



*CHARLTON PARISH COUNCIL*  
**MINUTES OF THE MEETING HELD ON TUESDAY 15<sup>th</sup> April 2025 at Charlton Church  
Foxcotte Room at 7.45pm**

**Present:** Cllr Ward Chairman, Cllr Smale, Cllr K Wilson, Cllr Summers

In attendance: E Attwood – Clerk

0 Member of the public

**1. Apologies for Absence** – Cllrs Woods and Tasker and County Councillor Donnelly

**2. Declarations of Interest**

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

**3.Minutes - Proposed Cllr Wilson Seconded: Cllr Ward Resolved:** The minutes of the Parish Council meeting held on 18<sup>th</sup> March 2025 were confirmed as a correct record and signed by the Chairman of the meeting. All members agreed.

**4. Public participation** – None.

**5. Clerk's Report**

- 1<sup>st</sup> Payment of stage 3 has now been made to Absolute Architecture
- Internal Auditor has cancelled due to unexpected health issues. Tim Light of Light a touch has agreed to carry out audit squeezing us in between other audits at the sum of £350.
- The noticeboard can now be ordered-delivery address, phone number and email required. Action The Clerk will order and arrange delivery to Digger Andy
- All newsletter payments are up to date which has involved lots of reminders and phone calls. The Clerk would like to see payment before advertising as people seem to forget when the invoice is sent afterwards. Cllrs agreed anyone delaying payments should pay before the newsletter is printed.
- Cllr Summers register of interest deposited at TVBC & Cllr Wylde has now been removed.
- VAT was over claimed last year by the incorrect file being loaded to HMRC as the file was incorrectly labelled in error. The Clerk has claimed the VAT for 24-25 less the amount over claimed, £549 from the previous year.
- Hugo Fox - Silver package now installed to include planning tracker Hugo Fox will be starting work on the changes to website soon. Domain now purchased to comply with mandatory regulations. The Clerk has now applied for 10.gov.uk e mails with Hugo Fox. Cllrs discussed the use of the domain for the village website. The Clerk advised that the.gov.uk domain for the website must be quoted on the AGAR paperwork and is part of the new Practitioner regulations which are included in the audit process under assertion ten, digital and data compliance. This is mandatory. The Parish Council is the data controller and owner. Cllr Ward was going to speak with Hugo Fox as the council want the website to be known as a village website.
- The Clerk queried with TVBC the private ambulances using the roads through the village. TVBC said the original planning application did not include any restrictions for Highway usage.

**6. County Cllr Donnelly** report has been uploaded to the website.

**7.Borough Cllr L Lashbrook** – None

## 8. Community Hub update –

- Cllr Ward reported that a Community Hub Questionnaire had been circulated to all households in Charlton. Responses were being analysed; most were positive so far. The Parish Council is continuing to prepare a Planning Application and would use the results of the survey and other feedback eg Annual Parish meeting as evidence to inform the Planning Application. Strong support would also trigger engagement with the Plunkett organisation who it is hoped will advise on fundraising opportunities. A meeting has been arranged on the 22<sup>nd</sup> of May between TVBC, Salto and the Parish Council to finalise an agreement that will allow the Community Hub to be located on the Salto car park. .
- **Approval to pay invoices Resolved:** The three invoices for IBIS, GHA Trees and Paul Basham were approved for payment.
- **Monthly update from Absolute Architecture (AA).** Cllr Ward reported that the architect was meeting with the Community Hub Working Group on 3<sup>rd</sup> May to discuss opportunities for increasing the number of car parking spaces and to refine the likely costs.

**9. Change of Meeting dates Resolved:** Councillors approved changing the day of meetings to the third Monday of the month at 7pm with effect from third Monday in September.

