



CHARLTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 18th July.
2023 at Charlton Church Foxcotte Room at 7.45pm
(Draft until approved)

Present: Cllr Mrs J Smith (Chairman) Cllr C Ward (Vice Chairman), Cllr I Smale, Cllr N Woods, Cllr D Rawlingson

In attendance: E Attwood - Clerk
0 Members of public

1) Apologies for Absence

Apologies for absence had been received from Cllr P Wyle & Cllr Donnelly HCC.

2) Co-option of Councillors

Cllr Smith proposed Cllr Ward seconded co-option of Norman Woods
Cllr Smith proposed Cllr Ward Seconded co-option of Daniel Rawlingson
All members agreed. All declaration and Register of Pecuniary Interest forms completed.

Resolved: That Norman Woods and Daniel Rawlinson were coopted as Parish Councillors.

3) Declarations of Interest

There were no declarations of interest in items on the agenda.

4) Minutes

Cllrs to approve the minutes from the Parish Council Meeting held on 20th June 2023 as a correct record of proceedings.

Resolved: The minutes of the Parish Council meeting held on 20th June were confirmed as a correct record and signed by the Chairman. Proposed Cllr Ward seconded Cllr Smale. All agreed.

5) Public participation - None

6) Clerk's Report

- H Bourner had final pay & holiday pay less £60
- HMRC clerk awaiting access to pay clerk's tax.
- Produced a monthly budget spreadsheet.
- Produced new layout of monthly accounts.
- Internal auditors report – considered the actions and circulated report.
- All register interest forms checked on TVBC Website – generic e mail from TVBC.

7) HCC & TVBC Reports-

HCC Cllr Chris Donnelly was absent but had sent in the following report.

- Hampshire County Council Budget Consultation is on the website – Responses may be submitted <https://hampshirecc.welcomesyourfeedback.net/s/budget23>
- DIY waste charging at Hampshire Waste and Recycling Centres are being abolished – no date given yet.
- Highway Funding – An extra 22.5 million given towards highway maintenance during the next three years.
- Successful Trading Standards Prosecution – Trading standards have successfully prosecuted a man for fraudulently turning back the mileage counters of cars he was selling to increase their value.

- Details of reporting Highway problems can be found on HCC website or the Parish Council website. [Report a pothole | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

TVBC Cllr L Lashbrook no report.

8) Finance -

8.1 The bank balance as of 30th June was as follows:

Lloyds current £33932,18

Savings £35674.69

Cllrs to consider and approve the financial statement for the period 1st June to 30th June 2023.

RESOLVED: It was resolved to approve the financial statement for the period 1st June to 30th June 2023 as a correct record of accounts. All agreed.

Resolved: Councillors approved the financial statement for June 2023

8.2 Cllrs to approve payments for June 2023

34/33	H Bourner	pay/ part laptop/	719.62
34	H Bourner	clerk tax	117.40
36/39/33	H Bourner	Part Laptop/software	232.09
37	Do the numbers	Internal Audit	250.00
38	J Smith refund	Lunch for Clerk (Previous)	49.01
39	H Bourner	Expenses May - June	18.20
40	Marmex	Picnic bench	792.00
41	Glasdon	Bin	642.64
43	Bulpitt Print	Newsletters	585.00
44	Clive Ward Refund Ink		43.38
45	Clive Ward Refund	APM -refreshments	11.98

Cllrs approved July payments to date:

42	H Bourner salary & hol		627.60
47	E Attwood June salary		394.21
48	HMRC H Bourner		171.80
49	HMRC E Attwood		98.40

8.3 Approval for Clerk to manage funds – Cllrs discussed how much disposable income was required for the next six months and agreed it was better to earn some interest on the remaining funds.

Resolved: Councillors approved investing £35,000 in a fixed rate account for six months using their current bank provider. It was also approved for the Clerk to transfer funds into the savings account and transfer back into the treasurers account as and when invoices require payment.

8.4 Filing cabinet – The Clerk explained that there was no storage for council documents when she collected the office from the previous Clerk.

