

**Minutes of the Annual Meeting of the Parish Council held on Thursday, 12th May 2011,
at 7.30 pm, in the Old School Room, Charlton**

PRESENT Cllr B B Browne
Cllr R L Davies
Cllr S M Eggleston
Cllr E G Grazier
Cllr Mrs B W Jack (until Item 24, minute no. 64/11)
Cllr Mrs F M A Wilkinson
Cllr M P Wood

In attendance: District Cllr Tom McDonald
Roger Gurney, Clerk to the Parish Council

ADJOURNMENT FOR PUBLIC FORUM

(Two members of the public were present. No matters were raised).

41/11 ELECTION OF CHAIRMAN

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

42/11 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE

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

43/11 ELECTION OF VICE CHAIRMAN

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

44/11 APOLOGIES FOR ABSENCE

These were received from Clive Bostle, (Footpath Warden).

45/11 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.

46/11 APPOINTMENT OF COMMITTEES/WORKING GROUPS

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

(2) Cemetery WG – Cllr Mrs Jack, Cllr Mrs Wilkinson, Cllr Browne

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

(4) Urgent Matters WG – the Clerk was asked to check with CALC whether this WG/Committee is still appropriate

47/11 APPOINTMENT OF PARISH REPRESENTATIVES

(1) Cropthorne 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, Davies, Grazier, and Wood

(5) Parish Plan Group – Cllrs Davies and Eggleston

48/11 ALLOCATION OF RESPONSIBILITIES

- (1) **Street lighting** – Cllr Davies/Clerk
- (2) **Mowing** – Cllr Mrs Jack
- (3) **Footpaths** – Clive Bostle has agreed to continue
- (4) **Tree warden** – Cllr Grazier
- (5) **Web site** – Cllrs Browne and Eggleston
- (6) **Brook Warden** – Cllr Davies

49/11 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.

50/11 MEETING DATES FOR 2011/2012

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 2011. It was agreed that the Parish Meeting be held on Thursday 19th April 2012, to avoid Easter Week.

51/11 MINUTES OF THE MEETING HELD ON 10th MARCH 2011

The draft Minutes were circulated with the agenda.

It was agreed that the following amendment be made:

Minute 33/11, line 3; delete “until” replace with “as”.

Subject to that amendment it was proposed by Cllr Mrs Jack, seconded by Cllr Mrs Wilkinson, and resolved that the Minutes be signed as a true record.

52/11 PROGRESS REPORTS FOR INFORMATION

- 1. Footpath Warden.** Clive Bostle had sent his apologies, but he had informed the Chairman that WCC is proceeding with the leaflet for the paths in the Parish. Unfortunately the route of FP 502 is now covered with plastic sheeting over the crops, but Mr Bostle has been in negotiating with the farmer and it seems that a temporary diversion order will be agreed with WCC.
- 2. Lengthsman.** The Clerk reported that Steve Gwilliam has cleared back the plants on the stretch between the Church and The Dovecote.
- 3. Cropthorne and Charlton Village Hall.** Cllr Mrs Wilkinson reported that the Playscheme was successfully launched in April and that work is now progressing towards the completion of the Village Hall refurbishment.
- 4. Workman Trust/Old School Room.** There was nothing to report.
- 5. Parish Plan Group.** Cllr Eggleston reported that the next meeting is in June.
- 6. County Council/Parish Council web site link.** The Chairman reported that the problems with the County Council’s web site link was raised at the Parish Conference in April. The link has now been improved.
- 7. Willow tree, The Green.** Toby Cheung has carried out the work to even up the shape of the tree. It is hoped that this will prolong the life of the tree.
- 8. Street light no. 6, Merryfield.** The Clerk reported that the order will be placed as soon as confirmation is received from E-on.

9. Amenity maintenance contract for 2011. A letter from Limebridge Rural Services Ltd, in response to the queries raised at the previous meeting, was circulated with the agenda. Suggestions were made for a reduction of the service provided and this was agreed to by Members and would be able to review it later in the year.

(10) Planning complaints.

(a) Land at Boston Lane. The Enforcement Officer at WDC had replied stating that the two agricultural buildings have been erected in the correct locations, although the complaint related to the various activities – storage of cars, other buildings – on the site. The Clerk will pursue this with the Enforcement Officer.

(b) Land at Fenn Croft, Boston Lane. Whilst the new house is not yet occupied, there are reports of material being brought on to the site which are burnt.

(c) Traveller site, Yessell Lane. It was noted that the various conditions on the permission need to have been complied with by the end of April 2011, and Members sought whether this has been done. The Clerk was also asked for the Enforcement Officer to confirm that the current number of caravans is compliant with the permission.

53/11 COUNTY AND DISTRICT COUNCILLORS REPORTS

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

District Cllr Tom McDonald was invited to speak. He thanked residents for re-electing him and he reported that he retains a portfolio post. The Conservative group now has 38 of the 46 seats on WDC. He gave a resume of the work done in the previous year and emphasized the need for the Parish Plan to be finalized.

54/11 PARISH COUNCIL INSURANCE

The Clerk had circulated details of the renewal notice from Aon Ltd and of two other quotations received. However, he has since received a revised quotation from Aon Ltd for £381.42p for the same cover, and it was resolved that this was accepted.

55/11 REQUEST FOR GRANT

A letter from Wychavon CAB for financial assistance was circulated with the agenda. A proposal for a grant of £100 was made by Cllr Browne, seconded by Cllr Mrs Wilkinson. An amendment proposing a grant of £50 was made by Cllr Davies, seconded by Cllr Mrs Jack. On being put to the vote the amendment for £50 was lost by 4 votes to 2. The proposal to grant £100 was put to the vote and carried by 5 votes to 1.

56/11 FINANCE

1. Receipts and Payments Account: 24.01.11 – 01.04.11

This was circulated with the agenda and was accepted.

2. Accounts for Payment

Members queried the payment for Limebridge Rural Services Ltd regarding the work involved in brook clearance. After some discussion it was agreed that the invoice be paid, but that the Clerk draws attention to the need for some brook clearance to take place as part of the contract.

The Clerk drew attention to the two levels of subscription to Community First and it was agreed that this should be for silver membership.

It was proposed by Cllr Mrs Jack, seconded by Cllr Davies, and agreed that the following accounts be paid and that the payments made on 15.04.11 be confirmed:

R D Gurney salary, 01.04.11 – 31.05.11	£563.68
Staples UK Ltd - photocopying, stationery (April)	
£22.71 + £4.54 VAT	£ 27.25
N Power	
£142.99 + £7.15 VAT	£150.14
Steve Gwilliam (April)	£176.00
Limebridge Rural Services Ltd	
£222.00 + £44.40 VAT	£266.40
Worcestershire CALC subscription	
£197.16 + £34.53 VAT	£231.69
Worcestershire CALC, Clerk's meeting 11.01.11	£ 7.00
Aon Ltd	£381.42
Community First subscription	£ 20.00
Wychavon CAB	£100.00

Confirmation of payments made 15.04.11:

Wychavon DC, cemetery rates	£ 21.02
Steve Gwilliam (March)	£176.00
Staples UK Ltd (March) (2 invoices) £51.21 + £7.50)	£ 58.71
Essential Tree Services (for work on the willow tree)	£300.00

3. Members' allowances.

The updated Members' Allowances from 01.04.11 from WDC were reported and noted.

57/11 ACCOUNTS FOR YEAR ENDING 31ST MARCH 2011

Copies of the Accounts were circulated with the agenda and they were explained by the Clerk. It was agreed that further detail ought to be included on these accounts: Cllr Davies agreed to itemize these in an email to the Clerk and it was agreed that the approval of the Accounts be delegated to the Finance Working Group.

58/11 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 20th 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, and it was agreed that the completion of the Annual Return be delegated to the Finance Working Group, prior to its submission to the External Auditor..

