

# EASTHAM PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting of Eastham Parish Council Held in Eastham Memorial Hall at 7.15pm on Tuesday 1<sup>st</sup> May 2012

Present: Cllr Inge (Chairman), Cllr Arnold,  
Cllr Adams, Cllr Norman

In Attendance: Clerk

1. **Election of Chairman:** All agreed Cllr Inge be elected and a Declaration of Acceptance of Office was signed.
2. **Apologies:** Apologies received and accepted from Cllr Horsfall, Cllr Moseley, Cllr Worsley.
3. **Election of Vice Chairman:** No Cllrs wished to stand for this position. Clerk advised it is not a legal requirement.
4. **Declaration of Interest:**
  - a. Register of Interests – No changes needed.
  - b. Personal Interests – None.
  - c. Prejudicial Interests – None.
6. **Public Question Time** – No matters were raised.
7. **Standing Orders (circulated)** – all Cllrs had copies and no changes made.
8. **Financial Regulations (circulated)** – all Cllrs had copy and not changes made.
9. **Code of Conduct:** Cllrs reminded new Code due out July 2012.
10. **To consider the Councils Scheme of Delegation (circulated to all):**
  - a. **Staffing Working Party** – Chairman, Cllr Horsfall.  
**Grievance/Disciplinary Committee** – Chairman, Cllr Horsfall.  
**Appeal Grievance/Disciplinary Committee** – Cllr Adams, Cllr Moseley.
  - b. **Planning Working Party** – Delegated to Clerk, Cllr Worsley, Cllr Adams, Cllr Moseley, Cllr Arnold. PC meeting would be called if controversial application received.
  - c. **Clerks Financial Support Group:** Felt all PC should be involved in this. Cllr Horsfall to oversee Bank Reconciliations on a regular basis.
11. **Risk Assessment:** Draft Risk Assessment circulated. Agenda item for next meeting.
12. **Insurance** – Several new suppliers have contacted Clerk. It was agreed Clerk inform Cllrs of quotes on email and policy can be renewed by 1<sup>st</sup> June if all agree.
13. **To appoint individual Volunteers to following roll:**
  - a. Footpaths Officer – Notice to be put in Teme News for volunteer.
  - b. Tree Warden – Notice to be put in Teme News for volunteer.
14. **To nominate Cllrs to the following outside bodies:**  
WCALC Area Meetings – Any Cllr to go to meetings if relevant to PC.
15. **Minutes of last Meeting:** Minutes of meeting held on 27<sup>th</sup> March 2012 were agreed and signed by Chairman.
16. **Progress reports for information:**  
Broadband – Contracts and Tender documents being written by WCC for agreement with Consortium. Flyer to be issued with next Teme Valley News regarding speed survey. Clerk to copy and deliver to Chairman.
17. **Reports on meeting attended by Clerk/Cllrs: - None.**

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### 18. Finances –

- a. **Payments made** – Mr S Beverley Smith (photocopying for jubilee) = £36.40, Promotional Merchandise (jubilee mugs) = £244.80, LM February/March 12 = £205.20, WCALC subs = £96.17 (see f), InkWell 2000 (printer ink) = £27.30, Eastham Memorial Hall (rent 11-12) = £70.00.
- b. **Payments received** – WCC LM Feb/March £252.00.
- c. **Bank Reconciliation** – March 2012 signed for Current Acc. Balances agreed as Investment Acc = £2010.19, Current Acc £4226.75.
- d. **Jubilee Mugs** - The Council agrees to incur the expenditure which, in the opinion of the Council, is in the interests of the electors and is commensurate with the expenditure: -  
It is agreed to pay bill for Jubilee Mugs for children of the village along with photocopying costs associated with this matter – total costs = £281.20.
- e. Campaign to Protect Rural England subs. 2012-13 – It was agreed to pay at cost of £29.00.
- f. To agree to pay subs for WCALC – It was agreed to pay at cost of £96.17.
- g. To agree and sign accounts for year ending 31st March 2012 – Accounts were agreed and signed. Total balance of £6236.94 is being carried forward to 1<sup>st</sup> April.
- h. It was agreed by all that the Annual governance statement is being complied with as per audit requirements

### 19. Planning:

- a. **Plans received:** None.
- b. **Decisions received:**  
12/00233/LBC – The Dingle, Highwood, Eastham – Internal alterations and replacement of external door and windows. **Approved by District Council.**
- c. **Plans for comment tonight** – None.

### 20. Road Report:

- a. **Lengthsman** – Blocked drain by Millennium Green and Church.
- b. **Problems to report** – Pothole by Eastham Bridge
- c. **Highwood Road** – Highways to come out regarding resurfacing work and drain problems.  
**New Road erosion of sides**– Highways to come out.  
**Robins End** – water running onto road. Resident is trying to resolve the issue.

### 21. Correspondence for information:

Various items brought to attention of Cllrs. See list attached for interested parties.  
Road closures notified to Clerk, all residents had received a notice from Severn Trent.

### 22. Clerks report on Urgent Decisions since last meeting.

Payments omitted from previous minutes –  
Memorial Hall rent for 2010-11 = £70.00 omitted from April 2011 minutes.  
Subs to CPRE 2011-12 = £29.00 omitted from May 2011 minutes.

### 23. Councillor's reports and items for the next agenda.

Agenda items – Risk Assessment, Clerks Annual Review due November 2012.  
Clerk had contacted Marches Housing regarding state of road in Astley Orchard as they own it.  
County Cllr to ask for pavement to be resurfaced Astley Orchard as that is WCC owned.

### 24. Date of next meetings: 28th August 2012

### 25. Meeting closed 7.53pm.

Signed-----  
Chairman

Date 28th August 2012