

# EASTHAM PARISH COUNCIL

## Minutes of the Parish Council Meeting of Eastham Parish Council held in Eastham Memorial Hall at 7.30pm on Wednesday 3<sup>rd</sup> October 2018

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

In Attendance: Clerk, 30 Members of Public

1. **Apologies:** Cllr Ward arrived at 8pm.
2. **Declaration of Interest:**
  - a. **Register of Interests** – Cllrs reminded to keep register updated.
  - b. **Disclosable Pecuniary Interests** – All Cllrs Items 11 Eastham Memorial Hall issues.
  - c. **Other Disclosable Interests** – See above.
3. **Dispensations** - To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –  
**Dispensations requested** – All Cllrs requested a Dispensation for items regarding Eastham Memorial Hall, it was agreed by all at previous meetings Cllrs can speak and vote on this matter until May 2019.
4. **Public Question Time** – See notes at end of minutes. It was agreed to move to item 11 Eastham Memorial Hall.
5. **County Cllrs Report**- Apologies received, see notes at end of minutes.  
**District Cllrs Report** – Apologies received, see notes at end of minutes.
6. **Minutes** – Minutes of the Parish Council Meeting held on 24<sup>th</sup> July 2018 were agreed by all and signed by Chairman.
7. **Progress reports for information** – None.
  - a. **Parish Path Warden** – work continuing.
8. **Reports on Meetings attended by Clerk or Councillors** – Details circulated  
GDPR Training 18<sup>th</sup> July – CALC Area Meeting 15<sup>th</sup> August – concerns regarding bus services in south of County.
9. **Finances**
  - a. **Payments made** – Mrs S Burrows (ICO fees 2018-19) = £40.00, Mrs S Burrows (see item 9g) = £52.25, Mrs S Burrows (see item 9f) = £342.01, Mr I Mapp (LM September 2018) = £187.20, Eastham Riverside Fete (Toilet hire) = £120.00, WCALC (training 03/06+28/06) = £60.00.
  - b. **Payments received** – WCC LM May 2018 = £156.00, WCC LM June 2018 = £156.00.
  - c. **Bank Reconciliation** – July/August 2018 balance in cash book agree as £17671.39.
  - d. **Information Commissioner Fee 2018-19** (circulated) – The fee of £40.00 had been paid by Clerk, it was agreed by all to reimburse the Clerk.
  - e. **Information Commissioner Fees in future** – It was agreed by all to pay the fee by Direct Debit from 2019 onwards.
  - f. **To agree Clerks expenses 2017-18** (circulated) – It was agreed by all to pay the expenses of £342.01, the increase is due to extra meetings regarding Hall.
  - g. **To agree Clerks National Salary increase from 1<sup>st</sup> April 2018** (circulated) – It was agreed by all to pay the arrears of £52.25 for period 1<sup>st</sup> April to 22<sup>nd</sup> September 2018. Standing Order increased to £196.16 letter signed for Bank.
10. **Planning** –
  - a. **Plans circulated since last meeting** – None.
  - b. **Decisions received since last meeting** – None.
  - c. **Plans to comment on at this meeting** – None.
  - d. **Update from MHDC regarding – 14/01640/PDU and 14/01127/FUL – Oaktrees Caravan, Highwood.** No further update from MHDC received.
  - e. **18/00625/FUL – Land at (OS 6708 6834), Eastham – Timber Lodge for use as a holiday let. Approved by MHDC.** Clerk to query why this did not go to Planning Committee as requested in comments sent in by PC. Reply from Planning Officer stated it is up to Dist Cllr to take to Committee, not PC. Dist Cllr stated after considering the application and speaking to the Planning Officer there was no reason for refusal so she did not ask for it to go to Committee.
11. **Eastham Memorial Hall** –
  - a. **Parish Council Working Party Meetings** (circulated) - 9<sup>th</sup> August, 30<sup>th</sup> August, 10<sup>th</sup> September 2018 – The notes were agreed at this meeting.

