

**EASTHAM PARISH COUNCIL
DRAFT**

**Minutes of the Annual Parish Council Meeting of Eastham Parish Council
Held in Eastham Memorial Hall at 7.30pm
on Tuesday 25th May 2010**

**Present: Cllr Inge (Chairman), Cllr Brookes
Cllr Norman, Cllr Dowling, Cllr Horsfall, Cllr Moseley**

In Attendance: Clerk and 1 Member of the Public.

1. **Election of Chairman:** All agreed Cllr Inge be elected and a Declaration of Acceptance of Office was signed.
2. **Apologies:** Accepted from Cllr Adams.
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 reported.
 - b. Personal Interests –
Cllr Moseley – Item 15 (a) due to an interest in the BT Box/Shelter.
 - c. Prejudicial Interests – Cllr Moseley as above.
5. **Public Question Time** – No matters were raised.
6. **Standing Orders (circulated)** – changes have been made to these. Clerk to revise and circulate for next meeting. New Standing Orders have been purchased to share with Bayton Parish Council.
7. **Financial Regulations (circulated)** – no changes made.
8. **Code of Conduct:** All Cllrs their own have copies. Clerk reminded Cllrs it is up to them to keep their Register of Interests up to date and to declare interests as and when necessary at meetings.
9. **To consider the Councils Scheme of Delegation (circulated to all):**
 - a. **Staffing Working Party** – Cllr Inge, Cllr Norman, Cllr Horsfall.
Grievance/Disciplinary Committee – Chairman, Cllr Norman, Cllr Horsfall.
Appeal Grievance/Disciplinary Committee – Cllr Brookes, Cllr Adams, Cllr Moseley.
 - b. **Planning Working Party** – Delegated to Clerk, Cllr Brookes, Cllr Adams, Cllr Moseley, Cllr Norman. PC meeting would be called if controversial application received.
 - c. **Clerks Financial Support Group:** Felt all PC should be involved in this. Cllr Brookes to oversee Bank Reconciliations on a regular basis.
10. **Risk Assessment:** Draft Risk Assessment circulated. Clerk and Chairman to look at before next meeting.
Insurance - Clerk had checked Insurance policy and no changes needed. Insurers had reduced premiums when queried by Clerk. Declaration on Insurance Document regarding Cllrs being refused insurance/criminal record etc. circulated. No Cllrs or Clerk had anything to declare.
11. **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.
12. **To nominate Cllrs to the following outside bodies:**
WCALC Area Meetings – Cllr Horsfall to go to some meetings if relevant to PC.
13. **Minutes of last Meeting:** Minutes of meeting held on 27th April 2010 were agreed and signed by Chairman.
14. **County/District Cllrs Report:** - Given at Annual Parish Meeting.

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15. Progress reports for information:

- a. **BT Box/Shelter** – Electric now disconnected. PC Insurers have advised Box/Shelter will have Public Liability Insurance but will need to be maintained in a safe condition. Clerk had circulated draft agreement for Mrs Scholefield as she wishes to take on responsibility for the Box/Shelter. Agreement to be forwarded to Mrs Scholefield for her approval.
- b. **Memorial hall Railings** – it was agreed to wait to see what grants hall claimed.

16. Reports on meeting attended by Clerk: -

Data Protection Act (18th May)- Clerk to put on next agenda.

17. Finances –

- a. **Payments made** – Internal Auditor = £50.00, Bayton PC 50% cost of new Standing Orders = £7.50, AON Insurance 10-11 = £270.63, all agreed to continue membership of CPRE 2010-11 subs paid by DD = £29.00.
- b. **Payments received** – MHDC Precept £2625.00, WCC LM £96.50 (payment for adverts etc.), Interest = 17p.
- c. **Bank Reconciliation** - April 10 signed for Current and Investments Acc. Balances agreed as Investment Acc = £2006.35, Current Acc £5252.91.
- d. **Internal Auditors Report** – no queries found.
- e. **External Audit** (circulated) – All agreed Annual Governance Statement being adhered to. All paperwork signed. Audit being advertised for public to view if they wish.

18. Planning:

- a. **Plans received:** None.
- b. **Decisions received:** See item 20.
- c. **Plans for comment tonight** – None.

19. Road Report:

- a. **Lengthsman** – Very pleased with work done so far.
- b. **Problems to report** – Following visit after March meeting by Mr Wallace from WCC Highways some small potholes had been filled but residents not happy with response from Highways. Clerk to write to Mr Wallace again to ask for update regarding state of roads and requests for grit bins in Eastham. Copies to be sent to MP, County Cllr, District Cllr, Jon Fraser Highways and County Cllr D Prodger.
 - Highwood Road** – Still very rough.
 - Corner by Memorial Hall** – Verge filled with soil now spread over road.
 - New Road erosion of sides**– still not filled in,
 - Eastham Bridge** – now reopened, water pipe to be diverted under River in near future.

20. Correspondence for information:

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

10/00414/HOU - Upper Bank, Eastham – Detached Garage and log store. **Approved.**

The Chairman suspended the Parish Council Meeting at 7.57pm and the Annual Parish Meeting commenced at 8pm.

The APM ended at 9.20pm and the Parish Council Meeting restarted at 9.21pm.

4 Members of the Public remained for the meeting.

21. Clerks report on Urgent Decisions since last meeting. None.

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

Agenda items – Risk Assessment, Data Protection Act, Clerks Annual Review (to be arranged before next meeting).

23. Date of next meetings: 31st August 2010 (30th November).

24. Meeting closed 9.26pm.

Signed-----
Chairman

Date 31st August 2010