

COLWALL PARISH COUNCIL**The minutes of the meeting of Colwall Parish Council held in the Millennium Room of Colwall Library at 7.30 pm on Wednesday 30th May 2018.**

Present: Councillors: Beard, Burston, Bridgens, Butler, Cottam, Daniels, Haynes, James, Kendrick, Rees, Stock, and the Clerk.

1. Welcome and Apologies:

The Vice-Chairman welcomed those present.

Apologies were received and accepted from Councillor Trafford Roberts.

The Vice-Chairman announced the resignation of Councillors Allen and Carless.

IT WAS AGREED the Chairman would send a thank you to Councillor Carless for her many years service to Colwall Parish Council and place an article in the Clock acknowledging the Councils' debt of gratitude for her service to the Parish Council and the community.

2. Declarations of Interests:

The Vice-Chairman reminded Councillors of the need to declare any Interests in items on the agenda.

Councillor Beard declared an interest in item 5 (iv) and abstained from the discussion and vote.

3. Minutes:

The minutes of the last meeting of the Parish Council held on the 25th April 2018 were agreed as a correct record and signed by the Chairman.

4 Progress Reports –**i) Colwall Library**

Councillor Kendrick reported:-

i) The proposed schedule of amended responsibilities referred to as a “proposed specification” is yet to be discussed with Herefordshire Council, as the officer has been “off sick”.

ii) Herefordshire Council’s consultation regarding “potential outsourcing of libraries” has received significant objections from both the public and the action group. Consequently the discussion relating thereto has been deferred to the June Scrutiny Committee meeting, which will be held on the 28th June 2018.

IT WAS AGREED Councillor Kendrick would draft a suitable response from the Parish Council regarding objections/concerns about this proposal, which would be sent from the Clerk.

5. Financial Matters.

i) Colwall Parish Council considered the Income and Expenditure for May 2018, as per the list circulated at the meeting.

IT WAS RESOLVED that the payments should be authorised.

- ii) IT WAS RESOLVED that the Parish Council authorised the quote (Option 2) dated 1st May 2018, from Rotary Printers for the rebuild and slight redesign of the website within Wordpress at a cost of £940 plus VAT, and hosting at a rate of £120. Plus VAT, subject to Rotary providing a backup service for the updates (at a rate of £55 plus VAT per hour).
- iii) IT WAS RESOLVED that the new bank signatory and internet user/authoriser be Councillor Butler. There would continue to be a maximum of 6 signatories on the account, of which a minimum of 3 are required to authorise external payments and a maximum of 6 internet users again with a minimum of 3 to authorise external payments.
- iv) IT WAS RESOLVED that Colwall Parish Council would be pleased to receive the remaining assets of the Millennium Room Trust, should the Millennium Room Trust decide to dissolve themselves. These funds would be designated into the Colwall Parish Council “Library Reserve”, which is detailed in the audited accounts, together with a note in the accounts stating that the funds are to be used solely for the benefit of Colwall Library and/or the Millennium Room

6. Data Protection Act

IT WAS RESOLVED that the Data Protection Policies (that had been previously circulated to Councillors) be adopted and it was noted that there is no longer a need to employ a Data Protection Officer following an amendment to the Data Protection Bill by parliament The Clerk confirmed they are exhibited on the Parish Council website.

7. Correspondence for Processing

- i) Copy letter from the Malvern Hills Trust relating to Stowe Lane, access track to Brockbury Hall.

IT WAS AGREED that the Clerk advise the Malvern Hills Trust that the Parish Council had no objection to the Road being resurfaced with tarmac; subject to the cost of undertaking such works and the liability for the maintenance thereof, remaining with the respective owners of the properties who use it.

- ii) Emergency Road Closure – Gas Board. A number of Parishioners/shop proprietors had contacted Councillors regarding the Emergency Road closure of Walwyn Road on the 24th/25th May. **IT WAS AGREED** the Clerk would contact Highways regarding the confusion caused by the signage.
- iii) County Councillors report **IT WAS AGREED** this should be added as an agenda item at the next Full Council.

8. Correspondence for Information.

None.

9. Reports of Committees.

- i) **IT WAS RESOLVED** that the reports from the Planning & Development Committee meetings held on the 25th April and the 16th May 2018 be received, approved and adopted.
- ii) **IT WAS RESOLVED** that the report from the Finance & General Purpose Meeting held on the 25th April 2018 for the amendment to the 2018/19 budget be received, approved and adopted.

10. Representatives on Outside Bodies.

To receive reports from Councillors who have represented Council at meetings since the last Full Council meeting.

i) Councillor Burstton had attended the Malvern Hills AONB Management Plan Workshop. IT WAS AGREED the Clerk should liaise direct with Paul Esrich of the AONB regarding signage (and the cost thereof) which would promote the AONB.

11. Date of next meeting:

To confirm the date of the next Full Council meeting, this will be held on Wednesday 27th June 2018 at the Jean Simon Room, Colwall Village Hall.

The Chairman closed the meeting at 8.30 pm.

Signed: **Date:**