

## CHARLTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday, 12<sup>th</sup> May 2005, at 7.30 pm in the Old School Room, Charlton

**PRESENT** Cllr B B Browne (Chairman)  
Cllr E G Grazier (until Item 15, Minute no. 58/05)  
Cllr Mrs B W Jack  
Cllr M P Wood

In attendance: R D Gurney, Clerk to the Parish Council

**44/05 ELECTION OF CHAIRMAN**

**Cllr Browne** was proposed by Cllr Mrs Jack, seconded by Cllr Grazier. This was agreed (in accordance with Standing Order 24).

**45/05 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Browne completed and signed his Declaration of Acceptance of Office.

**46/05 APOLOGIES FOR ABSENCE**

These were received and accepted from Cllr Eggleston and Cllr Leaper.

**47/05 ELECTION OF VICE CHAIRMAN**

**Cllr Grazier** was proposed by Cllr Mrs Jack and seconded by Cllr Browne. This was agreed.

**48/05 DECLARATIONS OF INTEREST**

None.

**49/05 APPOINTMENT OF COMMITTEES/WORKING PARTIES**

- (1) **Planning** - Cllrs Mrs Jack, Mrs Ooi, Eggleston, Grazier, Leaper and Wood
- (2) **Cemetery** - Cllrs Grazier, Mrs Jack and Mrs Ooi
- (3) **Finance** - This was deferred to the next meeting
- (4) **Urgent Matters** - This was deferred to the next meeting

**50/05 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES**

- (1) **Crophorne and Charlton Village Hall** - Cllr Wood
- (2) **The Workman Trust** - Mrs P A Sims
- (3) **Worcestershire CALC, Wychavon Area Meeting** - Cllr Browne
- (4) **Evesham, Pershore and District Police and Community Consultative Committee** - as there have not been any meeting during the previous year it was agreed not to appoint a representative.
- (5) **Transport Forum** - Clerk to confirm with Cllr Mrs Ooi that she wishes to continue

**51/05 ALLOCATION OF RESPONSIBILITIES**

- (1) **Street Lighting** - Cllr Grazier and Cllr Mrs Jack
- (2) **Mowing** - Cllr Mrs Jack and Cllr Leaper
- (3) **Footpaths** - Mr Main needs to hand over the papers and an appointment will need to be made at the next meeting
- (4) **Tree Warden** - Cllr Grazier

**52/05 INSPECTION OF PARISH COUNCIL DEEDS**

As the Chairman had been unable to obtain the deeds this matter was deferred to the next meeting.

**53/05 PARISH COUNCIL INSURANCE**

The Clerk pointed out that Allianz Cornhill has increased the excess to £125 from 1<sup>st</sup> June 2005. It was agreed that the insurance should continue with Allianz Cornhill and that the premium of £394.88 be paid.

**54/05 SUGGESTED MEETING DATES FOR 2005/2006**

A list of suggested dates, which had been agreed with the Booking Secretary, was circulated with the agenda. It was agreed that meetings of the Parish Council continue to be held on the second Thursday of alternate months, starting in July. It was agreed that the date for the Annual Parish Meeting be brought forward to Thursday 6<sup>th</sup> April 2006, to avoid the Easter holiday period.

**55/05 FINANCIAL ARRANGEMENTS**

**(1) Cheque signatories.** The Clerk reminded the Council that Cllrs Browne, Eggleston, Grazier, Mrs Jack and Leaper are the current signatories. It was agreed that the Clerk makes arrangements for Cllr Mrs Ooi and Cllr Wood to become signatories.

**(2) Internal Auditor.** It was agreed that Mr Charles Tooby undertakes the duties of the Internal Auditor for the coming year.

**56/05 MINUTES OF THE MEETING HELD ON 10<sup>th</sup> MARCH 2005**

It was proposed by Cllr Grazier, seconded by Cllr Mrs Jack, and **RESOLVED** that these be signed as a true record.

**57/05 PROGRESS REPORTS FOR INFORMATION**

**1. Planning complaint: Farm shop, Evesham/Pershore road.** Recent activity at these premises has been reported to the Enforcement Officer. The Clerk was asked to follow up the matter.

**2. Maintenance of land adjoining Merry Brook.** The Clerk reported that he has not received a reply from Mr Dixon regarding the land ownership between his property and Merry Brook. It was agreed that the Clerk makes enquiries of the Land Registry regarding land ownership.

**3. Parking on the Green.** Following the Council's request the Clerk had written to all six residents living on the south side of the Green. One reply was received, which was read out in full; this referred to a lack of consultation with residents and that parking on a temporary basis does not have any adverse impact on the appearance of the Green. The Clerk was asked to send an appropriate reply.

**4. Web site/The Local Channel.** There was nothing to report and the matter was deferred to the next meeting.

**5. Replacement sign on the shelter.** The Clerk reported that the order has been placed, but he has not yet received the sign.

