

Minutes of the Annual Meeting of the Parish Council held on Thursday, 12th May 2022 at 7.30 pm in the Old Schoolroom, Charlton

PRESENT Cllr Roger Davies
Cllr Helen Hill
Cllr Richard Sims

In attendance: Roger Gurney, Clerk to the Parish Council

65/22 ELECTION OF CHAIRMAN

Cllr Roger Davies was proposed by Cllr Richard Sims and seconded by Cllr Helen Hill.

66/22 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE

Cllr Roger Davies completed and signed the Declaration and Acceptance of Office.

ADJOURNMENT FOR PUBLIC FORUM

(One resident was in attendance. Two questions were asked. When will the new notice board be installed on The Green? How many benches are on offer for The Green? The Chairman commented that the notice board has been ordered and one bench is currently on offer.)

67/22 APOLOGIES FOR ABSENCE

These were received from Cllr Ted Grazier and Cllr Emily Hall-Roberts. County Cllr Elizabeth Eyre and District Cllr Tony Rowley also had given their apologies.

68/22 ELECTION OF VICE CHAIRMAN

Cllr Richard Sims was proposed by Cllr Helen Hill and seconded by Cllr Roger Davies.

69/22 DECLARATIONS OF INTEREST

None

70/22 TO CO-OPT TWO PARISH COUNCILLORS

Two applications for the two co-option vacancies have been received. These were from Richard Bentley and Wendy Sharpe. It was proposed by Cllr Roger Davies, seconded by Cllr Helen Hill that both Richard Bentley and Wendy Sharpe be elected to the Parish Council. Wendy Sharpe was in attendance and signed the Acceptance of Office. Richard Bentley had informed the Clerk that he was not able to attend this evening's meeting and the Clerk will make arrangements for him to sign the Declaration as soon as possible. The Clerk will notify Wychavon DC of these elections.

71/22 REPORT FROM COUNTY COUNCILLOR ELIZABETH EYRE

County Cllr Elizabeth Eyre had attended the Annual Parish Meeting and reported on highway matters and the report was circulated to members. It was reported that the Parish lengthsman is now able to clear gullies: However, the Clerk was instructed to clarify this due to potential risks from sharp items being deposited in gullies.

72/22 REPORT FROM DISTRICT COUNCILLOR TONY ROWLEY

Cllr Tony Rowley has given his apologies and there was no report.

73/22 UPDATE ON THE SWDPR

The planned further Regulation 19 public consultation has been delayed beyond July and August 2022, as more time is needed to complete the Infrastructure Delivery Plan, which has been delayed due to Covid.

74/22 UPDATE ON THE WCC MINERALS PLAN

The report of the Inspectors is still awaited. It is hoped that this will still be received in time for consideration by the WCC Cabinet on 26th May and by the full Council meeting of WCC by July 2022.

75/22 APPOINTMENT OF COMMITTEES AND WORKING GROUPS

(1) **Planning Committee.** Cllr Roger Davies, Cllr Helen Hill, Cllr Wendy Sharpe, Cllr Richard Sims and Richard Bentley.

(2) **Finance WG.** Cllr Roger Davies and Cllr Richard Sims.

76/22 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

(1) **Crophorne and Charlton Village Hall.** No nomination.

(2) **Workman Trust/Old Schoolroom.** Cllr Emily Hall-Roberts

(3) **Worcestershire CALC.** No appointment made

(4) **Flood WG.** Cllr Roger Davies and Cllr Ted Grazier

77/22 ALLOCATION OF RESPONSIBILITIES

(1) **Street lighting.** Cllr Emily Hall-Roberts, Cllr Richard Sims and the Clerk

(2) **Mowing and The Green.** Cllr Richard Sims

(3) **Footpaths.** Parish Paths Warden and Richard Bentley

(4) **Tree Warden.** Cllr Ted Grazier

(5) **Lengthsman liaison.** Cllr Roger Davies and the Clerk

(6) **Website.** Cllr Richard Sims

(7) **Flood Warden.** Cllr Wendy Sharpe

(8) **Cemetery and Wild Flower area.** Cllr Helen Hill

(9) **PACT.** Cllr Roger Davies and Cllr Richard Sims

(10) **SWDP.** Cllr Roger Davies and Cllr Richard Sims

(11) **WCC Minerals Plan.** Cllr Roger Davies and Cllr Richard Sims

78/22 PARISH COUNCIL INSURANCE

In view of some difficulties experienced with the current insurers it was agreed that additional quotations be sought ASAP, due to the imminent renewal date, with information suggested by Worcestershire CALC and the decision be delegated to the Finance WG

79/22 CHEQUE SIGNATORIES

The three current signatories were confirmed with any 2 of these to sign.

80/22 COMMUNITY LEGACY GRANT/OLD SCHOOLROOM

Phase 1 of the improvements is completed with the exception of the window sill, the front wall and part of the roof. It was agreed that the Parish Council pays the Workman Trust up to £40,000, so that they can pay the builder's invoice, once this part of the work is complete.

81/22 WDC 'TICKET TO RIDE' EVENT

Cllr Richard Sims had attended and he reported that the main purpose is to improve community-led travel in the rural areas, while at the same time, reducing private car journeys, cutting carbon emissions, increasing accessibility to services, reducing social isolation and encouraging more active forms of travel. Bus services will not be restored. Wychavon DC is promoting the idea of Community Transport Hubs, where a group of villages work together to organize such activities as car sharing, provision of a minibus and hire of electric bikes. It was reported that Norton-Juxta Kempsey PC is currently linking with 'Worcester Wheels' to provide a service into the City. The cost is £3.00 per trip each way, and WDC, together with a grant from the Parish Council have funded for the first year and the intention is for the scheme to become self-funded thereafter. Funding is available from WDC for suitable schemes in other villages. Cllr Richard Sims and Cllr Roger Davies will discuss with Ian Southcott (Fladbury PC) to meet WDC officers and it is hoped that an officer would be able to attend a meeting in Charlton.

