



CHARLTON PARISH COUNCIL
**MINUTES OF THE MEETING HELD ON TUESDAY 16th AUGUST
2022**

Present: Cllr Mrs J Smith (Chairman), Cllr C Ward (Vice Chairman), Cllr I Smale, Cllr Mrs C Mills & Cllr P Wyde.

In attendance: H Bourner- Clerk
1 Member of public

1) Apologies for Absence

Apologies for absence had been received from HCC Chris Donnelly, TVBC L Lashbrook & Cllr A Rogers.

2) Declarations of Interest

There were no declarations of interest and all councillors confirmed no changes were required to register of interest forms.

3) Minutes

Cllrs to approve the minutes from the Parish Council Meeting held on 19th July 2022 as a correct record of proceedings.

Resolved: The minutes of the Parish Council meeting held on 19th July were confirmed as a correct record and signed by the chairman. Proposed Cllr Ward seconded Cllr Smith. All agreed.

4) Public participation

There were no comments from members of public present.

5) Clerk's Report

The Clerk reported as follows: -

Informal crossing

HCC have been contacted again for an update on when this work will commence, given the information from road network notifications, but no reply has been received.

Jubilee and Community Day profits

Accounts for each event had been prepared. In each case there were surplus funds and it was agreed the Community Day profits would be shared with the Church and the balance would be ringfenced for the Community Hall project. Any surplus from the Jubilee event will also be ringfenced for the Community Hall project

Recycling

TVBC were approached requesting for additional recycling facilities that would be provided by the Parish Council at Tesco car park. They requested further information as follows

- What would be the footprint of the bank
- What are the collection frequencies for the waste.
- Who is the company and where is the waste disposed.
- TVBC would need a copy of the PC public liability insurance.

The matter was discussed and given the proposed changes to kerbside waste collections it was agreed not to pursue this matter.

Sum Up request

Sum up requested a headed letter confirming what the Parish Council plan to use the machines for, to comply with money laundering rules. This has been supplied.

Dates for meetings 2023

A schedule of dates for 2023 were discussed. These were agreed as the third Tuesday of the month each month with the exception of June when this would be the second Tuesday. No meetings were planned for August and December.

Budget 2023/24

The Clerk said it was time to consider the budget for the next financial year to 31st March 2024. She asked that all Councillors consider this matter and email details of any projects or spending they believed should be included. She will then provide a draft document for discussion at the September meeting.

6)HCC & TVBC Report-

HCC Cllr Chris Donnelly was not present.

TVBC Cllr Lashbrook was absent but had sent a report confirming there was a traveller incursion at Foxcotte Park which was swiftly dealt with by officers and the Police, TVBC are dealing with the damaged height barrier at Charlton Park, which was accidental and Charlton Lakeside is through to the voting of favourite parks in the UK.

7)Finance -

The bank balance at 31st July 2022 was as follows:
Lloyds current £21616.07
Savings £35542.95

Cllrs to consider and approve the financial statement for the period 1st June to 31st July 2022.

RESOLVED: It was resolved to approve the financial statement for the period 1st June to 31st July 2022 as a correct record of accounts. Proposed Cllr Ward, seconded Cllr Smith All agreed.

Cllrs to approve payments to be made

H Bourner Salary £524.16
H Bourner expenses £31.03
Bulpitt Print £548.00
Barry Notley £220.00
TVBC pre app £144.00
One.Com renewal £169.57
Survey Monkey DD £384

8) Report on Audit Return

A full review of the internal auditors reports along with the response from the Clerk took place. In particular a full discussion took place on how special events are to be run in future including the methods of purchasing goods and how payments will be made. Cllr Smith will research methods of forming community groups which will not impact on the Parish Council.

9)Survey Monkey Subscription

The subscription to survey monkey had automatically renewed. After discussion it was agreed this was not a cost effect method of contacting parishioners. Cllr Smith proposed she cancel the subscription and request a refund. This was seconded by Cllr Ward. All agreed. The Clerk will cancel any direct debit notification.

10) Review Asset register

The register had been circulated and reviewed. There were no further items to add. Cllr Smith proposed accepting the document which was seconded by Cllr Wylde. All agreed. An up-to-date version will be posed to the website.

