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**AGENDA OF CHARLTON HAYES PARISH COUNCIL**

**HELD AT AEROSPACE BRISTOL, HAYES WAY, BRISTOL, BS34 5BZ ON 16TH APRIL 2024 AT 7PM**

Andrew Davies

Andrew Davies

# PARISH CLERK

E: clerk@charltonhayesparishcouncil.gov.uk

The Chairman will begin the formal business of the Council which is open to the Public to attend; during the meeting there is an opportunity for Members of the Public to speak -

please see item 05.

Visit the website to view all supporting papers for the agenda below. CONFIDENTIAL papers are only sent to elected members and are not available online. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

# A G E N D A

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

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given LGA 1972 s85(1). In addition to the risk assessment that the Council has carried out for face-to-face meetings, any Councillor or Staff who do not feel safe attending a meeting, due to medical grounds or risk to immediate family members, will not be required to attend and absence will be authorised – this policy to be reviewed at every meeting based on the latest Government guidance and case numbers.

## 02. DECLARATIONS OF INTEREST

Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB

this does not preclude any later declarations).

**02.01.** To receive declarations of interest from Councillors on items on the agenda.

**02.02.** To receive written requests for dispensations for disclosable pecuniary interests (if any).

**02.03.** To grant any requests for dispensation as appropriate.

## 03. EXCLUSION OF THE PRESS AND PUBLIC

To agree any items 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**

## 05. PUBLIC QUESTION TIME

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by email or letter to the Chairman or Parish Clerk). As issues raised in the public session may not relate to items on the agenda, no resolution for action can be taken. Members of the Public who would like to speak but who are not able to attend are encouraged to email clerk@charltonhayesparishcouncil.gov.uk and register their request.

**06. COUNCILLOR TRAINING**

Councillor training will take place on the 20Apr 24 at the Aerospace 10:00-12:00.

## 07. LOCAL AUTHORITY REPORTS

To receive reports in person or in writing from South Gloucestershire Council Councillors. Time for reports is limited to 10 minutes.

## 08. MINUTES OF CHARLTON HAYES PARISH ON TUESDAY 19 MARCH 2024

To confirm and sign as correct record the minutes of the Council held on 19TH March 2024.

**09. FINANCIAL UPDATE**

To receive an update from the Deputy Clerk on Council bank accounts, receipts from South Gloucestershire Council & payments.

**10. ACCOUNTS FOR PAYMENT**

To review and approve a schedule of items of expenditure and issuing of payment (ANNEX A) LGA 1972 s150 (5). An appointed Member at the meeting to verify all bank reconciliations produced by the RFO.

**11. PLANNING APPLICATION**

Cllr’s to discuss ongoing planning applications within Charlton Hayes. Cllr’s welcome a SG representative (Eileen Patterson) to brief Cllr’s.

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

To review and approve council official address.

**13. POLICY APPROVALS**

To review and approve all policy documents allowance/expenses policy.

## 14. NEIGHBOURHOOD CHAMPIONS

To get an update on signs and champions within Charlton Hayes.

**15. GRANT APPLICATION**

Grant application request from Rebecca Brown from Citizens Advice South Gloucestershire.

**16. CHARLTON HAYES FESTIVAL**

Clerk to provide an update on the Summer Festival held on 23 Jun 24 at the Aerospace.

**17. CHRISTMAS LIGHTS**

Councillors to discuss what locations they would like Christmas Lights for 2024

display.

**18. SCRIBE SOFTWARE**

Councillors to approve accounting software to begin on 01 Apr 24 (three quotes will be available to review).

**19. AGM MEETING**

Councillors to approve a date for the AGM meeting.

**20. DEFIBULATOR & KNIFE BLEED KIT**

Cllr Groenewald to give an update to Cllr’s on this project.

**21. CHARLTON HAYES 10K/ 5K JOG/WALK**

To update Cllr’s on the progress for Charlton Hayes 10k in September 2024.

**22. CHARLTON WOOD PRIMARY ACADEMY**

Cllr’s to discuss ongoing traffic concerns from residents.

**23. CHARLTON HAYES PARISH OFFICE SPACE**

Cllr’s to discuss Office Space within the Parish.

**24. CHARLTON HAYES FLYER**

Cllrs to discuss information and distribution of Charlton Hayes Annual Flyer.

**25. NOISE & SPEED ON HAYES WAY**

Cllr’s to discuss residents concerns on the noise and speed of vehicles on Hayes Way.

**26. CHAIN OF OFFICE**

Cllr’s to discuss Chain of Office.

**27. ALCA SUBSCRITION**

Cllr’s to discuss ALCA Subscription.

**28. WEBSITE DESIGN**

Cllr’s to discuss website contractor design and cost.

## 28. DATE OF NEXT PARISH MEETING

Tuesday 16th April 2024 at Aerospace Bristol, Hayes Way, Patchway, BS34 5BZ at 7PM.

**29. EXCLUDING PRESS & PIBLIC**

Cllr’s to discuss staffing matters.