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- b. **Mediation Meeting with Hall Trustees 30<sup>th</sup> July 2018** (circulated) – The notes were agreed at this meeting.
  - c. **Public Meeting 4<sup>th</sup> September 2018** (circulated) – The notes were circulated and agreed at this meeting.
  - d. **Public Meeting 4<sup>th</sup> September 2018 (circulated)** – EMH sent comments to Clerk asking for them to be put on PC website. The Clerk advised the PC not to agree to publish anything from third parties on the PC website. This was agreed by all. The Clerk has put the website link for Hall on PC website.
  - e. **To discuss Trustees response to PC letter of 13<sup>th</sup> September 2018 (circulated)** – This matter was discussed at length in Public Question Time. The following matters were agreed to be discussed by the PC, as a matter of urgency, regarding the amended letter to be sent by PC to EMH.
    - It was proposed and agreed by all to delete first sentence of item 1 referring to a named Company.
    - It was proposed and agreed by all to change ‘monthly basis’ to ‘quarterly basis’ in item 3.
    - It was proposed and agreed by all to pay the fee of the Bank for the transfer fee of money (approx. £85000.00) into a Holding Account. This is for this transfer only.  
Clerk to redraft letter and circulate to Cllrs before sending to Trustees for signing.
  - f. **To agree to sign Licence for Alterations** (circulated) – It was agreed to sign the Licence. Clerk to hold signed Licence until Trustees have signed the redrafted Agreement.
  - g. **To agree to take Insurance Clause out of Lease** (circulated) – PC agreed the signed/agreed Lease remains unaltered. The PC will review the Insurance premium payments on a yearly basis after Lease is signed.
  - h. **To agree to change date in side letter referring to rent deferral to April 2024** – Cllrs had no issues with the side letters, they will be signed by Clerk and held with Licence until other matters are agreed.  
**The Chairman agreed to suspend meeting at 8.43pm so residents could speak. See notes at end of minutes.  
The Chairman reconvened the meeting at 8.52pm, all members of the public left the meeting at this time.**
12. **Data Protection May 2018** (circulated) – It was agreed by all to adopt policies, Clerk to publish on website.
13. **Road Report –**
- a. **Lengthsman** – WCC are arranging refresher training for LM.
  - b. **Any problems to report** – Subsidence New Road, Astley Orchard potholes. Orleton Road hedges need cutting.  
**Eastham Bridge** - Two dead trees need replacing - Work to repair damage to Bridge scheduled for November, night-time closure, see County Cllrs report below.
  - c. **Outstanding queries –**  
**Grit bins in Parish** – WCC still not confirmed Astley Orchard bin placement.
14. **Correspondence for Information –**  
A list of items will be available at the meeting.  
**CPRE AGM** – 13<sup>th</sup> September  
**MHDC Meet your District Councillor** – 13<sup>th</sup> September 2018  
**Celebrating the humble hall in Worcestershire** – a study by Worcestershire Archive & Archaeology Service  
**MHDC Enviro Week - October half term**  
**Hereford and Worcester Radio** -new evening community programme – community input requested  
**South Worcestershire Development Plan Consultations –**  
**Development Boundary Review -Proposed Mythology Review** – Comments by 8<sup>th</sup> October  
**Briefing for Town and Parish Councils – MEETING 6<sup>th</sup> November**  
**WCC Conference – 9<sup>th</sup> October**  
**MHDC Forum – 22<sup>nd</sup> October - CANCELLED**  
**Gambling Act 2005 Statement of Review** – consultation closes 2<sup>nd</sup> November 2018  
**MHDC Permission in Principle** – a new type of planning application.  
**Standing Orders** – amendment due to legal changes.  
**Eastham Riverside Fete letter** – to be emailed to Cllrs. The Fete was very successful and raised over £4000.00, to be distributed in March 2019 to Eastham Church and Hall as agreed by organisers.
15. **Clerks report on Urgent Decisions since last meeting –**  
**Payments made 4<sup>th</sup> September 2018** – Mr I Mapp LM July/August 2018 = £374.40, Mr I Mapp LM April 2018 = £187.20 (previous cheque no 000642 cancelled)  
**South Worcestershire Development Plan Consultations circulated –**  
**Village Facilities and Rural Transport Survey** – comments by 31<sup>st</sup> August, Clerk has returned responses.  
**Open Space Assessment (including Community Buildings) Town/Parish Survey** – comments by 5<sup>th</sup> October – Clerk completed.
16. **Councillors reports and items for the next agenda.**  
Data Protection, Eastham Memorial Hall, Risk Assessment, Publication Scheme
17. **Date of next planned meeting: Tuesday 27<sup>th</sup> NOVEMBER 2018 at 7.30pm**

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## 18. Meeting Closed – 9.05pm

Signed----- Date 27<sup>th</sup> November 2018  
Chairman

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**Residents asked many questions regarding Eastham Memorial Hall; the main points are noted below but it is not intended to be a verbatim report.**

**Q** - Will the PC sign the Licence tonight?

**A -PC** - It is an agenda item but EMH have not signed the letter of undertaking PC sent on 13<sup>th</sup> September 2018 regarding outstanding issues raised at the Public Meeting held on 4<sup>th</sup> September. This letter refers to indemnity, finances, contractor.

