



CHARLTON PARISH COUNCIL

**MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON TUESDAY 21st May
2024 at Charlton Church Foxcotte Room at 8.40pm (late start due to Annual Parish
Meeting over run)**

Present: Cllr Ward, Cllr N Woods, Cllr D Rawlingson, Cllr P Wylde, Cllr K Wilson
Cllr B Hodgson

In attendance: E Attwood – Clerk 0 members of public

1. Apologies for Absence – Cllr Smale & Borough Cllr Lashbrook & County Cllr Donnelly.

2. Election of Chairman – Cllr Ward was proposed by Cllr Rawlingson. Seconded by Cllr Hodgson. All members agreed.

Resolved: Cllr Ward was elected Chairman and will sign the declaration of acceptance.

3. Election of Vice Chairman: Cllr Smale was proposed by Cllr Wylde and seconded by Cllr Ward. All members agreed.

Resolved: Cllr Smale was elected Vice Chairman.

4. Election of Representatives

Planning: Cllrs Wylde, Smale, Hodgson

CVCA/Community Hub: Cllr Ward

Carters Meadow: Representative not required.

Footpaths: Cllrs Wylde & Ward

Resolved: Cllrs approved the Election of representatives. Further representatives will be approved next month.

5. Policy renewals - Resolved: Cllrs approved the Standing Orders, Financial Regulations, Risk Management. Cllrs were reminded they may need to update their Register of Interests form. No Cllrs requested a form.

6. Declarations of Interest

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

7. Minutes - Resolved: The minutes of the Parish Council meeting held on 18th April 2024 were confirmed as a correct record and signed by the Chairman of the meeting. Proposed Cllr seconded Cllr Wilson. All members agreed.

8. Public participation – No members of the public attended the meeting and therefore no concerns were raised".

9. Clerk's Report

- Hampshire Archives sent list of items held including past minutes.
- CVCA grant money transferred to their account.
- Internal Audit complete with just general comments to ensure all receipts are in the name of Charlton Parish Council for reclaiming VAT.
- £526 Interest expected on Fix Term Investment exp 28/5.
- Bench not ordered awaiting confirmation from Cllrs of colours to replace one outside Church.
- Old Bench removed and new Bench now in Charlton Waterside
- New Cashbook set up for 24/25.
- D-DAY flag ordered.
- VAT Reimbursed and credited to account.

10.1 County Cllr Donnelly – No report

10.2 Borough Cllr L Lashbrook – No report

11. Finance -

10.1 The bank balance as of 30th April 2024 was as follows:

Bank Reconciliation

Treasurers	£471.88
Business	£34643.89
Fix Term Deposit	£30,000.00
Fix Term Deposit	£25,000.00

Resolved: Councillors approved the financial statement and payments for April 2024

Bulpitt print	£622.00
HALC - Cllr Rawlingson Audit Course	£12.00
HMRC - Clerks tax	£105.40
E Attwood - Clerks Pay	£421.88
E Attwood - Clerks Exp	£14.04
HALC - Subs	£649.00
Fair Account - Audit	£300.00
Marmax	£825.60
ICO	£35.00
Newton Flags	£34.80

11.2 Approval of May 2024 payments to date:

E Attwood Expenses	£21.04
E Attwood Salary	£421.88
HMRC	£105.40
Marmax Bench	£349.20
Clear Councils Insurance	£756.00
Bulpitt Newsletter	TBC
G Lawrence	£200.00

Resolved: Cllrs approved April & May 2024 payments to date.

11.3 – Approval End of year Accounts

Resolved: Cllrs approved the end of year accounts

11.4 Approval of Internal audit – No written comments just reminders that all invoices should be addressed to the council.

11.5 Declaration of conflict of interest with BDO External Auditor -

Resolved: Councillors confirmed that there was no conflict of interest with BDO the external auditor, and the form was signed by the Chairman.

11.6 Approval to sign Section 1 of the Annual Governance Accounting Statement.

Section 1: The Clerk reported that copies of the Annual Governance and Accountability Return had been sent to all members by e-mail. All Internal objectives were answered yes.

Resolved: That Charlton Parish Council agree that to the best of their knowledge and belief all Section 1 governance statements for the year ending 31st March 2024 are true.

11.7 Approval to sign Section 2 of the Annual Governance Accounting Statement.

The Clerk reported that copies of the Annual Governance and Accountability Return had been sent to all members by e-mail & the statement was agreed by the Council.

Resolved: That the Parish Council agree that to the best of their knowledge and belief all Section 2 accounting statements for the year ending 31st March 2023 are true.

11.8 Advertisement of Notice of Public Rights of unaudited accounts

The Clerk will place the notice on Friday 31st May for the period 3rd June- 12th July.

11.9 Fix Term Deposit – Resolved: Cllrs approved reinvesting the £25000 for another six months.

11.10 Noticeboards. Resolved: Councillors approved the clerk purchasing materials to varnish the noticeboard and reline the inside so notices can be pinned easily.

11.11 Lengthsman Scheme Resolved: Cllrs agreed to sign the contract for the lengthsman scheme for the year 24/25. The Clerk will sign and return the contract.

12. Planning

The following decisions by TVBC were noted –

- 23/01717/FULLN Penton Sawmills – No decision yet. Cllr Lashbrook has e mailed to say a decision id due soon.
- 24/00559/FULLN Land at Goch Way Andover Charlton – No decision yet Cllrs would also like this planning decision taken to full planning committee. Cllr Ward expressed concern that TVBC had not ask the Environment Agency the correct question as the lake feeds into the river Anton. Details of how sewage would be disposed of had not yet been decided.

New Applications

- 24/00725/FULLN The Cottage Foxcotte Lane – Permission granted
- 24/00868/FULLN 90 Mercia Avenue Charlton – Permission granted
- 24/00494/VARN Vary condition 7 of 20/02019/FULLN – Refused by the Northern Area Planning Committee

16 Date of next meeting: The next meeting of the Parish Council will be held on Tuesday 18th June in the Foxcotte room at St Thomas Church, Charlton.