

# EASTHAM PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting of Eastham Parish Council held in Eastham Memorial Hall at 7.25pm at close of Annual Parish Meeting on Tuesday 25<sup>th</sup> May 2021

Present: Cllr Arnold (Chairman), Cllr Matravers,  
Cllr Adams, Cllr Worsley, Cllr Ward

**In Attendance:** Clerk, one Member of Public, County Cllr David Chambers.

1. **Election of Chairman** – It was agreed to appoint Cllr Arnold. Declaration of Acceptance of Office signed.
2. **Apologies:** None.
3. **Co-option of Cllr** – No applications received.
4. **Election of Vice Chairman** – It was agreed by all not to appoint any Cllr to this position.
5. **Declaration of Interest:**
  - a. **Register of Interests** – Cllrs reminded to keep their registers updated.
  - b. **Disclosable Pecuniary Interests** – All Cllrs Item 22 Eastham Memorial Hall.
  - c. **Other Disclosable Interests** – See above.
6. **Dispensations** - To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –  
**Dispensations received** – All Cllrs Item 22 Eastham Memorial Hall. Dispensation granted at previous meeting for this item until May 2023.
7. **Public Question Time** – No matters raised.
8. **County Cllr Report** – No report, newly appointed, County Cllr Chambers was welcomed to Eastham.  
**District Cllrs Reports** – Apologies received, see report at end of minutes.
9. **Standing Orders** (circulated) – It was agreed by all no changes are required.
10. **Financial Regulations** (circulated) – It was agreed by all no changes required.
11. **Data Protection** – It was agreed Clerk would review to ensure documents were compliant
12. **To consider Councils Scheme of Delegation as drafted** (circulated). It was agreed to adopt as drafted due to the pandemic.  
**To appoint Cllrs to the following:**
  - a. Staff Working Party for Clerk and Lengthsman – details in files.
  - b. Planning Working Party – Details in files.
  - c. Clerks Finance Support Group – All Cllrs at PC meetings.
13. **To discuss Insurance renewal from 1<sup>st</sup> June 2021** (circulated) – Clerk is waiting for revised quote from present broker, if this is lower it was agreed by all to stay with present broker.  
If present broker cannot reduce the quote it was agreed by all to renew with Zurich at total cost of £752.38 for a Long Term Agreement fixing the rate until 2024, this being the cheapest quote.
14. **To appoint volunteers to the following roles:**
  - a. Footpath Officer/Tree Warden – There were concerns regarding footpath maintenance in Parish. A volunteer had offered to do some work. Clerk to contact WCC for advice regarding the appointment.
15. **To consider appointment of representative to outside bodies:**
  - a. **Eastham Memorial Hall Committee** – It was confirmed Cllrs Adams stay on Committee.
  - b. **Worcestershire County Association of Local Councils Meeting Executive** (2 Cllrs). Any Cllrs to attend.
16. **Minutes of last Meeting:** Minutes of meetings held on 30<sup>th</sup> March 2021 were agreed and signed by Chairman.
17. **Progress reports for information:**
  - a. **Noticeboard** – A green board is on order for fencing by Hall, delivery due middle of June.

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18. Reports on meeting attended by Clerk/Cllrs: - None.

19. Finances –

- a. **Payments made** – Worcestershire CALC (see item d) = £166.24, Mrs S Burrows (see item 22) = £183.54, Mrs S Burrows (see item 22) = £113.94, Mrs S Burrows (see item 22) = £27.42, Mr C Bunn (LM April 2021) = £168.00, D M Payroll Services Ltd (see item j) = £75.00, Mrs S Burrows (see item 22) = £136.06.
- b. **Payments received** – MHDC Precept = £4200.00.
- c. **Bank Reconciliation** – March 2021 agreed as £16562.35, April 2021 agreed as £19464.88, both documents were signed.
- d. **Worcestershire County Association of Local Councils** – It was agreed by all to renew membership, total cost £166.24.
- e. **Reserves Policy** (circulated) – It was agreed by all to adopt as circulated.
- f. **Internal Audit Review** (circulated) – It was agreed by all matters are being overseen.
- g. **Asset Register** (circulated) – Hall has been added, no other changes.
- h. **Certificate of Exemption from External Audit** (circulated) – It was agreed by all PC income and expenditure for 2020-2021 are both under £25000.00.
- i. **Annual Governance Statement** (circulated) – It was agreed by all the Council are adhering to all the requirements.
- j. **Internal Auditors Report** (circulated) – Accounting figures were all correct, no queries raised. It was agreed by all to pay fee of £75.00.
- k. **Annual Return/End of Year Accounts 2020-2021** (circulated) – It was agreed by all for Chairman to sign all relevant papers regarding end of year accounts. Balance carried forward to 1<sup>st</sup> April 2021 agreed as £16562.35. The budget was agreed as circulated.

