the Guarlford WI Annual produce show was taking place on the 11th September at 7pm and he would be very welcome to attend.

3. Code of Conduct and Declarations of Interest

- 3.1. Parish Councillors were reminded that, as required by the Parish Council Code of Conduct Order 2001, they should notify the MHDC Monitoring Officer of any changes to their Register of Interests or the receipt of any unrecorded gifts or hospitality. They should also declare any personal or prejudicial interests in any of the items of this meeting.
- 3.2. There were no declarations of personal or prejudicial interest.

4. The Race Relations and Crime and Disorder Acts

All the business carried out and decisions made at this meeting have observed the requirements of the above acts.

5. Acceptance of the Previous Minutes

- 5.1. The minutes of the Parish Council Annual General meeting and the Annual Parish meeting both held on 14th May 2018 having been circulated, were taken as read, approved by the Council as a true record and were signed by the Chairman.
- 5.2. The meeting also ratified the election of the Chairman and of the business of the Councillors at the Parish Council meeting held on 14th May.
- 5.3. The minutes of the Extraordinary Meeting of the Parish Council held on the 25th July 2018 having been circulated, were taken as read, approved by the Council as a true record and signed by the Chairman.

6. Report by PCSO Martin Butcher

- 6.1. Mr Butcher had sent in his report. For the last month there had been two reports of theft but no other criminal activity in the Parish of Guarlford.

7. Report by Councillor T Wells

There was no report.

8. Report by Cllr Fellows the Public Path Warden

- 8.1. Cllr Fellows spoke to his report which had been circulated. He was pleased to report some progress in particular Paragraph II of his report that the unsafe stile had been replaced and his report gave further details.
- 8.2. However the path up to ^{Charles}~~Charles~~ Lane he described as being in a disgraceful condition.
- 8.3. He also mentioned that a particular tree in the churchyard of St Mary the Virgin Guarlford was "an accident waiting to happen". Rev Crellin promised to speak about this to the man who attends to tree problems for the Parochial Church Council.

9. Report from Don Hill, Chairman Village Hall Committee

- 9.1. There was no formal report from Don Hill but he would be emailing the Clerk to make a formal request for financial support for upkeep of the Village Hall and the Churchyard respectively.

10. Report by Mrs Jenny Cameron Tree warden

- 10.1. She had been in contact with the Madresfield Estate. The owners and the gamekeepers had no objection to her walking through Dripshill Wood, but did object to her walking in the other parcels of woodland which belong to the Madresfield Estate.
- 10.2. Mrs Cameron had not encountered any problems with the lopping and trimming of trees by the Madresfield Estate but was aware of the presence of ash dieback in several areas.

11. Malvern Hills Trust (formerly Malvern Hills Conservators) Report.

- 11.1. The Chairman reported on the current position following the Extraordinary General meeting held on 25th July in the Village Hall.

12. Administration

- 12.1. The Clerk confirmed that he and the Chairman had attended a CALC meeting on the 23rd May in relation to GDPR and had prepared a paper following the meeting which he had forwarded to the Chairman. He will liaise with the Chairman to progress compliance by GPC with these regulations.
- 12.2. The Chairman confirmed that an advertisement had been placed in the Grapevine for the Clerk's replacement.
- 12.3. Mrs Gill Hollick who was at the meeting had expressed an interest in the position and the Clerk handed her a copy of "*the Clerk's duties and responsibilities*" a document prepared by Michael Skinner. Mrs Hollick said that she had reservations about being the Responsible Financial Officer for GPC as well as being the Clerk. Would it be possible for her husband Roy to be the RPO and her to be the Clerk? The Clerk will make enquiries with CALC (**Action Clerk**).
- 12.4. The Clerk confirmed he and Angus McCulloch had had a meeting in May following the last GPC meeting. Angus had noted that Worcestershire County Council have a "Parish Pages" section on their website which Madresfield Parish Council Newland Parish Council and others use for placing information and documents in order to comply with the Transparency Code.
- 12.5. At present GPC do this by means of the Guarlford Village website for which the Guarlford History Group has generously paid the monies to enable this service to continue for another 4 years. The cost of hosting the site is £85 per annum. Angus has been running this website since 2005 and does not feel the need for a new computer.
- 12.6. However GPC still had monies in its current account representing the grant from the Transparency Fund to purchase a computer in its own name and to cover training.

