

Draft

**The Minutes of Annual General Meeting of Pendock Parish Council
held at Berrow and Pendock Village Hall at 7.50pm on 22nd May 2019**

Present: Cllrs Mr. John Humphreys, Mr. Trevor Bell, Mrs. Sue Giles, Mr. Robin Williams

In attendance: The Parish Clerk and 8 members of the public.

There were no matters for discussion before the meeting so no adjournment for the discussion of views.

1. **Election of Chairman:** Councillor Humphreys was proposed by Cllr. Sue Giles and seconded by Cllr. Robin Williams. This was unanimously agreed. Councillor Humphreys signed the Declaration of Acceptance of Office of Chairman.
2. **Apologies:** Apologies were received from Cllr. John Davison.
3. **Election review and Co-Option:** Charles Rush had decided not to stand for re-election. The Council thanked him for his contribution to the Council. Cllr. Trevor Bell was welcomed onto the Council.

Following the election, there were two vacancies on the council. Due process was followed, and Martin Embley and Simon Fellows were unanimously co-opted on the Council and both signed the Declaration of Acceptance of Office as Councillor.

4. **Election of Vice-Chairman:** Councillor Simon Fellows was proposed and seconded. This was unanimously agreed.
5. **Declaration of Interests:** Following the Election, the Councillors were reminded that they are required to update their Register of Interests by the end of May 2019. There were no personal interests declared in respect of items on the Agenda
6. **Minutes:** The minutes of the meeting held on 6th February 2019 were approved and signed.
7. **Finance Report:**
 - a. **Annual Return Governance Statement 2018/19:** The Council reviewed each of the governance statements set out in the Annual Return and were happy that they had complied with all. The Annual Return was duly signed by the Chairman.
 - b. **Approval of Accounting Statements 2018/19:** Having reviewed the accounts for the year to 31st March 2019 the Accounting Statements were proposed, approved and signed by the Chairman.

8. Standing Orders and Financial Regulations documents: Both documents were agreed by the Council.

9. Lengthsman Scheme: The Clerk reported that she had signed the contract with Worcestershire County Council for a further year of funding. The Contract with the Lengthsman has yet to be produced.

10. Progress Reports:

a. M50 bridge works: Following changes to personnel at Kier, the Clerk has now got the contact details of the person who will act as the liaison during the ongoing works. He was invited to the meeting but was unable to attend. Cllr. Giles has also contacted Kier expressing her disappointment at the lack of attendance at the meeting by Kier as the previous liaison manager had promised that there would be a representative in attendance. It was agreed that the main concern is that lack of adequate signage and the date changes which are arising as the engineers have found more problems than expected. The Clerk to write to Kier outlining the concerns. The Clerk also to write to the Three Counties Showground, Eastnor Castle and Welland Steam Rally to ask them to arrange for additional signage to their events to be placed at Staunton.

b. Impact on Pendock Stores: The continuous road closures in the area are having an impact on the viability of the Pendock Stores. The proprietor stated that the takings were significantly down comparing the 4 weeks before the Queens Arms bridge closure to the 4 weeks after, and that she was still having to pay out to suppliers. Cllr. Humphrey's to set up a meeting with Kier and Tom Wells to discuss the situation and to consider compensation for the shop, in addition to a rates reduction, as the road closures have been going on for 5 years, which should not be considered a temporary disruption. It was mentioned that a scheme was in place to compensate retailers in Upton-upon-Severn for the loss of business due to road closures there.

It was also mentioned that at the Kier meeting in September 2018 held at Pendock School, it was promised that there would be signs at all junctions saying that the shop is still open. This has not happened. The Clerk to contact Kier regarding the signage and to put a notice in the Parish Magazine that the shop is open for business.

c. Unauthorised road closures. It was noted that residents down Wyndbrook Lane had set up their own road closed signs to discourage traffic using the road as a short cut. As this is a public road it is not enforceable.

11. Correspondence:

- a. **Berrow with Pendock PCC** - The Clerk read out a Thank You letter from Berrow with Pendock PCC for the Council's donation of £250 towards the upkeep of the churchyard at Berrow. The Churchyard is being entered into the "Best Kept Churchyard" competition run by the Worcestershire WI.
- b. **Planning ref: 19/00031/FUL** – Heatheridge has been approved.
- c. **Planning ref: 18/01869/RM** – Brookend has been approved.

12. Councillor's Reports:

- a. There have recently been numerous water leaks in the Parish due to time expired pipework that's 60/70 years old. The council to consider sending a letter in the Autumn to Severn Trent to escalate the situation.
- b. Worcestershire County Council has agreed to address the issues of potholes and damaged verges in the Parish once the current road works have been completed.
- c. It was noted that the dog waste bin in school lane requires emptying. This is the property of the Parish council and therefore their responsibility to empty it. Cllr. Humphreys will take on this responsibility on behalf of the Council.
- d. Complaints have been made that there is dog mess appearing overnight around Pendock crossroads, at the Church and on private drives. Residents are encouraged to contact Worcestershire County Council's Environment Officer with specifics.

13. Date of the next Meeting: 7.30pm on Wednesday 24th July 2019 at Berrow and Pendock Village Hall.

The meeting closed at 9:10pm.

Signed:
Chairman

Date: