

CHARLTON PARISH COUNCIL

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**Minutes of the Annual Meeting of the Parish Council held on Thursday, 13th May 2010,
at 7.30 pm, in the Old School Room, Charlton**

PRESENT Cllr B B Browne
Cllr S M Eggleston (from Item 7, minute no. 47/10)
Cllr Mrs B W Jack,
Cllr Mrs F Wilkinson
Cllr M P Wood

In attendance: County Cllr Mrs Liz Eyre
District Councillor Tom McDonald
Roger Gurney, Clerk to the Parish Council

ADJOURNMENT FOR PUBLIC FORUM

(Five members of the public were present. The only issue raised was the damaged and dangerous manhole cover outside the Gardeners Arms, which had been reported to WCC by several residents, and now appears to have been attended to).

41/10 ELECTION OF CHAIRMAN

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

42/10 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE

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

43/10 ELECTION OF VICE CHAIRMAN

Cllr Eggleston was proposed by Cllr Mrs Jack, seconded by Cllr Mrs Wilkinson, and agreed, subsequent to Cllr Eggleston accepting the post when he arrives at the meeting.

44/10 APOLOGIES FOR ABSENCE

These were received and accepted from Cllr Grazier and Clive Bostle, Footpath Warden).

45/10 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.

46/10 APPOINTMENT OF COMMITTEES/WORKING GROUPS

- (1) **Planning Committee** – Cllrs 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

47/10 APPOINTMENT OF PARISH REPRESENTATIVES

- (1) **Crophorne and Charlton Village Hall Committee** – Cllr Mrs Wilkinson
- (2) **Workman Trust** – Cllr Mrs Wilkinson
- (3) **Worcestershire CALC** – Cllr Browne
- (4) **Flood Working Group** – Cllrs Browne, Grazier, Mrs Jack and Wood

48/10 ALLOCATION OF RESPONSIBILITIES

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

49/10 PARISH COUNCIL INSURANCE

The Clerk reported that the annual premium for the same cover has increased from £466.13 to £499.52. It was resolved that this be accepted.

50/10 MEETING DATES FOR 2010/2011

A list of suggested dates for Parish Council meetings, based on the existing 2 month cycle, and for the Parish Meeting, was circulated with the agenda. It was agreed that meetings continue to be held on the second Thursday of alternate months, commencing in July 2010.

51/10 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.

52/10 MINUTES OF THE MEETING HELD ON 11th MARCH 2010

The draft Minutes had been circulated previously. It was RESOLVED that the Minutes be signed as a true record.

53/10 PROGRESS REPORTS FOR INFORMATION

1. **Footpath Warden.** Clive Bostle had submitted his apology. He had informed the Chairman that the literature on footpath walks in and around Charlton, now being prepared by the Countryside Section at County Hall, should be ready by the end of July. This will be advertised locally nearer the time.
2. **Lengthsman.** Steve Gwilliam was not in attendance. The Clerk reported on the changes to the system for payment by WCC, particularly the flat rate of £1,500 per parish, plus £20 per km of highway. Although this is disadvantageous to Charlton, the Clerk has obtained an assurance that claims will be paid.
3. **Crothorne and Charlton Village Hall.** Cllr Mrs Wilkinson reported that the work on the refurbishment of the Hall has now started and it will mean that the Hall will be closed for some 6 months.
4. **Leaning headstones.** It was agreed that, if the Clerk has not obtained further information, then he instructs Mr Sinnett of Pershore Memorials to restore the three leaning headstones.
5. **Parish Plan Group.** Cllr Eggleston reported that the Plan is moving forward; a framework document has been compiled for the Group. Two members have recently dropped out and additional members would be welcomed.
6. **Housing Need Survey.** The Clerk gave details of the email he had received from Nigel Potter. It was agreed that October would be the preferred month for the survey to be undertaken. Other suggested details were accepted; it is hoped that the basic letter to all households can be kept simple and straightforward.

7. Replacement street light, no.2 Cherry Orchard. The Clerk is waiting responses from Eon and Pirelli and will progress the matter, as the column is showing signs of deterioration.

8. Parish Council newsletter. Mrs Barlow had given a draft newsletter to the Chairman and details were circulated. It was noted that the information is also on the web site and it was agreed that further consideration be deferred.

9. Future of the telephone kiosk. The Clerk is awaiting information from WDC.

54/10 COUNTY AND DISTRICT COUNCILLORS REPORTS

County Cllr Mrs Liz Eyre had left to attend another meeting, but had explained to the Chairman that a meeting is to be set up in the village to discuss the concerns with the highway flooding of Ryden Lane and Brook Lane.

District Cllr Tom McDonald presented his report, which included the high election turnout, the recent reduction in the Wychavon workforce, current details of WDC money held in Icelandic banks, and Steve Jordan's move to become Head of County-wide Regulatory Services. He has been re-appointed to the WDC Executive Board. He also reported that he has met officers at WCC highways, following the change of view, not now to object on highway grounds, about the implications of that decision on the planning appeal regarding the unauthorised gypsy site in Yessell Lane.

55/10 UNAUTHORISED TRAVELLERS SITE, YESSELL LANE

Cllr McDonald had updated the Parish Council on this appeal, which will be heard on 24th August 2010.

56/10 PARISH COUNCIL VACANCY

The Clerk reported that, following the resignation of Mrs Barlow, the vacancy has been advertised, but there has been no request for a contested election. The Clerk has now advertised that the vacancy will be filled at the next meeting of the Parish Council.

