



CHARLTON PARISH COUNCIL
**MINUTES OF THE MEETING HELD ON TUESDAY 18th June 2024 at Charlton Church
Foxcote Room at 7.45pm**

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

In attendance: E Attwood – Clerk 3 members of public

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

2. Declarations of Interest

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

3.Minutes - Resolved: The minutes of the Parish Council meeting held on 21st May 2024 were confirmed as a correct record and signed by the Chairman of the meeting. Proposed Cllr Ward seconded Cllr Wilson. All members agreed.

4. Contacts for each area.

- Emergency Resilience Planning - Cllr Rawlingson & Cllr Ward
- Speed watch - Cllr Wilson & Cllr Ward
- Traffic - Cllr Wilson & Cllr Ward
- Communications - Cllr Wilson & Cllr Ward
- Community Hub – Cllr Ward & Cllr Wylde
- Environment and trees – Cllr Wylde & Cllr Wilson
- Footpaths and Rights of Way – Cllr Rawlingson & Cllr Wylde
- Planning – Cllrs Smale, Cllr Hodgson & Cllr Wylde
- Neighbourhood Plan - Cllr Ward & Cllr Rawlingson
- Book Exchange – Cllr Smale & Cllr Woods
- Charlton Lakes – Cllr Ward & Cllr Rawlingson
- Climate Change – Cllr Ward & Cllr Ward
- Lengthsman – Clerk & Cllr Wylde

5. Public participation – The Chairman explained to the public they could only raise questions and comments about items on the agenda. It was requested that Rapid Relief Team could have a place to speak on next month's agenda.

6. Clerk's Report

- AGAR completed with supporting paperwork, scanned and sent. BDO have acknowledged receipt.
- Replacement bench arrived and memorial plaque arrived.
- Litter picker rings passed to Cllr Ward.
- Invoices for newsletter advertising issued for payment.
- March invoices have now all being paid
- Materials for varnishing notice boards purchased and work completed by Cllrs
- Fix term deposit opened.
- Countryside Ranger has sent details of how to apply for grants for training purposes for working as a volunteer.

7. County Cllr Donnelly – No report

8.Borough Cllr L Lashbrook – No report

9. Finance -

9.1 The bank balance as of 31st May 2024 was as follows:

Bank Reconciliation

Treasurers	£1376.35
Business	£31698.53
Fix Term Deposit	£30,000.00
Fix Term Deposit	£25,000.00

Resolved: Councillors approved the financial statement and payments for 31st May 2024

E Attwood - Clerks Pay	£421.88
HMRC - Clerks Tax	£105.40
CVCA - Grant for Community Events	£1,500.00
Jemma Lawrence Newsletter Editor	£200.00
E Attwood Exp	£21.04
Clear Insurance	£755.21
Bulpitt Print	£622.00

9.2 Approval of May 2024 payments to date:

E Attwood- Clerks Pay	£421.88
HMRC - Clerks tax	£105.40
Screwfix	£27.04
E Bay, Plaque for Bench Baz Memory	£15.50
Mcfee	£59.99
Marmax - Bench outside Church	£349.20
E Attwood May Exp	£28.02
P Wylde - Lengthsman April	£225.00
P Wylde - Lengthsman May	£125.00

Resolved Cllrs approved May & June 2024 payments to date.

9.3 Approval to purchase plaque for bench to honour community volunteer.

Resolved: Cllrs approved purchasing a plaque for the new bench in memory of Barry.

9.4 Approval for HALC Communicating with the Community

Resolved: Cllrs approved Cllr Ward and Cllr Wilson attending the HALC course at a cost of £60.00 each.

9.5 Statement check – Cllr Ward confirmed the balances of the bank statements against the statement of account were correct.

10. To discuss Southern Water activities in the village & Pan Parish Forum

Cllrs discussed the cost of Southern Water activities and the cost of using tankers to remove excessive flood water from the area. Cllr Rawlingson stated that the drains at Hatherden Road are blocked with silt. This causes the rainwater to flood the area. Cllr Rawlingson has reported the problems on the HCC website with photos, but it still hasn't been actioned by HCC. This will now be reported again by Cllr Wilson.

An email has been received from Penton Grafton Parish Council inviting the Charlton Parish Council to join the Pan Parish Forum being created between 4 Parishes.

The Clerk will investigate and resend information about the potholes.

