



Charlton Hayes Parish Council  
21 November 2023

Minutes of Charlton Hayes Parish Council meeting held at Aerospace Lovel Place Care Home, Patchway, Bristol, BS34 5AU on 21 November at 2023 at 7pm.

Present

Cllr Sanjay Shambhu (Chair)  
Cllr Sam Scott  
Cllr Roberto Cialfi  
Cllr Dee Hassan  
Andrew Davies (Clerk)

Apologies received

Cllr Jo Buddharaju  
Cllr Natalie Field  
Cllr Jo Kotolaa

Absent

Cllr Jack Groenwald  
Cllr Dayley Lawrence

Agenda

1. Welcome by chair.

*Meeting commenced at 19:00, Cllr Shambhu welcomed Cllrs to the meeting.*

2. Evacuation procedure.

*Cllr Shambhu gave evacuations instructions to everyone at the meeting.*

3. Apologies for absence

*Cllr Natalie Field, Jo Buddharaju & Cllr Jo Kotolaa sent apologies in advance of the meeting.*

4. Declarations of interest under the Localism Act 2011.

*No declarations were made during this meeting.*

5. Minutes of the meeting held on 17<sup>th</sup> October 2023.

*Cllr Shambhu signed a copy of the minutes of the meeting from 17<sup>th</sup> October 2023.*

6. Items from the public.

*No items from the public were brought to the attention at this meeting.*

7. Petitions.

*No petitions were brought to the attention at this meeting.*

8. YTL

*Simon wanted to inform Cllrs that box works who are currently located by Bristol Temple Meads, have now vacated that location. They have been approached to support their location request on YTL for storage. They have started the planning permission process which may take years, councillors are in support of this opportunities for local businesses/start ups and offer their support on this quick turnaround initiative.*

9. Bank account (Current account, two savings account, awaiting online banking).

Clerk briefed all Cllrs on the current situation on the bank account. There is now a live bank account, extra measures need to be in place prior to transfer of funds from SG Council. All Cllrs are to have online access to the bank account. Additional two savings account is to be opened by the Clerk prior to the transfer of funds (proposed by Cllr Hassan, second by Cllr Cialifi).

10. Deputy Clerk appointment.

*Clerk is awaiting terms of reference from Cllr Buddharaju, once received this position will be advertised online by Clerk.*

11. Draft Budget 2024-2025.

*Cllr Scott asked when the property numbers in Band D were captured, these were new figures gathered in June 23, Clerk will request updated figures every 6 months.*

*Cllr Scott highlighted that Income should be added to the Budget breakdown.*

*Current spend to date is £5,692.28, full breakdown to be sent to all Cllrs.*

*Cllr Scott highlighted that a real cost/underspend column would be useful to add to the budget breakdown.*

*Cllrs agreed to add interest in the budget for 23/24.*

*Cllr Cialfi highlighted for us to capture childcare into the budget for 23/24.*

*A updated Budget would be sent out to all Cllrs prior to Dec meeting.*

12. Charlton Hayes 10K planning team / Charlton Hayes Festival 2024.

*Cllr Cialfi has engaged with two companies and is in the process of arranging a date for the first committee meeting.*

*Cllrs to meet to arrange budget for these events.*

*Clerk to advertise/encourage local residents to join the committee once first meeting date is arranged.*

*Date proposed for 09 June 24 (Proposed Cllr Hassan, Second Cllr Cialfi).*

*Clerk to advertise the event on all social media channels.*

*Clerk to arrange a meeting with the committee to discuss budgets.*

13. Christmas Event.

*Cllr Hassan has engaged with the team to see if they need Cllrs support at the event.*

*Clerk to request posters from the hosts to advertise on social media.*

*All Cllrs are encouraged to attend.*

*Approved funds of £1,500 is to be transferred as soon as possible.*

*Date is confirmed for 17 Dec 23 at the Aerospace Museum, time TBC.*

14. Neighborhood watch champion.

*Cllr Cialfi has allocated 6 areas within the parameters of Charlton Hayes. 5 out of 6 areas have a neighborhood watch champion.*

*Cllr Cialfi has ordered signage for all areas.*

*Cllr Cialfi to send invoice to Clerk for payment.*

*Neighborhood watch will hold another meeting on 17 Jan 24 at the aerospace museum, all are welcome to join.*

15. Quarterly newspaper/flyer.

*Clerk will lead with this project.*

*Anticipation to have our first flyer for April 24.*

*Project will commence in January 2024.*

16. Lollipop person for Charlton Wood Primary School.

*Cllr Hassan had a meeting with the school and are supportive of this initiative and will be in touch with Cllrs once they have had a board meeting in November.*

*Cllr Hassan raised an issue with parking during start and finish time. Traffic build up and parking on the pavements seem to be a ongoing concern for the school.*

*Clerk to engage with Bovis to see if there is a possibility for utilizing land for car parking.*

*Cllr Hassan to invite school contact to the Dec 23 meeting.*

17. Defibrillators for public accessible.

*Cllr Shambhu highlighted a consideration for public defibrillators within the boundaries of Charlton Hayes.*

*Clerk to investigate locations for up to 6 areas.*

*Clerk to apply for funding.*

18. Charlton Hayes Christmas Lights

*Clerk has been investigating buying Christmas lights for Charlton Hayes.*

*Locations for 2023 have been agreed by Festival Lighting.*

*South Gloucestershire Council have capacity to install lights for 2023.*

*There is a plan to expand on the lights package year by year.*

*Cllrs agreed on funding of £6,000 for installation and storage of lights (Proposed Cllr Scott, Second Cllr Cialfi).*

*Cllrs agreed on funding to purchase Christmas lights for up to £6,000 (Proposed Cllr Scott, Second Cllr Cialfi).*

19. Next full council meeting: 12<sup>th</sup> December 2023 at Aerospace Bristol, Hayes Way, BS34 5BZ.

*20:29 meeting was closed by Cllr Shambhu.*