

**FULL COUNCIL MEETING**

**CHARLTON HAYES PARISH COUNCIL**

**Tuesday 16th September at 7pm**

**Aerospace Bristol, Hayes Way, BS34 5BZ**

## MINUTES

PRESENT: Councillor Roberto Cilafi (Chair), Councillor Dee Hassan-Aref (vice chair), Councillors, Sanjay Shambhu and Jack Groenewald.

APOLOGIES: Councillors Lee Richardson, Natalie Field, Jo Buddharaju, Sam Scott, and Jo Oyekoya.

Andrew Davies, Parish Clerk

ALSO IN ATTENDENCE: Kamni Shambhu (Deputy Clerk & RFO standing as the Clerk for the meeting), Dawn Young (Representing FACE Charity).

## PART 1: PUBLIC BUSINESS

Full Council Meeting started at 19:00.

## FC1/160925: APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Shown above.

## FC2/160925: DECLARATIONS OF INTEREST

1. Councillor Sanjay Shambhu declared an interest in any matter relating to Agenda Item 21.c RFO & Deputy Clerk. Councillor Shambhu requested to withdraw from the meeting during any discussion or decision-making related to this item. The request was duly noted and granted by the Chair.
2. There were no written requests for dispensations for disclosable pecuniary interests.
3. There were no requests for dispensation as appropriate.

### FC3/160925: EXCLUSION OF THE PRESS AND PUBLIC

The Council resolved to exclude the press and public from the meeting during consideration of the following items, in accordance with Section 12A of the Local Government Act 1972, subsections 1 to 3, as the business to be transacted relates to information concerning individuals and the financial or business affairs of any person (including the authority). Exempt item: *Agenda Item 21 (Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

1. **FC4/160925:** **CHAIR’S ANNOUNCEMENTS**

The Chair declared that he had no announcements to make.

### FC5/160925: ITEMS FROM PUBLIC

There were no members of the public in attendance.

1. **FC6/160925:** **SOVEREIGN NETWORK GROUP (SNG) & FACE CHARITY**

Dawn Young, Youth Work Manager at FACE Charity, presented a proposal for active community engagement through youth work in Charlton Hayes. FACE operates a mobile youth provision (converted van) and delivers detached youth work, with activities taking place at Charlton Hayes (basketball courts, near Charlton Wood Primary School) over the summer. The focus of the programme is on relationship-building, community integration, and addressing behavioural issues.

Sovereign Network Group (SNG), the local housing association, has agreed to fund 50% of the requested amount of £10,133 to support the delivery of these services in Charlton Hayes. FACE Charity has requested that Charlton Hayes Parish Council provide match funding of £5,066.50 to enable the provision of weekly services over a period of 44 weeks.

Councillors deliberated on the immediate funding request of £5,066.50 for a 44-week mobile youth work provision in partnership with SNG, as well as the merits of pursuing a more ambitious and comprehensive package focused on periods of peak antisocial behaviour (Easter, half-term, and summer holidays). Concerns were raised that the proposed 44 weekly sessions might overlap with planned holiday activity coverage and may not deliver sufficient value when compared to a broader offer incorporating extended hours and a wider range of activities.

The Council expressed a preference for a Charlton Hayes-specific, holistic proposal that would combine consistent term-time relationship-building with intensified, activity-based provision during school holidays. This could potentially involve the use of local facilities (such as The Hangar) and collaboration with partner organisations, with co-funding models involving stakeholders such as SNG, South Gloucestershire Council, and the Parish Council.

The Council resolved that a decision on the £5,066.50 funding request be deferred to the November Full Council meeting, to allow consideration of a comprehensive proposal.

*(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

Action: FACE Charity is to submit a new comprehensive proposal to the Parish Clerk prior to the next Full Council meeting in November.

19:35: Dawn Young left the meeting.

### FC7/160925: LOCAL AUTHORITY REPORTS

It was noted that no reports were received from the Principal Authority Councillors.

1. **FC8/160925:** **MINUTES OF CHARLTON HAYES PARISH ON TUESDAY 15th JULY 2025**

The Council resolved to confirm as correct record the minutes of the Full Council meeting held on 15th July 2025 *(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

Matters arising – none raised.

1. **FC9/160925:** **ACCOUNTS FOR PAYMENT & FINANCE MATTERS**

Councillors jointly reviewed items 9.a to 9.d as follows:

( a ) The official bank statement covering the period 14th June 2025 to 15th July 2025 was examined and verified against recorded payments and supporting invoices.

