

MARSTOW PARISH COUNCIL

Minutes of the meeting held on 21 May 2019 at Goodrich Village Hall

PRESENT S Parker (Acting Chairman for this meeting) N Roper T Watson M Wigmore

ATTENDING K Shilton (Clerk)

1. APOLOGIES A Williams Ward Councillor E Swinglehurst

2. DECLARATIONS OF INTEREST

N Roper declared an interest in planning application 191461 Home Farm Pencraig – erection of a single dwelling and left the meeting when this application was discussed and comments made by the other Council members.

3. ANNUAL PARISH MEETING

This meeting was held but no residents attended.

4. ANNUAL PARISH COUNCIL MEETING

All Council members signed their Declaration of Office which are held by the Clerk and confirmation given to the Elections Office Herefordshire Council.

Following written guidance by the Elections Office - as all Council members have served previously on Marstow Parish Council and no changes are necessary / required to their Registrable Interests no new papers / declarations are required.

Appointment of Chairman. A Williams was appointed Chairman being proposed by N Roper and seconded by S Parker and agreed by all members present.

The Clerk will arrange that the Declaration of Office of Chairman is signed by A Williams. (completed 30 May 2019).

Appointment of Vice Chairman. S Parker was appointed Vice Chairman being proposed by M Wigmore seconded by N Roper and agreed by all members present.

Appointment of Officers.

S Parker Notice Boards

M Wigmore Technical advisor lengthsman scheme

T Watson Technical advisor special projects

Dates of future meetings. These were agreed as 6 August 2019 / 19 November 2019 / 7 January 2020 / 3 March 2020.

It was resolved that should urgent business matters arise between these dates then a special meeting would be called by agenda and would be open to the public.

Data Protect Act – latest central government legislation. The Clerk confirmed that the Council website had been examined and tested to ensure that it complied with the latest requirements. Lengthsman scheme contact between the Parish Council and Balfour Beatty / Herefordshire Council. The Clerk confirmed that the contact application details had been submitted and confirmation / acceptance received.

Financial Year end report and audit preparation. The financial year end report for 2018 / 2019 with explanations had been circulated to all Council members prior to this meeting.

The report and all associated papers had been approved by the internal auditor and Council members resolved that the report and the prepared audit papers be signed by the Chairman and Clerk and be submitted for external audit / approval.

5. ORDINARY PARISH COUNCIL MEETING

5.1 OPEN DISCUSSION FOR THE PUBLIC Not required

5.2 DECLARATIONS OF INTEREST Reference item 2

5.3 MINUTES OF THE LAST MEETING HELD ON 5 MARCH 2019

These were agreed and confirmed and signed by the Vice Chairman acting as Chairman of this meeting.

5.4 ACTION POINTS FROM THE MINUTES

A40 Pencraig. The Clerk reported on the meetings / discussions held with the Safer Roads Partnership and the planned meeting with Highways England.

New notice board is now installed at Pencraig. The community notice board at Marstow will also be used for Council related matters together with the Council website.

Drainage issues Boat Lane. The Clerk has received a survey report from the lengthsman and the meeting resolved to carry out the work required. N Roper kindly agreed that the silt / soil could be tipped on his adjacent land reducing costs of this work.

5.5 REPORT FROM WARD COUNCILLOR This had been circulated to all Council members.

5.6 PLANNING MATTERS AND APPLICATIONS

191345 Granary Steppe House Farm proposed single storey extension.

The Council members gave no objections to this application.

191461 Home Farm Pencraig from C1260 to Boat Lane Pencraig erection of single dwelling.

Reference item 2 of these minutes.

Remaining Council members gave no objections to this application.

5.7 FINANCIAL MATTERS

First precept payment received £4250.00

VAT refund received £128.00

Payments

Clerk fee £243.00 Administration £37.19 Travel £28.96 Meetings / Training £15.00

5.8 CORRESPONDENCE RECEIVED / DISTRIBUTED No further comments were made

5.9 REPORTS FROM COUNCIL MEMBERS

Reference agenda items / comments. No new matters were raised.

5.10 ITEMS FOR THE NEXT AGENDA No new items submitted

NEXT MEETING 6 AUGUST 2019 AT 7.30PM AT GOODRICH VILLAGE HALL UNLESS THERE ARE URGENT MATTERS TO ATTEND AND A SPECIAL MEETING WILL BE CALLED.

The meeting started at 7.30pm and ended at 8pm

Signed

Chairman

Date