

# EASTHAM PARISH COUNCIL

## Draft Minutes of the Annual Parish Council Meeting of Eastham Parish Council held in Eastham Village Memorial Hall at 7.45 pm at close of Annual Parish Meeting on Tuesday 28 May 2024

Present: Cllr Arnold, Cllr Adams, Cllr Matravets, Cllr Ward

In Attendance: Clerk, District Councillor and one Member of Public.

1. **Election of Chairman** –Proposed by Cllr Adams and Seconded by Cllr Ward, Cllr Arnold as Chair, agreed by all to appoint Cllr Arnold.  
Declaration of Acceptance of Office as Chair signed by Cllr Arnold.
2. **Apologies:** Cllr A Wordsley accepted and agreed.
3. **Election of Vice Chairman** – Proposed by Cllr Matravets and Seconded by Cllr Arnold to appoint Cllr Wordsley, all agreed.
4. **Declaration of Interest:**
  - a. **Register of Interests** – Cllrs reminded to keep their registers updated at all times
  - b. **Disclosable Pecuniary Interests** – none
  - c. **Other Disclosable Interests** – none  
Councillors are reminded 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** - To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011)  
**Dispensations received** - none

**The Meeting adjourned for Public Question Time**  
**Meeting resumed**

Matters were mentioned in the Parish Meeting

6. **Minutes** - The minutes of the Parish Council Meeting held on 26 March 2024 were agreed by all and signed by the Chair.
7. **Co-option of Cllr** – No applications have been received.
8. **Volunteer appointment to role of Footpath officer** – moved to July Agenda
9. **Appointment of Representatives to outside bodies**
  - a. Eastham Memorial Hall representative – Cllr M Adams (Proposer Cllr Arnold, Seconder Cllr Ward)
  - b. Worcestershire County Association of Local Councils Meetings Executive – Cllrs Arnold & Wordsley – all agreed
10. **Grants to consider** - Riverside Fete £70 – All agreed Payment, Resolved
11. **Insurance Review – renewal date 1 June 2024 & Payment**  
Current insurer Zurich, the LTA has finished, for another 3 year LTA cost would be £860.06  
For comparison quotations sought received from Clear Insurance 3 year LTA cost £1025.41  
Agreed by all to continue with Zurich and a 3 year LTA
12. **Notice Board replacement invoice for payment – awaited** deferred to next meeting

### 13. Finance

- a. **i** **Review Subscription Worcestershire CALC** – agreed by to continue with subscription and payment to be made
- ii** **Payments for consideration** , – Clerks Salary Cheque 832 cancelled as incorrect date to be re-issued

<u>Cheque no.</u>	<u>Payee</u>	<u>Description</u>	<u>Value £</u>
833	Clerk	Salary Mar/April (Re-issued)	649.96
834	M Griffiths	Payroll	70.00
835	C Bunn	LM	404.25
836	Clerk	Salary May	335.18
837	Worcs.CALC	Subscription	170.98
838	S Burrows	McAfee Charge for renewal	109.99
839	Cancelled		
840	Zurich	Insurance renewal	860.06
841	DM Payroll	Audit	110.00
<b>Total</b>			<b>2710.42</b>

Urgent payments made since last meeting

830	H&W Computers	Laptop check	66.00
831	L Jenkins	Laptop purchase	598.99
<b>Total</b>			<b>664.99</b>

All payments agreed by all Councillors, resolved.

- b. **Receipts received** - MHDC Precept £4435.00; WCC LM Scheme £220.50; HMRC VAT Reclaim £1050.94

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- c. **Bank Reconciliation** - 30 April 2024, Balance of £21,095.71; All Agreed, Resolved - documents signed.
  - d. **Financial Year End – The Annual Governance & Accountability Return** as circulated
    - d.i. Certificate of Exemption & Contact Details– Agreed by all the Parish Councillors, Income and Expenditure that both for the year 2023 to 2024 came under £25,000 – Resolved
    - d.ii Review Internal Audit Report – Reviewed and Agreed and payment of invoice £110.00
    - d.iii Annual Governance Statement and Accounting Statements – All Agreed adherence to requirements , Statement and Accounting Statements documentation complete, approved and agreed by Parish Councillors.
    - d.iv. Annual Return/End of year Accounts 2023 documentation as circulated, (including Reserves Policy and Year End Reconciliation). All agreed and approved documents. Resolved

**All documents** – it was agreed by all that the documents circulated were correct and to be signed by Chairman.

    - d.v. Notice of Period of the Exercise of Public Rights - dates 3 June to 12 July 2024 – All agreed to period of notice dates.
    - d.vi Asset Register Review – all agreed Resolved.
    - d.vii Reserves as at 31.03.2024 – all agreed
  - e. **Clerks Salary** – note that this has moved to monthly payments instead of quarterly, agreed.
  - f. **Training for Clerks and Councillors** – none
  - g. **Transparency reserve** - designated use for Laptop replacement, agreed by all that the fund be utilised with for this replacement
- 14. Clerks report on Urgent Decisions since last meeting** – payments as noted in 13a.ii – all agreed
- 15. Policies to be reviewed/updated**
- a. Standing Orders – reviewed no amendments and agreed by all.
  - b. Reserves Policy – reviewed and agreed by all
  - c. Scheme of Delegation – deferred to next meeting agenda
  - d. Code of conduct – Reviewed continued adherence to the Code.
  - e. Civility and Respect Pledge – agreed by all
  - f. Financial Regulations – revisions April 2024 – Deferred to next meeting agenda
- 16. Planning**
- a. Plans received since last meeting – M24/00163/HP Cooks Croft, and M24/00426/AGR N Ward
  - b. Decisions received since last meeting – M/24/00426/AGR – Mr N Ward notice of use Agricultural building for storage - Withdrawn
  - c. Plans for consideration at this meeting - none
- 17. WCC Lengthsman Dashboard** – note that the new dashboard is useful but takes longer to complete and submit documentation
- 18. Review Police Charter** - agreed points, speeding, thefts outbuildings, thefts farms
- 19. EMVH Village Green Kerbing** – defer to next meeting.
- 20. Road Report**
- a. **Pipers Brook** – jetting marks, bollards replaced
  - b. **general report** - none
- 21. Progress Reports**
- a. **Road Closures** – none received
  - b. **Bridge Damage** – no update received not repaired
  - c. **A443 Flooding procedures** – no update
- 22. VAS Signs** – preliminary costs investigated, on next meeting agenda for further information.
- 23. Reports on Meetings attended by Clerk and/or Councillors** – Clerk attended Worcs.CALC Clerk Gatherings
- 24. Correspondence for Information: as circulated to Councillors**  
Worcestershire CALC, Zurich Insurance, RSN Weekly & Monthly bulletin, MHDC School uniform, Waste Recycling, Lithium Batteries, Age UK.
- 25. Councillor's reports and items for the next agenda.** – as above, Mirror for Bridge, Vegetation overhang on A443 by Eastham Bridge, Welcome to Village Signs.  
Councillor Ward tendered resignation as a Parish Councillor.
- 26. Confirm dates of next meeting 30 July 2024 at 7.30pm.**
- 27. Meeting closed at 20:44pm**

Signed

Date

Chairman

**Public Question Time** – No questions were raised