



## **MINUTES OF CHARLTON HAYES PARISH COUNCIL HELD AT AREOSPACE BRISTOL, HAYES WAY, BRISTOL, BS34 5BZ ON 16<sup>TH</sup> APRIL 2024 AT 7PM**

**PRESENT:** Cllr Shambhu (Chair), Cllr Groenewald, Cllr Hassan-Aref, Cllr Oyekoya, Cllr Cialfi, Cllr Buddharaju, Cllr Field, Cllr Scott

**IN ATTENDANCE:** Andrew Davies (Clerk) (online), Simon Davies (Deputy Clerk) and seven members of the public.

### **01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

No apologies were received.

### **02. DECLARATIONS OF INTEREST**

**02.01.** There were no declarations of interest from Councillors on items on the agenda.

**02.02.** There were no written requests for dispensations for disclosable pecuniary interests.

**02.03.** There were no requests for dispensation as appropriate.

### **03. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** Item 31 to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#).

### **04. CHAIRMAN'S ANNOUNCEMENTS**

The Council Chairman welcomed members of the public to the meeting.

**RESOLVED:** That the Council continue proceedings after 9pm.

**RESOLVED:** That the Council break for 10 minutes from 9:30pm until 9:40pm.

### **05. PUBLIC QUESTION TIME**

Mr Egan raised his concerns over speeding and traffic noise near his house. He has previously written to the Council, Councillors and the Police. Cllr Shambhu confirmed he has written to South Gloucestershire Council to request a consultation to reduce the speed limit to 30mph. Cllr Scott supported a joint letter from all 3 South Gloucestershire Councillors to support further action on this matter.

## **06. COUNCILLOR TRAINING**

Councillor training will take place on the 20 Apr 24 at Aerospace Bristol from 10:00-12:00. All are encouraged to attend.

## **07. LOCAL AUTHORITY REPORTS**

Cllr Scott updated the council on the 2023 Library budget, diming streetlights, new Children's Homes, and soft plastic recycling. Cllr Scott also mentioned he has raised the state of the local roads to South Gloucestershire Council.

Cllr Shambhu updated the Council on proposals for Brabazon Library.

## **08. MINUTES OF CHARLTON HAYES PARISH ON TUESDAY 20 FEBUARY 2024**

**RESOLVED:** To confirm and sign as correct record the minutes of the Council held on 19<sup>th</sup> March 2024

## **09. FINANCIAL UPDATE**

Deputy Clerk updated the Cllr's on the Council bank account and Audit. The Audit will take place in April 2024. Once the Internal Audit has been published, 30 working days to be given to 'Public Inspection', then presented to the External Auditor.

## **10. ACCOUNTS FOR PAYMENT**

**RESOLVED:** To approve a schedule of items of expenditure and issuing of payment LGA 1972 s150 (5).

## **11. PLANNING APPLICATION**

Planning Officers from South Gloucestershire Council updated the Council on planning applications affecting the Brabazon site. They confirmed the Railway Station, a Park, schools, and a proposed Doctor's Surgery.

The Council discussed the current/proposed developments at length, including further building of homes, a Parish Council building, transport provision, and the naming of streets.

Cllr Shambhu highlighted an idea for a War Memorial in the Parish, which could be paid for by S106 monies.

## **12. CHARLTON HAYES PARISH COUNCIL OFFICAL ADDRESS**

The Deputy Clerk confirmed the new address as Charlton Hayes Parish Council, 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ.

## **13. TWINING**

Ms Jestin presented the Council with an opportunity to twin with a similar town called Oullins-Pierre-Bénite (near Lyon), France. The town has similar aspects to Charlton Hayes. Ms Jestin would approach the local Mayor mid May for his thoughts, if the Council agreed in principle to twin.

**RESOLVED:** The Council would explore the cost and options for Twining and invite Ms Jestin to raise the matter with the local Mayor and Council. Cllrs Field and Groenewald to conduct the research and report back to the Council.

#### **14. POLICY APPROVALS**

The Council reviewed and approved policy documents.

