

# EASTHAM PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting of Eastham Parish Council held in Eastham Memorial Hall at 7.15pm on Tuesday 24<sup>th</sup> May 2016

Present: Cllr Arnold (Chairman), Cllr Conway,  
Cllr Adams, Cllr Horsfall, Cllr Jones, Cllr Moseley, Cllr Worsley

In Attendance: Clerk, 15 members of Public.

1. **Election of Chairman:** All agreed Cllr Arnold be elected, Declaration of Acceptance of Office signed.
2. **Apologies:** None.
3. **Vacancy on Council** – One application received from Jen Jones, details circulated, it was agreed by all to co-opt Jen onto the PC, Declaration of Acceptance of Office was signed.
4. **Election of Vice Chairman:** To be agreed at next meeting.
5. **Declaration of Interest:**
  - a. **Register of Interests** – New Cllr was given Register of Interests form to be completed and returned to MHDC. All Cllrs reminded to keep their registers up to date.
  - b. **Disclosable Pecuniary Interests** – Chairman, Cllr Conway and Cllr Jones item 22 Eastham Memorial Hall. All Cllrs are on Hall Committee.
  - c. **Other Disclosable Interests** – As (b) above.
6. **Dispensations** - To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –  
**Dispensations received** – Chairman, Cllr Conway and Cllr Jones all requested a Dispensation for Item 22, Eastham Memorial Hall due to being on Hall Committee. Cllrs wish to speak and vote on this issue until May 2019. It was agreed by all to grant the Dispensation for all Cllrs as requested.
7. **Public Question Time** – No matters were raised.
8. **Standing Orders** (circulated) – It was agreed to review at next meeting.
9. **Financial Regulations** (circulated) – It was agreed to review at next meeting.
10. **Code of Conduct (circulated):** Cllrs should all have own copies.
11. **To consider the Councils Scheme of Delegation** (circulated to all):
  - a. **Staffing Working Party** – Chairman, Cllr Horsfall.  
**Grievance/Disciplinary Committee** – Chairman, Cllr Horsfall.  
**Appeal Grievance/Disciplinary Committee** – Cllr Adams, Cllr Moseley.
  - b. **Planning Working Party** – Delegated to Clerk, Cllr Worsley, Cllr Adams, Cllr Moseley, Cllr Arnold and Cllr Conway. PC meeting would be called if controversial application received.
  - c. **Clerks Financial Support Group:** It was agreed all PC should be involved in this. Cllr Horsfall to oversee monthly Bank Reconciliations and sign them at meetings.
12. **Risk Assessment:** Risk Assessment circulated. It was agreed for Chairman to sign.
13. **Insurance** – It was agreed to renew insurance with Came & Co as last year at a cost of £164.25.
14. **To appoint individual Volunteers to following:**
  - a. Footpaths Officer – Cllr Jones agreed to continue in this post.
  - b. Tree Warden – Cllr Jones agreed to look into doing this.
15. **To nominate Cllrs to the following outside bodies:**  
**Eastham Memorial Hall Committee (1 Cllr)** – Cllr Jones agreed to be PC representative on the Committee.  
**WCALC Area Meetings** – Any Cllr to go to meetings if relevant to PC.
16. **Minutes of last Meeting:** Minutes of meetings held on 29<sup>th</sup> March 2016 were agreed and signed by Chairman.

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### 17. Progress reports for information:

- a. **Defibrillator Training** – Free training kit has been ordered from British Heart Foundation. Cllr offered to front training, date to be arranged.
- b. **Queens 90<sup>th</sup> Birthday Celebrations** – A joint celebration with Rochford village is being organised starting with a breakfast at Rochford, walk to Eastham for afternoon tea and games to be followed by BBQ in evening at Eastham.