( b ) Personal payments made between 1st July 2025 and 31st July 2025 were reviewed for accuracy and compliance.

( c ) All remaining invoices dated 1st July 2025 to 31st July 2025 were scrutinised and cross-referenced with payment records and bank statements.

( d ) Payments made during July 2025 were ratified and signed.

Triangulation across documents was undertaken to ensure consistency and accuracy.

The Council resolved to approve and sign July finance paperwork as outlined above in 9.a, 9.b, 9.c and 9.d *(Proposed: Cllr Hassan-Aref / 2nd Cllr Cialfi).*

Councillors jointly reviewed items 9.e to 9.h as follows:

( e ) The official bank statement covering the period 15th Jul 2025 to 15th Aug 2025 was examined and verified against recorded payments and supporting invoices.

( f ) Personal payments made between 1st August 2025 and 31st August 2025 were reviewed for accuracy and compliance.

( g ) All remaining invoices dated 1st August 2025 and 31st August 2025 were scrutinised and cross-referenced with payment records and bank statements.

( h ) Payments made during August 2025 were ratified and signed.

The Council resolved to approve and sign July finance paperwork as outlined above in 9.e, 9.f, 9.g and 9.h *(Proposed: Cllr Hassan-Aref / 2nd Cllr Cialfi).*

( 9.i ) Review & approve insurance renewal

It was noted that the renewal quote from Zurich Municipal is £317.93 (inclusive of tax), with a renewal date of 2nd October.

The Council resolved to seek additional like-for-like insurance quotations. Should the alternative quotes be higher, the Council conditionally approved renewal with Zurich. However, if a lower-cost provider offers comparable coverage and features, the Council agreed to proceed with the alternative provider. *(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

( 9.j ) Review June 2025 reconciliation

Councillors reviewed the reconciliation pack and noted a discrepancy of £6,498.88, with the bank balance showing a higher amount than recorded in the accounting system. It was suggested that the variance may be due to duplicate invoices from earlier periods, rather than from the last two months (up to 15th August), which were verified line by line.

In light of this, members agreed not to approve the reconciliation until the discrepancy is clarified. It was resolved to request a full investigation into the matter before proceeding with formal approval.

Action:

( 1 ) Request the Responsible Financial Officer (RFO) and the Parish Clerk to investigate and provide a detailed explanation for the discrepancy between the bank balance and the accounting records. This should include the identification of any duplicate invoices and clarification of the accounting period(s) in which the discrepancy originated.

( 2 ) If needed, obtain and review all bank statements from May 2023 onwards, in order to reconcile individual transactions and identify the source(s) of any discrepancies.

( 9.k ) Digital Signature Tool Adoption

The Council resolved to:

( 1 ) adopt Adobe Acrobat as an official digital signature tool.

( 2 ) purchase 1 Adobe Acrobat RFO license at £24.26 per month per license.

*(Proposed: Cllr Hassan-Aref / 2nd Cllr Cialfi).*

( 9.L ) Staff payment mandate approval for the moth of September and October 2025

The Council resolved to approve the staff payments mandate for the months of September and October 2025, noting that specific amounts are not confirmed at this time.

( 1 ) Clerk and Deputy Clerk: Payments to be made in accordance with the terms of their respective contracts and processed via Direct Debit.

( 2 ) Statutory Deductions: All applicable deductions, including Income Tax, National Insurance Contributions, and Pension Contributions, shall be made in accordance with HMRC guidelines and paid via Direct Debit.

( 3 ) Environment Agents: Engagements to continue under the existing arrangements.

( 4 ) Transition Activities: Mr. Simon Davis is to complete transition-related tasks, with an allocation of 10 hours, remunerated in line with the Council’s standard rate card.

*(Proposed: Cllr Hassan-Aref / 2nd Cllr Cialfi).*

( 9.m ) SLCC membership & training mandate for Clerk & Deputy Clerk

The Council resolved to approve an SLCC membership and training mandate for Clerk and Deputy Clerk

( 9.n ) Prize for 5K run - reimbursement

The Council resolved to approve £50 Amazon gift voucher as a prize for a 5K run, to be re-imbursed to Cllr Jo Oyekoya. *(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

1. **FC10/160925:** **PLANNING APPLICATIONS**

The Council resolved to support the planning application for the construction of a new pedestrian bridge linking the former Filton Airfield and the Brabazon Hangar sites across the railway line.

1. **FC11/160925:** **GRANT REQUEST**

There was no other grant application.

1. **FC12/160925:** **MANAGEMENT COMPANY**

Cllr Shambhu provided update on management company.