59/11 MATTERS ARISING FROM THE ANNUAL PARISH MEETING

The draft minutes of the Parish Meeting held on 14th April 2011 were circulated with the agenda. There were two concerns for the PC. First, advice will be taken regarding the planting of replacement trees on the Green, to ensure the longer term visual aspects. Second, the Clerk will report the need for WCC to take some action regarding road markings along Yessell Lane and Boston Lane, particularly at the two bends.

60/11 CEMETERY MATTERS

It was agreed that there is a meeting of the Cemetery Working Group to discuss the unauthorized interment and the layout of the extension. Cllr Mrs Jack agreed to obtain an additional quotation for the painting of the lychgate.

61/11 FLOOD ALLEVIATION

Cllr Davies submitted a report to the meeting and reported on a meeting with the EA. Now that the pond scheme is not proceeding there is less need for the PC to be directly involved, as the EA will be dealing with the allocation of grants. A meeting with affected residents is to be arranged by the EA. The PC will, in due course, need to consider the re-allocation of monies it is holding as the local contribution to the flood alleviation scheme.

62/11 HIGHWAY AND FOOTWAY MATTERS

There was concern locally that the highway drainage work in Ryden Lane and Brook Lane will start on 23rd May 2011, even though the meeting of residents with WCC has not been arranged. The Clerk reported that he has received notice that Brook Lane is to be closed later this month; possibly this is the start of the overall scheme. It was noted that all residents have been informed by letter from WCC.

The Clerk was asked to arrange for Steve Gwilliam to cut back completely the area between the church and The Dovecote.

63/11 PARKING ON THE GREEN

The meeting with residents, suggested at the previous meeting, had not taken place. Elaine Hawley is making further investigations regarding the ownership of the gravel driveway. It was suggested that the PC erects a sign similar to the one at Hill and Moor regarding the rights over the use of the Green, and that such a sign should be placed near the (abandoned) telephone kiosk.

64/11 LENGTHSMAN AGREEMENT WITH WCC FOR 2011/2012

It was agreed that the PC continues with this scheme.

65/11 PLANNING FOR TRAVELLERS CONSULTATION

The PC is encouraged to respond to this consultation by Peter Luff, MP, and after some discussion it was agreed that Members send contributions to the Chairman and he and the Clerk will submit a response to the Secretary of State.

66/11 PARISH COUNCIL PAYE SCHEME

The Clerk reported that the Parish Council now has to be registered with HMRC for PAYE purposes. The full details have not yet been received and will be reported at the next meeting.

67/11 PROPOSED REDUCTION OF SUBSIDISED BUS SERVICES – REVISED SCHEME

It was agreed that no formal response be made from the Parish Council.

68/11 ITEMS FROM CALC

There was no report. The Clerk was asked to continue to circulate the CALC weekly updates.

69/11 CORRESPONDENCE FOR INFORMATION

The following correspondence was noted:

1. Charlton Village Fayre – request to hold this on The Green on 18th June 2011 - Agreed
2. WDC – Code of Conduct/Standards Regime training event, 9th June at 7 pm - Noted

3. WCC – Temporary Traffic Orders,
 Brook Lane, Charlton for 6 days from 13th May
 The Strand/Canada Bank/Yessell Lane/Boston Lane, Charlton for 5 days
 from 20th June
4. WCC – Evesham Area Forum, 16th June, at 7 pm, at Evesham Town Hall
5. Peter Luff MP – provision of superfast broadband in Worcestershire
6. Magazines, including Clerks and Councils Direct, Wychavon Communities Report

70/11 ITEMS FOR INFORMATION/INCLUSION ON NEXT AGENDA

1. Highway drainage gullies across The Green
2. Notice board for The Green
3. Pathway between the church and The Dovecote

71/11 DATE OF NEXT MEETING

This is agreed for Thursday, 14th July 2011, at 7.30 pm

14th July 2011