### 18. Reports on meeting attended by Clerk/Cllrs: -

**Eastham Memorial Hall AGM** – Clerk and Chairman attended, details sent out in email.

### 19. Finances –

- a. **Payments made** – Eastham Memorial Hall (rent 2015-16) = £98.00, WCALC (see item (d) = £118.06, Mr I Mapp (LM April 2016 VAT for March 2016) = £218.40, Mrs P Howell (Internal Audit) = £50.00, Mrs S Burrows (see item e) = £82.86, Came & Co (see item 12) = £164.25, Mss J Jones (oil/brushes for seat) = £14.95.
- b. **Payments received – April** - WCC LM December 2015/January 2016 = £312.00, February/March 2016 = £82.20, MHDC Precept £3575.00.
- c. **Bank Reconciliation** – 31st March 2016 signed Balance = £13089.32, April 2016 signed Balance = £16755.21.
- d. **Worcestershire County Association of Local Councils** – It was agreed to join for 2016-17 at cost of £118.06.
- e. **Clerk's salary from 1<sup>st</sup> April 2016** – Hours to be increased from 4 to 5 per week, arrears agreed as £82.86 new Standing Order instruction for Bank signed, salary £184.14 per month.
- f. **Internal Auditors Report 2015-16** – No queries raised, payment agreed as £50.00.
- g. **Annual governance statement** (circulated) – It was agreed all matters are being adhered to and statement was signed by Chairman.
- h. **End of Year Accounts 2015-16 (circulated)** - It was agreed for Chairman to sign Annual Return and Accounts for year ending 31<sup>st</sup> March 2016, including correction to box 9 of Annual Return due to clerical error. Balance at 31<sup>st</sup> March 2016 £13089.32.

**Chairman agreed to close the meeting at 7.56pm and the Annual Parish Meeting was held at 8pm.**

**Chairman reopened the meeting at 8.40pm at close of Annual Parish Meeting.**

**15 Members of the Public remained for this part of the meeting. Item 22 was discussed first.**

**14 Members of the Public left the meeting after this discussion.**

### 20. Planning:

- a. **Plans received:** None.
- b. **Decisions received since last meeting –**  
**15/01631/HOU – The Old Forge, Eastham WR15 8NW** – Proposed extension to existing garage to form private art studio and store. **Approved by MHDC.**
- c. **Plans for consideration at this meeting –**  
**16/00329/HOU + 16/00330/LBC – Lower Bank, Eastham, WR15 8PA** - Garage conversion, first floor extension, replacement windows, internal alterations and block facing of existing retaining wall.  
**It was agreed by all to support this application.**
- d. **Update from MHDC regarding – 14/01640PDU – Oaktrees Caravan, Highwood** - Prior approval of Proposed change of use of part of an Agricultural Building Dwelling House (Use Class 3) and for Associated Operational Development and **14/01127/FUL** - Retention and resiting of mobile home.  
Enforcement Officer is discussing this matter with MHDC Legal Team, Clerk to be kept updated.
- e. **Temevale, Eastham** – Erection of field shelter. Due to response from Enforcement Team a letter of complaint has been sent to Head of Planning at MHDC. Clerk awaiting response.

### 21. Road Report:

- a. **Lengthsman** – continuing work to ensure drains/grips are clear.
- b. **Problems to report** – New Road after Eastham Grange entry, Orleton Lane potholes. Clerk to advise WCC.  
**Astley Orchard** – No date for start of works yet given by Housing Association.

22. **Eastham Memorial Hall, request from Hall Trustees (circulated)** - To consider consulting with Electors regarding PC applying for Borrowing Approval for a Public Loan of £100,000.00 to be used for rebuilding Eastham Memorial Hall if the Lottery Grant is rejected. This matter was raised during Pubic Question Time, see notes at end of minutes. Cllrs agreed to hold a public meeting to inform residents of the request subject to Hall Committee attending and giving a presentation outlining the site, size, materials, costs etc. of the new build. Hall admitted they do not have detailed plans for a public meeting. It was agreed by all Cllr to look into obtaining plans from builder to ensure enough information is available for a Public Meeting. This would ensure residents and Cllrs have all the information needed to make an informed decision. Clerk advised the increase to a Band D Council Tax payer in Eastham would be approximately £40.00 per annum. Extra expenses for PC would include increased Clerks hours and Audit Fees and could include further costs

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to help hall with drawing up specific plans and applying for Planning Permission. It was agreed Notice of Public Meeting to be posted to all residents by Clerk. Date fixed for Monday 4<sup>th</sup> July 2016 at 7.30pm subject to Hall being able to attend.

