

**Minutes of the Virtual Zoom Annual Meeting of the Parish Council held on Wednesday, 5<sup>th</sup> May 2021 at 7.30 pm.**

**PRESENT** Cllr Roger Davies (Chairman)  
Cllr Emily Hall-Roberts  
Cllr Helen Hill  
Cllr Sally Martin  
Cllr Richard Sims

In attendance: Roger Gurney, Clerk to the Parish Council

**ADJOURNMENT FOR PUBLIC FORUM**

*(No member of the public was in attendance.)*

**60/21 ELECTION OF CHAIRMAN**

Cllr Roger Davies was proposed by Cllr Richard Sims, seconded by Cllr Helen Hill, and agreed. The Clerk will arrange for the Declaration and Acceptance of Office to be signed by Cllr Davies before the next meeting.

**61/21 ELECTION OF VICE CHAIRMAN**

Cllr Richard Sims was proposed by Cllr Roger Davies, seconded by Cllr Sally Martin, and agreed.

**62/21 APOLOGIES FOR ABSENCE**

These were received from Cllr Mike Wood, County Cllr Elizabeth Eyre and District Cllr Tony Rowley.

**63/21 DECLARATIONS OF INTEREST**

None.

**64/21 REPORTS FROM COUNTY COUNCILLOR ELIZABETH EYRE AND DISTRICT COUNCILLOR TONY ROWLEY**

Both had submitted their apologies and there were no reports.

**65/21 MINUTES OF THE MEETING HELD ON 11<sup>th</sup> MARCH 2021**

The draft minutes were circulated prior to the meeting. It was proposed by Cllr Richard Sims, seconded by Cllr Helen Hill, and resolved, that the Minutes be signed as a true record. (As this is a virtual meeting the Clerk will arrange for them to be signed by the Chairman).

**66/21 REPORT OF THE PLANNING COMMITTEE**

The report of the virtual Planning Committee held on 15<sup>th</sup> April 2021, which had been circulated with the agenda, was noted.

The Chairman reported that local residents were concerned with activities at Boston View Farm, Boston Lane, where the recent appeal for 10 holiday lodges had been dismissed. The WDC Enforcement Officer said that the owner was implementing the 2008 permission for stables, as work on this had commenced within the stipulated 3 years. It was agreed that the Clerk seeks further clarification from the Enforcement Officer.

**67/21 FINANCE****1. Receipts and Payments Account: 01.02.21 - 31.03.21**

This was circulated with the agenda and was accepted.

**2. Accounts for Payment**

It was proposed by Cllr Sally Martin, seconded by Cllr Emily Hall-Roberts, and agreed, that the following accounts be paid:

Prysmian Cables & Systems Ltd	£366.25 + £73.25 VAT	<b>£439.50</b>
(This relates to work on street light nos 13,14 and 15, between December 2019 and October 2020)		
Worcestershire CALC (subscription)	£332.56 + £59.48 VAT	<b>£392.04</b>
Smart Cut Ltd (April)	£220.00 + £44.00 VAT	<b>£264.00</b>

**3. To confirm the following 3 cheques and 1 Debit Card payments:**

10.04.21	Smart Cut Ltd (March)	£70.00 + £14.00 VAT	<b>£ 84.00</b>
10.04.21	Stuart Adams (per Wix.com)	£102.00 + £20.40 VAT	<b>£122.40</b>
10.04.21	Brian Arrowsmith (March)		<b>£272.00</b>
09.04.211	1&1 IONOS	£3.00 + £0.60 VAT	<b>£ 3.60</b>

The Clerk reported that he has still not received the re-assessed cost from NPower Ltd and will continue to get the matter resolved.

**68/21 PARISH COUNCIL INSURANCE**

The Clerk reported that the renewal for the Parish Council's insurance is due on 1<sup>st</sup> June, but as no meeting is currently planned before that date it was suggested that the decision to renew be delegated. The Chairman noted that, with Zoom Council meetings not being allowed after 6<sup>th</sup> May 2021, that face to face meetings not being allowed until later in May and not knowing when the OSR would be available, that further delegation should be agreed. A recommended model has been suggested by Worcestershire CALC as follows:

“In the event of Charlton Parish Council being unable to hold regular meetings due to the unavailability of suitable premises it is resolved that:

The Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline,

Payments in line with the annual budget should be made by the Clerk and authorised by two signatories,

The Clerk's authority to authorize emergency items should be extended from £500 to £2,500 during this period,

Payments relating to the repairs to the Lychgate should be prepared by the Clerk and signed by two bank signatories. The total project cost is approximately £55,000, plus VAT

Should the Legacy Grant application to Wychavon District Council for funding to assist with the Old Schoolroom improvements be approved it is further resolved that:

- i. subject to the Clerk’s agreement any formal documentation required by Wychavon District Council may be signed by any two Parish Councillors, subject to one of the signatories being either the Chairman or the Vice Chairman
- ii the trustees of the Old Schoolroom must also accept the terms and conditions of any agreement made between the Parish Council and Wychavon District Council.

This resolution should remain in place until such time as regular parish Council meetings can commence again.”

This was proposed by Cllr Roger Davies, seconded by Cllr Richard Sims, and agreed.

**69/21 UPDATE ON THE REPAIR TO THE LYCHGATE**

The appointed contractor has stated that the demolition of the Lychgate will be done in the week commencing 17<sup>th</sup> May. It is hoped the reconstruction will follow in 12 – 15 weeks. NFU Mutual have agreed that stage payments can be made.

**70/21 URGENT ITEMS**

1. It is noted that the wild flower mix in the land opposite the Cemetery has not been successful. It was agreed that the land be weed cleared again, and reseeded to be done in the Autumn with the addition of fertilizer if recommended.
2. SWDP Traveller and Showpeople consultation will commence on 17<sup>th</sup> May and a Zoom consultation will be held on 20<sup>th</sup> May. Cllr Roger Davies and Cllr Richard Sims will attend.
3. A meeting was scheduled with WCC Highways on 12<sup>th</sup> May, but is postponed until 2<sup>nd</sup> June.
4. The availability of the Old Schoolroom is unclear, as the hall needs to be compliant with the Government guidelines for the use of multi-use community facilities and both the trustees and the Council need to produce Covid risk assessments. The Clerk will check arrangements with Elaine Hawley and wait for the expected update from CALC.
5. Arrangements are needed to remove the broken seat on The Green

**71/21 DATE OF NEXT MEETING**

It is hoped that a meeting can be arranged in June

The meeting closed at 8.12 pm.

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Chairman

2021