

CHARLTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday, 11th May 2006, at 7.30 pm in the Old School Room, Charlton

PRESENT Cllr B B Browne (Chairman)
Cllr Mrs B W Jack
Cllr M P Wood

In attendance: Roger Gurney, Clerk to the Parish Council

49/06 ELECTION OF CHAIRMAN

Cllr Browne was proposed by Cllr Mrs Jack, seconded by Cllr Wood, and agreed.

50/06 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE

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

51/06 APOLOGIES FOR ABSENCE

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

52/06 ELECTION OF VICE CHAIRMAN

It was agreed to defer this item to a future meeting.

53/06 DECLARATIONS OF INTEREST

None.

54/06 APPOINTMENT OF COMMITTEES/WORKING PARTIES

- (1) **Planning Committee** - Cllrs Mrs Jack, Eggleston, Grazier, Mrs Ooi and Wood
- (2) **Cemetery WP** - Cllrs Grazier, Mrs Jack and Mrs Ooi
- (3) **Finance WP** - Cllrs Browne, Grazier and Mrs Ooi
- (4) **Urgent Matters WP** - Chairman, Vice Chairman, Cllr Eggleston

55/06 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

- (1) **Crothorne and Charlton Village Hall** - Lindsay Beckman
- (2) **The Workman Trust** - Cllr Wood
- (3) **Worcestershire CALC, Wychavon Area Meeting** - Cllr Browne
- (4) **Transport Forum** - deferred to a future meeting

56/06 ALLOCATION OF RESPONSIBILITIES

- (1) **Street lighting** - Clerk
- (2) **Mowing** - Clerk
- (3) **Footpaths** - defer to a future meeting
- (4) **Tree warden** - Cllr Grazier

57/06 PARISH COUNCIL INSURANCE

The Clerk pointed out that the annual premium for the same cover has risen from £394.88 to £411.45. It was agreed that the insurance should continue with Allianz Cornhill and that the premium of £411.45 be paid

58/06 MEETING DATES FOR 2006/2007

A list of suggested dates was circulated with the agenda. It was agreed that Parish Council meetings continue to be held on the second Thursday of alternative months, starting in July. It was agreed that the Annual Meeting of the Parish Council be held on Thursday, 17th May 2007, as 10th May will be too close to the scheduled election date.

59/06 FINANCIAL ARRANGEMENTS

(1) **Cheque signatories.** The Clerk reminded the Council that Cllrs Browne, Eggleston, Grazier and Mrs Jack are the current signatories. It was agreed that this continues.

(2) **Internal Auditor.** It was agreed that Charles Tooby be invited to continue as the Internal Auditor for the coming year.

60/06 PARISH COUNCIL VACANCY

The Clerk reported that still no applications had been received. It was agreed that there should be no further advertising for the time being, unless an inquiry is made.

61/06 MINUTES OF THE MEETING HELD ON 9th MARCH 2006

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

62/06 PROGRESS REPORTS FOR INFORMATION

1. **WCC assistance with street lighting.** The Clerk reported that the report of the street lighting columns in Charlton from Pirelli and has been forwarded to the County Council, but no reply has been received

2. **Charlton Parish Plan.** There has been no meeting of the Working Group since the last meeting, although Bill Rose gave a report at the Annual Parish Meeting. It is hoped that progress will be made before the next meeting.

3. **Replacement litter bin, The Green.** Although Members felt that the new bin was not what was expected it was agreed to accept what has been installed. It is noted that no invoice has been received.

4. **Affordable Housing.** Alan Saunders has now retired and it will be necessary to discuss the outstanding Charlton scheme with his replacement, Nigel Potter.

5. **New village notice board.** The Clerk reported that the order was placed at the end of March and delivery is expected in early June. It will be necessary for Mr Gisborne to be asked to fix the new board in place.

6. **Registration of Parish Council owned land.** The Clerk is awaiting the deeds, which are held at Lloyds TSB, Pershore.

7. **Parish Council Web Site.** The Chairman reported that the web site has been purchased www.charltonparishcouncil.org.uk. Most of the basic information has been assembled; there is a need to provide links and there needs to be details on procedures.

8. **Crothorne and Charlton Village Hall Committee.** The minutes of the meeting held on 9th March 2006 were circulated with the agenda and were noted.

ADJOURNMENT FOR PUBLIC FORUM

(No members of the public were present).

63/06 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Neither County Cllr Liz Eyre nor Cllr Meikle were in attendance.

64/06 FINANCE**1. Receipts and Payments Account: 03.02.06 - 03.04.06**

This was circulated with the agenda and was accepted.

