

EASTHAM PARISH COUNCIL

Chairman Paul Arnold, Mike Adams, Stuart Ward, Ian Matravers, Adrian Worsley, Beryl Lewis

To Members of Eastham Parish Council

You are summoned to attend the

Annual Parish Council Meeting of Eastham Parish Council
Monday 15 May 2023 in Eastham Memorial Hall at 7.40pm or
after the close of Annual Parish Meeting if later.

Agenda

Prior to the commencement of the meeting all newly elected Councillors must sign the Declaration of Acceptance of Office

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. **Election of Vice-Chairman**
4. **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.
5. **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 prior to a meeting.
 - **Dispensations requested** – as received

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. **Minutes:** To consider adoption of the minutes of the Parish Council Meeting held on 28 March 2023
7. **Co-Option for Vacancy of a Councillor** – to discuss any applications received
8. **Volunteer appointment to** role of Footpath Officer/Tree Warden
9. **Appointment of Representatives to outside bodies**
 - a. Eastham Memorial Hall representative
 - b. Worcestershire County Association of Local Councils Meeting Executive (max 2 Cllrs).
10. **Finances**
 - a. .i. A review of subscription to Worcestershire CALC and payment
.ii. To consider payments to be made as on full list presented at meeting.
 - b. To report receipts since last meeting.
 - c. To agree Bank Reconciliation & Finance Report to 30 April 2023
 - d. Training for Clerk & Councillors
 - e. Documentation for Financial Year End 2023
The Annual Governance & Accountability Return
 - .i. Certificate of Exemption – to agree/approve
 - .ii. Annual Governance Statement & Accounting Statements - to agree adherence to requirements & sign
 - .iii. To Review the Internal Audit Report – to agree report
 - .iv. Annual Return/End of year Accounts 2023 – to agree & sign relevant papers
 - .v. Notice of Period of the Exercise of Public Rights – to agree
 - .vi. Asset register review
11. **Insurance review** for renewal 1 June 2023 & payment
12. **Clerks report on any Urgent Decisions since last meeting**
13. **Policies to be updated and/ or reviewed**
 - a. Financial Regulations - To note and to review
 - b. Standing orders - To note and to review
 - c. Reserves Policy – to note and agree
 - d. Scheme of Delegation - to revise and appoint Councillors
 - e. Code of Conduct - To note continued adherence to the Code
14. **Grants to consider:** EMVH Coronation celebrations £70

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15. Planning:

- a. Plans received since last meeting
- b. Decisions received since last meeting – M/23/00162/FUL Hillwood Farm; M/22/001618/LB Eastham Court ; 21/02009/CU Eastham Court - all were approved by MHDC
- c. Plans for consideration at this meeting.

16. Lengthsman

- a. Contract amendment effective 1 May 2023
- b. PROW for consideration

17. Road report:

- a. LM update
- b. Bollards Pipers Brook

18. Review Police Charter

19. Notice Board – Highwood - update

20. EMVH – outside storage - update

21. Village Green

22. Village Map

23. Reports on any Meetings attended by Clerk or Councillors

24. Correspondence for Information: as circulated to Councillors

25. 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.

26. Confirm Dates of Meetings to 31 March 2024.

27. Meeting Closure

Signed *Lesley Jenkins* Clerk to Eastham Parish Council

Date 9 May 2023