

Melverley Parish Council

Chairman: Mrs. S Herbert-Jones Tel: 01691 682673

The Minutes of the Annual Meeting of Melverley Parish Council **The Village Hall, Melverley, Wednesday 1st May 2019 at 7.30pm**

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Present: Cllr. Bryan Edwards (BCE), Cllr. Sally Herbert-Jones (SJH), Cllr. Cath Jones (CJ), Cllr. Martin Davies (MD).

Also Present: Dr Anthony Bater (Clerk, AJB), 1 member of public (Mr. Roger Jones, RJ)

- 19.1 ELECTION OF CHAIRMAN Cllr. Sally Herbert-Jones was proposed as new Chairman by CJ and seconded by MD. The proposal was approved unanimously and Cllr. Sally Herbert-Jones signed the acceptance of office form and took the chair
- 19.2 OPPORTUNITY FOR MEMBERS OF PUBLIC TO SPEAK No members of the Public present wished to speak
- 19.3 APOLOGIES No apologies were received as all members present
- 19.4 DECLARATION OF PECUNIARY INTERESTS All members initialled the register declaring no pecuniary interests in the business of the meeting
- 19.5 MINUTES OF PREVIOUS MEETING The minutes of the meeting on 6th March 2019 were confirmed as a true record and signed as such by the chairman
- 19.6 CO-OPTION OF ADDITIONAL COUNCILLOR BCE proposed that Mr Roger Jones be co-opted to fill the vacancy. SJH seconded this. Mr Jones made a statement supporting his co-option, and the meeting resolved to accept his candidacy. RJ signed the acceptance of office form and was welcomed to the council.
- 19.7 ELECTION OF VICE CHAIRMAN Cllr Cath Jones was proposed as Deputy Chairman by BCE and seconded by SJH. The proposal was approved unanimously and Cllr. Cath Jones signed the acceptance of office form
- 19.8 ELECTION OF DELEGATES & REPRESENTATIVES
- Delegate to Local Area Committee - Cllr Sally Herbert Jones was appointed
 - Emergency Planning Officer – no appointment made. Meeting requested clerk to confirm what was required for this office
 - Tree Warden – Cllr Roger Jones was appointed
 - Rescue Punt Officer – retiring councillor Martin Davies was appointed as a non-councillor officer to continue in this post which he has held for many years.
 - Parish Planning Officer- Cllr Cath Jones was appointed
- 19.9 ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2019
- The meeting received and noted the Annual Internal Audit Report
 - The meeting approved the Annual Governance Statement which was signed by the Chairman
 - The meeting approved the Accounting Statement which was signed by the Chairman
 - The meeting approved a commencement date for the exercise of public rights of Monday 17th June 2019
 - The meeting completed the Certificate of Exemption which was signed by the Chairman and the Clerk
- 19.10 ANNUAL DONATIONS. The annual donation to Melverley Church was discussed and it was resolved to increase this from £100 to £125 this year.
- 19.11 FINANCE
- The Annual Bank Account Reconciliation was received and noted
 - The meeting approved payments as follows. Cheques were signed and invoices initialled accordingly

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Cheque No	Invoice No	Payee	Description	Value
100356	INV1920.01	SALC	Affiliation fees	£113.79
100357	INV1920.02	SALC	Training course	£27.00
100358	CANCELLED/SPOILED			£0.00
100359	INV1920.04	SALC	Training course	£27.00
100360	INV1920.03	SALC	Reference book	£19.99
100361	INV1920.05	SDH Accounting	Internal Audit Fee	£100
100362		A.J.Bater	Salary	£404.24
100363		Melverley Church	Donation	£125.00

- c. The receipt of the annual precept was noted
- 19.12 COUNCILLORS' REPORTS
- a. Litter pick – SJH reported on the village litter pick held over the Easter Weekend. The event was a great success, with a good turnout of volunteers and a large quantity of litter being collected throughout the village.
- b. Defibrillator – SJH gave an update on the defibrillator project. She has followed up on approached from two residents offering help; they are willing to contribute to fundraising activities. The Village Hall committee has offered to host a defibrillator, and will bear the running costs, but the Parish Council must manage the project. It is necessary to raise up to £2000 to install a defibrillator. It was resolved to run a small leaflet campaign to solicit village opinion and to gauge the level of support for donations, fundraising involvement and volunteering for training in the use of the equipment.
- 19.13 EXTERNAL REPORTS
- a. Shropshire Council – none received
- b. Police – brief email report received from PCSO Charles Iremonger. Only two issues to note; one complaint of mud on road, and one attempt to gain entry to the Village Hall
- c. Local Area Committee – has not met recently, next meeting to be arranged
- 19.14 CLERK'S REPORT
- The enforcement notice has now been served on the unlawful encampment on common lane. This notice has a six-month deadline and details several areas where reinstatement of the land is required
 - A copy of the survey report on the river bridge has been requested. It is still being prepared but a copy will be sent as soon as it is available.
 - It may be necessary to register with Information Commissioner's Office under to comply with GDPR. This is likely to require an annual fee of £40. The meeting pre-approved payment of this.
 - The insurance policy is due for renewal soon. Although no invoice has yet been received it is likely to cost about £260. The meeting resolved to remain with our current insurance provider and pre-approved payment of the renewal fee.
 - No responses have been received to requests for an update on the requirement for road safety mirrors in Melverley, but it would appear to be unlikely that Shropshire Council will be able to provide and install these in the near future. The Clerk advised that the Parish Council does have the power to install road signs itself, so the meeting instructed the Clerk to investigate sources and likely costs for safety mirrors at Rectory Corner and Crosslanes.
- 19.15 ANY OTHER BUSINESS
- Dr Bater had advised the meeting that he would soon be moving away from Melverley and that the Parish Council would have to appoint a new clerk. The process of appointing a new clerk was discussed, including where to advertise the post. The Clerk was instructed to

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contact SALC and Shropshire Council for advice and to commence the process of advertising the position.

- Two councillors, BCE and MD, were retiring at the end of the meeting after many years of service. The meeting thanked them for their efforts and instructed the clerk to commence the process of co-option to fill the two vacancies.

19.16 DATE OF NEXT MEETING The date of the next meeting was confirmed as 3rd July 2019

The Chairman closed the meeting at 9:15PM

Dr. A.J. Bater

Clerk to Melverley P.C.

Dated: 2nd May 2019

Confirmed as a true record

..... Mrs S Herbert-Jones, Chairman 3rd July 2019