



CHARLTON PARISH COUNCIL
**MINUTES OF THE MEETING HELD ON TUESDAY 16th MAY
2023**

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

In attendance: H Bournier- Clerk
1 Member of public

1) Apologies for Absence

Apologies for absence had been received from TVBC Linda Lashbrook.

Election of Chairman

2) Cllr Smale nominated Cllr Mrs. J Smith to be Chairman for the forthcoming year. This was seconded by Cllr Ward. All Agreed. Cllr Smith signed an acceptance of office form.

Election of Vice Chairman

3) Cllr Smith nominated Cllr Ward to be Vice Chairman for the forthcoming year. This was seconded by Cllr Smale. All Agreed. Cllr Ward signed an acceptance of office form.

All other Councillors signed acceptance of office documents.

4) Register of Interest forms

All Councillors were asked to complete new Register of Interest forms.

Review and agree Standing orders, financial regulations & Code of Conduct

5) All documents had been circulated to Councillors prior to the meeting. These were all based on NALC model documents and the Clerk confirmed no amendments had been published. Cllr Smith proposed all documents were re adopted for 2023-24. This was seconded by Cllr Ward. All agreed.

The asset register was reviewed and some changes agreed. Addition of the new shed, generator and gazebos were also agreed.

6) Declarations of Interest

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

7) Minutes

Cllrs to approve the minutes from the Parish Council Meeting held on 18th April 2023 as a correct record of proceedings.

Resolved: The minutes of the Parish Council meeting held on 18th April were confirmed as a correct record and signed by the Chairman. Proposed Cllr Ward seconded Cllr Smale. All agreed.

8) Public participation

A member of public referred to the land in front of Carters Meadow which is listed as an open green space. Part of this is to be looked after by the Parish Council who have decided to give it the name Charlton Waterside. He asked why this name does not apply to both sections of land on each side of the stream. Cllr Smith said this is specifically because the Parish Council will maintain it and have a name by which to refer to it. The other section will be maintained by Carters Meadow which is still open to residents of the parish to visit should they choose to do so. The member of public felt the whole area should be named and asked that his view be noted in the minutes.

9)Clerk's Report

The Clerk reported as follows: -

Lengthsman

Cllr Wylde has agreed to take on this responsibility and has been signed up to complete the statutory training course with HCC. Funds have now been requested from HCC.

Defibrillator

The Defibrillator guardian asked for replacement pads as those in the machine were going out of date and these have been purchased. She has also asked for some special signage which will need to be professionally printed in luminous paint. Cllr Ward agreed to research the best manner in which to purchase these signs.

Handover meeting new Clerk

Eveline Atwood has accepted the role of Clerk to Charlton Parish Council commencing at the beginning of June. A handover meeting has been arranged for 6th June. Prior to this all the necessary changes will be made to HMRC and Lloyds banking and a new contract drawn up. The Parish Council agreed to purchase a new laptop for the incoming Clerk up to a value of £500.00. Some research into the best model will be carried out.

Insurance

BHIB have quoted a cost of £747.18 for insurance. This is year two of a fixed three-year agreement

10)HCC & TVBC Reports-

HCC Cllr Chris Donnelly was absent.

TVBC Cllr L Lashbrook was absent.

11)Finance -

The bank balance at 30th April 2023 was as follows:

Lloyds current £40391.52

Savings £35631.72

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

RESOLVED: It was resolved to approve the financial statement for the period 1st April to 30th April 2023 as a correct record of accounts. Proposed Cllr Smith, seconded Cllr Ward. All agreed.

Cllrs to approve payments to be made

H Bourner Salary £469.64

HMRC £117.40

H Bourner expenses £36.46

Cllr Smith Coronation £188.30

Clive Ward (purchase of gazebos) £352.000

H Bourner defib pads £71.94

Charlton Village Comm Ass £1750.00

BHIB insurance £747.18

Cllr Ward cleaning of bus shelter £65.00

Village Hall leaflet printing £102.00

Funds held for Community Hall Project

The Charlton Village Community Association bank account is now open and a discussion between Councillors took place regarding the funds held by the Parish Council for the Community Hall project. It was agreed the funds should remain with the Parish Council as the CVCA may try to raise funds for this purpose but the Parish Council would be the body to spend funds either on feasibility or eventually on the build.