Resolved: Councillors approved purchase of a filing cabinet up to £100

8.5 Review of Budget & Reserves – Cllrs discussed the budget and asked for the projection budget workings to be added to the spreadsheet. Cllrs also discussed money ring fenced and said no money would be spent until they are sure that the intended plans to build a Village Hall take place.

9. Internal Audit – The following actions were agreed from the audit

- All Invoices need to be addressed to Charlton Parish Council using Clerks address.
- Cllrs approved applying for a bank card to make payments.

- All fundraising events for the proposed Village Hall will be now running through CVCA including the community day.
- Minute approval will be signed and dated on last page and initialled on the others.
- The Clerk will arrange to review one policy per meeting until all reviewed.
- Budget and reserves were discussed see 8.5.
- The Clerk will review website to ensure latest policies are uploaded.
- All Pecuniary Register of Interest forms were completed and have been lodged with TVBC after the May elections. This comment from the auditor did not consider the recent election and the fact the TVBC are responsible for this not the PC.

10. Review of Parish Council Risk Assessment – Cllrs discussed the policy and Cllr Ward investigate a business plan.

Resolved: Councillors approved the Risk Assessment.

11) Update on the Beacon – Cllr Ward reported that planning permission had been approved. Councillors discussed movement of the beacon and agreed not to move until after June 2024. Money to reposition the beacon will be allocated in next years budget.

12) Railings at Waterside 12.1 A resident have offered to paint the railings. Cllrs discussed the concerns managing pedestrians and the preparation of the railings for painting. Cllr Smith will contact the painter and ask for a proposal.

12.2 New name sign – Cllrs agreed a new metal sign to be fixed onto the gate. Cllr Smale proposed. Cllr Smith seconded. All agreed. Cllr Ward will investigate the purchase. It was also suggested the litter bin should be near the gate.

Resolved: It was agreed that £100 was approved to be spent on the sign.

13) Update on Charlton Village Association including the Community Day.

Cllr Ward reported that the constitution was currently in draft format. He was going to circulate to potential committee members and then formalise in a committee meeting. He will add an article in the newsletter to advertise. £3900 was made on the community day and divided with half to the Church and half to the CVCA account.

14) Planning

The following decisions by TVBC were noted –

- 16 Bradwell Close Certificate issued.
- 23/01260/FULLN 69B Hatherden Road Permission
- 23/00283/FULLN Jubilee Beacon Permission

The following applications have been brought to the Parish Councils attention. (Penton Mewsey Parish

22/0436/COU - Alleged unauthorised change of use from sawmill to business park. The Clerk should ask TVBC for the application formally. Cllrs discussed the application and were concerned about increasing traffic, damage to the road, lack of room for larger vehicles to pass and vehicles not keeping to the speed limit. Cllrs suggested a 20mph was needed on the road.

15) Councillor reports

15.1 Traffic Liaison- Discussed in item 14.

15.2 Lengthsman scheme- The Clerk will seek information about the following from the previous Clerk:

- Contract for lengthsman scheme
- When the work is carried out
- How often payment is made.

15.3 Environment & Rights of Way– No report. Cllr Wylde was absent.

15.4 Charlton Lakes- Cllr Ward reported that he will ask TVBC to look at the gate opposite Mercia Avenue. TVBC Community Leisure are undertaking a survey. They were considering

extending the footpath all around field to the BMX track.

15.6 Community Hall update - Will seek Parishioners views and get them to complete survey to see if enough buy in. A meeting will be arranged.

16) Correspondence

Parishioner had expressed concern about the branches of tree between the Green and Armstrong Rise. Advised to report to HCC.

An e mail from TVBC re the two Public Spaces protection order one for alcohol and one for dogs.

TVAPC annual conference held on the 30th of September.

HALC Hampshire and IOW village of the year competition is open for entries.

17) New items proposed for future agendas were:

For September meeting - TBC

18) Close of Meeting –The meeting closed at 9.45 pm

The next meeting of the Parish Council will be held on Tuesday 19th September 7.45pm, in the Foxcotte room at St Thomas Church, Charlton. This will be the Annual Parish Council meeting.