13. Parish Environment

- 13.1. Cllr Dr Mayner confirmed that there was approximately ~~£5,000~~ £5,000 left in the Guarlford History Group account. Glass had now been installed in the telephone kiosk, which had also been repainted. He suggested that the next GPC meeting on December 10th could discuss the use to which the telephone kiosk can be put. fss. 10
- 13.2. The issue of a Parish Lengthsman for GPC remained outstanding. The problem was the time needed to administer the scheme. In addition the insurance cover disclosed by the lengthsman interviewed by the Clerk and the Chairman in December 2016 left a number of questions unanswered. Cllr Simpson found it irritating that in the absence of a Lengthsman GPC had to constantly battle with WCC to get anything done. mcy
- 13.3. There was nothing to report on the Guarlford Workingmens' Club.
- 13.4. Cllr Dr Mayner updated the meeting in relation to the periodic obstruction of Rectory Lane. The phone number to contact the Police had been set out in the minutes of the previous GPC meeting held on 14th May 2018. In addition he had been informed that the Police make regular visits to the Village to check the access to Rectory Lane.
- 13.5. The Chairman confirmed that Brunning and Price were now looking to re-open the Plough and Harrow in May/June 2019. Their contract to purchase was now unconditional and GPC appreciated the manner in which Brunning and Price kept them updated.
- 13.6. The Chairman confirmed that GPC had responded to the MHDC consultation in relation to Traveller and Travelling Showpeople site Allocations, but he had heard nothing more.
- 13.7. See above at Minute 8 for details of representations made to WCC Highways department about the state of the footpaths in the Parish.
- 13.8. The Chairman will respond to the request by Noel Deem that GPC should acquire and thereafter maintain the land in Penny Close to decline same. The suggestion was impractical from all points of view.

14. Planning

- 14.1. There was no further news regarding the revised plans to MHDC submitted to MHDC by Mr Taylor for conversion of the Guarlford Workingmen's Club to a dwelling under application no 16/01446/FUL and the decision is awaited.
- 14.2. The meeting noted that the planning application regarding the barns at Whitehouse Farm Blakes Lane under no 18/00369/FUL had been successful and that planning permission had been granted.
- 14.3. The meeting noted that the planning application made by Brunning and Price in respect of the Plough and Harrow Public House under no 18/00407/FUL had been approved subject to conditions.

15. Liaison with Other Bodies

There was nothing to report.

16. Finance

- 16.1. There was no longer an External Audit as GPC was exempt due to its small annual turnover (being less than £25,000). The Clerk had liaised with the Internal Auditor and the AGAR 2 certificate had been provided to PKF. In addition the Annual Return and the Accounts for the year end 31st March 2018 as signed by the Clerk as RFO and the Chairman had been placed on the Guarlford Village website.
- 16.2. The meeting approved payment of the Atkinson and Co invoice in sum of £36.00.
- 16.3. The Clerk confirmed the balances as at 10.9.2018 namely Current account £5,822.26; Charity account £108.64; and Instant Access Deposit account £676.84.
- 16.4. The meeting approved payment of the Clerk's salary in the sum of £271.05.
- 16.5. The meeting approved payment of tax to HMRC on the Clerk's salary in the sum of £180.40.
- 16.6. The meeting approved payment of £27.98 to reimburse the Clerk for the cost of the gift to the Internal Auditor.
- 16.7. The meeting approved the draft budget for 2018/19, which had been circulated, subject to one matter namely that there will be elections in 2019 and that financial provision should be made for that. The Clerk will look into this. There will be another opportunity to review the draft budget at the December 2018 meeting. **(Action Clerk)**
- 16.8. The meeting reviewed the effectiveness of the Internal Auditor and declared itself satisfied with his work. The Clerk will ask Mr Kuun if he is prepared to be the Internal Auditor for the forthcoming year 2018/19. **(Action Clerk)**
- 16.9. The meeting reviewed the Financial Controls Monitoring and Governance of the Council and considered these all to be satisfactory.
- 16.10. The meeting reviewed the performance of the Clerk which it considered to be very satisfactory and thanked him for his work, and expressed regret at his departure from the post at the end of September 2018.
- 16.11. The meeting approved the payment of £20 to Worcestershire CALC to cover the attendance of the Clerk and the Chairman at the CALC course on GDPR on 23rd May.
- 16.12. The Clerk informed the meeting that he had obtained a refund of VAT from HMRC in the sum of £53.61.

17. AOB

- 17.1. Cllr Dr Mayner proposed a vote of thanks to the Clerk for his work for the Parish Council over the last 6 years. This was carried unanimously.

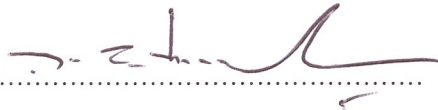
- 17.2. Angus McCulloch mentioned a potential Health and Safety Issue posed by the 2 foot drop from the fire escape from the Village Hall.
- 17.3. The Clerk read out an email dated 2nd September from Tony Goddard to Cllr Hadley-Roberts copied to him. It concerned Superfast Broadband for Guarlford. There were indications that things were moving in the right direction according to Mr Goddard. The Clerk was directed to write to Mr Goddard to indicate that GPC would be very pleased if he could proceed with the application for the Community Fibre Partnership (CFP) scheme. **(Action Clerk)**
- 17.4. Cllr Fellows raised the issue of the theft of monies from GPC by Douglas Tonks and informed the meeting that he had been advised we should put in a claim to the Liquidator. **(Action Clerk)**

18. Dates of future Meetings

- 18.1. The next three meetings of the Parish Council will take place on the following dates:

- Monday 10th December 2018.
- Monday 11th March 2019
- Monday 13th May 2019.

Signed.....



Cllr Michael Huskinson
Chairman