**6. Graffiti in the shelter.** Mr Gisborne has painted the inside of the shelter and Members expressed satisfaction at the outcome.

**7. Planning complaints, nos. 1 and 2 Canada Bank.** The Clerk reported that the Enforcement Officer has concluded that planning permission is required for the

extensions already undertaken at No. 1 Canada Bank: the decision on the planning appeal for the new house is awaited: and the application for the works at no. 2 Canada Bank had been discussed at the Planning Committee held earlier this evening.

**ADJOURNMENT FOR PUBLIC FORUM**

*(Two members of the public were present, but no items from the agenda were discussed).*

**58/05 REPORT FROM COUNTY COUNCILLOR**

County Cllr Mrs Eyre was not in attendance and there was no report.

**59/05 REPORT FROM DISTRICT COUNCILLOR**

Cllr Meikle was not in attendance and there was no report.

**60/05 FINANCE**

**1. Accounts for the Year ending 31<sup>st</sup> March 2005.**

Copies of the Accounts were circulated with the agenda. It was resolved that the Accounts be approved, proposed by Cllr Mrs Jack, seconded by Cllr Wood, and agreed.

**2. Receipts and Payments Account: 03.02.05 - 01.04.05**

This was circulated with the agenda. It was proposed by Cllr Wood, seconded by Cllr Mrs Jack, and agreed, that this be accepted.

**3. Accounts for Payment**

It was proposed by Cllr Mrs Jack, seconded by Cllr Wood, and **RESOLVED** that the following accounts be paid:

Wychavon DC, cemetery rates		<b>£ 26.36</b>
Limebridge Rural Services Ltd		
	March £386.00 + £67.55 VAT	<b>£453.55</b>
	April £386.00 + £67.55 VAT	<b>£453.55</b>
Allianz Cornhill, insurance from 01.06.05		<b>£394.88</b>
R D Gurney salary, 01.04.05 - 31.05.05		<b>£435.84</b>
rental for computer (2 years)		<b>£200.00</b>
Worcestershire CALC subscription		
	£114.98 + £20.12 VAT	<b>£135.10</b>
additional Mails		<b>£ 9.00</b>
Community First membership		<b>£ 34.00</b>
Staples UK Ltd - photocopying, stamps, stationery		
	£51.69 + £7.43 VAT (4 invoices)	<b>£ 59.12</b>
D Gisborne		<b>£ 22.00</b>
Buzz Electrical Ltd	£1,248.00 + £218.40 VAT	<b>£1,466.40</b>

**61/05 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN 2005**

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 20<sup>th</sup> June 2005. The Notice of Advertisement is currently being displayed on the notice board. Members discussed the Statement of Assurance and this was completed at the meeting.

**62/05 MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

A copy of the draft minute of the Annual Parish Meeting was circulated with the agenda. Members were pleased that the circulation of the ~~newsletter~~ was satisfactory and that there

was a good attendance. Arising from the Meeting the Clerk was asked to write to Mrs Stratton regarding the overhanging hedges in Canada Bank, to the Highways Partnership Unit regarding the lack of attention to the maintenance of the roads in the village (particularly The Strand, Canada Bank and Ryden Lane), and the Environment Agency regarding the level of Merry Brook during the recent Easter rain.

**63/05 HIGHWAY MATTERS, INCLUDING PARISH LENGTHSMAN SCHEME**

The Clerk reported that not received a reply from the HPU to his letters regarding the lack of maintenance, which was raised at the Parish Meeting. It was agreed to defer consideration of the lengths man scheme until the next meeting.

**64/05 PARISH PLANS**

This was raised at the Parish Meeting with three residents - Lindsay Beckman, Bill Rose and Elaine Hawley - expressing an interest in being on the Committee. The Chairman suggested that the Clerk obtains additional Parish Plan packs from WDC and that an initial meeting be arranged for Thursday, 9<sup>th</sup> June. Cllr Eggleston has previously expressed an interest and would be invited.

**65/05 LOCAL TRANSPORT PLAN**

The Chairman agreed to inspect the details and to report back with any items of interest.

**66/05 REPORT OF PLANNING COMMITTEE**

The reports of the Planning Committee dated 10<sup>th</sup> March 2005 and 14<sup>th</sup> April 2005, which had been circulated with the agenda, were noted.

**67/05 ARRANGEMENTS FOR VILLAGE CLEAN-UP BURSARY SCHEME**

The Clerk reported that, after consultation with the Chairman, he had applied to WDC for the Clean-up Bursary and that the application is successful. The Chairman agreed to ask Mrs Owen if the Scout Group would be interested in undertaking this clean up again. The Chairman reported that he had been approached informally to see if the Parish Council would make a contribution towards additional bunting for the church fete. It was agreed that this offer be declined.

At this time the Meeting became inquorate and no further business was able to be transacted.

The next scheduled meeting is Thursday, 14<sup>th</sup> July 2005.