

EASTHAM PARISH COUNCIL

**Chairman Paul Arnold, Mike Adams, Joyce Horsfall,
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 24th May 2016
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. **Vacancy on Council** – To consider applications received regarding co-option onto the Parish Council.
4. **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** – as received at meeting.
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** – to review.
9. **Financial Regulations** – to review.
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 1st June (circulated)** – to consider renewal quotes.
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

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- 16. Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 29th March 2016 (attached).
- 17. Progress reports** for information:
- Defibrillator training** – update.
 - Queens 90th Birthday Celebrations** – update.
- 18. Reports on Meetings attended by Clerk or Councillors:**
Eastham Memorial Hall Meeting
- 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 16-17 - £118.06.
 - Clerk's salary from 1st April 2016** – To agree arrears to be paid and new Standing Order for Bank.
 - Internal Auditors Report 2015-16** – to receive report and agree payment £50.00.
 - Annual governance statement** – to agree this is being complied with as per audit requirements (circulated).
 - Accounts (circulated)** - to agree and sign accounts and Annual Return for year ending 31st March 2016.
- 20. Planning:**
- Plans received since last meeting – **None**.
 - 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.
 - 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.
 - 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.
 - Temevale, Eastham** – Update on erection of field shelter.
- 21. Road report:**
- Lengthsman** – monthly update.
 - Any problems to report.
 - Outstanding queries –
 - Astley Orchard – repairs to road and pavement.
- 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.
- 23. Correspondence for Information:**
A list of items will be available at the meeting.
- 24. Clerks report on Urgent Decisions since last meeting.**
Payment made 21st April 2016.
- 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 and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 26. Date of next meeting – 26th July 2016**
- 27. Meeting Closed**

Signed---*Sue Burrows*---Date 19th May 2016
Clerk to Eastham Parish Council