

CHARLTON PARISH COUNCIL

62

Minutes of the Annual Meeting of the Parish Council held on Thursday, 10th May 2012, 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
Cllr Mrs R A Powell

In attendance: Clive Bostle, Parish Footpath Warden
Roger Gurney, Clerk to the Parish Council

ADJOURNMENT FOR PUBLIC FORUM

(One member of the public (Brenda Bowley) was present. She wished to thank those involved with the ponds, which have been constructed upstream of the village. There was a great improvement in the flow of water during the recent heavy rains and, with the new drains in Ryden Lane, there was no indication of flood occurring around Brook Lane).

43/12 ELECTION OF CHAIRMAN

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

44/12 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE

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

45/12 ELECTION OF VICE CHAIRMAN

Cllr Davies was proposed by Cllr Eggleston, seconded by Cllr Grazier, and agreed.

46/12 APOLOGIES FOR ABSENCE

These were received and accepted from Cllr Wood.

47/12 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.

48/12 APPOINTMENT OF COMMITTEES/WORKING GROUPS

(1) **Planning Committee** – Cllr Davies, Cllr Eggleston, Cllr Grazier, Cllr Mrs Jack, Cllr Mrs Powell and Cllr Wood

(2) **Cemetery WG** – Cllr Mrs Jack, Cllr Davies, Cllr Browne

(3) **Finance WG** – Cllr Browne, Cllr Davies, Cllr Grazier, Cllr Mrs Powell and Cllr Wood

49/12 APPOINTMENT OF PARISH REPRESENTATIVES

(1) **Crothorne and Charlton Village Hall Committee** – Cllr Mrs Powell

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

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

(4) **Flood Working Group** – Cllr Browne, Cllr Davies, Cllr Grazier, and Cllr Wood

(5) **Parish Plan Group** – Cllr Davies

50/12 ALLOCATION OF RESPONSIBILITIES

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

51/12 MEETING DATES FOR 2012/2013

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.

52/12 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 be asked to continue as the Internal Auditor and, if not, for the Clerk to make other arrangements..

53/12 MINUTES OF THE MEETING HELD ON 8th MARCH 2012

The draft minutes had been circulated previously and it was agreed that the following amendment be made:

Minute 26/12, line 6, delete “46”, insert “514”.

Minute 26/12, line 7, add “including Charlton”.

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

54/12 PROGRESS REPORTS FOR INFORMATION

1. **Footpath Warden.** Clive Bostle was invited to speak. He reported that the map leaflets have been distributed to all households in Charlton and the remainder are to be available in suitable venues, including “The Gardeners Arms” and tourist information outlets in Evesham. Strimming had to be done by WCC on FPs 509/510/511, but a further strim later in the summer would have to be paid for (£25-£30) by the Parish Council; this was agreed. Mr Bostle reported that the footpath from Sidings Lane had been cleared and WCC had photographs of the cleared path. He commented that there had been some vandalism on the footbridge over Merry Brook; he has refreshed some waymarking, and the Walk around the parish will be publicized in Five Alive.
2. **Lengthsman.** Steve Gwilliam was not in attendance and the Clerk circulated his April worksheet.
3. **Crophorne and Charlton Village Hall.** Cllr Mrs Powell said that there had not been a meeting.
4. **Workman Trust/Old School Room.** Cllr Mrs Powell reported that the Trustees are seeking ways to give the premises a general improvement..
5. **Current Planning issues.** The Clerk reported that the WDC Enforcement Officer has informed him that a planning application is to be submitted for the solar panel already erected on land adjoining Fenn Croft, Boston Lane.
6. **Damage to street light column no. 13, The Dovecote.** The Clerk reported that he had still not received an invoice for this work. This will be followed up.

55/12 COUNTY AND DISTRICT COUNCILLORS REPORTS

Neither County Cllr Liz Eyre nor District Councillor Tom McDonald were in attendance.

56/12 PARISH COUNCIL INSURANCE

The Clerk reported that the annual premium for the same cover has increased from £381.42 to £391.66. It was resolved that this be accepted.

57/12 REQUEST FOR FINANCIAL ASSISTANCE

1. Wychavon CAB. A letter from Wychavon CAB for financial assistance was circulated with the agenda. A proposal that a grant of £100 be given was made by Cllr Mrs Jack, seconded by Cllr Davies, and agreed.

2. Rural Rate Relief. A copy of a letter from WDC and the application for Rural Rate Relief for the licensee of "The Gardeners Arms PH" was circulated with the agenda. It was resolved that £274.48p, as requested, be granted.

58/12 FINANCE**1. Receipts and Payments Account: 03.02.12 – 03.04.12**

This was circulated with the agenda and was accepted.

