

ECKINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the PARISH COUNCIL held 8th May 2018
At Eckington Village Hall commencing at 7.30pm

Public Participation: There were no members of the public present.

Present: Councillors George Glaze (Current Chairman), David Bainbridge (Current Vice Chairman), Geoff Ransted, Nils Wilkes, Mary Hughes, Chris Yarnold.

Also present: Chris Auty.

GUEST SPEAKER: Clare Charlton, Public Health Practitioner, Worcs County Council gave a short presentation on Eckington becoming a Dementia Friendly Village.

ITEM:	MINUTE RECORDED:	ACTION AGREED:
1	<p>Election of Parish Council Chairman It was proposed By Cllr Ransted, seconded by Cllr Wilkes that Cllr George Glaze continue as Chairman. All agreed. Cllr Glaze duly signed the acceptance of office.</p>	
2.	<p>Apologies Apologies had been received from Cllrs Wood and Cameron. The reasons for absence were accepted. Apologies had also been received from District Cllr Davis.</p>	
3.	<p>Election of Vice Chairman It was proposed by Cllr Ransted, seconded by Cllr Yarnold, that Cllr David Bainbridge continue as Vice Chairman. All agreed. Cllr Bainbridge duly signed the acceptance of office.</p>	
4.	<p>Declarations of Interest & Request for Cllr Dispensations No interests declared to the meeting. Cllrs were reminded to amend their Registers of Interests (if appropriate) within 28 days.</p>	
5.	<p>Standing Orders Current Standing Orders were noted. New Model Standing orders as circulated by NALC were also noted and it was agreed to place their adoption on the next agenda.</p>	<p>Clerk to place New Model Standing Orders on the next agenda for adoption. To be circulated.</p>
6.	<p>Councillors Code of Conduct The Code of Conduct was noted. To be recirculated to Councillors and adopted at the next meeting.</p>	<p>Clerk to re-circ the Code of Conduct to Cllrs. Next agenda.</p>

7.	<p>Councillor Roles</p> <p>It was agreed that as there had recently been two new Cllrs, that roles would be allocated and agreed at the next meeting.</p>	<p>Clerk to place on next agenda. Chairman to send the Clerk previous roles agreed.</p>
8.	<p>Council Subscriptions</p> <p>The following annual subscriptions were proposed by Cllr Wilkes, seconded by Cllr Bainbridge. All agreed –</p> <ul style="list-style-type: none"> ○ Cotswold Line Promotion Group ○ Avon Navigation Trust ○ Local Council Review ○ County Assoc of Local Councils (CALC) /NALC ○ Society of Local Council Clerks ○ Bredon Hill Conservation Group <p>It was noted that the BHCG subs for 2018 had already been paid, so next due 2019.</p>	
9.	<p>Financial Regulations, Annual Risk Assessment & Insurance Review</p> <p>The 3 year agreement for the insurance policy was noted – signed last year.</p> <p>It was agreed that the Financial Regs and annual review of Risk Assessments would be delegated to a Working Group (to be arranged) which would report to a future meeting.</p>	<p>A Working Group is to be set up to undertake the work as agreed and report to a future meeting. (June meeting)</p>
10.	<p>Minutes of a meeting held 17th April 2018</p> <p>The Minutes were agreed with the following amendments: (253/18) Cllr Glaze contacted the school & ReadyHedge re surface dressing works scheduled. Cllr Ransted to contact the school re drop-offs. (249/18) agreed to remove ‘will’ and insert ‘has’ offset...’ The Minutes were then proposed by Cllr Ransted, seconded by Cllr Wilkes, all agreed. They were signed as a true record.</p>	
11.	<p>District & County Councillor Reports</p> <p>None.</p>	
12.	<p>Progress Reports</p> <p>Clerk – enquiries had been made to WDC re the missing litter bin. The CLPG had been contacted re the ‘missing’ issues since the annual subs had been paid - issues would now be received. The Police report had been circulated to Councillors.</p> <p>Village Hall – Cllr Bainbridge reported on the following:</p> <ul style="list-style-type: none"> ○ A new Committee Member ○ The hall being well used but by those outside the village 	

