

CHARLTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday, 17th May 2007, at 7.30 pm, in the Old School Room, Charlton

PRESENT Cllr B B Browne (in the Chair)
Cllr S M Eggleston (from Item 13, minute no. 44/07)
Cllr Mrs B W Jack (until Item 26, minute no. 58/07)
Cllr M P Wood

In attendance: District Cllr Tom McDonald
Clive Bostle, Parish Footpath Warden
Roger Gurney, Clerk to the Parish Council

32/07 OPENING REMARKS

Cllr Browne welcomed all to the meeting and reported that the 5 persons elected to the Parish Council are those who stood for re-election; therefore there are still 2 vacancies.

33/07 ELECTION OF CHAIRMAN

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

34/07 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE

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

35/07 APOLOGIES FOR ABSENCE

None.

36/07 ELECTION OF VICE CHAIRMAN

It was agreed to defer this item to the next meeting.

37/07 DECLARATIONS OF INTEREST

The Chairman reminded Members of the importance of declaring interests in items on the agenda. The Clerk explained "personal interests" and at what stage they become prejudicial. If a personal interest is declared the Member is able to stay in the meeting, contribute to discussions and vote. As the Code of Conduct now stands, when an interest is personal and prejudicial the Member must leave the room for the duration of the discussion on that item, and this must be minuted.

No interests were declared.

38/07 APPOINTMENT OF COMMITTEES/WORKING GROUPS (WG)

- (1) **Planning Committee** - Cllrs Eggleston, Grazier, Mrs Jack and Wood
- (2) **Cemetery WG** - Cllrs Eggleston, Mrs Jack and Wood
- (3) **Finance WG** - Cllrs Browne, Eggleston and Grazier
- (4) **Urgent Matters WG** - Cllrs Browne, Eggleston and Grazier

39/07 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

- (1) **Crophorne and Charlton Village Hall** - Lindsay Beckman
- (2) **Workman Trust** - Cllr Wood
- (3) **Worcestershire CALC, Wychavon Area Meeting** - Cllr Browne
- (4) **Transport Forum** - no appointment made

40/07 ALLOCATION OF RESPONSIBILITIES

- (1) **Street lighting** - Cllr Mrs Jack/Clerk
- (2) **Mowing** - Cllr Mrs Jack/Clerk
- (3) **Footpaths** - Clive Bostle
- (4) **Tree warden** - Cllr Grazier

41/07 PARISH COUNCIL INSURANCE

The Clerk pointed out that the annual premium for the same cover has risen to £416.94 from £411.45. It was proposed by Cllr Wood, seconded by Cllr Mrs Jack, and agreed that the insurance should continue with Allianz Cornhill.

42/07 MEETING DATES FOR 2007/2008

A list of suggested dates based on the existing two month cycle was circulated with the agenda. It was agreed that Parish Council meetings continue to be held on the second Thursday of alternate months, starting in July.

43/07 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.

44/07 MINUTES OF THE MEETING HELD ON 8th MARCH 2007

The draft Minutes had been circulated previously and it was RESOLVED that these be signed as a true record.

45/07 PROGRESS REPORTS FOR INFORMATION

1. **Footpath Warden.** The Chairman invited Clive Bostle to speak. He reported that WCC has 42 complaints about footpaths in Charlton, which he will check on and report back. This is part of the Rights of Way Improvement Plan of which there are some 8,700 problems county-wide. There are training courses during the summer which he will attend. Clive Bostle proposed that a Parish Walk is arranged - the afternoon of Sunday 1st July was suggested - and which would be advertised in the village. He will liaise with the Chairman to sort out the details.
2. **Lengthsman.** Steve Gwilliam was not in attendance, but the Clerk reported that there is a training course, paid for by WCC, for lengthsman in the County early in June, which Steve Gwilliam will attend.
3. **Registration of Council owned land.** There was nothing to report.
4. **Street lighting meeting with WCC.** This has not been arranged
5. **Cropthorne and Charlton Village Hall.** No report has been received.
6. **Village Clean-up Bursary.** The Clerk reported that WDC has invited parish councils to arrange this and to apply. The Clerk has sent the letter and other necessary information to Mrs Owen for the Scouts to arrange again.
7. **West Midlands Ambulance Service.** A letter of thanks for the grant has been received.

46/07 PARISH COUNCIL VACANCIES

The Chairman had commented at the start of the meeting that there are two vacancies on the Parish Council. The Clerk had subsequently advertised these for co-option on the notice boards in the village, but there has been no approach. It was agreed that these be advertised for co-option again for the period until 22nd June, the period allowed following an election.

ADJOURNMENT FOR PUBLIC FORUM

(No members of the public were present).

47/07 COUNTY AND DISTRICT COUNCILLORS REPORTS

County Cllr Mrs Liz Eyre sent her apology and there was no report.