2. Accounts for Payment

It was proposed by Cllr Eggleston, seconded by Cllr Mrs Powell, and agreed, that

(a) the following accounts be paid, and

(b) the accounts paid on 01.04.12 and 19.04.12 be confirmed:

R D Gurney	net salary, 01.04.12 – 31.05.12	£451.00
	expenses, 01.03.12 – 30.04.12	£ 74.00
Elaine Hawley (for Parish Plan refreshments)		£ 16.41
Staples UK Ltd - photocopying, stationery (April)		
	£9.91 + £1.98 VAT	£ 11.89
New Farm Grounds Maintenance (April)		
	£405.00 + £81.00 VAT	£486.00
Steve Gwilliam (April)		£176.00
Aon Limited		£391.66
NALC (for LCR renewal)		£ 15.50
N Power Limited	£48.29 + £2.41 VAT	£ 50.70
	£144.04 + £7.20 VAT	£151.24
Worcestershire CALC	£202.02 + £35.19 VAT	£237.21
Community First		£ 20.00
Wychavon CAB		£100.00
Wychavon DC (for Rural Rate Relief)		£274.48

Confirmation of payments made 01.04.12:

R J Waters Carpentry Services	£450.00
National Flood Forum	£100.00
Andrew Vellender (for lychgate)	£1,000.00

Confirmation of payments made 19.04.12:

New Farm Grounds Maintenance (March)	
	£140.00 + £28.00 VAT
	£168.00

Wychavon DC (for Parish Plan questionnaire printing)	
£162.00 + £32.40 VAT	£194.40
Steve Gwilliam (March)	£176.00
Staples UK Ltd (March) £11.76 + £2.35 VAT	£ 14.11

59/12 ACCOUNTS FOR YEAR ENDING 31ST MARCH 2012

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

60/12 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 18th June 2012, 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..

61/12 MATTERS ARISING FROM THE ANNUAL PARISH MEETING

The draft minutes of the Parish Meeting held on 19th April 2012 were circulated with the agenda. It was considered to have been a good meeting with useful discussions taking place. There were no items requiring action by the Parish Council. It was noted that there was no progress on the future of the footbridge on the Green and that there were concerns to be resolved downstream of that bridge. County Cllr Liz Eyre has been looking into the problem with the badgers on Canada Bank and the Clerk was asked to get an update prior to the meeting in July.

62/12 CEMETERY FEES

Cllr Davies and Cllr Mrs Jack had discussed this matter and a spreadsheet of suggested fees was circulated at the meeting. It was agreed that the suggested increases be accepted, that other charges also be increased and that ambiguous wording be amended. It was agreed that this be considered again at the July meeting.

63/12 FLOOD ALLEVIATION

Cllr Davies reported that some brook clearance has taken place recently, but the cill near the Cemetery Bridge remains. Work is progressing on the Householder Protection Scheme. The Brook had coped with the recent high level of water. A meeting of the Flood Working Group is to be arranged.

64/12 HIGHWAY AND FOOTWAY MATTERS

No items were raised.

65/12 REGISTRATION OF THE GREEN

The Clerk reported that the CALC Executive Officer had advised that the Parish Council should register the Green and the Cemetery with the Land Registry. The status of the land opposite the cemetery and to the west of the Green should also be clarified. The Clerk was asked to arrange for the necessary registration.

66/12 PARISH PLAN

Cllr Davies reported that returned questionnaires are being analysed.

67/12 PROPOSED HOUSING DEVELOPMENT AT HAMPTON

Cllr Grazier reported that some 800 houses are proposed to be built at Hampton, in two phases – 350 and 450. It is understood that the developers aim to keep run-off to Merry Brook at the current level. The planning application is due to be submitted in May/June and the Clerk was asked to remind WDC of Charlton PCs interest in the scheme.

68/12 REPORT OF PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee on 29th March 2012, which were enclosed with the agenda, were noted.

69/12 ITEMS FROM CALC

The Chairman reported that the CALC Executive is concerned with its funding in the future, as it relies on a grant of £25,000 from WCC. The Area CALC Meeting discussed Localism and the changes to the Standards Committee.

70/12 CORRESPONDENCE FOR INFORMATION

The following correspondence was noted:

1. Diana Boardman – Charlton Fayre, 16th June
2. Wychavon Sport – invitation for Wychavon Parish Games
3. WDC – details of the Wychavon Bursary Award
4. WDC – Parish Matters (copy enclosed)
5. WCC – consultation on the Waste Core Strategy Development Plan Document
6. WCC – consultation on Worcestershire CC's approach to Localism
7. Peter Luff MP – Planning guidance on traveller sites

71/12 ITEMS FOR INFORMATION/INCLUSION ON NEXT AGENDA

1. The future of the telephone kiosk
2. Quotation for the railing and clearing land opposite the Cemetery
3. Action for the scrub hedge adjacent to the footbridge by the Green

72/12 DATE OF NEXT MEETINGS

This is scheduled for Thursday 12th July 2012, at 7.30 pm.

12th July 2012