

## CHARLTON PARISH COUNCIL

100

**Minutes of the Annual Meeting of the Parish Council held on Thursday, 14th May 2009  
at 7.30 pm, in the Old School Room, Charlton**

**PRESENT** Cllr B B Browne (Chairman)  
Cllr Mrs D M Barlow  
Cllr S M Eggleston  
Cllr E G Grazier  
Cllr Mrs F Wilkinson  
Cllr M P Wood

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

### **ADJOURNMENT FOR PUBLIC FORUM**

*(No members of the public were present).*

#### **50/09 ELECTION OF CHAIRMAN**

Cllr Browne was proposed by Cllr Eggleston, seconded by Cllr Mrs Wilkinson, and agreed.

#### **51/09 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE**

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

#### **52/09 ELECTION OF VICE CHAIRMAN**

Cllr Eggleston was proposed by Cllr Grazier, seconded by Cllr Mrs Barlow, and agreed.

#### **53/09 APOLOGIES FOR ABSENCE**

These were received and accepted from Cllr Mrs Jack.

#### **54/09 DECLARATIONS OF INTEREST**

None. Members were reminded of the need to update their register of interests and to declare any personal and/or prejudicial interests and their nature.

#### **55/09 APPOINTMENT OF COMMITTEES/WORKING GROUPS**

(1) **Planning Committee** – Cllrs Mrs Barlow, Eggleston, Grazier, Mrs Jack, Mrs Wilkinson and Wood

(2) **Cemetery WG** – Cllr Mrs Jack

(3) **Finance WG** – Cllrs Browne, Eggleston and Grazier

(4) **Urgent Matters WG** – Cllrs Browne, Eggleston, Grazier and Wood

#### **56/09 APPOINTMENT OF PARISH REPRESENTATIVES**

(1) **Crophorne and Charlton Village Hall Committee** – Cllr Mrs Wilkinson

(2) **Workman Trust** – Cllr Mrs Barlow

(3) **Worcestershire CALC** – Cllr Browne

(4) **Flood Committee** – Cllrs Browne, Grazier, Mrs Jack and Wood

**57/09 ALLOCATION OF RESPONSIBILITIES**

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

**58/09 PARISH COUNCIL INSURANCE**

The Clerk reported that the annual premium for the same cover has increased from £436.21 to £466.13. It was resolved that this be accepted.

**59/09 MEETING DATES FOR 2009/2010**

A list of suggested dates for Parish Council meetings, based on the existing 2 month cycle was circulated with the agenda. It was agreed that the Parish Meeting be held on Thursday, 15<sup>th</sup> April 2010 and, with that exception, it was agreed that meetings continue to be held on the second Thursday of alternate months, commencing in July 2009.

**60/09 FINANCIAL ARRANGEMENTS**

- (1) **Cheque signatories.** It was confirmed that Cllrs Browne, Eggleston, Grazier and Mrs Jack continue as cheque signatories.
- (2) **Internal Auditor.** It was confirmed that Charles Tooby continues as the Internal Auditor.

**61/09 MINUTES OF THE MEETING HELD ON 12<sup>th</sup> MARCH 2009**

The draft Minutes had been circulated previously. It was agreed that amendments be made as follows:

Minute no. 39/09, line 3, to read “an email received.....resident following..”

Minute no. 44/09, line 2, delete “and the power of well being was discussed.”

Subject to these amendments it was RESOLVED that these be signed as a true record.

**62/09 COUNTY AND DISTRICT COUNCILLORS REPORTS**

**County Cllr Mrs Liz Eyre** commented that the improvements to non-urban roads, part of last year’s budget, has been completed, with roads in Charlton benefitting. She hoped that there would be some further work in the form of surface dressing, eg on Canada Bank, but Merryfields and Ryden Lane should be included. In the current year “busy rural roads” are being looked at.

**District Cllr Tom McDonald** reported that he has been re-elected to the Executive Board at WDC. WDC is working to a deficit budget and £250,000 needs to be found. He updated the Council on the flood alleviation scheme and swine flu, and has set up a meeting for parish councilors in Fladbury Ward.