**RESOLVED:** The following policy documents to be implemented:

- Absence Management
- Bereavement Leave Allowance
- Bullying and Harassment
- Communications for Employees
- Communications
- Complaints
- Control of Substances Hazardous to Health (COSHH)
- Debit Card Usage
- Disciplinary
- Equality and Diversity
- Expenses
- Fair Use
- Freedom of Information
- GDPR and Privacy
- Grievance
- Health and Safety
- Lone Working and Staff Safeguarding
- Management of Contractors
- Manual Handling Operations
- Member – Office Protocol
- Modern Day Slavery Charter
- Payments and Receipts
- Planning Applications Procedure
- Recording of Meetings
- Redundancy
- Risk Management
- Safeguarding Children and Young People and Vulnerable Adults
- Scheme of Delegation
- Social Media
- Staff Appraisal
- Statement of Intent
- Stress Policy
- Time of in Lieu
- Use of Council Equipment
- Volunteering
- Whistleblowing

**RESOLVED:** The Clerk and Deputy Clerk review and report back on a proposed 'Media and Publicity' policy.

## **15. NEIGHBOURHOOD CHAMPIONS**

**RESELOVED:** The Council postpone this item until another Full Council meeting.

## **16. GRANT APPLICATION**

The Council invited Ms Brown from Citizens Advice Bureau South Gloucestershire to outline her grant request for £500 to support local services.

**RESOLVED:** To award £500 to Citizens Advice Bureau South Gloucestershire in June 2024.

## **17. CHARLTON HAYES FESTIVAL**

**RESELOVED:** The Council postpone this item until another Full Council meeting.

## **18. CHRISTMAS LIGHTS**

**RESELOVED:** The Council postpone this item until another Full Council meeting. <sup>(OBJ)</sup>

## **19. SCRIBE SOFTWARE**

**RESOLVED:** To approve Scribe accounting software for the Council

## **20. ANNUAL MEETINGS**

**NOTED:** The Council to hold both the Annual General Meeting and Annual (Parish) Meeting on 28<sup>th</sup> May 2024. The Annual General Meeting to commence at 6pm, with the Annual (Parish) Meeting commencing at 7pm.

## **21. DEFIBRILLATOR & KNIFE BLEED KIT**

Cllr Groenewald updated the Council on the Defibrillator and Knife Bleed Kit project. He was supported by PC Moulden who explained how the kits worked, their use and contents. The Avon and Somerset Constabulary have agreed to maintain the kits once installed by the Council.

**RESELOVED:** The Council purchase 6 Knife Bleed Kits for installation within the Parish, costing £189 each.

**RESOLVED:** The Council obtain a Defibrillator, free of charge, for installation.

## **22. CHARLTON HAYES 10K/ 5K JOG/WALK**

**RESELOVED:** The Council postpone this item until another Full Council meeting.

## **23. CHARLTON WOOD PRIMARY ACADEMY**

**RESELOVED:** The Council postpone this item until another Full Council meeting.

## **24. CHARLTON HAYES PARISH OFFICE SPACE**

The Council discussed proposals to establish an office in the 'Boxworks' concept within Aerospace Bristol grounds.

**RESOLVED:** To not support the establishment of a Parish Office at the 'Boxworks' site.

## **25. CHARLTON HAYES FLYER**

**RESELOVED:** The Council postpone this item until another Full Council meeting.

## **26. NOISE & SPEED ON HAYES WAY**

**RESELOVED:** The Council postpone this item until another Full Council meeting.

## **27. CHAIN OF OFFICE**

The council discussed proposals to purchase a 'Chain of Office; for the Chair. YTL have agreed to sponsor.

**RESOLVED:** The Council to approach YTL to sponsor a 'Chain of Office' for the Chair. Budget £1500.

## **28. ALCA SUBSCRIPTION**

The Council discussed membership of the 'Avon Local Council Association' (ALCA).

**RESOLVED:** The Council to join 'Avon Local Council Association' (ALCA).

## **29. WEBSITE DESIGN**

**RESELOVED:** The Council postpone this item until another Full Council meeting.

## **30. DATE OF NEXT PARISH MEETING**

**NOTED:** Next Council meeting to be held on Tuesday 28<sup>th</sup> May 2024 at Aerospace Bristol, Hayes Way, Patchway, BS34 5BZ at 6PM.

## **31. EXCLUDING PRESS & PUBLIC**

Staffing matters to be discussed

**RESELOVED:** The Council postpone this item until another Full Council meeting.