

EASTHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Eastham Parish Council held in Eastham Memorial Hall at 7.30pm on Tuesday 23rd May 2017

Present: Cllr Arnold (Chairman), Cllr Conway,
Cllr Adams, Cllr Jones, Cllr Worsley

In Attendance: Clerk, 14 members of Public.

1. **Election of Chairman:** All agreed Cllr Arnold be elected, Declaration of Acceptance of Office signed.
2. **Apologies:** Apologies received and accepted from Cllr Horsfall and Cllr Moseley.
3. **Election of Vice Chairman:** It was agreed not to elect anyone to this post.
4. **Declaration of Interest:**
 - a. **Register of Interests** – All Cllrs reminded to keep their registers up to date. Cllr Conway and Chairman to update their registers as they are no longer Trustees for Eastham Memorial Hall.
 - b. **Disclosable Pecuniary Interests** – Chairman - item 22 Eastham Memorial Hall due to his wife being a Hall Trustee. Cllr Jones - item 22 Eastham Memorial Hall due to being a Hall Trustee. Cllr Worsley item 24 due to living in neighbouring property. All Cllrs item 22 regarding Eastham Memorial Hall.
 - c. **Other Disclosable Interests** – As above.
6. **Dispensations** - To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) –
Dispensations received – Chairman and Cllr Jones both requested a Dispensation for Item 22, Eastham Memorial Hall. A Dispensation was granted on 24th May 2016 for all Cllrs. It was agreed all Cllrs can vote and speak on this item until May 2019.
7. **Public Question Time** – See notes at end of minutes.
Chairman agreed to discuss item 22 (Eastham Memorial Hall) next as it was of Public interest.
Chairman agreed to close the meeting at 7.40pm for residents to speak.
Chairman reopened the meeting at 8.00pm.
All Members of the Public left the meeting after Cllrs had discussed item 22.
8. **Standing Orders** (circulated) – It was agreed no changes needed to be made.
9. **Financial Regulations** (circulated) – It was agreed no changes to be made
10. **To consider the Councils Scheme of Delegation** (circulated): It was agreed by all to adopt as drafted.
 - a. **Staffing Working Party for Clerk and Lengthsman** – Cllrs appointed, details in files.
 - b. **Planning Working Party** – All plans to be circulated by email to all Cllrs. Comments from at least 3 Cllrs including Chairman. Meeting to be called if controversial application received.
 - c. **Clerks Financial Support Group: Bank Reconciliation to be circulated to all by email**, Cllr Horsfall to sign at meetings. All Cllrs to input on other matters. Bank Mandate to be renewed at next meeting.
11. **Risk Assessment:** Risk Assessment circulated. It was agreed for Chairman to sign.
12. **Insurance** – It was agreed to renew insurance with Came & Co as last year at a cost of £168.00.
13. **To appoint individual Volunteers to following:**
 - a. **Footpaths Officer** – Cllr Jones agreed to continue in this post.
 - b. **Tree Warden** – Cllr Jones agreed to continue in this post.
15. **To nominate Cllrs to the following outside bodies:**
Eastham Memorial Hall Committee (1 Cllr) – Cllr Jones agreed to be PC representative on the Committee.
WCALC Area Meetings – Any Cllr to go to meetings if relevant to PC.
16. **Minutes of last Meeting:** Minutes of meetings held on 27th March 2017 were agreed and signed by Chairman.
17. **Progress reports for information:**
 - a. **Defibrillator Training** – Clerk to ask residents and fix a date.

EASTHAM PARISH COUNCIL

18. Reports on meeting attended by Clerk/Cllrs: -

MHDC Conference 24th April – Clerk attended, information circulated, interesting meeting with information that may be useful in the future.

19. Finances –

- a. **Payments made** – Wel Medical Ltd (Defib PADS) = £110.76, WCALC (see item (d)) = £132.01, Came & Co (see item 12) = £168.00, Mr I Mapp (LM February/March 2017) = £374.20, Mr I Mapp (April 2017) = £187.20.
- b. **Payments received – March 2017** - WCC LM December 2016/January 2017 = £312.00.
April 2017 - LM February/March 2017 = £312.00, NALC computer grant = £650.00, MHDC Precept £3700.00.
- c. **Bank Reconciliation** – March 2017 signed Balance = £15569.23. April 2017 signed Balance = £20043.39.
- d. **Worcestershire County Association of Local Councils** – It was agreed to join for 2017-18 at cost of £132.01.
- e. **Annual governance statement** (circulated) – It was agreed by all matters are being adhered to and statement was signed by Chairman.
- f. **End of Year Accounts 2016-17** (circulated) - It was agreed for Chairman to sign Annual Return and Accounts for year ending 31st March 2017. Balance at 31st March 2017 £15569.23 carried forward to 1st April 2017.

20. Planning:

- a. **Plans received:** See item 24.
- b. **Decisions received since last meeting** – None.
- c. **Plans for consideration at this meeting** – None.
- d. **Update from MHDC regarding – 14/01640PDU – Oaktrees Caravan, Highwood** - Prior approval of Proposed change of use of part of an Agricultural Building Dwelling House (Use Class 3) and for Associated Operational Development and **14/01127/FUL** - Retention and resiting of mobile home.
10th May 2017 Enforcement Officer update – A Public Contravention Notice has been served sent to the landowner requesting further information. A reply should be received within 21 days.

