

CHARLTON PARISH COUNCIL

9

**Minutes of the Annual Meeting of the Parish Council held on Thursday, 9th May 2013,
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 (until Item 12, Minute 51/13)
Cllr Mrs B W Jack

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

ADJOURNMENT FOR PUBLIC FORUM

(No members of the public were in attendance).

40/13 ELECTION OF CHAIRMAN

Cllr Davies was proposed by Cllr Browne, seconded by Cllr Mrs Jack, and agreed. Cllr Davies thanked the Parish Council for electing him as Chairman and paid tribute to Cllr Browne for his many years as the Chairman

41/13 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE

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

42/13 ELECTION OF VICE CHAIRMAN

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

43/13 APOLOGIES FOR ABSENCE

These were received and accepted from Cllr Wood.

A letter of resignation from the Parish Council has been received from Cllr Mrs Rachel Powell; she has recently taken up a new job and will not have time to continue as a parish councillor. The Clerk will inform WDC to set the election process in motion.

44/13 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.

45/13 APPOINTMENT OF COMMITTEES/WORKING GROUPS

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

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

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

46/13 APPOINTMENT OF PARISH REPRESENTATIVES

(1) Cropthorne and Charlton Village Hall Committee – Mrs Powell to be asked if she wishes to continue.

(2) Workman Trust – Mrs Powell to be asked if she wishes to continue

(3) Worcestershire CALC – Cllr Browne

- (4) **Flood Working Group** – Cllr Browne, Cllr Davies, Cllr Grazier, and Cllr Wood
(5) **Parish Plan Group** – Cllr Davies

47/13 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

48/13 MEETING DATES FOR 2013/2014

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.

49/13 FINANCIAL ARRANGEMENTS

- (1) **Cheque signatories.** It was confirmed that Cllrs Browne, Eggleston, Grazier and Mrs Jack continue as cheque signatories. The Clerk will arrange for Cllr Davies, the Chairman, to be added.
(2) **Internal Auditor.** It was confirmed that Charles Tooby be asked to continue as the Internal Auditor.

50/13 MINUTES OF THE MEETING HELD ON 10th MARCH 2013

The draft minutes were circulated with the agenda. It was proposed by Cllr Mrs Jack, seconded by Cllr Grazier, and resolved, that the Minutes be signed as a true record.

51/13 PROGRESS REPORTS FOR INFORMATION

- 1. Footpath Warden.** Clive Bostle was invited to speak. He said that the Public Walk has been arranged for Saturday 20th July 2013. Arrangements have been made for WCC to trim some of the narrow footpaths. There is concern with the position between the public highway and the private bridleway on Ryden Lane, which is complicated by the siting of the 30mph roundels. Mr Bostle has completed work on the steps on paths off Haselor Lane, and some waymarking has been done on FP502, by Sidings Lane.
- 2. Lengthsman.** Steve Gwilliam was not in attendance and his worksheet for March was circulated with the agenda.
- 3. Crophorne and Charlton Village Hall.** In Mrs Powell's absence there was no report, although it was reported that the AGM has been postponed until 21st May.
- 4. Workman Trust/Old School Room.** In Mrs Powell's absence there was no report.
- 5. Registration of The Green and Cemetery.** The Clerk reported that the Cemetery has now been registered with the Land Registry. Further information regarding the application to register The Green has had to be obtained and this has now been obtained and sent to the Land Registry.
- 6. Telephone kiosk.** Cllr McDonald had reported to the Parish Meeting that WDC will arrange for the disconnection and removal of the kiosk from the Green, but this may probably not be achieved for about one year.

7. Damaged electric cable serving street light, The Bight. It was reported that the street light is now working.

8. Damaged street light no.18, The Strand. This column was hit by an unidentified vehicle towards the end of April. The column was leaning, but still working. The Clerk has reported the matter to Prysmian, for them to check. It seems that someone has tried to straighten it, but it still seems loose in the ground. Cllr Browne contacted the police, who have not received a report about the accident. The Clerk has asked Prysmian for an update and this will be forwarded to Members when received.

52/13 PARISH COUNCIL INSURANCE

The Clerk reported that the annual premium for the same cover has reduced £391.66 to £370.86. It was resolved that this be accepted.

53/13 FINANCE

1. Receipts and Payments Account: 01.03.13 – 03.04.13

This was circulated with the agenda and was accepted.