20. Planning:

- a. **Plans received since last meeting** – None.
- b. **Decisions received since last meeting** – None.
- c. **Plans for consideration at this meeting** – None.

21. Road Report:

- a. **Lengthsman** – continuing work to ensure drains/grips are clear.
- b. **Problems to report** – Water on road Robins End, Clerk to ask LM to investigate. Blocked drains have been reported.
- c. **Outstanding queries** -  
**Eastham Bridge damage** – Bridge to be closed on 19<sup>th</sup> July for four to five days.  
**Dead Trees** - County Cllr to look into.

22. Eastham Memorial Hall

**Purchase of items for Hall from £7000.00 held in budget – (invoices circulated) – To 31<sup>st</sup> March 2021 a total of £3026.10 has been spent, payment made on dates listed.**  
1<sup>st</sup> April – Signtech (Midlands Ltd) sign for outside of Hall = £561.60  
16<sup>th</sup> April – Mrs S Burrows (two plastic boxes for garden from Palletower = £261.48  
16<sup>th</sup> April – Mrs S Burrows (fogging machine & cleanser from Coller Medical PPE) = £95.79  
**It was agreed by all to repay Clerk for following purchases as circulated on invoices -**  
Mrs S Burrows (washroom items from Hygiene Supplies Direct) = £183.54 -  
Mrs S Burrows (five kitchen bins from Adexa) = £113.94  
Mrs S Burrows (safety signs from The Sign Shed) = £27.42  
Mrs S Burrows (cleaning items from Cooksmill) = £136.06

23. Correspondence for Information:

**MHDC** – Rural Lettings Policy 2021  
**Age UK H&W** - Dementia Action Week Webinars  
**South Worcester Development Plan** – Travel and Travelling Showpeople site allocation- revised preferred options consultation ends 5<sup>th</sup> July 2021.

24. Clerks report on Urgent Decisions since last meeting.

**Payments made 1<sup>st</sup> April** – Mr I Mapp LM March 2021 = £170.40, Signtech (see item 22) = £561.60.  
**16<sup>th</sup> April** - Mrs S Burrows (see item 22) = £261.48, Mrs S Burrows (see item 22) = £95.79.

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

Agenda items – Eastham Memorial Hall, Risk Assessment

26. Date of next meeting: 27th July 2021

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27. Meeting closed 7.55pm.

Signed-----  
Chairman

Date 27th July 2021

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Public Question Time – No matters raised.

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## District Councillors Report

**Ward Budget:** I am pleased to inform you that the Ward Budget has been launched again. If you have a community project that would benefit from a small donation, please let me know.

A £500,000 Economic Recovery Fund is being created to support the rebuilding of the district's economy from the impact of the coronavirus pandemic. The fund will support the delivery of priorities in Malvern Hills District Council's Five-Year Plan. The money will be used to provide:

- A programme to support businesses to take on apprentices, graduates and other trainees
- An event development budget to support events that will generate footfall for the district's town centres
- A Town Centre Transformation Scheme which will include grants to help businesses improve shop fronts, support for businesses to trade online, marketing and branding activity and free parking after 3pm during April and May. This will include Tenbury
- Funding to unlock gigabit local community fibre broadband schemes across the district
- Support for schemes to expand the district's low carbon economy
- A Sustainable Tourism Fund to include the creation of a sustainable tourism grant scheme
- More money for marketing of The Malverns to increase overnight stays and the amount of money spent by visitors
- A growth and innovation programme to support the growth plans of businesses, working with Worcestershire LEP
- Grants to help support the growth of rural businesses

The money is on top of almost £33million of business support grants issued since March 2020 and £70,000 spent on supporting the reopening of non-essential retail.

**Youth Champion Role update:** I recently recorded a short promotional video to support the recruitment of a third youth advisor to support our current Youth Chair and two Youth Advisers. This is a fantastic opportunity for a young person who wants to raise awareness of the positive contribution young people can make across the District and to be an ambassador for their school by sharing ideas captured from their peers to help make a difference to where they live, study and work. I am privileged to hold this role currently and, in my opinion, an important and essential role for the Council as we try to encourage younger people to participate in local politics. Our Youth Chair and Advisers, Matt, Finn and Lexi respectively are championing young people locally and many Councillor colleagues have been impressed at their knowledge and understanding of many key issues we are working on already. They bring a fresh and alternative outlook on environmental issues and have been champions for encouraging education establishments to improve the mental health curriculum offer, something I agree with unequivocally. Thank you.

**Councillor Caroline Palethorpe, Teme Valley Ward, Malvern Hills District Council**

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