11. Planning

The following decisions by TVBC were noted –

Update on previous applications

- 23/01717/FULLN Penton Sawmills – Refused

- 24/00559/FULLN Land at Goch Way Andover Charlton – New arboriculture and nitrate reports on TVBC site
- 24/00725/FULLN The Cottage Foxcotte Lane - Permission
- 24/00868/FULLN 90 Mercia Avenue Charlton - Permission

12. Benches & Litter bin

- **Picnic Bench-** Cllrs intend to install this by the end of the week

13. Councillor Reports

13.1 Traffic Liaison – Cllr Ward will arrange time and date with Cllr Wilson to show him how the SID's are moved and remove the rusty padlock.

13.2 Environment & Rights of Way – Cllr Wylde reported

- That the Countryside Ranger and her team of 10 vehicles will cut back bridleway 758 starting at 10.00am on the 16th of July, more volunteers are required.
- Footpath 759 is good to walk.
- Footpath 727 was cut last month and requires a 2nd cut.
- Footpath 743 will be cut next month.

Cllr Ward will ask the Countryside ranger about providing training for another person as currently only Cllr Wylde is trained.

13.3 Lengthsman & trees – Cllr Wylde will advise what saplings to order to infill.

13.4 Newsletter – Resolved: Aubrey Hearing have donated generously to the Community Day raffle prize so won't be issued with an invoice for advertising in the June edition.

14. Charlton Village Community Association

14.1 Forecast of events and future funding/grants process

- Community Village Day – 6th July
- Nostalgia Event in Church – Date to be confirmed
- Africa Evening 18th Oct
- Christmas Market – Date to be confirmed

14.2 Approval of Community Hub project vice Village /Community Hall. Cllr Ward reported on the following:

- Terms of Reference produced based on Community Hub. All Cllrs have been asked to read and provide feedback if they think any changes are required.
- Members: Clive, Steve Bushell, Phil Wylde, John Barrow will be known as an Advisory Committee with all decisions to be approved by the Parish Council.
- Conceptual design has been drawn including the car park and circulated to Cllrs
- The Community Hub Advisory Committee will hold their first meeting in July
- The Advisory Committee will work towards getting ready to submit a Planning application. PC and first action will be to produce an outline Action Plan which will include early work on surveys recommended by TVBC Planning Officer who has provided advice.
- Cllrs discussed whether another survey and mandate to build a Community Hub should take place. It was agreed that the mandate for a Village Hall would suffice, to begin early work by the Advisory Committee. The mandate for the Community Hub would evolve as part of community engagement starting with a stand at the Community Day. More opportunities would be taken leading up to and as part of the planning application and would be required to attract grant funding.
- Need to competitively tender and select a RIAB qualified company based on outline requirement agreed by Parish Council.

Resolved: Councillors approved the downsizing from a Village Hall to a Community Hub, therefore ear marked funds will be transferred to the Community Hub.

14.3 Approval for project manager/consultant

- Advice received from Emma Jones Senior Planner TVBC.
- Steve Bushell is preparing for the survey stage and supporting work

- Previous surveys and consultation for Community Hall shows strong support for Community Hub.
- Suggest a consultant/architect/planner e.g. Barclays Phillips to prepare Planning Application based on PCs design brief.

15) Community Award - It was suggested that the communication team come up with a proposal if they want a roll of honour.

16) Review of Communication in Charlton – Cllrs discussed how to engage with Residents and improve communication. It was suggested that the village should have its own website. A team will be formed to bring back ideas to be reviewed in September's meeting.

17) Jubilee Beacon Cllrs discussed relocating the beacon. Cllr Ward explained that there was two years left before the planning permission expires.

Resolved: Cllrs approved not relocating the Beacon it will remain on the present site.

18) Correspondence

- Police have offered to hold a Cyber information event. – Cllrs will consider holding an event in the summer holidays.
- Training volunteers for helping with maintaining footpaths. - The Clerk is investigating how to get more volunteers trained. Cllr Ward will speak with the Countryside Ranger
- Willow tree by stream – E mail from resident stating the willow tree is not safe. It is currently on land that has no owner. The Clerk will look up a previous agreement with the Parish Council to see what is in the agreement.

19) New items proposed for future agendas were:

- To invite Rapid Relief Team who want to form a connection with the village.
- How to improve Charlton Waterside
- Approval for Cllr Hodgson to investigate outstanding schedule

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