

EASTHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Eastham Parish Council Held in Eastham Memorial Hall at 7.15pm on Monday 23rd May 2011

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

In Attendance: Clerk and 2 Members of the Public, apologies received from one Member of the Public.

All Councillors signed a Declaration of Acceptance of Office before the meeting commenced.

1. **Election of Chairman:** All agreed Cllr Inge be elected and a Declaration of Acceptance of Office was signed.
2. **Apologies:** None.
3. **To Co opt new Members onto the Parish Council** – Two forms had been received and both applicants attended this meeting. It was agreed by all that Peter Moseley and Adrian Worsley be co opted onto the Parish Council. Declarations of Acceptance of Office were signed.
4. **Election of Vice Chairman:** No Cllrs wished to stand for this position. Clerk advised it is not a legal requirement.
5. **Declaration of Interest:**
 - a. Register of Interests – Forms given out to all Cllrs for completion.
 - b. Personal Interests – None.
 - c. Prejudicial Interests – None.
6. **Public Question Time** – No matters were raised.
7. **Standing Orders (circulated)** – to be agenda item for next meeting.
8. **Financial Regulations (circulated)** – to be agenda item for next meeting.
9. **Code of Conduct:** Copies to be given to new Cllrs and agenda item next meeting.
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.
Insurance - Clerk had checked Insurance policy and no changes needed. Insurers had reduced premiums when queried by Clerk. Policy with AON = £280.00. All agreed to pay.
12. **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.
13. **To nominate Cllrs to the following outside bodies:**
WCALC Area Meetings – Any Cllr to go to meetings if relevant to PC.
14. **Minutes of last Meeting:** Minutes of meeting held on 26th April 2011 were agreed and signed by Chairman.
15. **Progress reports for information:**
 - a. **Memorial hall Railings** – Two complaints had been received regarding painting done to railings. Objections also made regarding painting of seat on Millenium Green, letter read out. Clerk to

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respond to written complaint by letter. Seat will be maintained by PC due to it being on land owned by them. PC files to be updated and seat put on asset register. Many positive comments had been received regarding work done.

Clerk presented invoices for paint/brushes purchased for this work, total cost £165.27. It was agreed by all for payment to be made in full.

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

17. Finances –

- a. **Payments made** – Clerks expenses (see item 15) = £165.27, Internal Auditor = £50.00, AON Insurance 11-12 = £280.00 (see item 11).
- b. **Payments received** – MHDC Precept £2700.00, WCC LM Feb/March £252.00, Interest April/May = 33p.
- c. **Bank Reconciliation** - April 11 signed for Current and Investments Acc. Balances agreed as Investment Acc = £2008.50, Current Acc £5969.33.
- d. **Internal Auditors Report** – Error found on Annual Return. Clerk had not copied figure correctly. Figure of £4284.00 carried forward from 31st March 10 should read £4824.00. It was agreed to alter Annual Return and letter signed by Chairman and Clerk for External Auditor.

18. Planning:

- a. **Plans received:** None.
- b. **Decisions received:**
11/00210/FUL – Khandala, Highwood, Eastham. – **Refused.**
- c. **Plans for comment tonight** – None.

19. Road Report:

- a. **Lengthsman** – Signs to be cleared.
- b. **Problems to report** – Potholes over all of Parish.
- c. **Highwood Road** – Cllr stated water company to replace pipes. Clerk to notify WCC due to planned resurfacing of this road.
New Road erosion of sides– still not filled in,
Robins End – water/sewage running onto road. Clerk has written to residents and they have agreed to rectify matter as soon as possible.
Grit bin Highwood – WCC reviewing grit bins again this summer. Clerk to update next meeting.

- 20. **Data Protection** – Clerks advised this is a legal requirement. All agreed for PC to register. Costs £35.00 per year. Clerk to action.

21. Correspondence for information:

Various items brought to attention of Cllrs. See list attached for interested parties.
Local Council Review subscription due £15.50. Cllrs advised they do not read, Clerk has copy from Bayton. Subscription will not be paid this year.

22. Clerks report on Urgent Decisions since last meeting.

Letter read out which Clerk had sent to WCC regarding bus review.

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

Agenda items – Risk Assessment, Data Protection Act, Clerks Annual Review due November 2011.

24. Date of next meetings: 30th August 2011 (29th November).

25. Meeting closed 8pm.

Signed-----
Chairman

Date 30th August 2011