**23. Correspondence for Information:**

A list of items will be available at the meeting.

**24. Clerks report on Urgent Decisions since last meeting.**

Payment – 21<sup>st</sup> April – Mr I Mapp – LM March 2016 = £156.00

**25. Councillor's reports and items for the next agenda.**

Agenda items – Eastham Memorial Hall, Village Gates.

**26. Date of next meeting: 26th July 2016**

**27. Meeting closed 9.15pm.**

Signed----- Date 26<sup>th</sup> July 2016  
Chairman

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**Public Question Time - issues raised**

**Eastham Bridge** – Concerns regarding the length of time the village will be without Eastham Bridge were given to the Dist and County Cllr. They will both work to get answers as to why the bridge collapsed and will push to resolve the issue as soon as possible. The bridge is listed and the river is a SSS1 area making the matter more complicated. Residents advised to write to CEO of WCC.

**Eastham Hall** - PC have been asked to consider taking out a loan for £100,000.00 to help finance a new hall. The Lottery refused to support the project last year. A new application to the Lottery has been made for a lower amount. The decision on being accepted at Stage 1 of the application should be known within the next 5-6 weeks. Hall Committee wish PC to look into the loan issue whilst Hall await this decision. PC to consider consulting residents on the matter of obtained Borrowing Approval at their meeting tonight. A query was raised regarding the need of the PC to consult with the public. Clerk explained the PC would need to hold a Public Meeting with Hall being present to put the case to residents. Full Public Consultation from the outset will need to be shown to have been done as part of applying for Borrowing Approval which needs to be agreed before a loan can be obtained. PC would take a vote of residents at that meeting and discuss at a PC meeting to make a PC decision. PC need to apply to Secretary of State for Borrowing Approval, a lot of information will be needed along with proof of full Public Consultation with residents. Borrowing Approval could be refused if correct procedures are not followed. Hall agreed to give a presentation at public meeting at agreed date within next month.

**Speeding Traffic** – The lanes will now have increased traffic due to bridge closure. Clerk to ask Highways on more signage/village gates and to contact Police voicing concerns raised. Resident asked about Quiet Lanes initiative, Clerk to look for details but thought the lanes in Eastham were too busy for this sort of scheme.

## COUNTY COUNCILLOR REPORT

**Worcestershire: the year in review** - The last year for WCC has been dominated by the need to reconcile a declining income with an expanding demand. Our corporate plan emphasises the four areas we perceive as being most important to residents, namely children and families, health and wellbeing, open for business and the environment. Translating those broad categories into practical action means that we are spending most of your council tax on vulnerable children, vulnerable adults and highways, as these are the areas that have caused greatest concern expressed in our viewpoint surveys and road shows.

**Vulnerable Children** - we have increased the numbers of children in care. This is expensive and does not have a good record in terms of their success on leaving care. In consequence one area that we have sought to develop is the numbers in foster care and we would always welcome more people coming forward to assist.

**Vulnerable Adults** - we are keen to seek new ways of helping young and old, who need such care to receive it in their own homes with their families. This involves innovative methods coming under the general heading of assistive technology. This can give much better outcomes than conventional care homes.

**Caring for the environment** - covers a wide range of activity. We are keen to increase recycling of waste and the new facility in Tenbury helps that, along with the material recovery centre at Norton. We now have a new energy from waste facility being built in Hartlebury, to convert black bag waste into energy and a harmless bottom ash.

**Roads/pavements** - it is encouraging to see a small increase in satisfaction with the state of our highways in the past year. We are aware that pavements, particularly in town and villages are in need of extra attention and this will be a focus for the coming year. Our roads are generally in a better condition than many of our neighbours. We will be devoting £12 million over the next two years to raise their standard to a level that can then be maintained as satisfactory at a lower cost.

The area of **open for business** has come into sharp focus for me in the last year since being given the portfolio covering the economy, skills and infrastructure. Worcestershire's record in growth and productivity is very strong, although some would argue it is from a low base. The economy as a whole is the fourth fastest growing in the country. We are cooperating closely with the Worcestershire Local Enterprise Partnership in seeking development support in their Strategic Economic Plan. This involves many areas of infrastructure development. In all these areas, we are seeking to demonstrate that Worcestershire is a "World Class" county and a first rate place to live and work. Allied to that is the investment in skills through our schools and colleges, with particular emphasis on apprenticeships for those not seeking a highly academic route to work. The County has a good record in this area and our levels of unemployment at all ages are lower than the national and cohort averages.