**Q - PC** should oversee indemnity to ensure it gives sufficient cover against any disaster. Trustees have set up a CIO so they have limited liability but PC cannot do anything to limit liability to residents.

**Q - EMH** asked if para 1, first sentence could be deleted from undertaking letter as they could not sign it with that in.

**A - PC** had no objection to this, to be discussed/agreed in meeting (see item 11e).

**Q - EMH** asked if para 3, referring to accounts on 'monthly basis' could be changed to 'quarterly basis'.

**A - PC** had no objection to this, to be discussed/agreed in meeting (see item 11e)

**Q - PC** again requested funds be held by Solicitors in holding account, this is pledges/donations, thought to be £85000.00.

**A - EMH** - BLF would only pay money to EMH.

**A - PC** were not referring to BLF funds, it is funds held now, this is to safeguard the funds and for transparency.

**Q - EMH** – If money transferred further fees would be incurred by EMH.

**A - PC** had no objection to paying the small fee, to be discussed/agreed in meeting (see item 11e).

**Q** - A resident requested the letter from EMH in response to PC agreement letter be read out. This was done by PC.

**The amendments were put to the residents attending this meeting, it was asked if they felt the amended letter that PC wished to send was unreasonable. No residents objected to the letter.**

Resident stated things can go wrong and do go wrong, it does not matter what the build is.

**Q** – Why are majority of Trustees on CIO not residents of Eastham 'it stinks' other residents agreed with the statement.

**A – EMH** – The Trustees who set up CIO need to stay in office for 12 months, that is in constitution.

**Q - EMH** stated PC had gone back on their word of signing legal documents, PC delaying matters.

**A - PC** – Public raised concerns at 4<sup>th</sup> September meeting, not yet addressed by EMH. PC will be liable if something goes wrong, PC cannot open the residents of Eastham to such a risk. Indemnity can be obtained from Insurance Company or Bank and will ensure contractor can fulfil the contract.

Resident spoke to the meeting at length in support of one of the contractors.

Latest accounts for one company presented to meeting, these accounts are of concern to PC and residents.

PC stated once Licence is signed and exchanged EMH can do what they like, use any contractor.

Resident said there were 4 options for Eastham – (1) continue with this project – (2) repair old hall – (3) move to Church and make it a community building meaning closure of hall – (4) move functions to local pubs. CIO were self-appointed, no consultation with residents or PC.

**A - EMH** were advised to set up a CIO, due to financial liability of Trustees, this was the best thing to do.

**Notes taken at closure of meeting starting at 8.43pm –**

It was stated a third party should agree the indemnity to ensure due diligence is seen to be done by all parties. BLF should do checks on contractors who have sent in tenders.

**Q** - Resident stated a list of contractors had been given to EMH and residents asked if EMH could get tenders now.

**A - EMH** – Tenders cost money, as EMH have not got BLF funding yet they have not taken any further action.

It was felt EMH should be taking action now to obtain further costings.

### DISTRICT COUNCILLORS REPORT

**Democracy Day:** Local Democracy Day will be held on Wednesday 10 October, and as always, we rely heavily on the participation of the local district councillors to ensure we have a successful event. It will be an all-day event, with a Question Time session in the afternoon, finishing at 3pm.

**Severn Trent:** The Chief Executive has received a letter from Severn Trent to say that it has submitted its business plan for 2020-25 to the regulator Ofwat. The plan includes details as to how it intends to further improve water and wastewater services throughout the Severn Trent region, whilst at the same time steadily reducing customers' bills. Both a summary and full details of our plan can be found on the Severn Trent web <https://www.stwater.co.uk/about-us/future-plan-2020-2025/your-opinions-matter/> The plan has been co-created with Severn Trent's customers, environmental groups and other key stakeholders; in total they worked with a total of 32,000 customers and analysed 1.9 million contacts as well as conversations on social media. In assessing the final package, customers gave the plan an 85% acceptability rating. The plan aims to deliver even better services to communities, with commitments being made to:

- Reduce leakage by another 15 per cent.
- Invest more than £6bn over five years.
- Triple the number of customers benefiting from social tariffs.
- Make an 8% reduction in all sewer flooding.
- Make a 15% reduction in leakage. There will also be a real reduction in bills of 5%, meaning bills remain the lowest average combined in England, as they have been since 2010.

