



## **MINUTES OF CHARLTON HAYES PARISH COUNCIL HELD AT AEROSPACE BRISTOL, HAYES WAY, BRISTOL, BS34 5BZ ON 16 JULY 2024 AT 7PM**

PRESENT: Cllr Buddharaju (Chair), Cllr Shambhu, Cllr Oyekoya, Cllr Cialfi

IN ATTENDANCE: Andrew Davies (Clerk), Simon Davies (Deputy Clerk) and no members of the public

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

Apologies were received from Cllr Field, Cllr Hassan-Aref, Cllr Scott, Cllr Groenwald

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

**02.01.** There were no declarations of interest highlighted.

**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 item 22 was to be excluded from press and public regarding staffing matters.

**RESOLVED:** To exclude Press and Public for item 22.

### **04. CHAIR'S ANNOUNCEMENTS**

Chair welcomed all those who have attended to the Full Council meeting.

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

No members of the public present.

### **06. LOCAL AUTHORITY REPORTS**

Cllr Buddharaju updated the Council on the key points raised at South Gloucestershire Council:

- Concerns by residents on waste management from the Travellers site
- Road safety on Charlton Boulevard
- Timeline on receiving Land Registry queries and lack of response from First Port.

### **07. MINUTES OF CHARLTON HAYES PARISH ON TUESDAY 18<sup>th</sup> June 2024**

**RESOLVED:** To confirm and sign as correct record the minutes of the Council held on 18<sup>th</sup> June 2024 (Proposed: Cllr Shambhu / 2<sup>nd</sup> Cllr Oyekoya)



## **08. ACCOUNTS FOR PAYMENT**

**RESOLVED:** To review and approve a schedule of items of expenditure and issuing of payment. (Proposed: Cllr Shambhu / 2<sup>nd</sup> Cllr Oyekoya)

## **09. AUDIT**

Deputy Clerk gave a brief update on the completed internal audit and preparations for external audit. All recommendations from the internal audit to be addressed by the Parish Clerk & Deputy Clerk for the September meeting.

## **10. CHARLTON HAYES BOOKLET**

Clerk updated the progress on the booklet and will share a draft copy to Councillors to review.

## **11. CHRISTMAS EVENT & LIGHTS**

The Council reviewed and discussed the Christmas Lights package for 2024. It was agreed that additional lights would be purchased for 2024 Charlton Hayes display.

These lights would cover an additional 4 areas of the Parish and would be expanded on year by year to cover all areas. The cost is £10,000. Working group is in place to work on a Christmas event, more details to follow.

**RESOLVED:** To purchase Christmas Lights package for £1000 and to cover an extra 4 areas of the Parish. (Proposed: Cllr Shambhu / 2<sup>nd</sup> Cllr Cialfi)

## **12. GRANT REQUESTS**

**RESOLVED:** Aerospace £1,000 (Proposed: Cllr Shambhu / 2<sup>nd</sup> Cllr Cialfi)

**RESOLVED:** Citizen Advice £500 (Proposed: Cllr Shambhu / 2<sup>nd</sup> Cllr Cialfi)

**RESOLVED:** FACE £800 per community engagement. No funding required at this time.



### **13. NEIGHBORHOOD WATCH**

Cllr Cialfi gave an update on the Neighbourhood Watch scheme and his intention to work with the Neighbourhood Watch Working Group to highlight additional locations for signage.

### **14. BLEED KITS**

Parish Clerk will lead the Bleed Kit project to find locations and gain relevant permissions to install the Units.

### **15. MANAGEMENT COMPANY UPDATE**

Cllr Shambhu highlighted that Gateway will be hosting a residents meeting on 8<sup>th</sup> August 2024 at Coniston Community Centre at 06:30pm.

### **16. ROAD SAFETY**

The Clerk gave an update on Borkley Street and Eighteen Acre Drive; traffic calming measurers will be installed to reduce the speed of vehicles. An independent safety assessment by Transport Safety Audit (TSA) will take place on Charlton Boulevard. This will be presented during the September Council meeting.

### **17. WEBSITE**

The Deputy Clerk presented the options for a new website to the Council. Cllr Cialfi reviewed the quotes and highlighted the various aspects of each option. The Website Working Group recommended that the Council use Cuttlefish as the provider.

**RESOLVED:** That the Council accept the recommendation from the Working Group for a new website provided by Cuttlefish. Deputy Clerk to update on progress at the next meeting (Proposed: Cllr Shambhu / 2nd Cllr Cialfi).

### **18. PARKING ENFORCEMENT**

Cllr Cialfi raised concerns from Northfield Park residents about parking for local businesses in the area.

### **19. CHARLTON HAYES 10K/5K RUN**

The Parish Clerk announced that the Charlton Hayes 10K/5K Run will take place on the 15th September 2024. The Parish Clerk to continue to advertise this event on our social media.

### **20. TRAVELLER LIASION**

Cllr Cialfi discussed ongoing issues from the Charlton Hayes Travellers site and has tried to engage with local authorities to get a Traveller's Engagement Team in place to support residents.



## **21. PLANNING APPLICATION: P24/01632/CLP**

Emergency Item agreed by the Chair. Planning Application P24/01632/CLP was discussed and a request for the Parish Clerk to **OBJECT** to the application.

**RESOLVED:** to discuss P24/01632/CLP as an Emergency Item.

**RESOLVED:** To **OBJECT** to P24/01632/CLP.

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

**NOTED:** next Full Council meeting on Tuesday 17<sup>th</sup> September 2024 at Lovell Care Home, Sparrowbill Way, Patchway, BS34 5AU at 7PM.

Chair closed the meeting at 8:48pm

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

Cllr Cialfi updated the Council on the Administrator interview process. Interviews will take place over the next week and a recommendation will be presented at next Full Council meeting in September.

Cllr Cialfi also updated the Council on the great work done by our Litter Picker. The Council discussed the role and how it can be developed.