## 10. Finance -

**10.1 The bank balance** as of 31<sup>st</sup> March was as follows:

Bank Reconciliation		
Treasurers	£	575.18
Business	£	6,915.46
Fix Term Deposit	£	20,000.00
Fix Term Deposit	£	30,000.00
Fix Term Deposit	£	25,441.10
<b>Closing Balance as at 31st March 2025</b>		<b>£ 82,931.74</b>

**Resolved:** Councillors approved the financial statement and payments for 31<sup>st</sup> March 2025.

### 10.2 Approval of March 2025 payments.

Tesco Stationary	£36.30
Bulpitt print	£622.00
Hugo Fox Website	£11.99
Defib Store - Pads	£79.20
E Attwood -Clerks Pay	£446.53
HMRC E Attwood - Clerks Tax	£111.60
E Attwood Clerks Expenses	£14.00
Ecology and Design	£1,308.00
Zero 6 Projects (Absolute Architecture)	£4,500.00
Direct Hygiene - Battery Defib	£238.80
Bulpitt Print Ltd - Leaflets	£142.00
CVCA - Grant for Community Events	£1,500.00
Go cardless Hugo Fox Website	£23.99

### 10.2 Approval of April 2025 payments to date.

Tim Light (Light a touch Internal Auditor)	£350.00
E Attwood March Pay	£446.53
HMRC	£132.77
ZERO 6 Projects	£8,850.00
Bulpitt - parish survey for hub	£176.40

E Attwood- Exp	£36.00
IBIS DJJH Consulting	£900.00
Paul Basham	£1,242.00
GHA Trees Ltd	£607.50
E Attwood April Salary Paid 6 <sup>th</sup> May (£567.49) approved November 2024	

**Resolved:** Cllrs approved March 2025 & April payments to date.

**10.3 Approval of the end of year accounts – Resolved:** Cllrs approved the end of year accounts.

**10.4 Training – Resolved:** Cllrs approved training for Cllr Summers. The Clerk will arrange to send Cllr Summers some dates.

**10.5 Removal of signatories Resolved:** The clerk will arrange for the removal of all signatories that have left the council to include Cllrs Smale, Wylde and Smith.

**10.6 Asset Register** – Cllrs discussed the asset register and decided that the shed & generator and lengthsman equipment all purchased prior to the current clerk should be added to the register.

**10.7 Review of Insurance Policy** – Cllrs reviewed the policy and agreed it was fit for purpose and approved payment of the next payment.

**10.8 Fix Term Deposit** – Cllrs approved £35,000 to be placed in a fix term account for 6 months.

**10.9 Internal Auditor** – Lightatouch was approved to carry out the internal audit at a cost of £350.00. The previous auditor who was unable to carry out this year's audit at short notice.

## 11. Planning

Cllrs approved the following planning decisions.

- 25/00650 Pure Cremation tree husbandry – no objection
- 2500452/VARN Foxcotte Barn – No object with comment Saturday opening should be for shopping inside the supermarket. Timings should be honoured. No external market/events/activities to take place in the car park without prior agreement.
- 2500665/FULLN 1 Augustine Way - No objection
- 25/00781/VARN Dale Cottage – No objection

## 12. Councillor Reports

**12.1 Traffic Liaison** – Nothing to report.

**12.2 Footpaths & Rights away/Lengthsman scheme- Appointing a new Lengthsman** – The clerk advised the insurance company will only insure volunteers or employees so the Parish Council has two choices, employ (correctly set up tax, pension & NI) a person to carry out these tasks so they are insured or use the money to contract someone who has their own insurance to carry out the tasks. No decision was made as Cllrs wanted further clarification from the scheme operator. **Footpaths** – Cllrs agreed they need to keep the footpaths including the coffin route open. A list of essential work will be drawn up by Cllrs.

**12.3 Emergency Resilience Planning** – Nothing to report.

**12.4 Charlton Village Community Association** – Cllr Ward reported that CVCA would like to purchase some extra gazebos. This will be added to next month's agenda.

**12.5 Communication update with proposals** – The noticeboard will be ordered and delivered to Digger Andy to install.

**12.6 Action Tracker** – This needs to be updated. Cllr Donnely has asked Highways to contact the Clerk or Chairman to explain why they won't realign the kerbs at Carters Meadow

**13. Correspondence & Meetings. The following items were received.**

- A resident complained about the behaviour of the Park Runners – The Clerk advised them to contact Park Run and TVBC.

**14. Items for next months** meeting Asset register, AGAR, Annual policies, Audit & BDO

**15. Date of next meeting:** The Annual Council meeting will be held on Tuesday 20th May 2025 at St Thomas Church, Charlton followed by a brief Parish Council meeting.