**63/09 PROGRESS REPORTS FOR INFORMATION**

**1. Footpath Warden.** Clive Bostle reported that he had met Fiona Argyle at WCC regarding the footpath problems in the Parish. However, there seemed to be little support for WCC to take any action and it was agreed that Mr Bostle would email details of his concerns to the Clerk, for a formal letter to be sent.

**2. Lengthsman.** Steve Gwilliam was not in attendance, and the Clerk reported the work done during the previous month. The Chairman reported that the flower tubs on the Green had been damaged in the floods. The Clerk was asked to speak to Steve Gwilliam,

for him to make enquiries about replacements; it was agreed that up to £100 be spent. Steve Gwilliam would need to discuss the siting, etc, with Brenda Bowley.

**3. Cropthorne and Charlton Village Hall.** Cllr Mrs Wilkinson reported that the Hall Committee has been awarded a lottery grant of £366,000 for the planned improvements, but there is still a shortfall of some £50,000.

**4. Bus stop information.** The bus stop pole (but not the flag) has been installed, but the timetable is for one way only – and this contains errors! Cllr Mrs Barlow reported on her meeting with First Bus, including the incorrect information on the timetables.

**5. Damaged window, The Cottage, The Green.** The Clerk has not received a response from the insurance company.

**6. Unauthorised planting at the Cemetery.** The Clerk and Cllr Mrs Jack had not yet carried out an inspection.

**7. Parish Plan Group.** There is nothing to report.

**8. New development, Boston Lane.** Work is taking place on the site where planning permission for an animal shelter/stables was granted. Work does not appear to be in accordance with the permission and a caravan has been brought on to the land and is, apparently, being lived in. The Clerk is to follow the verbal complaint to WDC in writing.

**9. Stone Wall, adjacent to The Dovecote.** It is understood that Mr Tooby is arranging for some work to be done, although the ownership may still be in doubt.

#### 64/09 FINANCE

##### 1. Receipts and Payments Account: 03.02.09 – 03.04.09

This was circulated with the agenda and was accepted.

##### 2. Accounts for Payment

It was proposed by Cllr Mrs Barlow, seconded by Cllr Eggleston and agreed, that the Community First subscription be renewed and the following accounts be paid:

|  |                |
|--|----------------|
| R D Gurney, salary, 01.04.09 – 31.05.09  | <b>£556.50</b> |
| adjustment for increased hours, 01.04.08-31.03.09                                      | <b>£256.85</b> |
| Staples UK Ltd - photocopying, stationery<br>(April) £12.08 + £1.81 VAT (2 invoices)   | <b>£ 13.89</b> |
| N power (Jan/March), £142.99 + £7.15 VAT   | <b>£150.14</b> |
| Limebridge Rural Services Ltd, mowing<br>March - Cemetery + Green £216.00 + £32.40 VAT | <b>£248.40</b> |
| April - Cemetery + Green £432.00 + £64.80 VAT  | <b>£496.80</b> |
| Allianz Insurance Plc  | <b>£466.13</b> |
| Worcestershire CALC (subscription 2009/10)<br>£198.18 + £26.06 VAT                     | <b>£224.24</b> |
| Steve Gwilliam, lengthsman duties (April)  | <b>£220.00</b> |
| Community First  | <b>£ 38.00</b> |

##### Confirmation of payments made 16.04.09

|   |                |
|---|----------------|
| Wychavon DC cemetery rates  | <b>£ 36.08</b> |
| Staples UK Ltd – photocopying, stamps, stationery<br>(March) £27.46 + £1.85 VAT | <b>£ 29.31</b> |
| Steve Gwilliam, lengthsman duties (March)                                       | <b>£176.00</b> |

**65/09 ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2009**

Copies of the Accounts were circulated with the agenda and they were explained by the Clerk. That the Accounts be approved was proposed by Cllr Grazier, seconded by Cllr Mrs Barlow, and agreed. A copy of the Accounts was signed by the Chairman and the Clerk/RFO.

