

**EASTHAM PARISH COUNCIL**  
**Chairman Paul Arnold, Mike Adams,**  
**Stuart Ward, Adrian Worsley, Ian Matravers**  
**To Members of Eastham Parish Council**  
**You are summoned to attend a video Meeting of Eastham Parish Council**  
**on Monday 8<sup>th</sup> June 2020 at 7.30pm**

**Agenda**

1. **Apologies:** To note apologies received.
2. **Co-option of Cllrs** – to discuss vacancy if any applications are received.
3. **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.
4. **Dispensations** –  
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.
5. **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.
6. **County Cllrs Report** –  
**District Cllrs Report** –
7. **To review Councils Scheme of Delegation** (circulated) – Clerk suggests following wording be added -  
**Due to COVID 19 Virus urgent decisions usually agreed at meetings to be agreed as follows -**  
To be agreed by email with responses from all Cllrs if a meeting cannot be held for technical reasons or health reasons. This is to commence from 20<sup>th</sup> March 2020 until the Government advise normal meetings can be held.
8. **Minutes:** To consider adoption of the minutes of the Annual Parish Council Meeting held on 28<sup>th</sup> January 2020 (attached).
9. **Reports on Meetings attended by Clerk or Councillors:**  
**Clerk attended - Eastham Residents Association AGM 27<sup>th</sup> February – 7pm, WCALC - Clerks Gathering – 10<sup>th</sup> March, Zoom meetings due to Covid 19 regulations.**
10. **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 January/February/March 2020 and April 2020 (circulated).
  - d. **Asset Register** (circulated) – to review
  - e. **Certificate of Exemption from External Audit** (circulated) – To agree PC income and expenditure for 2019-2020 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 2019-2020** (circulated) - To agree accounts and to agree to sign all relevant papers.
11. **Planning:**
  - a. **Plans received since last meeting** – See item 17.
  - b. **Decisions received since last meeting** –

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- c. 19/01538/HP Associated Ref: 19/01539/LB – Old Farm, Eastham, Tenbury Wells WR15 8PA – Internal and external alterations including conversion of attic to create two bedrooms and a bathroom with new rooflights, new bathrooms on first floor, removal of partition and staircase on ground floor, new windows and external doors; new tiled roof slopes incorporating insulation between rafters.
- d. Plans for consideration at this meeting –  
20/00702/HP – 1 Astley Orchard, Eastham, Tenbury Wells WR15 8NR – Demolition of single storey side extension and porch and erection of larger extension and porch
- e. Outstanding issues  
19/00190/FUL – Oaktrees Caravan, Highwood WR15 8PB – Update on compliance with conditions of Planning Approval dated 15<sup>th</sup> July 2019.

## 12. To confirm matters agreed by email due to Covid 19 measures –

- a. Circulated by email on 7<sup>th</sup> April –  
**Contract for Mowing of Millennium Green 2020-2021** – It was agreed by all to accept quotation from W M Morgan. To query increase as fuel costs are low at moment, to monitor fuel costs during year.
- b. Circulated by email 6<sup>th</sup> May 2020 for agreement  
**Insurance renewal details from 1<sup>st</sup> June 2020** – It was agreed to renew insurance with Hiscox at cost of £441.91, four quotations had been circulated.  
**Worcestershire County Association of Local Councils subscription 2020-2021** – It was agreed to renew at total cost of £168.05.  
**Internal Audit** – It was agreed to pay invoice of £70.00.  
**New Code of Conduct** – It was agreed to adopt the Code as drafted.  
**LM Contract for 2020-2021 and Risk Assessment for LM work** – It was agreed to renew contract with Ian Mapp. Risk Assessment was agreed and is a new requirement that WCC have asked for.

## 13. Eastham Memorial Hall – to consider urgent matters that may need to be discussed at this meeting.

### 14. Road report:

- a. Lengthsman – monthly update.
- b. Any problems to report.
- c. Outstanding queries –  
**Eastham Bridge damage/dead trees** – update.  
**Orleton Road** – collapse of roadside – update.  
**Astley Orchard slippery pavement issue** – update.  
**Blocked drains by Old Farm, Eastham** – update.

### 15. Correspondence for Information:

**Worcestershire Dementia Meeting Centres – information meeting – 10<sup>th</sup> February – 10.30-1pm Worcester**  
**COVID 19 updates from CALC, NALC, WCC, MHDC, Police**  
**South Worcestershire Development Plan – Power Point presentation**  
**WC Mineral Local Plan**  
**WCC Budget Briefing meeting information**  
**Eastham Welfare Trust Report and Accounts 2019-2020**

### 16. Clerks report on Urgent Decisions since last meeting.

**Payments made – Agreed by email – 10<sup>th</sup> February 2020 - Eastham Memorial Hall planning fee £142.00**  
**Plans circulated by email 21<sup>st</sup> April 2020 –**  
**20/00360/HP Associated Ref:20/00361/LB – Old Farm, U95406 Eastham, Eastham WR15 8PA – Restoration of existing cottage for use as ancillary residential accommodation and occasional holiday let use; creations of new parking area and turning areas**  
**30<sup>th</sup> May 2020 – Complaint regarding attack on wild birds**

### 17. 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.

### 18. Date of next meeting – TO BE CONFIRMED

### 19. Meeting Closed

Signed *Sue Burrows* Date 3<sup>rd</sup> June 2020

Clerk to Eastham Parish Council