2. Accounts for Payment

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

CALC subscription 2006/7	£143.87 + £21.33 VAT	£165.20
(paid 06.04.06, see Minute no. 31/06(3))		
R D Gurney salary, 01.04.06 - 31.05.06		£435.84
Staples UK Ltd - photocopying, stationery (6 invoices)		
	£35.03 + £5.49 VAT	£ 40.52
Wychavon DC business rate		£ 29.08
Worcestershire CALC additional MAILS		£ 12.00
Community First subscription		£ 34.00
Limebridge Rural Services Ltd, April, Cemetery/Green		
	Mowing, £402.00 + £70.35 VAT	£472.35
Allianz Cornhill insurance premium		£411.45
Npower Ltd, street lighting, April 2004 - March 2006		
	£760.37 + £38.03 VAT	£798.40
Village and Urban (for notice board)		
	£600.00 + £105.00 VAT	£705.00

65/06 ACCOUNTS FOR YEAR ENDING 31ST MARCH 2006

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

66/06 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 19th June 2006. 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.

67/06 MATTERS ARISING FROM THE ANNUAL PARISH MEETING

A copy of the draft minutes of the Annual Parish Meeting was circulated with the agenda. Members noted that the matters of the Precept, Parish Plan and highway problems are already being considered by the Parish Council.

68/06 PARISH LENGTHSMAN SCHEME

The Clerk reported that there has been no response to the advertisements in the village and an advertisement will now be placed in the Evesham Journal.

69/06 HIGHWAY MATTERS

A copy of an email from Chris Perks, a resident of Charlton, about the poor state of Boston Lane/Yessell Lane and the footpaths around the village. The Clerk had written to the HPU Manager about these matters (which were raised at the Annual Parish Meeting), but has not received a reply; this will be followed up with a copy to be sent to County Cllr Mrs Eyre. It was suggested that a village walk along the footpaths should be arranged.

70/05 COMPOSTING AND GARDEN WASTE SITE

The Working Group had not met and this item was deferred.

71/06 STREET LIGHT No. 7, RYDEN LANE

It was agreed that no further action be taken on this matter for the time being.

72/06 WORK AT THE CEMETERY AND MERRY BROOK

Quotations had been received from Limebridge Rural Services Ltd for the fencing of the of the Cemetery extension (£295 + VAT) and clearing Merry Brook downstream of the footbridge (£195 + VAT). It was proposed by Cllr Wood, seconded by Cllr Mrs Jack and RESOLVED that these two quotations be accepted.

73/06 USE OF THE GREEN FOR CHARLTON FAYRE

A letter has been received from the Chairman of the Fayre Committee seeking permission to use the Green on 17th June. This was agreed. The Parish Council does not consider that a permanent sign regarding the dangers of the Brook would be appropriate, but would consider the option of the display of a temporary sign on the day would be satisfactory.

74/06 REVIEW OF CLERK'S SALARY

(The Clerk left the meeting during the discussion of this item, during which time the Chairman took the minutes) The Chairman reported the agreed national pay award and it was agreed that the Clerk be paid for his current 24 hours a month on SCP 22. This would be backdated to 1st April 2006.

75/06 REPORT OF PLANNING COMMITTEE

The reports of the Planning Committee dated 9th March 2006 and 6th April 2006, which had been circulated with the agenda, were noted.

76/06 CALC MATTERS

The MAIL was circulated to Members with the agenda and the Clerk reminded Members that the next Area Meeting will be on Wednesday, 7th June 2006, at the Civic Centre.

77/06 CORRESPONDENCE FOR INFORMATION

The following list of correspondence was noted:

1. WDC Village Clean up Bursary - passed to Mrs Owen (Clerk reported that this has not been successful this year)
2. WDC - Community Grants for 2006 (leaflet enclosed)
3. WDC - comments on Police restructuring
4. Wychavon Sports - details of Parish Games
5. WCC - Revised Minerals and Waste Development Scheme, timetable
6. WCC - composting scheme (enclosed)
7. Environment Agency - Focus magazine
8. Defra - Clean Neighbourhoods and Environment Act, guide to PC enforcement (letter to be circulated with the minutes)
9. Community First - Newline
10. Ofcom - Rules regarding removal of public call boxes
11. West Mercia Police Authority - Police Restructuring
12. ODPM - Local Authority Byelaws in England: A Discussion Paper

13. WDC Gypsy meeting, 28th June 2006, 10.30 - 1.00pm, at the Civic Centre (Chairman and Clerk to attend)

78/06 ITEMS FOR INFORMATION/INCLUSION ON THE NEXT AGENDA
Risk assessment

79/06 DATE OF NEXT MEETING
The next meeting of the Parish Council will be on Thursday, 13th July 2006.

13th July 2006