**Environmental activities for October half-term:** We will be holding a series of environmental themed activities and campaigns during the October half-term (w/c 29 October). More details will follow, but activities include litterpicks throughout the week; a staged fly-tip, 'poo trees' across the district (we will be decorating some trees in poo bags filled

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with soil and some messages about dog fouling, along with promotion of green dog walkers), and a social media campaign. The full programme will be promoted nearer to the date. For further information, please contact Claire Vaughan on 01684 862449 or email [claire.vaughan@malvern hills.gov.uk](mailto:claire.vaughan@malvern hills.gov.uk) if you would like to be involved.

**Older People's Showcase** - Tuesday, 9 October, 11am-2pm at The Malvern Theatres in support of World Mental Health Day. The event, run by MHDC, is an opportunity for older people, their family, friends and carers to find out about services and activities available in the area to help residents age well and live independently in their own homes for longer. Free activities include Dementia Friends sessions and a Strength and Balance taster session – more information to follow. For more information, please email [communityservices@malvern hills.gov.uk](mailto:communityservices@malvern hills.gov.uk).

**Do you know your heart age?** Adults across the country are being encouraged to take a few minutes out of their day to get to know their heart age by taking a free online, 'Heart Age Test' <http://www.worcestershire.gov.uk/heartage>. The test, which asks physical and lifestyle related information, as well as questions about blood pressure and cholesterol, determines if someone's heart is at a higher age than their actual age.

Finally, thank you for making me so welcome on the recent "Meet Your Council" day on Thursday 13 September in Teme Valley. It was an extremely busy and productive day. **Councillor Caroline Palethorpe Teme Valley Ward Malvern Hills District Council Tel: 07974 966412 [caroline.palethorpe@malvern hills.sdc.net](mailto:caroline.palethorpe@malvern hills.sdc.net)**

### COUNTY COUNCILLORS REPORT

**The Financial Position** - Those of you who have been following the party conferences closely will have heard some favourable news for local authorities. Today the Prime Minister announced the end of the cap on borrowing for housing that has been imposed for some time. This will make it easier for District Councils to borrow money to promote house building that is seen as a major priority by most political parties. It may, of course, mean that there are more local conflicts, if the relevant authorities decide to develop in areas that the local people do not like. I hope this will not occur during the revision of the SWDP that determines where development should take place in the Eastham area.

Knowing that we are in severe financial difficulty it will have been encouraging to hear the announcement by the minister for Health and Social Welfare, Matt Hancock, of an additional £240 million to be spent in the area of adult social care. This is one area where we are expecting an overspend of about £5.2 million as announced at Cabinet last week. While any money is welcome, we can expect from past performance to receive about 1% of the available funds, meaning £2.4 million, which is well short of the sums we think we need. There is no doubt that the preparation of a budget for 2019/20 will be difficult and painful, and achieving balanced books for the current year is also problematical.

**Eastham Bridge** - Further work needs to be carried out on Eastham Bridge and this will mean a series of night closure in the middle of November. Signs will be erected to let everyone know when the work is being carried out, currently planned between the 11<sup>th</sup> and 16<sup>th</sup>. This is more structural work on the bridge approaches and is partly related to the damage incurred by the vehicle collision. You will have noticed the display board that has been erected on the south east corner of the bridge to explain the history and recent reconstruction.

**Eastham Memorial Hall** - I was only able to attend briefly the public meeting on the 4<sup>th</sup> September that considered the state of play in this project. I am 100% in favour of the idea of the new hall and can only hope that the current legal difficulties between the Parish Council and the Hall Trustees can be resolved quickly and amicably so the project can go ahead swiftly and with the appropriate grant from the Big Lottery Fund. Like my district colleague, I am available at any time to assist in overcoming the outstanding difficulties.

**Cllr Ken Pollock, Cheltenham, Gloucestershire**