Audit return-BDO register of Interests

The Clerk highlighted a request from BDO LLP to register any interests between them and the Parish Council. All agreed there were no interests to declare and that the Chairman should sign the relevant form confirming this.

12) Siting of Beacon in Village Centre

Cllr Ward confirmed a full Tree Protection Plan has been drawn up and has now been circulated to all Councillors. This will now be sent to TVBC with a request to complete the application process. Cllr Ward will also speak to the contractor who originally quoted to do the work to fit the beacon as the tree report made it clear hand digging was required.

Report on Coronation Picnic

12 Cllr Smith reported on a very successful event that had been enjoyed by many parishioners. Fortunately, the weather was beautiful and in particular all the children seemed to enjoy themselves.

13) Public space near Carters Meadow

Cllr Smith confirmed it has been agreed the area will from now onward be known as **Charlton Waterside**. On 8th May some volunteers cleared the area and will seek to plant some bulbs here in due course. She had also obtained some prices for a bench and bin at this location. Following a discussion, it was agreed that a picnic bench and bin be purchased now. If the area gets a lot of use a further bench may be fitted. The chosen items were the sturdy top picnic bench from Marmax at £560.00 net and litter bin from Glasdon at £410,59 net. Cllr Smith proposed a budget of £1100 for these items plus fittings which was seconded by Cllr Smale. All agreed. Cllr Smith will action.

The railings in front of this area need to be cleaned, prepared and painted. Cllr Smith will report this on social media in an attempt to find someone local to do the work.

14) Tree Survey

Cllr Wylde has not made any progress on this survey. Cllr Ward will speak to the TVBC Community Engagement Manager to obtain a large map which will assist with the process.

15) Annual Parish Meeting

A date for the annual parish meeting was discussed. Cllr Ward proposed a very short Parish Council meeting on 20th June followed by a parish meeting. This will be advertised on social media and in the village newsletter.

16) Planning

The following decisions by TVBC were noted –

23/00555/FULLN- single storey extension and replacement garage, 17 Foxcotte Road - permission

The following applications received- None

17) Councillor reports

Traffic Liaison- Cllr Smith reported the informal crossing by the Church has been fitted, the 30mph repeater sign on Goch way Wetherby Garden side seems to have been removed and the 30mph sign by gated signs on Foxcotte Road is very faded and needs replacement. The Clerk will report the road sign issues.

Speed awareness cameras- Cllr Ward had nothing to report.

Lengthsman scheme- The Clerk will check the HCC priority cutting route for 2023. Each month the PC will discuss which paths need cutting and Cllr Wylde will action. He will record the hours spent doing the work to inform how far the lengthsman funding would stretch..

Community Hall Feasibility- Recently produced leaflets regarding this project will be delivered to all households and the topic discussed at the Parish Meeting.

Environment & Rights of Way– Cllr Wylde said some footpaths were now starting to become

overgrown. Once the HCC priority cutting routes were established decisions about volunteer or lengthsman cutting these can be made.

Charlton Lakes- Cllr Ward had nothing to report

18) Correspondence

The Clerk highlighted the following correspondence

An email regarding a public consultation on TVBC public space orders relating to alcohol consumption and dog control.

An email from SSEN regarding new funding for resilience grants

An email regarding climate initiatives

A brochure regarding street furniture

29) New items proposed for future agendas were:

June- Annual meeting

For July meeting

Co-option of new councillors

Councillor responsibilities

Spending of SSEN grant

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

The next meeting of the Parish Council will be held on Tuesday 20th June 2023, 7.45pm, in the Foxcote room at St Thomas Church, Charlton. This will be the Annual Parish Council meeting.