Action: It was agreed to request the Parish Clerk to write a letter to South Gloucestershire Council requesting legal advice on holding the AGM.

1. **FC13/160925:** **OFFICE SPACE**

There was no further update on this subject since the last meeting.

1. **FC14/160925:** **UNITY BANK**

Since many councillors were on leave in this meeting, bank mandate was deferred to next meeting in November. However, the following were proposed:

a. The following councillors to be signatory:

+Councillor 1: Jo Buddharaju

+Councillor 2: Roberto Cialfi

+Councillor 3: Lee Richardson

+Councillor 4: Natalie Field

b. Simon Davies to be removed as a signatory.

c. Kamni Shambhu, RFO & Deputy Clerk to be added as a signatory and admin.

d. Andrew Davies, Parish Clerk is already a signatory.

1. **FC15/160925:** **BLEED KITS**

Action: Request confirmation from FACE Charity on funding outcome within the next month for bleed kits.

The Council resolved to self-fund the proposed 10 bleed kits, if external funding isn’t available. *(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

1. **FC16/160925:** **Twining Update**

Cllr Shambhu informed that a letter was sent to the French town Oullins-Pierre-Bénite and the mayor Rt Honourable Jérôme MOROGE by post and email. It’s been a month with no response. Plan to wait a few more weeks and then follow up.

1. **FC17/160925:** **CHRISTMAS LIGHTS 2025 / CHRISTMAS EVENT 2025**

The Council resolved to:

( a ) approve additional Christmas lights on Highwood Road, Charlton Hayes, maximum 15x 2.3m Snowflake Band at a cost of £3,675.00 for lights and £171.00 for banding, subject to verification of pole count by the Parish Clerk or RFO.

( b ) approve 10x additional Christmas lights by the Brabazon Park at a cost of £2,450.00 + £114.00.

( c ) approve 10x additional Christmas lights at Great Briar Leaze at a cost of £2,002.00 + £79.80.

( d ) approve 10x additional Christmas lights at Northfield Park at a cost of £2,860.00 + £114.00.

(e) approve £1,000 for Christmas Event, held on 30 November 2025.

*(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

The Council resolved to:

( e ) reject additional Christmas light at Hayes Way.

*(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

1. **FC18/160925:** **RECOMMENDATION FOR PARISH NAME CHANGE**

That the Council discussed to recommend a name change to Brabazon Town Council, comprising two wards, and considered the allocation of councillors accordingly.

* Cllr Roberto Cialfi referred to the proposed structure of *“Brabazon Town Council with two wards”*, suggesting that  Brabazon be allocated eight councillors, and queried whether this number remains appropriate in light of ongoing housing growth.
* Cllr Sanjay Shambhu recalled earlier guidance (circa three years ago) recommending nine councillors, but now favours an increase to fifteen councillors to mitigate quorum risks during periods of low attendance.
* A proposed distribution was discussed: eight councillors representing Charlton Hayes and seven councillors representing Brabazon, totaling fifteen.
* Members acknowledged that South Gloucestershire Council is the principal authority to action the recommendation or to initiate a Community Governance Review (CGR).
* A previous community survey, conducted by the Parish approximately one year ago, was reportedly supportive of the change, although the preferred name was not definitively established.

The Council resolved to recommend to South Gloucestershire Council to change the name of the Charlton Hayes Parish Council to Brabazon Town Council with two wards: a. Brabazon (7 councillors), b. Charlton Hayes (8 councillors). *(Proposed: Cllr Hassan-Aref / 2nd Cllr Shambhu).*

Action: The Parish Clerk to write a formal letter to the head of democratic services at South Gloucestershire Council.

1. **FC19/160925:** **RESIDENTS CONCERNS**

A resident reported difficulty navigating a mobility scooter due to missing dropped kerbs. Problem areas cited: around the basketball pitch and play area; along Long Leaze Road crossing Borkley Street; and crossing Eighteen Acre Drive.

Action: The Parish Clerk to arrange a walk/ride-along with the resident to traverse the reported route, take photos, and note specific kerb locations needing dropped kerbs. This is to be reported to SGC and Vistry.

20:58: Councillor Groenwald joined the meeting remotely.

Councillors approved a one of dispensation for Councillor Groenwald to attend the meeting remotely. *(Proposed: Cllr Hassan-Aref / 2nd Cllr Cialfi).*

1. **FC20/160925:** **DATE OF NEXT PARISH MEETING**

The chair announced that the next Full Council meeting is on Tuesday 18th November 2025 at Aerospace Bristol, Hayes Way, BS34 5BZ at 7:00PM.