

EASTHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Eastham Parish Council held in Eastham Village Memorial Hall following the close of Annual Parish Meeting on Tuesday 27 May 2025

Present: Cllr P Arnold, Cllr M Adams, Cllr I Matravets, Cllr L Arnold; Cllr B Lewis; Cllr C Austin

In Attendance: Clerk,

County Councillor J Bowen; District Councillors L Bruton & A Willmott and five members of the Public.

1. **Election of Chairman** –Proposed by Cllr Adams and Seconded by Cllr Matravets, Cllr Arnold as Chair, agreed by all to appoint Cllr Arnold. Declaration of Acceptance of Office as Chair signed by Cllr Arnold.
2. **Apologies:** none.
3. **Election of Vice Chairman** – Proposed by Cllr P Arnold and Seconded by Cllr Austin to appoint Cllr L Arnold, all agreed.
4. **To Note Resignation of Parish Councillor Received by Chair.** Cllr A Worsley has sent notification of his resignation from the PC. All agreed to send a letter of thanks. Clerk action with MHDC Elections team for Casual Vacancy
5. **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.
6. **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 Matters as mentioned in the Parish Meeting also the Barriers on A456 at Eastham Bridge grass height and visibility and at Featherbed Lane junction.

Meeting resumed

7. **Minutes** - The minutes of the Parish Council Meeting held on 25 March 2025 were agreed by all, resolved and signed by the Chair.
8. **Volunteer appointment to role of Footpath officer** – Cllr Austin stated still awaiting training date.
9. **Annual Subscription CALC** – payment has been made for renewal; all agreed, resolved
10. **Appointment of Representatives to outside bodies**
 - a. Eastham Memorial Hall representative – Cllr M Adams All Agreed, resolved
 - b. Worcestershire County Association of Local Councils Meetings Executive – Cllr P Arnold & any one other Councillor as available. All agreed, resolved
11. **Insurance Review – renewal date 1 June 2025 & Payment** – reviewed and currently in a LTA until 2027. Payment has been made, all agreed, resolved.
12. **Notice Board replacement** - deferred to next meeting

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13. Finance

a. Documentation for Financial Year End 31.03.2025 – The Annual Governance & Accountability Return as circulated

- i. Certificate of Exemption & Contact Details– Agreed by all the Parish Councillors, Income and Expenditure that both for the year 2024 to 2025 came under £25,000 – Resolved
- ii. Review Internal Audit Report – Reviewed, All Agreed to payment of invoice.
- iii. Annual Governance Statement and Accounting Statements – All Agreed adherence to requirements , Statement and Accounting Statements documentation complete, approved and agreed by Parish Councillors, duly signed, resolved.
- iv. Annual Return/End of year Accounts 2024 to agreed accounts and Chair to sign relevant papers. 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.
- v. Notice of Period of the Exercise of Public Rights - dates 3 June to 14 July 2025 – All agreed to period of notice dates.

Cllr Lewis left the meeting

- b. i. **Regular payments list for financial year (as circulated)** - all agreed, resolved.
- ii **Payments for consideration**, including urgent payments since last meeting, list presented at meeting –

List as presented at Meeting - 27 May 2025

Cheque number	Payee	Description	£	
871	M Griffiths	Payroll Administration 2024-2025	80.00	
872	Worcestershire CALC	Subscription	183.35	reg.payment
873	Salary Clerk	Salary April 2025	345.71	reg.payment
874	Zurich Insurance	Renewal premium	764.13	reg.payment
Payments since last meeting			1,373.19	
Payments at meeting				
875	L Jenkins Expense	McAfee Renewal	64.99	reg.payment
876	R Mullett	Internal Examiner audit	200.00	
877	C Bunn	LM April & May 25	402.00	reg.payment
878	L Jenkins Expense	Defibrillator Battery	243.60	
	Salary Clerk	Salary May 2025	345.71	reg.payment
To be paid this meeting			1,256.30	
Total PAYMENTS			£ 2,629.49	

All payments agreed by Councillors, resolved.

c. **Receipts received** - WCC LM Scheme £214.50; HMRC VAT Reclaim £487.24

d. **Bank Reconciliation** - 1 May 2025, Balance of £17583.64; All Agreed, Resolved - documents signed.

e. **Training for Clerks and Councillors** – none

14. Asset Register Review 2025 – all agreed.

15. Reserves Policy as at 31.03.2025 – all agreed.

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- 16. Emails and Domain/Website (.gov.uk) Digital and Data Compliance under JPAG** - reference an email received from Worcestershire CALC highlight compliance to be undertaken during this financial year from JPAG to comply with new criteria.

All agreed for Clerk to investigate and update/details at next meeting

- 17. Clerks report on Urgent Decisions since last meeting** – payments as noted in 13 b.ii – all agreed

- 18. MHDC Community Legacy Grant Scheme** – expression of interest. Agreed by all to express interest for VAS Signs

- 19. Policies to be reviewed/updated**

- a. Standing Orders – reviewed amendments and all agreed
- b. Defib Policy – request for Councillor to be a nominated person on The Circuit in addition to Clerk. Cllr Austin expressed interest. All agreed

- 20. Planning**

- a. Plans received since last meeting –
 - M/25/00483/HP - Dobie Lodge, Rochford, Erection of two storey extension
 - M/25/00615/FUL – St Peters & St Pauls Church, Eastham, Foul Drain and Cesspit
- b. Decisions received since last meeting –
 - M24/01793/RM – reserved matters application for a permanent rural workers dwelling and new access. Location (OS 6745 6818) Eastham. Approved
- c. Plans for consideration at this meeting -
 - M/25/00642/HP – The Old Flatts, Eastham, erection of 3 car detached garage. Discussed and all agreed to note decision as to support application.

- 21. Review Police Charter** - agreed points, speeding, thefts outbuildings, thefts farms

- 22. LM Report - general** no issues to report

- 23. Progress Reports**

- a. Road Closures/works at meeting – no notification of any from this date
- b. Pipers Brook Potholes and Gravel – WCC Highways visit to both reported issues, notified 16.5.25 as Pothole order raised to undertake repair, Gravel site visited and no safety issues identified
- c. EMVH Village Green Kerbing – letter from Chair of EMVH read out at meeting as per their request. Note from EMVH Committee requesting confirmation of works will be completed by September 2025. Works are at the behest of WCC Highways, permits to be applied for and then placed into work schedule. Agreed by all Clerk to state this in response
- c. **Footpath Closure notification EH-609, EH6-610, EH-611** no notification that this has reopened..

- 24. Defib/1st Aid Training** – all agreed, Clerk to consult with Trainer

- 25. Reports on Meetings attended by Clerk and/or Councillors** – none

- 26. Correspondence for Information: as circulated to Councillors**, WMP-Fraud bulletin; WMPCP Lay member; WCC road & footpath closures; Worcestershire CALC; MHDC Planning; DC Email; RSN Bulletins; MHDC Grant Scheme

- 27. Councillor's reports and items for the next agenda.** – any items agreed to be carried forward.

- 28. Confirm dates of next meeting 29 July 2025 at 7.30pm.**

- 29. Meeting closed at 20:50 pm**

Signed

Date

Chairman