**MINUTES OF CHARLTON HAYES PARISH COUNCIL**

**HELD AT LOVEL CARE HOME, SPARROWBILL WAY, BRISTOL, BS34 5AU ON 19TH MARCH 2024 AT 7PM**

PRESENT: Cllr Shambhu (Chair), Cllr Groenewald, Cllr Hassan-Aref, Cllr Oyekoya, Cllr Cialfi, Cllr Buddharaju.

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

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

Apologies were received from Cllr Field

## 02. DECLARATIONS OF INTEREST

**02.01.** Cllr Shambhu declared a **PERSONAL** interest in item 10 (will not vote)

**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

Agenda number 18 was raised as excluded from press and public regarding staffing matters.

**04. CHAIRMAN’S ANNOUNCEMENTS**

Chairman welcomed members of the public to the full council meeting.

## 05. PUBLIC QUESTION TIME

Members of the public were asked if they would like to address the council. No members of the public asked any questions to the council.

**06. COUNCILLOR TRAINING**

Councillor training will take place on the 20April 24 at the Aerospace 10am-12pm. Chairman encouraged all Councillor’s to attend.

## 07. LOCAL AUTHORITY REPORTS

Cllr Scott gave an email update presented by the Deputy Clerk. He highlighted an update on the Council Plan 2024-2028 Consultation; and consultation on a potential move to three or four weekly residual waste bin collections.

Cllr Shambhu (Chair) updated the council on parking charges for all South Gloucestershire Council car parks. Cllr Shambu opposed the introduction of parking charges for Council car parks, but South Gloucestershire Council have decided to go ahead with the consultation.

## 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 20th February 2024 (Proposed – Cllr Buddharaju / 2nd Cllr Cialfi)

**09. FINANCIAL UPDATE**

The Council received and update from the Deputy Clerk on the Council’s bank accounts. We are awaiting an official address which will allow us to set up our account with Lloyds Bank. He also briefed the Council on the Internal Audit which will take place in April.

**10. ACCOUNTS FOR PAYMENT**

The Council received proposed payments for the last month from the Clerk, alongside the combined invoice from South Gloucestershire Council for £23,184.90. The Clerk explained that South Gloucestershire Council had made payments on behalf of the Parish Council in it’s first 8 months.

Deputy Clerk to investigate a VAT rebate. The Chair suggested appointing a Responsible Finance Officer (RFO) in the April meeting.

**RESOLVED:** To approve accounts for payment (Proposed – Cllr Groenewald / 2nd – Cllr Buddharaju). Cllr Shambhu (Chair) did not vote.

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

The Council received an update from the Deputy Clerk on a requirement for a permanent postal address. As a temporary measure, the Deputy Clerk highlighted Regis (a local office services company), who can support Charlton Hayes Parish council in this request.

**RESOLVED:** to purchase postal services from Regis for an initial period of 6 months (Proposed Cllr Buddharaju / 2nd Cllr Groenewald).

**12. POLICY APPROVALS**

The Council had received draft copies of the various policies; however, the Council decided after some debate, to review all draft policies and discuss them further in the next meeting.

## 13. NEIGHBOURHOOD CHAMPIONS

Cllr Cialfi updated the Council that signs have been ordered, and all Neighbourhood Champions have been selected. Cllr Cialfi to arrange a meeting with the Neighbourhood Champions and local Police once the signage has been received.

**14. LOLLIPOP PERSON**

The Council has received a request by Charlton Wood Primary Academy for additional funding of £1125.09 for the proposed Lollipop Person for the School. The request also included extra funding of £300 for equipment. The Council had budgeted £3000 for the next financial year.

**RESOLVED:** the Council amend it’s 2024/2025 budget to £4425.09 (from £3000). (Proposed Cllr Hassan-Aref / 2nd - Cllr Oyekoya).

**15. CHARLTON HAYES FESTIVAL**

The Council received an update from the Clerk on progress of the Charlton Hayes ‘Coming Together’ Summer Festival on the 23rd June 2024 at the Aerospace Bristol (11am-5pm- free event). Charlton Wood Primary Academy have offered a special performance alongside local Bristol vendors, singers, a DJ, puppet shows, face painting, live children’s entertainment, and a lot more!

**16. CHRISTMAS LIGHTS**

The Council discussed proposed Christmas light locations The Council requested the Clerk to investigate quotes for each streets discussed. The Council also discussed a potential Christmas Tree on Charlton Boulevard Quare this year and would like to host a community event for switching on the lights.

**17. SCRIBE SOFTWARE**

Deputy Clerk briefed the Council on three quotes received for accounting software. After some discussion, the Council requested the Deputy Clerk produce a comparison sheet for the 3 quotes, whilst seeking any further reductions in the annual fee for the next meeting.

**18. UPDATE ON STAFFING MATTERS**

The Council discussed staffing matters, excluding the Press and Public.

## 19. DATE OF NEXT PARISH MEETING

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

Chair closed the meeting at 8:20pm