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**Broadband** - Investment has resulted in over 50,000 premises being connected to allow superfast speeds to be attained. This covers both residences and businesses. Broadband has come to be seen as a utility, so that everyone regards it as an essential. Unavoidably, this means that those in more remote and difficult areas complain about poor service and we will work with BT and others to seek solutions for all people. BT have committed themselves under the "Never say no" slogan but we must accept that this will take time and in certain areas will be more expensive.

**West Mercia Police and Crime Commissioner** - John Campion defeated the deputy from the previous administration he has been the leader of WFDC and was, until his election success, the Cabinet Member Responsible for Children's Services on WCC. His oath of office will ensure that he shows no party political bias in carrying out his duties. Marc Bayliss moves to take John Campion's position with Children.

**Clr Ken Pollock, Martley, Worcester, WR6 6QA**

## District Councillors Report MAY 2016

### Leader of the Council

Clr Phil Grove is currently in his second spell as leader of MHDC having previously carried out the role between 2009 and 2012. Clr David Chambers was elected deputy leader as well as continuing his role as Portfolio Holder for Policy, Localism and HR. He replaces Clr Bronwen Behan who has been deputy leader for the past 12 months.

### Chairman of the Council

Councillor John Raine has been elected as the new Chairman of MHDC. Clr Barbara Williams handed over the reins to Clr John Raine having raised more than £8,600 during her time in the role for Cancer Research and the Air Ambulance. Clr Raine has been a district councillor for 16 years, and has carried out the role of Vice Chairman over the past year. He has made promoting awareness around mental health issues a priority for his year in office, with Link Nurseries being one of his chosen charities for the year. He will also be supporting a group of other mental health charities that have roots in the district, under the banner of Mental Health Deserves Cash (MHDC)

### Have your say on new planning enforcement plan

Residents can have their say on a new plan setting out how MHDC will deal with breaches of planning law. The draft Local Enforcement Plan is currently undergoing a six week public consultation. It sets out what is considered a breach of planning law, the powers available to the council to deal with them and how complaints will be dealt with. The plan has been produced in response to the publication of the Government's National Planning Policy Framework which recommends councils produce an enforcement plan to help maintain public confidence in the planning system. Breaches of planning law range from failing to comply with a planning condition relating to the granting of planning permission, to unauthorised demolition and removing a hedgerow without permission. The council bases its investigations on four levels of severity ranging from a breach that causes no significant harm to properties, to one which causes severe harm or is irreversible. In every case of a planning breach the council's power to enforce is discretionary and the circumstances of each case will be considered before deciding what action to take. The plan is available to view on the council's website by visiting [www.malvern hills.gov.uk/public-notice](http://www.malvern hills.gov.uk/public-notice) and the consultation closes on Sunday 12 June 2016. Residents can make their views known by emailing [planningenforcement@malvern hills.gov.uk](mailto:planningenforcement@malvern hills.gov.uk) or by writing to Planning Enforcement Team, Malvern Hills District Council, Council House, Avenue Road, Malvern WR14 3AF. Only views submitted before the closing date will be considered.

### Housing and Planning Bill

Changes already made, allow councils discretion over the number of starter homes built alongside the number of affordable homes to rent. Still being debated is the amount of money councils retain from the sale of high value council homes in order to provide new affordable homes in their place.

### South Worcestershire Rural Communities Project

MHDC are supporting this programme in conjunction with Wychavon DC and a range of public, community and voluntary partners. It aims to support vulnerable individuals and communities, implement a model for strong rural communities, to focus on building community capacity, and maximise uptake and impact of existing services. Door knocking dates in year one for Tenbury Town are due to take place on the 27th June and the 27th July. Other areas within the area will be targeted shortly.

**Councillor Caroline Palethorpe, Teme Valley Ward, Malvern Hills District Council - Tel: 07974 966412**

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