

EASTHAM PARISH COUNCIL

Draft Minutes of the Annual Parish Council Meeting of Eastham Parish Council held in Eastham Village Memorial Hall at 7.50 pm at close of Annual Parish Meeting on Monday 15 May 2022

Present: Cllr Arnold, Cllr Adams, Cllr Matravets, Cllr Lewis, Cllr Ward

In Attendance: Clerk, one Member of Public.

1. **Declaration of Acceptance of Office** – Each Councillor present signed their Declaration of Acceptance of office for the term.
Election of Chairman – It was agreed by all to appoint Cllr Arnold. Declaration of Acceptance of Office as Chair signed by Cllr Arnold.
2. **Apologies:** Cllr A Wordsley accepted and agreed. Agreed by all for Clerk to obtain Declaration of Acceptance of Office completed and signed within 48 hours.
3. **Election of Vice Chairman** – It was agreed by all not to appoint any Cllr to this position.
4. **Declaration of Interest:**
 - a. **Register of Interests** – Cllrs reminded to keep their registers updated at all times these to be completed for the election year 2023 and submitted to MHDC
 - b. **Disclosable Pecuniary Interests** – none
 - c. **Other Disclosable Interests** – none
Councillors are reminded to declare any Other Disclosable Interests in items on the agenda and their nature.
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
5. **Dispensations** - To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011)
Dispensations received - none

The Meeting adjourned for Public Question Time

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoir.

Meeting resumed

6. **Minutes** : Minutes of the Parish Council Meeting held on 28 March 2023 – Councillors agreed to the amendment on Item 20 LM payment should read January. The Minutes were then agreed by all, Resolved and signed by the Chair.
7. **Co-option of Cllr** – No applications have been received. Agreed Notice of Co-option to be published again.
8. **Volunteer appointment to role of Footpath officer** – Cllr P Arnold stated an interest, Agreed by all
9. **Appointment of Representatives to outside bodies**
 - a. Eastham Memorial Hall representative – Cllr M Adams
 - b. Worcestershire County Association of Local Councils Meetings Executive – Agreed by all, any two Councillors to attend
10. **Finance**
 - a. ii **Payments to be made and Review Subscription Worcestershire CALC**, –
Agreed by all to continue with subscription and payment to be made
Worcestershire CALC £168.33 - Resolved.
Agreed by all to payments - Resolved
M Griffiths (Payroll) £60; C Bunn (LM) April 23 £180; L Jenkins (Salary) £907.14; DM Payroll (IE) £100.
 - b. **Receipts received** - MHDC Precept £4352.50; WCC LM Scheme £210.00
 - c. **Bank Reconciliation** - 30 April 2023, Balance of £20326.10; All Agreed, Resolved - documents signed.
 - d. **Training for Clerk / Councillors** – All agreed to Clerk undertaking training for reclaiming VAT.
 - e. **Financial Year End – The Annual Governance & Accountability Return** as circulated
 - e.i. Certificate of Exemption & Contact Details– Agreed by all the Parish Councillors, Income and Expenditure that both for the year 2022 to 2023 came under £25,000 – Resolved
 - e.ii Annual Governance Statement and Accounting Statements - all agreed adherence to requirements , Statement and Accounting Statements documentation complete, approved by Parish Councillors.
 - e.iii Review Internal Audit Report – Reviewed and Agreed

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e.iv. Annual Return/End of year Accounts 2023 documentation as circulated, (including Reserves Policy and Year End Reconciliation). All agreed and approved documents. Resolved
All documents – it was agreed by all that the documents circulated were correct and to be signed by Chairman

e.v. Notice of Period of the Exercise of Public Rights - dates 5 June to 14 July 2023 – All agreed to period of notice dates.

e.vi Asset Register Review – all agreed Resolved.

11. Insurance Review and Payment – renewal 1 June 2023 – Documents reviewed and agreed payment by all councillors. Resolved.

12. Clerks report on Urgent Decisions since last meeting - none

13. Policies to be reviewed/updated

- a. Financial Regulations – reviewed and agreed
- b. Standing Orders – reviewed and agreed
- c. Reserves Policy – reviewed and agreed
- d. Scheme of Delegation – reviewed and agreed
- e. Code of conduct – Reviewed continued adherence to the Code.

14. Grants to consider: EMVH Coronation Celebrations £70 – All agreed Payment, Resolved

15. Planning

- a. Plans received since last meeting – none
- b. Decisions received since last meeting –
M/22/001618/LB Eastham Court , Listed building consent - Approved
21/02009/CU Eastham Court , Conversion of Barn,- Approved
M23/0162/FUL Hillwood Farm, Construction of storage building – Approved
- c. Plans for consideration at this meeting - none

16. Lengthsman

- a. Contract amendment to hourly rate - Agreed by all to be increased with effect from 01.05.2023
- b. PROW consideration – comments were noted from the LM, it would be looked at and considered

17. Road Report

- a. Lengthsman Update – none
- b. Bollards Piper Brook – Road is marked for draining rodding/suction

18. Review of Police Charter – agreed for same 3 points

19. Notice Board – Highwood. This had been looked at and felt maintenance to improve this item. Agreed to approach LM for a cost

20. EMVH – outside storage – update . Planning application has been submitted.

21. Village Green – Enquiries to be made with WCC Highways Dept as to what can be done.

22. Village Map – moved to next meeting with further information available.

23. Reports on Meetings attended by Clerk and/or Councillors – non attended since previous meeting

24. Correspondence for Information: as circulated to Councillors

Worcestershire CALC, Zurich Insurance, MHDC planning Decision notices; WCC LM scheme including PROW, RSN Weekly newsletter, Pension Regulator.

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

26. Confirm dates of meetings until 31 March 2024 – agreed by all to Tuesday 25 July; 26 September, 28 November 2023, 23 January, 26 March 2024, all at 7.30pm Eastham Village Memorial Hall.

27. Meeting closed at 8.45pm

Signed----- Date

Chairman

Public Question Time – No questions were raised