11) Stream bank repairs-entrance to Charlies Lake

Cllr Ward is still awaiting information from the Environment Agency. The agreed proposal is to install MSE bags but this needs environment agency agreement which is awaited. Hopefully this will be received in time for repairs to be carried out before the stream fully fills over winter. Some repairs are also required to the opposite bank which is currently covered in nettles. Cllr

Ward will draw up a quotation specification for the Clerk to provide to contractors to carry out the work.

12) Area by Millennium Stone

Cllr Smith said the area by the stone is now almost covered by the tree nearby. This land is the responsibility of TVBC so the Clerk will approach them to discuss whether the tree can be removed and replaced with an alternative. Cllr Ward will provide some photographs.

13) Planning terms of reference

A revised document had been circulated which was discussed. Some amendments were required and Cllr Ward will redraft and re circulate. The planning advisory group consists of three Councillors who are currently Cllr Wylde, Cllr Smale & Cllr Rogers.

14) Community Hall Update

Cllr Ward confirmed the pre application for the Community Hall has been submitted to TVBC along with a fee of £144.00. A response is awaited but the hope is there will be agreement that this site will be accepted, if it is, more work on the type of building and it's lay out will be required.

15) Renovate Bus Shelter

The bus shelter was looking very scrappy and needed to be cleaned and repainted. It was agreed the Clerk should approach the Community Pay Back teams to see if they would be able to take on this work.

16) Green Space near Carters Meadow

Cllr Smale reported that he had been made aware that Anchor, owners of Carters Meadow intend to submit a claim to the as yet un registered land under adverse possession rules. Cllr Ward highlighted that this land is listed in the Neighbourhood Plan, a legal planning document as a public open space. The Parish Council are in the process of obtaining legal advice on the issue however it was agreed they would like to meet with Anchor to discuss the matter. The Clerk was asked to write to them to arrange such a meeting to discuss both the land and the subject of signage.

17) Planning

The following decisions by TVBC were noted –

22/00698/FULLN-extension 11 Hillside Villas-withdrawn

22/01435/FULLN-erect 100-seater stand, New Street Football Club, Foxcote Park-permission

The following applications received-

22/01893/FULLN- convert double garage to self-contained annex, 5 Hillside Villas- no objections but comment that neighbours have objected and any new windows should be fitted with frosted glass.

22/01744/FULLN- replacement single storey lean to extension (retrospective)- no objections

Update on beacon

Cllr Ward confirmed the application to erect beacon in the village centre is now being considered by TVBC planning department.

18) Councillors to provide a report on their areas of responsibility

Traffic Liaison-Cllr Smith had nothing to report. Cllr Mills highlighted a large pothole in the road at the entrance to Carers Meadow. The Clerk will report this to HCC.

Speed awareness cameras-Cllr Ward confirmed he had moved the speed camera from Wetherby Gardens to Hatherden Road. Cllr Smith asked the Clerk to approach the police to carry out a speed gun exercise on Hatherden Road and Goch Way as had previously been requested

Lengthsman scheme- It had previously been agreed the lengthsman contract should be tested for the next cutting season. Cllr Smith proposed she use the village face book site to try and engage new contractors. The Clerk will contact the current contractor to confirm and requesting his quote.

Community Hall Feasibility- see separate agenda item

Environment & Rights of Way– Cllr Wylde said he had started cutting some footpaths and would continue now that the temperature had dropped. He said the strimmer required some replacement parts. He will send details to the Clerk.

Charlton Lakes- Cllr Ward expressed his dissatisfaction that the community consultation from TVBC had not yet been published.

Carters Meadow- see separate agenda item.

19) Community Day

Cllr Smith said the day had been a great success but the bulk of the work had been left to a few individuals. If the event is to continue more volunteers are required to help. An article will be produced for the newsletter and the face book site.

20) Correspondence

The Clerk highlighted several items of correspondence as follows

Emails regarding new Gypsy encampments

Details of the recent TVAPTC meetings

Email regarding HALC communications awards

A copy of Clerks & Councils Direct

An email expressing concerns about parking on verges in Armstrong Rise in particular in the area where a disabled parking space was refused planning.

An email raising concerns regarding a diseased tree

An email from New Street Football club

21) Items proposed for future agendas were:

Area by Millennium stone

Bus shelter

Planning TOR

Carters Meadow meeting

Close of Meeting –The meeting closed at

The next meeting of the Parish Council will be held on Tuesday 20th September 2022, 7.45pm, in the main church hall.