

Charlton Hayes Parish Council

Annual Meeting
17 May 2023

**Draft Minutes of the Full Council meeting of
Charlton Hayes Parish Council
held at 7pm on Wednesday 17th May 2023
at St Chads Church, 172 Rodway Road, Patchway, BS34 5ED**

Present: Cllr Sanjay Shambhu, Cllr Sam Scott, Cllr Jyothirmai Buddharaju, Cllr Jack Groenewald, Cllr Roberto Cialfi, Cllr Jo Okekoya and Cllr Deidre Hassan (DH from 9.10pm onwards)

Three members of the public attended

Apologies: Cllr Dayley Lawrence and Cllr Natalie Field

Interim Clerk: Victoria Bailey

1. Election of Chairman

Cllr Sanjay Shambhu was proposed as Chairman of Charlton Hayes Parish Council by JB and seconded by JG

All in favour; Cllr Sanjay Shambhu elected as Chairman of Charlton Hayes Parish Council

2. Declaration of acceptance of Office by Chairman

Cllr Shambhu and all other Councillors present signed their Declaration of Acceptance of Office witnessed and countersigned by the Proper Officer

Note: Cllr's DL and NF had their Declarations of Acceptance signed prior to the commencement of this meeting and DH had hers signed once she arrived

3. Adoption of Standing Orders for the Council

To adopt model Standing Orders for the Council

Chairman read through the Standing Orders; Cllrs suggested various amendments which VB added to the Standing Orders. JB proposed adopting the Standing Orders subject to the adaptations; all in favour

Resolved to adopt the Standing Orders with amendments

4. Adoption of Financial Regulations for the Council

To adopt model Financial Regulations for the Council

JB proposed accepting the Financial Regulations; JG seconded. All in favour

Resolved to adopt the Financial Regulations

5. Adoption of the Councillor Code of Conduct for the Council

To adopt the South Gloucestershire Council Code of Conduct with relevant amendments appropriate to the operation of a Town Council

RC proposed adopting the Councillor Code of Conduct; JO seconded; all in favour

Resolved to adopt the Councillor Code of Conduct

6. Election of Vice-chairman

Cllr Jo Buddharaju proposed as Vice Chairman by RC; seconded JG

All in favour; Cllr Jo Buddharaju elected as the Vice Chair of Charlton Hayes Parish Council

7. Confirmation of interim arrangements for the Clerk to the Council

To note and confirm the interim arrangements for the Clerk to the Council

VB confirmed she was able to assist with this meeting, write the draft minutes and assist with various actions but due to other employment unable to continue as the Clerk.

Having a Personnel Committee was discussed; it was suggested having a meeting to decide on the recruitment process and to explore the possibility of hiring a Clerk for 5 hours per week while establishing the CHPC. VB advised asking ALCA (Avon Local Council's Association) and the SLCC (Society of Local Council Clerks) for advice on recruitment and to advertise and posts. VB suggested that 15 hours a week may (approximately) be the number of hours required to successfully Clerk CHPC once it is established.

It was proposed by Cllr Scott to: Have a Personnel Committee, with Vice-Chair JB as Chairman for the Personnel Committee, and to authorise the Personnel Committee to recruit a Clerk for up to 5 hours per week. This was seconded by RC. All in favour.

It was resolved to form a Personnel Committee with the delegated power to recruit a Clerk for up to five hours per week.

8. Initial budget for the Council

To receive and note the initial budget for the council

Chairman Cllr Shambhu went through the proposed draft budget line by line; VB made amendments where requested. See separate sheet with the new CHPC budget on.

The following points were noted when discussing the budget;

- The estate developers carry out the grass cutting duties
- A litter picker would ideally be employed at some stage either directly by CHPC or a contractor offering these services
- Litter picking community events could be organised
- Aerospace are offering room rental for £50 per hour
- Cllr Scott declared an interest when insurance was discussed; all were in favour of SS staying and approved the dispensation request. Cllr Scott explained the meaning of different types of insurance cover
- Cllr Scott felt a contingency of 5% was too low
- Discussion on election costs; it was decided to keep these as written in the proposed budget but to ask SGC why these were costed as such
- Discussion on Councillor expenses of £500; decided to reduce to £100 and that it must be spent with prior approval of the Clerk or Personnel Committee

Chairman Cllr Shambhu proposed adding a new line 'Litter-picker' to the budget using the 'Miscellaneous' budget; Cllr Scott suggested moving this into the 'Contingency.' JB seconded Chairman Cllr Shambhu's proposal of making a new line in the budget allocating £5,000 for a litter-picker. This was voted upon; six in favour one against.