	<ul style="list-style-type: none"> ○ Future Chairman’s position ○ Financial reserves ○ WW1 Centenary event to be organised / Film Nights planned <p>Recreation Centre – Cllr Wilkes reported that the play equipment was now in place. The Committee had noted that the PC were considering a grit bin.</p> <p>Footpaths – no report Tree Warden – no report</p> <p>Bredon Hill Conservation Group – Cllr Ransted reported that the caravan site appeal was ongoing.</p> <p>Church & Bridge Trusts – Cllr Wilkes reported on a recent meeting and financial decisions taken.</p> <p>Wychavon CALC – Cllrs Glaze & Ranstedhope to attend the June meeting.</p> <p>Partnership – Cllr Ransted reported that the status of the group remains unclear.</p> <p>Cemetery & Churchyard – Cllr Wilkes reported re the Polite Notice about the ‘pink stones’ grave border. The border will be removed this week and the notice placed on the grave.</p> <p>Allotments – Cllr Wilkes reported that there is x1 vacancy on plot 2. The Clerk is to shortly issue annual invoices and GDPR Privacy Notices. The allotments register is also to be updated. Cllr Bainbridge agreed to place vacancy notices on Facebook.</p>	
13.	<p>Planning Matters</p> <p>Notifications: 18/00574/HP – 5 Russell Drive, Eckington – approval for extensions at rear and side and replaced porch at front.</p> <p>Pending matters also noted as Court Close Farm & 13 The Close.</p> <p>Cllrs Glaze & Wilkes met with WDC Head of Planning (D. Hammond) on 1st May – report to be circulated to the Council re meeting outcomes. Also present at the meeting was District Cllr Davis. The Council noted the need to be specific re any future</p>	<p>Cllr Glaze to circulate the planning meeting report.</p>

	objections submitted to WDC and also to ensure that District Cllr Davis was kept informed.																									
14.	<p>Financial Matters</p> <p>It was proposed by Cllr Bainbridge, seconded by Cllr Hughes that the following payments be made. All agreed.</p> <p>Payments to be made:</p> <table> <tr> <td>£251.30</td> <td>Clerks salary (net)</td> </tr> <tr> <td>£34.62</td> <td>Clerks expenses - £11.04 mileage; £23.58 telephone/broadband costs</td> </tr> <tr> <td>£156.40</td> <td>P. Higgins - Lengthsman salary (net)</td> </tr> <tr> <td>£45.00</td> <td>SLCC subscription (shared with two other PCs)</td> </tr> <tr> <td>£768.87</td> <td>CALC subscription / NALC affiliation fee</td> </tr> <tr> <td>£599.88</td> <td>New Farms Grounds Maintenance – churchyard/cemetery cuts x2 plus weed/moss control</td> </tr> <tr> <td>£421.20</td> <td>New Farm Grounds Maintenance – Recreation field/play area cuts x2 plus weed/moss control</td> </tr> </table> <p>Noted - monies received:</p> <table> <tr> <td>£19.70</td> <td>Allotment fee</td> </tr> <tr> <td>£11,434.00</td> <td>Wychavon DC precept (part 1)</td> </tr> <tr> <td>£566.00</td> <td>Wychavon DC grant (part 1)</td> </tr> </table> <p>Noted - account balances:</p> <table> <tr> <td>£14,208.44</td> <td>Treasurers account</td> </tr> <tr> <td>£25,899.41</td> <td>Business account</td> </tr> </table> <p>The Lengthsman contract with Worcs County Council was agreed. The Chairman and Clerk will carry out an annual review with the Lengthsman shortly.</p> <p>The Clerk had obtained x3 options as requested for the Rec. Centre grit bin. Cllr Wilkes had measured the car park. It was also agreed that the PC would purchase the bin and salt whilst the Rec. Committee would do the spreading. It was agreed that the 400 litre bin was most appropriate, costing £240.00. The purchase was proposed by Cllr Wilkes, seconded by Cllr Auty. All agreed. The Clerk will liaise with the Rec. Committee.</p>	£251.30	Clerks salary (net)	£34.62	Clerks expenses - £11.04 mileage; £23.58 telephone/broadband costs	£156.40	P. Higgins - Lengthsman salary (net)	£45.00	SLCC subscription (shared with two other PCs)	£768.87	CALC subscription / NALC affiliation fee	£599.88	New Farms Grounds Maintenance – churchyard/cemetery cuts x2 plus weed/moss control	£421.20	New Farm Grounds Maintenance – Recreation field/play area cuts x2 plus weed/moss control	£19.70	Allotment fee	£11,434.00	Wychavon DC precept (part 1)	£566.00	Wychavon DC grant (part 1)	£14,208.44	Treasurers account	£25,899.41	Business account	<p>Clerk to pay invoices as agreed.</p> <p>Clerk / Chairman to arrange an annual review with the Lengthsman.</p> <p>Clerk to purchase and speak with J. Smith re the grit bin.</p>
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15.	<p>Councillor Co-option</p> <p>Further to WDC approving the co-option process, the Council considered an application from C. Auty. It was proposed by Cllr Bainbridge, seconded by Cllr Ransted, that C. Auty be co-opted to the Council. All agreed.</p> <p>Cllr Auty duly signed his acceptance of office.</p>	Clerk to notify WDC.																								

