

**Minutes of the Annual Meeting of the Parish Council held on Thursday, 8<sup>th</sup> May 2014, at 7.30 pm, in the Old School Room, Charlton**

**PRESENT** Cllr B B Browne (in the Chair)  
Cllr S M Eggleston  
Cllr E G Grazier  
Cllr Mrs B W Jack  
Cllr R R Sims  
Cllr M P Wood

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

### **49/14 ELECTION OF CHAIRMAN**

Cllr Browne informed the Parish Council that the Cllr Davies, the Chairman, has just come out of hospital and would not be able to attend this meeting. Cllr Browne informed the Council that Cllr Davies was willing to continue as the Chairman. **Cllr Davies** was proposed by Cllr Browne, seconded by Cllr Eggleston and agreed. In his absence the Declaration of Acceptance of Office will be signed at the next meeting.

### **ADJOURNMENT FOR PUBLIC FORUM**

*(One member of the public was in attendance. He claimed to be resident at 'The Hill' and he is constructing a new building – a cedar-clad chalet – to replace one of the caravans at 'The Hill'. He was aware that some residents of Charlton were concerned that no permission had been granted for this and he explained that officers from Wychavon DC had advised him that permission would not be needed, as this structure would be in lieu of one of the caravans).*

### **50/14 APOLOGIES FOR ABSENCE**

These were received and accepted from Cllr Davies.

### **51/14 ELECTION OF VICE CHAIRMAN**

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

### **52/14 DECLARATIONS OF INTEREST**

Cllr Grazier declared an interest in the flood alleviation scheme (Minute 65/14). Members were reminded of the need to update their register of interests and to declare any personal and/or prejudicial interests and their nature.

### **53/14 APPOINTMENT OF COMMITTEES/WORKING GROUPS**

**(1) Planning Committee** – Cllr Davies, Cllr Eggleston, Cllr Grazier, Cllr Mrs Jack, Cllr Sims 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

### **54/14 APPOINTMENT OF PARISH REPRESENTATIVES**

**(1) Crophorne and Charlton Village Hall Committee** – No representative.

**(2) Workman Trust** – Mrs Emily Hall-Roberts 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

#### 55/14 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 liaison** – Cllr Wood
- (6) **Web site** – Cllr Browne
- (7) **Brook Warden** – Cllr Davies

#### 56/14 MINUTES OF THE MEETING HELD ON 13<sup>th</sup> MARCH 2014

The draft minutes had been circulated previously. It was proposed by Cllr Sims, seconded by Cllr Wood, and resolved, that the Minutes be signed as a true record.

#### 57/14 COUNTY COUNCILLORS REPORT

County Cllr Liz Eyre has sent her report to the Clerk. The main matters referred to were the highway problems on the road to Jubilee Bridge; The Bight, where there are still drainage issues; Ryden Lane, where some patching has been done and more will be done (although there still seems to be some dispute where the County Council responsibility ends); Boston Lane/Yessell Lane where there will be surce dressing; Church Leys, Cropthorne, where there is a spring causing surface run-off; siding out the path between The Dovecote and the church is a matter for the Lengthsman; surface dressing and she hopes for work to be done on the footway along Church Leys. There are high hopes that superfast broadband will arrive in the autumn. She commented that WCC has not achieved its planned budget cut for this year, there have been improvements in school learning achievement and with child care.

The Chairman thanked County Cllr Liz Eyre for her help with the highway works during the past year.

#### 58/14 REPORT FROM REPRESENTATIVES

1. **Footpath Warden.** Clive Bostle sent his apologies. There was nothing to add to his report to the Parish Meeting.
2. **Cropthorne and Charlton Village Hall.** The Clerk reported that he has received the draft of minutes for the March meeting of the Hall Committee. It was agreed that these be emailed to Members
3. **Workman Trust/Old School Room.** There was no report.

#### 59/14 PARISH COUNCIL INSURANCE

The Clerk reported that this year Aon Ltd had increased the premium by some £3.40p. It was agreed that this is acceptable.

#### 60/14 FINANCE

##### 1. Receipts and Payments Account: 03.02.14 – 03.04.14

This was circulated with the agenda and was accepted.

**2. Accounts for Payment**

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

Staples UK Ltd (2 invoices)	£45.70 + £4.20 VAT	<b>£ 49.90</b>
N Power Ltd	£154.87 + £7.74 VAT	<b>£162.61</b>
Worcestershire CALC (sub)	£210.92 + £36.95 VAT	<b>£247.87</b>
Worcestershire CALC (training)	£25.00 + £5.00 VAT	<b>£ 30.00</b>
Aon UK Ltd		<b>£374.25</b>
Steve Gwilliam (April)		<b>£220.00</b>
New Farm Grounds Maintenance	£280.00 + £56.00 VAT	<b>£336.00</b>

**(3) Confirmation of payments made on 10.04 2014:**

New Farm Grounds Maintenance	£265.00 + £53.00 VAT	<b>£318.00</b>
Steve Gwilliam (March)		<b>£132.00</b>

**61/14 ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2014**

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 Eggleston, seconded by Cllr Sims, and agreed. A copy of the Accounts was signed by the Chairman and the Clerk/RFO.