It was resolved to have £5,000 allocated to litter-picking services per year.

All members were in favour of accepting the proposed precept.

It was noticed that a member of the public was filming the meeting; the Chairman asked if everyone was comfortable with this. The other members of the public did not wish to be filmed but all Councillors were happy for the video to continue as it was for personal use.

Chairman Cllr Shambhu proposed the new amended budget; RC seconded

New CHPC budget 2023/2024 approved

9. Work program for the civic year to March 2024

To agree an initial work program for the civic year to March 2024, to include establishment of relevant council committees, confirmation of initial annual precept, appointment of permanent clerk to the council, preparation of Town precept for the financial year 2024/25

JB proposed having the works of the Personnel Committee approved by Full Council; seconded JG; all in favour

Resolved Personnel Committee decisions will be ratified in Full Council

Chairman Cllr Shambhu asked Councillors when it would be possible to hold Full Council; the Councillors present reviewed their diaries and found that they were all able to attend if the meeting was held on the third Tuesday of the month. Cllr Scott reminded other Councillors that himself, Cllr Lawrence and Cllr Field would struggle with the third Tuesday of the month due to Patchway Town Council meeting that evening so that this decision would exclude members from attending.

JB proposed that CHPC meet on the third Tuesday of the month; RC seconded.

Vote: 6 for; 1 against.

It was resolved for CHPC to meet on the third Tuesday of each month; the Chairman said this can be reviewed again in one years' time.

It was proposed by JB that the Personnel Committee has 5 members and three to be quorate. This was seconded by JG.

It was resolved that the Personnel Committee would consist of 5 members and need the attendance of three members to be quorate.

The appointment of members to the Personnel Committee; it was agreed that the following Councillors would be on the Personnel Committee:

Jo Buddharaju

Deidre Hassan

Roberto Cialfi

Jack Groenewald

Jo Okekoya

JO proposed these members; RC seconded. All in favour of the appointments to the Personnel Committee.

Meeting via TEAMS or Zoom was discussed; VB reminded members that decisions are only legally binding at in-person meetings.

Cllr Scott asked about Parish Council bank accounts; NatWest Community Banking and Unity Trust were suggested. It was agreed that two Councillors would research bank accounts and feedback at the next meeting. All Councillors can be on the mandate.

Action
JB and JG to research bank accounts

Chairman Shambhu noted the time and proposed suspending the time limit set in the Standing Orders. This was voted on with six in favour and one abstination.

The Council took a break.

Meeting restarted 9.25pm

DH and JO both discussed not wanting their address in the public domain; this will require DH and JO to contact South Gloucestershire Council individually.

All Councillors agreed to share their email and telephone numbers with each other.

Cllr Scott suggested the Personnel Committee begin the process of recruiting a Clerk as soon as possible; JB seconded.

Resolved the Personnel Committee to begin the process of recruiting a Clerk and once the process is decided to bring suggestions to the Full Council to be approved.

Cllr Scott proposed that VB send the amended budget with 5 years but the same figures in each year as the first year so it can be used as a template for now. The budget forecasting can be decided upon and suggestions for the precept can be decided in budget meetings later in the year. All other Councillors agreed with this but suggested including four years (up until the next Council) not five years in the budget.

Action

VB to circulate a 4 year budget paper

JB discussed dissatisfaction voiced by some parishioners over the management companies maintenance of communal area in Charlton Hayes. JO and DH feel like this is a priority for CHPC. DH raised the issue of the lack of streetlights potentially making areas dangerous for people on foot first thing in the morning.

Cllr Shambhu suggested a standing item on every agenda being 'Management Committees and Streetlighting.'

It was suggested that the Chairman and Vice Chair begin conversations with Bovis/ Barratt/ David Wilson/ estate management companies with Cllr Scott cc'd into all correspondence.

Proposed JO; seconded DH; all in favour.

Resolved that CHPC would begin dialogue with builders and estate management committees.

VB noted that the website, communications (i.e newsletter/ emails, social media) could be explored at future meetings and that logos are sometimes designed by schools; Chairman Cllr Shambhu will look into this with Charlton Hayes Primary School.

Next full council meeting

It was decided the next meeting of Charlton Hayes Parish Council will take place on Tuesday 20th June 2023; location and Clerk to be confirmed.

Meeting closed 9.55pm

DRAFT