

EASTHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Eastham Parish Council Held in Eastham Memorial Hall at 7.30pm on Tuesday 7th May 2013

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

In Attendance: Clerk, 1 member of Public.

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 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 – Cllrs are reminded of the need to update their Register of Interests.
 - b. Disclosable Pecuniary Interests – None.
 - c. Other Disclosable Interests – Chairman and Cllr Norman regarding item 21 (Memorial Hall) as they are members of the Hall Committee.
5. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –
 - Cllr Inge was granted a Dispensation at the meeting held on 26th March 2013 regarding item 21.
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 no changes made.
9. **Code of Conduct:** Cllrs all have copies of Code adopted in 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, and 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:** Risk Assessment circulated. It was agreed for Chairman to sign.
12. **Insurance** – It was agreed to renew insurance with AON as they are the cheapest at £201.03.
13. **To appoint individual Volunteers to following roll:**
 - a. Footpaths Officer – Cllr Arnold agreed at last meeting to take on this role with local resident.
 - b. Tree Warden – to be done by Footpath Officer.
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 26th March 2013 were agreed and signed by Chairman.
16. **Progress reports for information:**

Broadband – Residents need to register for this service as connections will be made next month subject to planning approval.
17. **Reports on meeting attended by Clerk/Cllrs: - None**

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18. Finances –

- a. **Payments made** – WCALC subs = £94.69 (see f), Eastham Memorial Hall (rent 12-13) = £84.00, AON (Insurance 13-14 see item 12) = £201.03.
- b. **Payments received** – WCC LM Feb/March £252.00.
- c. **Bank Reconciliation** – March 2013 signed for Current Acc. Balances agreed as Investment Acc = £2012.18, Current Acc £5578.90.
- d. Campaign to Protect Rural England subs. 2012-13 – It was agreed to pay at cost of £29.00 and for Clerk to cancel the Direct Debit for this item.
- e. It was agreed to pay subs for WCALC at cost of £94.69.
- f. It was agreed to sign accounts for year ending 31st March 2013. Total balance of £7591.08 is being carried forward to 1st April.
- g. 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:** None.
- c. **Plans for comment tonight** – None.
- b. **UPDATE - 12/01721/FUL** – Oaktrees Caravan, Highwood – Retention and resiting of mobile home (Retrospective). It was confirmed by MHDC that an Enforcement Notice has been served on this site. The applicant will need to remove the caravan by September 2013 subject to any appeal that may be submitted.

It was agreed by all to suspend this meeting at 7.58pm for the Annual Parish Meeting. This meeting was reconvened at 8.45pm with one member of the Public present.

20. Road Report:

- a. **Lengthsman** – Grips and drains need clearing.
- b. **Problems to report** – Hole on verge back of Old Farm, also broken drain cover. Clerk to report. Highwood – Bine Farm - tarmac causing water to run onto property, hole in hedge from gritting lorry. These matters have been reported. Clerk to investigate.
- c. Robins End Corner – Cllr to update Clerk.
- d. Astley Orchard – Housing Association to resurface road when funds are available.
- e. Drains update – drain below Church Farm still not repaired by STW. Clerk to query.

21. **Memorial Hall** - request for funding for Structural Survey (£1000.00–£1500.00). It was agreed to consider this at budget meeting in November. Actual costs needed from Hall Committee.

22. Correspondence for information:

Various items brought to attention of Cllrs. See list attached for interested parties.

13/00335/HEB – Lower House, Eastham – Hedge removal – This has been approved by MHDC.

23. Clerks report on Urgent Decisions since last meeting.

Payments - 9th April – LM Feb/March 2013 = £496.80,
26th April - WCC refund of LM overpayment = £240.00

24. Councillor's reports and items for the next agenda.

Agenda items – Memorial Hall, Clerks Annual Review due November 2013.

Water running onto road from field behind Memorial Hall – landowner has been contacted, no ditch on roadside. Clerk to advise LM to look at when heavy rain comes.

25. Date of next meetings: 27th August 2013

26. Meeting closed 8.55pm.

Signed-----
Chairman

Date 27th August 2013