**66/09 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN**

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 30<sup>th</sup> June 2009, and the timetable for the period of inspection by the public is currently being advertised on the Parish Council notice board. It was resolved that a meeting of the Finance Working Group is held, with authority for the Working Group to complete the Annual Return.

**67/09 MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

A copy of the draft minutes of the Parish Meeting held on 16<sup>th</sup> April 2009 was circulated with the agenda. No specific issue was raised and, therefore, no action was considered necessary.

**68/09 FLOODING WORKING GROUP**

There had been no meeting since the last council meeting, although a draft report of the walk along Merry Brook had been prepared. The Chairman reported that the application for a grant from WDC had been discussed with Steve Jorden, prior to it being submitted. The Chairman reminded the meeting that the EA need help in identifying landowners, preparing a newsletter and fund raising.

**69/09 HIGHWAY MATTERS**

Members expressed satisfaction with work that had been and the outstanding items were discussed with County Cllr Liz Eyre earlier in the meeting.

**70/09 STREET LIGHTING**

Further information and clarification had not been obtained and the Clerk was asked to pursue this.

**71/09 DEMARCATION OF THE GREEN**

There has been no response from Limebridge Rural Services Ltd to the Clerk's letter. It was agreed that the problem has arisen because of parking on the Green by residents, contrary to the bylaw; the gravel driveway is owned by residents and it is their stones which have been brought on to the Green. After some discussion about the form of any demarcation, it was agreed that the matter be considered again at the next Meeting.

**72/09 BUS SERVICES**

This matter had been discussed earlier in the meeting, (see Minute 64/09(4)). Cllr Mrs Barlow had expressed concern of local residents including flood timetables, size of off peak buses, lack of a manned station at Evesham, late night bus service.

**73/09 FUTURE OF THE BUS SHELTER**

Members were aware that the current shelter is used by children for activities such as a football goal. It was felt that the replacement would continue to be used for this purpose

and it was agreed that no action be taken to replace the shelter at present.

**74/09 HOUSING NEEDS SURVEY**

It was agreed that an update to the Survey undertaken some 6 years ago is needed and the Clerk is to request a further survey by the Rural Housing Enabler.

**75/09 PLANNING COMMITTEE**

The report of the Planning Committee meeting held on 12<sup>th</sup> March 2009, which was enclosed with the agenda, was noted.

**76/09 ITEMS FROM CALC**

The Chairman reported that Worcestershire CALC is under some financial pressure and cutbacks are being considered, including replacing the MAIL with an email newsletter. The Area Meeting will be on 27<sup>th</sup> May, when Richard Levett, the Acting Executive Officer, will talk about the Power of Well Being.

**77/09 CLERK'S SALARY AWARD FOR 2008**

The Interim Agreement of the 2008 national salary award was reported in November 2008, Minute no. 115/08. The Clerk explained that the final award has now been agreed, and it was noted and accepted that the Clerk's scale is increased by a further 3 pence per hour, to be backdated to 1<sup>st</sup> April 2008.

**78/09 CORRESPONDENCE REQUIRING A RESPONSE**

1. Meeting on Tuesday 19<sup>th</sup> May (at 6.30 pm at the Civic Centre) with other Fladbury Ward parishes to discuss future development in the area – Chairman and Cllr Mrs Wilkinson will attend.
2. Request for use of the Green for Charlton Fayre, 20<sup>th</sup> June 2009 – Agreed
3. WDC Civic Service, 31<sup>st</sup> May 2009

**79/09 CORRESPONDENCE FOR INFORMATION**

The following correspondence was noted:

1. WDC – Planning enforcement briefing notes – to be emailed to all Members
2. EDF – Energy Green Fund grants
3. WDC – invitation to take part in Wychavon Parish Games
4. WCC – Communities Greenspace pack
5. Magazines, including Newline, Clerks and Councils Direct, Worcestershire Warden, Public Sector Equality Rights

**80/09 ITEMS FOR INFORMATION/INCLUSION ON NEXT AGENDA**

None

**81/09 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be on Thursday, 9<sup>th</sup> July 2009.

9<sup>th</sup> July 2009