

**MINUTES OF A PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON MONDAY 14 MARCH 2011**

Present

Councillor Dr P E Mayner	Chairman
Councillor Mr M G Huskinson	Vice Chairman
Councillor Dr E H Jones	
Councillor Mrs J E Hadley-Roberts	
Councillor Mrs E B J Hill	
Councillor Mr A W Medcalf	
Councillor Mr M S Simpson	
Councillor Mr T Wells	MHDC/WCC
Mr R Chamings	Malvern Hills Conservators
Mrs J Lomas	Parish Tree Warden
PC S Ransome-Williams	Local Police Officer
Mr J M Skinner	Clerk

1. Public Question and Answer

- 1.1. Mr Tom Vivian asked if the Council knew of any plans to develop The Tan House land, which had been purchased by Wadworth Brewery who already owned the adjacent Plough and Harrow public house. The Chairman replied that the council knew of no plans and had received no planning application concerning the property in question.

2. Apologies

- 2.1. The Council accepted apologies from Cllr M Huskinson and Cllr M Simpson for their unavoidable absence.

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

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

5. Acceptance Of Previous Minutes

- 5.1. The Chairman thanked Janet Lomas for producing such excellent minutes at short notice when the Clerk was unwell. The minutes, having been circulated, were taken as read, approved by the Council as a true record and signed by the Chairman.

6. Report by PC Sarah Ransome-Williams, Local Police Officer

- 6.1. PC Sarah Ransome-Williams reported by email that there had been two incidents just outside Guarlford in which oil had been stolen from domestic fuel tanks at two properties. PC Ransome-Williams suggested that the council advise residents to check the security on their tanks. The police would be happy to come and advise residents on security measures should they require it.
- 6.2. Cllr Barbara Hill said that due to the security system there had been an unsuccessful attempt to steal oil from the church oil tank. However she believed that there had been some additional but different types of incidents reported to the police not mentioned in PC Ransome-Williams report. Cllr Jane Hadley-Roberts added that the catalysis converter had been stolen from her car.

7. Report by Cllr T Wells, District & County Councillor

7.1. There was no report.

8. Report by Mr A Stock, Public Path Warden

8.1. Mr Stock said that he had nothing significant to report; he had received twenty-three emails from the WCC, two which were about a particular issue. He had replaced forty-one way mark signs and had received compliments on the state of the paths from walkers.

8.2. The Chairman thanked Mr Stock for his report and for compiling the Footpath Survey and sending it to the WCC.

9. Report by Mrs J Lomas, Tree Warden

9.1. There was no report

10. Report by Mr R Chamings, Malvern Hills Conservators

10.1. There was no report.

11. Report by Mr D Hill, Chairman Village Hall Committee

11.1. There was no report.

12. Report by Cllr Dr E Jones, Chairman Guarlford History Group

12.1. Cllr Dr Jones reported that the History Group would be meeting shortly to arrange for the installation of a bench in memory of Miss Joan Bradshaw who had provided the impetus for the two histories of the parish. It was intended to position the bench on the pond bank, facing the church, adjacent to the entrance to the Grange Farm Nursery.

13. Parish Environment

13.1. Food Waste article for Grapevine. It was decided not to place the article in the Grapevine.

13.2. Pond Clearance. The Chairman said that he had spoken to the Probation Service about help in clearing the bulrushes, who had said that it would be sensible to wait until the water level was lower and a risk assessment had been completed.

14. Planning

14.1. 10/01444/HOU – Glazed link between house and garage at The Stables, Clevelode for Mr C Kent. The Malvern Hills District Council did not approve the application.

15. Administration

15.1. Date and arrangements for the Parish Council elections, PC Annual Meeting and Annual Parish Meeting. The Clerk reported that in order to comply with the regulations governing meetings after an election and have the meetings on a Monday, the date of the two meetings would have to be the 16th May 2011.

15.2. The mandatory introduction of PAYE. The Clerk reported that it had been recently announced that parish councils must now register with HMRC and introduce PAYE for their employee(s).

15.3. The mandatory introduction of Data Management. A new data management system was being proposed in which it appeared that councils would be required to publish their data in a variety of formats on not only their own websites but also in another format on a government website. Expenditure over £500 would have to be published monthly.

15.4. Clerk's Retirement. The Clerk said that in view of his recent illness and the additional workload that would be imposed by these new requirements he thought that it was now time to retire and consequently gave a quarter's notice. However, he said that he would ensure that the audited accounts would be completed and go through the necessary processes before the approved Annual Return was submitted to the external auditor.

- 15.5. NPower sample emergency kit. The Clerk demonstrated the sample emergency kit that NPower had provided as an example of what householders should have to help them through a power cut.
- 15.6. Report by the Standing Orders Sub-Committee. Cllr Michael Huskinson had told the Clerk that the sub-committee had met recently and had proposed a number of changes. An amended set of orders would be circulated for consideration and approval at the next meeting.

16. Liaison With Other Bodies

- 16.1. Report on the Planning Workshop. The Chairman regretted that he had been unable to attend the workshop, however, Cllr Barbara Hill had been able to attend and he thanked her for her detailed and comprehensive report, which had been circulated to all councillors.

17. Waste Recycling

- 17.1. Review by Malvern Hills District Council. Comments were requested on the Malvern Hills District Council's document on future waste management which would be available shortly.

18. Finance

- 18.1. Internal Financial Monitor, Cllr Andrew Medcalf, reported he had checked the figures provided by the Clerk and all appeared to be in order.
- 18.2. Cllr Dr E Jones proposed and Cllr Barbara Hill seconded the motion that the Clerk's salary of £433.88 and the office expenses of £6.16 be approved. The motion was carried unanimously.
- 18.3. The Council unanimously approved the payment of the CPRE annual subscription of £29.
- 18.4. The Council noted the PCC's request for a 2011 Churchyard maintenance donation.
- 18.5. The Council noted the Village Hall Committee's request for a 2011 maintenance donation. Both the preceding requests have been included in the 2011/12 budget.
- 18.6. The Balances of the accounts after the above payments and transfers are:

Current Account	Deposit Account	Charity Account
£1338.4	£2687.79	£108.64

19. AOB (For Consideration At Next Meeting)

- 19.1. Proposed Rose Farm Development. The Chairman said that he would discuss the matter with our MP and Cllr Tom Wells.

20. Date Of Next Meeting

- 20.1. The Parish Meeting and the Parish Council Annual Meeting will both be held in the Village Hall commencing at 7.30 PM on Monday the 16th of May 2011.

J M Skinner
Clerk

Dr P Mayner
Chairman