

# **EASTHAM PARISH COUNCIL**

**Chairman Paul Arnold, Mike Adams,  
Joyce Horsfall, Adrian Worsley**

## **To Members of Eastham Parish Council**

You are summoned to attend the  
**Annual Meeting of Eastham Parish Council**  
**on Tuesday 21st MAY 2019 in Eastham Memorial Hall**  
**at 7.30pm or following closure of Annual Parish Meeting if later**

## **Agenda**

- 1. Election of Chairman** – to elect new Chairman and to sign Declaration of Office..
- 2. Apologies:** To receive apologies and to approve the reason for absence.
- 3. Co-option of Cllrs** – to discuss applications received.
- 4. Election of Vice Chairman**
- 5. Declarations of Interest:**
  - a.** Register of Interests: Councillors are reminded of the need to update their Register of Interests as required.
  - b.** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c.** To declare any Other Disclosable Interests in items on the agenda and their nature.  
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- 6. Dispensations –**
  - a.** To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.
  - **Dispensations requested** – as received at meeting.
- 7. The meeting will be adjourned for Public Question Time**  
The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting: brief notes will be appended to the minutes as an aide memoir.
- 8. County Cllrs Report – if not presented to Parish Meeting.**  
**District Cllrs Report – if not presented to Parish Meeting.**
- 9. Standing Orders (circulated)** – to review.
- 10. Financial Regulations (circulated)** – to review.
- 11. Data Protection** – to review.
- 12. To consider Councils Scheme of Delegation as drafted (circulated).**
- 13. To appoint Cllrs to the following:**
  - a.** Staff Working Party for Clerk and Lengthsman.
  - b.** Planning Working Party.
  - c.** Clerks Finance Support Group
- 14. Councils Risk Assessment (circulated)** – to review.
  - a.** **Asset Register (circulated)** – to review.
  - b.** **To discuss insurance renewal from 1<sup>st</sup> June 2018 (circulated)** – if quotes not available for meeting to agree to renewal by email as soon as possible.
- 15. To appoint volunteers to the following roles:**
  - a.** Footpath Officer/Tree Warden.
- 16. To consider appointment of representative to outside bodies:**
  - a.** Eastham Memorial Hall Committee.
  - b.** Worcestershire County Association of Local Councils Meeting Executive (max 2 Cllrs).

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17. **Minutes:** To consider adoption of the minutes of the Annual Parish Council Meeting held on 26<sup>th</sup> March 2019 (attached).
  18. **Progress reports** for information:
    - a. **Resiting of Defibrillator** – update.
    - b. **Defibrillator Training** – update.
  19. **Reports on Meetings attended by Clerk or Councillors:**
  20. **Finances**
    - a. To consider payments to be made as on list presented at meeting.
    - b. To report receipts since last meeting.
    - c. To agree Bank Reconciliation for March/April 2019 (circulated).
    - d. To agree to continue membership of Worcestershire County Association of Local Councils total cost £154.27.
    - e. **Certificate of Exemption from External Audit** (circulated) – To agree PC income and expenditure for 2018-19 are both under £25000.00.
    - f. **Annual Governance Statement** (circulated) – To agree Council are adhering to all the requirements.
    - g. **Internal Auditors Report** (circulated) – To agree report.
    - h. **Annual Return/End of Year Accounts 2018-19** (circulated) - To agree accounts and to agree to sign all relevant papers.
  21. **Planning:**
    - a. Plans received since last meeting – **None.**
    - b. **Decisions received since last meeting** –  
**18/01871/FUL – Hanley Mill, Hanley William, Tenbury Wells WR15 8QT** – 3no timber holiday lodges for use as holiday accommodation.  
**19/00199/FUL and 19/00200/LB – Robins End, Eastham Tenbury Wells WR15 8NW** – Change of use of The Granary from mixed use of ground floor agricultural with first floor domestic ancillary accommodation to No.2 holiday lets.
    - c. **Plans for consideration at this meeting** –  
**19/00190/FUL – Oaktrees Caravan, Eastham – Erection of Agricultural Building (part retrospective).**
  22. **Road report:**
    - a. **Lengthsman** – monthly update.
    - b. Any problems to report.
    - c. Outstanding queries –
      - **New Road subsidence** – update from WCC.
      - **Eastham Bridge damage/dead trees** – update.
  23. **Eastham Memorial Hall** –
    - a. **Report from Subcommittee representatives.**
    - b. **Grant Application** – to consider grant application for electrical works.
  24. **Correspondence for Information:**

**MHDC Planning Training Session** – 4<sup>th</sup> July - 5.30 – 7.30pm at Malvern  
**Police Commissioners survey** – to complete by 11<sup>th</sup> August 2019  
**Police Commissioner** – ‘We Don’t Buy Crime’ Smartwater project.
  25. **Clerks report on Urgent Decisions since last meeting.**

**16<sup>th</sup> April** - Broken highways pipe reported to WCC  
**Orelton Road closure May 2019** – residents’ concerns regarding signage of road closure
  26. **Councillors reports and items for the next agenda.**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda to raise items for future agendas. Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.
  27. **Date of next meeting – 23<sup>rd</sup> July 2019**
  28. **Meeting Closed**
- Signed *Sue Burrows* Date 16th May 2019  
Clerk to Eastham Parish Council