16.	<p>Governance & Staffing Matters</p> <p>Transparency Code – the webpages have now gone live on the Worcs CC website. It was agreed that only the Chairman and Clerk’s personal contacts should be displayed. All Councillor profiles will show the Clerk’s contacts.</p> <p>Cllr Glaze will update the parish magazine & notice board with a new Councillor list.</p> <p>GDPR (data protection) – The DPO appointment is being considered by NALC & ICO, however the PC agreed to appoint a DPO as best practice during year 1 and to ensure compliancy. DPO agreed previously as Local Councils Public Advisory Service.</p> <p>Clerks Appraisal – this had been carried out as required. The permanent contract for the Clerk had been agreed, following 6 months’ probation, together with the NALC salary scale grade and an increase of 2% (as circ’d via CALC). Proposed Cllr Ransted, seconded by Cllr Wilkes. All agreed. The Chairman will confirm all in writing.</p>	<p>Clerk & Chairman to action as agreed.</p> <p>Clerk to appoint DPO as agreed.</p> <p>Chairman to confirm contract / pay grade in writing.</p>
17.	<p>Neighbourhood Plan</p> <p>Cllrs Glaze, Cameron & Wilkes have produced a draft brief as agreed, together with Cllr Hughes. Cllr Glaze has also progressed initial talks re a formal valuation report as agreed – more contacts requested from Cllrs – Clerk also to follow up possible contacts.</p> <p>Pershore Rd land transfer costs – payment agreed.</p> <p>Strategic Environmental Assessment – WDC now want to do scoping before Reg 14. This should be completed by end of May (5 weeks process).</p> <p>Cllrs Glaze & Wilkes are also meeting Highways re Reg 14 matters.</p> <p>Website appears not to be working – Cllr Wilkes agreed to check.</p>	<p>Cllr Glaze / Clerk to follow up contacts re valuation report.</p> <p>Cllr Wilkes to check the website.</p>
18.	<p>Highways Matters</p> <p>Bell bollard – Cllr Wilkes progressing and hopefully to be installed next week at no cost to the PC.</p> <p>Holes in Drakes Bridge Rd outside Green Gables & Drakes Bridge – report to Highways.</p> <p>Speed surveys to be conducted as requested to Highways.</p>	<p>Clerk to report to Highways.</p>
19.	<p>New Homes Bonus</p> <p>No updates.</p>	

20.	<p>Parish Matters</p> <p>Bus services – Cllr Ransted reported from a recent meeting attended of the Vale Transport Group. Usage within the parish and surrounding villages is disappointing – next services review in Sept and if usage doesn't improve there may be a risk to services. It was noted that other areas have 'Hopper' services. A notice is needed in the parish magazine re risks to services. Cllr Hughes suggested doing a community survey for usage data and needs assessment.</p> <p>Rural Communities Programme – Thanks were given for the Guest Speaker earlier tonight. Cllr Hughes then reported on the uptake of the scheme locally, which looks promising. The PC agreed to pay for meeting room hire for the group (village hall). Cllr Hughes agreed to circulate group meeting information / training opportunities.</p> <p>Neighbourhood Watch / Community Speed Watch - Cllr Ransted had attended the NW AGM recently. There is now a NW Facebook page. Message taking appears to be working. CSW times have been set up for the near future as the camera is now working. Further training is to be arranged. Cllr Ransted will attend a meeting at Droitwich Police Station in June/July re CSW scheme.</p> <p>Speeding Concerns – a speed survey will be undertaken by Highways as requested – date to be agreed. The Clerk circulated the draft Polite Notice to be used for inconsiderate parking. It was agreed to get x100 A5 yellow copies printed for Councillors to issue. An article will also be placed in the parish magazine.</p> <p>Parish Games – no volunteers for the Co-ordinator role. An advert to be placed in the July parish magazine.</p>	<p>Cllr Ransted agreed to speak with Defford PC and also to check the local shop for timetables.</p> <p>Cllr Glaze to place an article in the parish magazine.</p> <p>Clerk to get Polite Notices printed. Notice to be placed in parish magazine re the scheme.</p> <p>Advert in July parish magazine – Clerk / Chairman.</p>
21.	<p>Flooding Issues</p> <p>A report had been received from Worcs CC but more clarity needed so Cllrs Glaze & Wilkes had contacted them again – ongoing.</p>	
22.	<p>Correspondence for Information</p> <p>CLPG magazine back copies had been obtained and were circulated at the meeting. Cllr Glaze agreed to circulate again after the meeting.</p>	Cllr Glaze to circ. copies.

23.	Councillor Reports & Items for future agendas Cllr Wilkes and the Clerk are progressing the quotes and maintenance for the war memorial, although as it is 2018 centenary now, it will be difficult to get any work done quickly.	
	There being no further business the meeting closed at 9.55 pm. Next meeting to be held Tuesday 12th June 2018	

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