21. Road Report:

- a. **Lengthsman** – continuing work to ensure drains/grips are clear.
- b. **Problems to report** – None.
- c. **Outstanding queries** -
Astley Orchard blocked drain – Dist Cllr is working on this, to keep Clerk updated.
Astley Orchard pavement – County Cllr is to update Clerk.
Astley Orchard gritbin – Residents want bin at end of pavement. Clerk to seek permission from WCC as it is their land.
- d. **Eastham Bridge re-opening and Celebrations** – Eastham Bridge opened for traffic on 27th April 2017 at 3.30pm, work is ongoing but completion should be June 2017. The Bridge collapsed on 24th May 2016.
Eastham Bridge Celebration Afternoon Tea – Thanks to Eastham Memorial Hall who organised this event which was paid for with Lottery Funding named 'Celebrate England'. The party was held on Sunday 21st May on the Millennium Green.

22. Eastham Memorial Hall, request from Hall Trustees (circulated) –

- a. **To agree to apply for planning permission for new Hall** - It was agreed to submit the Planning Application on behalf of the Village Hall Committee to reduce the costs by 50%.
Clerk to confirm total cost of this with Planning Officer.
- b. **To agree to granting Hall £5000.00 to help with costs** -
When the Chairman of the PC asked the Clerk about a grant of £5000.00 it was not clear this was in addition to any other funding that would be requested. The initial Pledge of £1000.00 will be paid when requested. This matter was left to discuss at a later meeting.
- c. **To discuss applying for a Public Loan amounting to £25,000.00 to be used as a contingency fund if the building costs go over expected budget** –
The financial implications of taking out a loan in a small Parish is a big decision to take as some residents are on fixed budgets or low incomes. It is likely Worcestershire County Council and Malvern Hill District Council will increase their bills over the next few years which makes any decision to increase the Parish Precept more difficult.
This matter was left to discuss at a later meeting.
- d. **To discuss holding Public Meeting if a Loan is to be applied for** –
Due to no decision being made regarding requesting a loan this matter was left to discuss at a later meeting.
Following further lengthy discussion Cllr Worsley proposed and it was agreed by all that the Parish Council write to the Hall Trustees and suggest the following -
 - It is understood the Hall Trustees have applied for a Loan from the Communities Buildings Loan Fund. If this application is successful the Parish Council would be willing to discuss helping the Hall Trustees pay back that loan over a period of years to be agreed. The Parish Council felt this solution would be more acceptable

EASTHAM PARISH COUNCIL

to residents and no public consultation would be required. The Parish Council would be happy to look at this matter again when all pledges have been paid into a Reserved Funds Account held by the Hall Trustees.

- It was also agreed that Cllr Worsley is to look into costs of drawing up a Lease Agreement between Hall and Parish Council, three quotes to be obtained. PC advisors will look over any finished document before it is signed.
- Clerk to obtain old minutes to see if there is any reference to actual ownership of Hall. Land Registry Document shows Land as being registered to Parish Council as Freehold which all seem to agree includes the building.
- Clerk to look into loan costs and circulate figures to Cllrs and Hall Trustees.

23. Correspondence for Information:

A list of items will be available at the meeting.

24. Clerks report on Urgent Decisions since last meeting.

Plans circulated by email on 19th April 2017 for Cllrs comments –

17/00462/LB (Retrospective) – Robins End, Eastham WR15 8NW – Partial demolition of existing utility room to form a link and conversion of existing bike shed to form new utility. (Cllr Worsley has an interest in this application and did not make any comments). It was agreed by majority to make no comments.

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

Agenda items – Eastham Memorial Hall.

26. Date of next meeting: 25th July 2017

27. Meeting closed 9.00pm.

Signed----- Date 27th July 2017

Chairman

Public Question Time - issues raised before start of this meeting.

Eastham Memorial Hall agenda items –

Hall Trustees to send letter to residents this week with update.

The Lottery Grant is £260,000.00, total estimated costs for rebuild expected to be £322,000.00 as calculated by architect. Expected shortfall of £30,000.00 for contingency which may never be needed.

Presentation to be made to residents in July with 3 designs – Hall to arrange.

Planning permission to be applied for end of July 2017.

Pledges to be collected by Hall Trustees before October 2017 for deadline, money to be held in Hall bank account, pledges will qualify for gift aid.

Stage 3 of this application to be completed by October 2017.

Clerk asked Trustees why they have requested £5000.00 from Parish Council now?

Trustees stated Cllr had told Hall Treasurer this amount may be available from Parish Council funds. Clerk stated she had spoken to the Cllr about this but Clerk thought the £5000.00 was all the money that would be requested by Trustees. If Parish Council pay for costs of planning application and legal fees regarding lease of Hall to Trustees it is unlikely they will be able to release that much from funds held.

Trustees stated they are asking the Parish Council to take out a loan for £25,000.00 but will need another £5000.00 so total of £30,000.00 being requested at this moment in time for contingency.

A Residents stated he knew Rous Lench had raised funds for their Hall, he will contact them for information and inform Hall Trustees.

Clerk and Dist Cllr suggested Hall look into volunteer time as being added to local money put in. Volunteers do not get paid but can log their hours and it is used as being local funds for the project.

Hall Trustees were thanked by everyone present for their hard work in obtaining this grant. It was realised the work and time put into this project is vast. The Parish Council fully support the Trustees in this project.