**62/14 EXTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN**

The Clerk reported that the Annual Return has to be submitted to the External Auditor by 16<sup>th</sup> June 2014, 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 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.

**63/14 NEW FINANCIAL REGULATIONS**

These have recently been issued by NALC. It was agreed that these be approved, subject to the Chairman and the Clerk discussing the details relevant to Charlton PC.

**64/14 MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

The draft minutes of the Parish Meeting held on 10<sup>th</sup> April 2014 were circulated with the agenda. It was considered to have been a good meeting with useful discussions taking place. There were no issues requiring action by the Parish Council.

**65/14 FLOOD ALLEVIATION**

In the absence of Cllr Davies there was no report or discussion. The Clerk reported that he has informed WCC of the large tree, which has fallen across Merry Brook, just upstream from the Jubilee Bridge Picnic site.

**66/14 CHARLTON CEMETERY**

The War Graves sign is now displayed and this is considered acceptable. Cllr Browne reported that he and Cllr Grazier had met to discuss tree matters at the Cemetery. The initial cost of trimming the existing yew trees would be £325, followed by a smaller annual cost of maintaining them. It was also agreed that 4 additional trees should be planted across the new area, to continue the avenue; Cllr Grazier agreed to

obtain a quote for this. Cllr Grazier reported the need for an access to the rear part of the Cemetery for maintenance purposes, ideally via a 10ft gateway from the adjoining track. Cllr Wood and Cllr Grazier agreed to check the ownership of this track. This would help with the removal of old trees and spoil from graves on the extended area. It was suggested that Steve Gwilliam be asked for advice to overcome the muddy paths in the Cemetery.

**67/14 THE GREEN**

**(1) Seat.** The Clerk reported that he has submitted an application for funding a new bench from the New Homes Bonus. He has heard that further publicity needs to be given and this was agreed to.

**(2) Merry Brook.** There is a need for this to be checked with the maintenance company.

**68/14 NEW HOMES BONUS**

As well as the new seat for the Green referred to above it was agreed that the work in the Cemetery and on the land opposite the Cemetery be considered for New Homes Bonus money.

**69/14 HIGHWAY, FOOTWAY AND STREET LIGHTING MATTERS**

These have been discussed in detail earlier in the meeting with County Cllr Liz Eyre.

**70/14 PROGRESS REPORTS FOR INFORMATION**

**1. Lengthsman.** Steve Gwilliam was not in attendance. His worksheet for April was circulated with the agenda and was noted.

**2. Charlton Church.** There was no report.

**3. Broadband progress.** County Cllr Liz Eyre had reported on this earlier in the meeting and it hoped that superfast broadband will be commissioned in September 2014.

**4. Telephone kiosk.** There has been no progress.

**5. PACT meeting.** There was no report.

**6. Electronic distribution of agendas, etc.** Currently this is not legal, as well as often being impractical.

**7. Cycling initiatives in The Vale.** There was no report.

**8. Parish Plan.** There was no report.

**71/14 REPORT OF THE PLANNING COMMITTEE**

The report of the Planning Committee meeting of 3<sup>rd</sup> April 2014 was circulated with the agenda and was noted.

**72/14 UNAUTHORISED STRUCTURE, 'THE HILL' CANADA BANK**

*This matter was raised at the public forum at the start of the meeting. Members noted what had been stated by the builder and were concerned that he was receiving advice from officers at Wychavon DC. The Clerk was asked to write to WDC, to seek an explanation of the activities.*

**73/14 ITEMS FROM CALC**

Cllr Browne was unable to attend the Executive, but noted that the agenda included an item on promoting candidates for next year's Parish Council elections.

No-one was able to attend the Parish Conference.

**74/14 CORRESPONDENCE FOR INFORMATION**

The following correspondence was noted:

- (1) WDC – Review of Polling Districts and Polling Places, comments required by 23.5.14  
- as there are no problems or alternatives no comment need be made.
- (2) Clerks and Council's Direct

**75/14 ITEMS FOR INFORMATION/INCLUSION ON NEXT AGENDA**

1. Cost of work at The Cemetery
2. Cost of work for land opposite the Cemetery

**76/14 DATE OF NEXT MEETING**

The next Meeting of the Parish Council will be held on Thursday 10<sup>th</sup> July at 7.30 pm in The Old School Room.