57/10 GRANTS/FINANCIAL ASSISTANCE

1. Wychavon CAB. A letter from the Bureau Manager of Wychavon CAB was circulated with the agenda. It was proposed by Cllr Browne, seconded by Cllr Wood, and agreed, that a grant of £50 be made.

2. Rural Rate Relief. A letter received from WDC from the landlord of The Gardeners Arms PH was enclosed with the agenda. It was resolved that £256.16, as requested, be given.

58/10 FINANCE

1. Receipts and Payments Account: 27.01.10 – 24.03.10

This was circulated with the agenda and was accepted.

2. Accounts for Payment

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

R D Gurney, salary, 01.04.10 – 31.05.10	£563.68
Staples UK Ltd - photocopying, stationery, stamps (April) £22.10 + £2.62 VAT (2 invoices)	£ 24.72

Limebridge Rural Services Ltd Cemetery and Green mowing		
March	£216.00 less £95 credit for window damage ie. £121.00 + £21.18 VAT	£142.18
April	£432.00 + £75.60 VAT	£507.60
Worcestershire CALC subscription	£198.41 + £30.41 VAT	£228.82
Worcestershire CALC Clerks Gathering, 20.04.10		£ 7.50
Community First subscription		£ 40.00
Aon Limited		£499.52
N Power	£142.99 + £7.15 VAT	£150.14
Local Council Review subscription		£ 13.50
Steve Gwilliam, lengthsman duties (April)		£176.00
Crophorne and Charlton Village Hall Committee		£2,000.00
Wychavon CAB		£ 50.00
Wychavon DC		£256.16
<u>Confirmation of payments made 15.04.10</u>		
Steve Gwilliam, lengthsman duties (March)		£176.00
Wychavon DC – cemetery business rates		£ 37.55
Staples UK Ltd	£28.07 + £1.82 VAT	£ 29.89

3. Small Business Rate Relief. The Clerk reported that, in the March Budget (of the previous Government) businesses with an RV of under £600 would be exempt from Business rates for this year. This would apply to the Cemetery.

59/10 ACCOUNTS FOR YEAR ENDING 31ST MARCH 2010

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 Browne, seconded by Cllr Mrs Jack, and agreed. A copy of the Accounts was signed by the Chairman and the Clerk/RFO.

60/10 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 14th June 2010, 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.

61/10 MATTERS ARISING FROM THE ANNUAL PARISH MEETING

A copy of the draft minutes of the Parish Meeting held on 15th April 2010 was circulated with the agenda. The concerns regarding highway flooding in Ryden Lane and Brook Lane have been covered in the information from County Cllr Liz Eyre, reported earlier in this meeting.

62/10 FLOOD ALLEVIATION

The Chairman reported that he had received a cheque for £170 from Brenda Bowley, raised from the sale of plants, towards the flood alleviation scheme; this will be held in the Parish Council's bank account and the Clerk will send a letter of thanks. A meeting was held on 14th April at the EA, which was attended by members of the Charlton Flood Committee. The Charlton scheme is still expected to be started in the

2011/2012 year and a Project Manager for this scheme has been appointed.

63/10 HIGHWAY AND FOOTWAY MATTERS

The Ryden Lane/Brook Lane flooding has already been referred to. Members were concerned with the number of potholes along The Strand and asked the Clerk to report these to WCC.

64/10 DEMARCATION OF THE GREEN/PRIVATE DRIVEWAY

The meeting with the residents is still to be arranged.

65/10 REPLACEMENT OF THE CEMETERY HEDGE

Cllr Mrs Jack and Cllr Grazier had inspected the front hedge on the village side of the lychgate and Steve Gwilliam had advised on a solution. It was agreed that the Clerk would discuss this with Steve Gwilliam and that this should proceed as soon as is practical, with an upper limit of £250.

66/10 LYCHGATE

The Clerk was asked to obtain quotes for the painting of the lychgate and to discuss these with Cllr Mrs Jack.

67/10 SHEPPEY PLAY SCHEME

This was deferred to a subsequent meeting.

68/10 STANDING ORDERS AND BYLAWS

It was agreed to defer consideration of revisions to the standing orders and bylaws.

69/10 PLANNING COMMITTEE

The reports of the Planning Committee meetings held on 11th March 2010 and 22nd April 2010, which were enclosed with the agenda, were noted.

70/10 ITEMS FROM CALC

The Chairman reported that the next Area Meeting is on 2nd June.

71/10 CORRESPONDENCE FOR INFORMATION

The following correspondence was noted:

1. Charlton Fayre – request to use the Green, Saturday 19th June 2010 - AGREED
2. WDC – Reports from Enforcement Officer re complaints – The Clerk reported that (a) the use of land at Plough Cottages will be monitored; (b) the conditions imposed on the agricultural building in Boston Lane are being complied with; (c) deviations from the approved scheme and conditions imposed are being taken up by the enforcement officer
3. WDC – Community Planning Event, Monday 7th June at 3.15 pm – Cllrs Browne and Eggleston agreed to attend
4. WDC – Parish matters (copy enclosed)
5. WDC Community Grants Scheme
6. WDC Draft Residential Design Guide SPD, consultation until 28th May 2010
7. PC Stuart Toms – Help 4 Heroes Day, Sunday 13th June, charity event, Throckmorton – to be emailed to parish councillors
8. WDC – copy correspondence, maintenance of watercourses, Haselor & Boston Lane

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72/10 ITEMS FOR INFORMATION/INCLUSION ON NEXT AGENDA
None.

73/10 DATE OF NEXT MEETING
This is arranged for Thursday, 8th July 2010

8th July 2010