District Cllr Tom McDonald introduced himself as the newly elected councillor for WDC. He mentioned that he has lived in Fladbury for some 15 years. He intends to prepare a regular newssheet to publicise actions by WDC. Currently WDC is considering the renewal of the waste collection contract and this will involve consideration of the frequency of the collection. He commented that the housing allocation in Wychavon is being assessed by the SWJCS and that WDC services are available through digital TV.

48/07 GRANT REQUEST - COUNTY AIR AMBULANCE

A letter was circulated with the agenda. It was proposed by Cllr Browne, seconded by Cllr Wood, and agreed that a grant of £50 be given.

49/07 FINANCE**1. Receipts and Payments Account: 02.02.07 - 03.05.07**

This was circulated with the agenda and was accepted.

2. Accounts for Payment

It was RESOLVED that the following accounts be paid:

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|---|----------------|
| R D Gurney, salary, 01.04.07 - 31.05.07 | £460.28 |
| Staples UK Ltd - photocopying, stationery, stamps | |
| £39.16 + £6.52 VAT (5 invoices) | £ 45.68 |
| Allianz Cornhill Insurance Plc | £416.94 |
| Limebridge Rural Services Ltd, mowing Cemetery and | |
| Green (April) £420.00 + £73.50 VAT | £493.50 |
| N power (Jan-March) £143.56 + £7.18 VAT | £150.74 |
| Worcestershire CALC subscription £172.19 + £26.10 VAT | £198.29 |
| additional MAILS | £ 15.00 |
| Steve Gwilliam, lengthsman duties, April | £160.00 |
| County Air Ambulance | £ 50.00 |
| <u>Confirmation of payments, 12.04.07</u> | |
| Steve Gwilliam, lengthsman duties, March | £160.00 |
| Wychavon DC cemetery rates | £ 33.07 |

50/07 ACCOUNTS FOR YEAR ENDING 31ST MARCH 2007

Copies of the Accounts were circulated with the agenda and these were explained by the Clerk. It was resolved that these be approved and they were signed by the Chairman and Clerk/RFO.

- 51/07 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN**
The Clerk reported that the Annual Return has to be submitted to the External Auditor by 25th June 2007, and the timetable for the period of inspection is currently being advertised on the Parish Council notice board. The Clerk has been informed that Charlton PC is one of the parish councils scale randomly selected to undertake a fuller audit, which will require the submission of additional information. The Statement of Assurance on the Annual Return was discussed and completed at the meeting.
- 52/07 MATTERS ARISING FROM THE PARISH MEETING**
A copy of the draft minutes of the Parish Meeting held on 12th April 2007 was circulated with the agenda. It was noted that most of the highway problems raised are already being considered by the Parish Council, but the Clerk was asked to raise the road markings and potholes on the road between the bends in Yessell Lane/Boston Lane.
- 53/07 HIGHWAY MATTERS**
The Chairman reported that the work in Ryden Lane has now been completed and the Clerk was asked to report the pothole on the road towards Jubilee Bridge to WCC.
- 54/07 PARISH COUNCIL WEB SITE/ LT BURSARY**
The Chairman circulated a report with his suggestions for this matter to be progressed. It was agreed the Clerk obtains a scanner and necessary software, and for him to arrange to be connected to broadband.
- 55/07 CHARLTON PARISH PLAN**
Cllr Eggleston told the Parish Council that he had obtained all the Parish Plan information, including some analysis of the data, from Bill Rose. This would be passed to the Chairman who would assess the current position and report back to the next meeting.
- 56/07 PLANNING COMMITTEE**
The reports of the Planning Committee meetings held on 8th March 2007 and 19th April 2007 were noted.
- 57/07 CALC MATTERS**
The Chairman reported that the next Area Meeting is on 7th June. Pat Edwards is retiring, but she will continue at CALC to help with training. The new Code of Conduct will need to be considered in due course. The MAIL and Information Bulletin had been circulated with the agenda.
- 58/07 CORRESPONDENCE FOR INFORMATION**
The following correspondence was noted:
1. WDC - Parish Matters Newsletter (enclosed)
 2. WDC - availability of dog waste bins
 3. WDC - Re-use of rural buildings, consultation
 4. WDC - availability of Community Grants
 5. Wychavon Parish Games
 6. WCC - temporary closure of Boston Lane and Haselor Lane, temporary 10 mph speed restriction on B.4084, for 6 days from 21st May 2007
 7. WCC - draft Worcestershire Integrated Passenger Transport Strategy consultation

8. DCA - Memorial safety
9. Post watch - Post Office closures
10. SBE/Communities and Local Government - new Model Code of Conduct
11. Magazines, etc, including Worcestershire Warden, WMRA magazine, Worcestershire Partnership, H&W Fire and Rescue Best Value Performance summary, Community First Newline, Local Council Review, Clerks & Councils Direct
12. Charlton Fayre - request for use of the Green
13. SWJCS
14. WDC - training courses

59/07 ITEMS FOR INFORMATION/INCLUSION ON NEXT AGENDA

The Chairman raised the matter of the best way to communicate with residents, eg. web site, notice boards, newsletter.

60/07 DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Thursday, 12th July 2007.

12th July 2007