

EASTHAM PARISH COUNCIL

**Chairman Paul Arnold, Mike Adams, Joyce Horsfall,
David Conway, Peter Moseley, Jen Jones, Adrian Worsley**

To Members of Eastham Parish Council

You are summoned to attend the

Annual Meeting of Eastham Parish Council

**on Tuesday 23rd MAY 2017 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. 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 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.
- 7. County/District Cllrs Reports.**
- 8. Standing Orders (circulated)** – to review.
- 9. Financial Regulations (circulated)** – to review.
- 10. To consider Councils Scheme of Delegation as drafted** (circulated).
- 11. To appoint Cllrs to the following:**
 - a. Staff Working Party for Clerk and Lengthsman.
 - b. Planning Working Party.
 - c. To agree Finances are overseen at meetings.
- 12. Councils Risk Assessment** (circulated) – to review.
- 13. To discuss Insurance renewal from 1st June 2017** (circulated).
- 14. To appoint volunteers to the following roles:**
 - a. Footpath Officer
 - b. Tree Warden.
- 15. 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).
- 16. Minutes:** To consider adoption of the minutes of the Annual Parish Council Meeting held on 28th March 2017 (attached).

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17. **Progress reports** for information:
 - a. **Defibrillator training** – to discuss.

18. **Reports on Meetings attended by Clerk or Councillors:**
MHDC Conference 24th April.

19. **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 2017 and April 2017 (circulated).
 - d. To agree to continue membership of Worcestershire County Association of Local Councils total cost £132.01.
 - e. To agree Council are adhering to the requirements of the Annual Governance Statement as circulated.
 - f. To agree end of year accounts and to agree to sign all relevant papers including Annual Return as circulated.

20. **Planning:**
 - a. Plans received since last meeting – **See item 24.**
 - b. **Decisions received since last meeting – None.**
 - c. **Plans for consideration at this meeting – None.**
 - d. **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.

21. **Road report:**
 - a. **Lengthsman** – monthly update.
 - b. Any problems to report.
 - c. Outstanding queries –
 - **Astley Orchard** – repairs pavement and blocked drain and gritbin placement.
 - d. **Eastham Bridge re-opening and Celebrations** – to note both events.

22. **Eastham Memorial Hall -**
 - a. **To agree to apply for planning permission for new Hall** - cost to be given at meeting
 - b. **To agree to granting Hall £5000.00 to help with costs.**
 - c. **To discuss applying for a Public Loan amounting to £25,000.00 to be used as a contingency fund if the building costs go over expected budget.**
 - d. **To discuss holding Public Meeting if a Loan is to be applied for.**

23. **Correspondence for Information:**
A list of items will be available at the meeting.

24. **Clerks report on Urgent Decisions since last meeting.**
Plans circulated by email on 19th April 2017 for Cllrs comments – 17/00462/LB (Retrospective) – Robins End, Eastham WR15 8NW – Partial demolition of existing utility room to form a link and conversion of existing bike shed to from new utility. (Cllr Worsley has an interest in this application and did not make any comments).

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. **Date of next meeting – 26th September 2017**

27. **Meeting Closed**

Signed Sue Burrows Date **18th May 2017**
Clerk to Eastham Parish Council