2. Accounts for Payment

It was proposed by Cllr Eggleston, seconded by Cllr Browne, and agreed, that:

(1) the following accounts be paid:

R D Gurney net salary, 01.04.13 – 31.05.13	£451.00
Staples UK Ltd – photocopying (April) £17.33 + £3.47 VAT	£ 20.81
Steve Gwilliam (April)	£176.00
Worcestershire CALC £207.31 + £36.25 VAT	£243.56
Aon UK Ltd	£370.86
Community First	£ 20.00
New Farm Grounds Maintenance (April) £280.00 + £56.00 VAT	£336.00

It was agreed that the subscription to NALC for the Local Council Review be not renewed.

(2) the payments made 11.04.13 be confirmed

Staples UK Ltd (April) £24.47 + £3.45 VAT	£ 27.92
New Farm Grounds Maintenance (March) £265.00 + £53.00 VAT	£318.00
Steve Gwilliam (March)	£132.00
N Power £154.87 + £7.74 VAT	£162.61

54/13 ACCOUNTS FOR YEAR ENDING 31ST MARCH 2013

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

55/13 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 30th June 2013, and the timetable for the period of inspection by the public is currently

Finance Working Group is held to complete the Annual Return. 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.

56/13 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.

57/13 COUNTY AND DISTRICT COUNCILLORS REPORTS

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

District Councillor Tom McDonald confirmed that WDC would support the Parish Council for the removal of the telephone kiosk. He reported that WDC is working out priorities for spending and cuts.

58/13 FLOOD ALLEVIATION

Cllr Davies reported that he is trying to arrange a meeting with the EA to resolve the outstanding issues for the residents' protection scheme. After this a public meeting will be held in the village. Blockages in Merry Brook downstream from the village have been reported to the EA.

Cllr Browne reported that he has been in discussion with WDC regarding grants and funding for flood alleviation work in Charlton, and a meeting with the Deputy CEO will be arranged to progress the matter.

59/13 DOG FOULING IN THE VILLAGE

Following concerns about dog fouling Cllr Davies has been in discussion with WDC regarding the provision of dog bins, where they could be located and cost, and a possible leaflet drop. It was considered that this matter be deferred until later in the year, and the Chairman agreed to follow up the offer of a meeting with the Dog Warden.

60/13 NEW HOMES BONUS

The Chairman confirmed that he and Mrs Powell will continue to discuss the suitable trees for planting on The Green.

61/13 PROVISION OF MEMORIAL SEAT ON THE GREEN

Cllr Mrs Jack and Mrs Powell have agreed that the new seat be located opposite Mr and Mrs Barratt's former house. Arrangements will be confirmed with Bob Hiron to acquire the seat and to fix it, then to pass the invoices to the Clerk for payment. The Clerk will keep Mr Barratt informed of progress.

62/13 HIGHWAY AND FOOTWAY MATTERS

Concern was raised with possible encroachment of Ryden Lane, but Cllr Browne confirmed that this matter had previously been looked into by the highway authority, which was unable to take action.

Cllr Eggleston reported that the introduction of a mirror to help egress from the track alongside The Green is progressing.

63/13 ADDITIONAL CEMETERY RULES

Members have become increasingly aware of items other than natural flowers being left at graves. It was felt that additional positive rules and/or guidelines should be considered before the problem intensified. It was agreed that a meeting of the Cemetery WG be convened.

A letter was received from Margaret Draper regarding damage to the grave of one of her relatives. It was agreed that she be asked to submit the bill for the repair to the Parish Council, thereafter the Council will discuss this with the contractors.

64/13 LAND OFF THE STRAND

There was nothing to report, but the advice of the EA is awaited regarding the treatment of the sloping bank.

65/13 PARISH PLAN

Cllr Davies reported that this is still not in a presentable form, but it is almost completed.

66/13 REPORT OF PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee on 14th March 2013, which were enclosed with the agenda, were noted. It was agreed that representatives of the Planning Committee request a meeting with the officers at WDC to discuss application 12/01396. The Clerk reported that he has received a letter from the Head of Planning at WDC, informing the Parish Council that from September 2013 hard copies of planning applications will not be sent to P&TCs. It will be necessary for clerks to print off copies from the web site. WDC has now agreed that parish councils can have their own 3 minutes for commenting on applications at the WDC Planning Committee, as well as the 3 minutes for supporters and objectors.

67/13 ITEMS FROM CALC

The Chairman reported that the Executive has considered the varied precepting problems in Worcestershire, the future of Quality Parish status, pensions for Clerks. There continues to be a long term funding problem with Worcestershire CALC.

68/13 CORRESPONDENCE FOR INFORMATION

The following correspondence was noted:

1. Magazines, including Community First Annual Report, Clerks and Councils Direct, Western Power newsletter

69/13 ITEMS FOR INFORMATION/INCLUSION ON NEXT AGENDA

None.

70/13 DATE OF NEXT MEETING

The next meeting of the Parish Council is on Thursday 11th July 2013, at 7.30 pm.