

# EASTHAM PARISH COUNCIL

**Chairman John Inge, Mike Adams, Joyce Horsfall, Paul Arnold,  
David Conway, Peter Moseley, Adrian Worsley**

**To Members of Eastham Parish Council**  
You are summoned to attend the  
**Annual Meeting of Eastham Parish Council**  
**on Tuesday 26th May 2015**  
**at 7.15pm in Eastham Memorial Hall**

## **Agenda**

1. **Election of Chairman** - signing of 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 complete their Register of Interests.
  - 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 at least 4 clear days prior to a meeting.
  - **Dispensations requested –** None.
6. **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. **Standing Orders –** (circulated) to agree to adopt as drafted.
9. **Financial Regulations –** (circulated) to agree to adopt as drafted.
10. **Code of Conduct –** (circulated) to note, all members should have copies.
11. **To consider the Council's Scheme of Delegation** (circulated) and to appoint members to the following:
  - a. Staffing Working Party
  - b. Planning Working Group
  - c. Clerk's Finance Support Group
12. **Risk Assessment (circulated) –** to review.
13. **Insurance due 1<sup>st</sup> June –** to consider renewing at cost of £159.00 with present insurer.
14. **To appoint individuals to the following roles:**
  - a. Footpaths Officer
  - b. Tree Warden
15. **To nominate Councillors to the following outside body:**
  - a. Eastham Memorial Hall Committee (1 Cllr)
  - b. Two Councillors to the Worcestershire CALC Area Meeting
16. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 24<sup>th</sup> March and 1<sup>st</sup> April 2015 (attached).

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- 17. Progress reports for information:**
- Defibrillator training** – update.
  - Speeding issues** - update
- 18. Reports on Meetings attended by Clerk or Councillors:**  
**WCALC Training** - 16<sup>th</sup> April - Audit, 29<sup>th</sup> April – Elections.
- 19. Finances**
- To consider payments to be made as on list presented at meeting.
  - To report receipts since last meeting.
  - Bank Reconciliation for March/April 2015 to be signed.
  - Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 15-16 - £102.55
  - Clerks Expenses 2014-15** (circulated) - to agree to pay £489.05.
  - Internal Audit procedures** – to review.
  - Internal Auditors Report 2014-15** – to receive report and agree payment £50.00.
  - Annual governance statement** – to agree this is being complied with as per audit requirements (circulated).
  - Accounts** - to agree and sign accounts and Annual Return for year ending 31<sup>st</sup> March 2015.
- 20. Planning:**
- Plans received since last meeting – None.
  - Decisions received since last meeting –**  
**15/00047/OUT - Oakwood Barn, Eastham WR15 8NN** - Outline application with all matters reserved to erect a 3 bedroom single storey residence.  
**15/00286/PDU – The Oaktrees, Highwood WR15 8PB** – Prior Approval of Proposed Change of Use of part of an Agricultural Building to a Dwellinghouse (Use Class C3), and for a Associated Operational Development.
  - Plans for consideration at this meeting –**  
**15/00618/HOU – 2 Council Houses, Eastham WR15 8NP** – External insulation and render system to existing house.  
**15/00345/HOU – Eastham Kiln, Eastham WR15 8NN** – Two velux windows in the roof to the east of the property.  
**15/00465/HOU – Dingle Cottage, Eastham WR15 8PB** – Timber shed and log store.
  - APPEALS have been lodged by applicant from Oaktrees Caravan, Highwood as follows –**  
**14/01640PDU** – 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.
- 21. Road report:**
- Lengthsman** – monthly update.
  - Any problems to report.
  - Outstanding queries –
    - Robins End Corner – update regarding water on road.
    - Astley Orchard – repairs to road and pavement.
- 22. Correspondence for Information:**  
A list of items will be available at the meeting.
- 23. Clerks report on Urgent Decisions since last meeting.**
- 24. 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 and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 25. Date of next meeting – 25<sup>th</sup> August 2015**

Signed-----Date **19<sup>th</sup> May 2015**  
Clerk to Eastham Parish Council