82/22 REPORTS FROM REPRESENTATIVES

- (1) **Crophorne and Charlton Village Hall.** There was no report. The Clerk was asked to contact the current Chairman to ask if the minutes of their meetings can be sent.
- (2) **Workman Trust/Old Schoolroom.** There is a meeting next week.
- (3) **PACT.** There have been no recent meetings but it is hoped that one can be arranged.

83/22 MINUTES OF THE MEETING HELD ON 10th MARCH 2022

The draft minutes were circulated prior to the meeting. It was proposed by Cllr Roger Davies, seconded by Cllr Helen Hill, and resolved, that the Minutes be signed as a true record.

84/22 UPDATE ON PLANNING MATTERS

The Clerk reported that an appeal has been lodged against the refusal of application 21/02855 at 'Nodale', Boston Lane. As WDC did not take note of part of the Parish Council's submission to the application the Clerk will submit a copy direct to the Planning Inspectorate.

85/22 FINANCE**1. Receipts and Payments Account: 01.02.22 – 31.03.22**

This was circulated with the agenda and was accepted.

The bank reconciliation for the end of March 2022 was agreed and signed by Cllr Helen Hill.

2. Accounts for Payment

It was proposed by Cllr Richard Sims, seconded by Cllr Wendy Sharpe, and agreed, that the following accounts be paid:

Snape Contracting Services Ltd £49,973.94 + £9,999.79 VAT **£59,968.73**

Prysmian Group	£285.00 + £57.00 VAT	£342.00
Smart Cut Ltd	£586.40 + £117.28 VAT	£703.68
Grove Business Solutions	£160.00 + £32.00 VAT	£192.00
Signscape and Signconex Ltd	£1,256.60 + £251.32 VAT	£1,507.92

3 Confirmation of the following 2 Debit Card payments:

04.03.22	First Paige printers	£15.50 + £3.10 VAT	£ 18.60
25.03.22	Post Office		£ 12.08

86/22 ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2022

Revised copies of the Accounts were circulated at the meeting and were explained by the Clerk and Chairman. With minor adjustments to the Restricted Balances to take account of the monies received for the Workman Trust improvements and the Lychgate restoration the Accounts were approved.

87/22 ANNUAL GOVERNANCE STATEMENT

A copy of the Annual Governance Statement (Section 1) of the Annual Return was circulated with the agenda. This was carefully considered and completed at the meeting. It was agreed and signed by the Chairman and the Clerk.

88/22 ACCOUNTING STATEMENTS

A copy of the completed Accounting Statements (Section 2) of the Annual Return was circulated with the agenda. This was carefully considered and accepted. It was agreed and signed by the Chairman and the Responsible Financial Officer.

89/22 FEEDBACK FROM THE ANNUAL PARISH MEETING (5th MAY 2022)

1. The newly appointed Paths Warden for Charlton, Adrian Peake, attended and explained the tasks he had done and how he planned to monitor the needs of the public footpaths in the Parish.
2. Parking on The Green is considered to be a problem to several residents. Some suggested solutions were made and it was agreed that the Clerk writes to the residents of The Green to seek their views.
3. A request was received for a lower speed limit in Haselor Lane. The Chairman and County Cllr Elizabeth Eyre explained that we had already approached WCC, who refused to put in place any reduced limits.

90/22 PARISH COUNCIL RISK ASSESSMENT

This is currently being drafted by Cllr Roger Davies and Cllr Richard Sims. An assessment of the trees on The Green and in the Cemetery is awaited from Toby Chung.

91/22 CEMETERY MATTERS, INCLUDING THE REBUILD OF THE LYCHGATE

Apart from the attachment of the gate handles the rebuilding of the Lychgate is complete. New fencing along the northern boundary will be installed shortly.

92/22 HIGHWAY MATTERS

Worcestershire CC has carried out several improvements in the village. A Zoom meeting regarding speed limits in villages is being arranged by Worcestershire CALC.

93/22 PARISH PATHS WARDEN AND UPDATING OF PATHS IN THE PARISH

This has been discussed earlier in the meeting.

94/22 FLOODING ISSUES

Cllr Roger Davies reported that the Environment Agency has withdrawn its funding of the flood gauges, but it is hoped that Wychavon DC and NFM project will each contribute 50% of the main cost in the coming years, with the remainder from the Parish Council covering the cost of the telemetry element.

A small amount of silt has been removed from Merry Brook at the Canada Bank road bridge.

95/22 STREET LIGHTING MATTERS

The Clerk reported that the street light on Jars Cottage, Top Street, has been replaced. As there have been improvements to some street lights in the past year the Clerk was asked to arrange with Npower for an appropriate adjustment in fees to reflect the reduced power consumption of the LED lamps.

96/22 THE GREEN

(1) **New notice board.** This has been ordered.

(2) **Parking on the Green.** The Clerk was asked to draft a letter for consideration, which would then be sent to residents living on The Green.

(3) **New benches.** The Clerk was asked to follow up the offer of a bench in memory of the late Jean Munn, as we are now in a position to proceed

(4) **Hiring of The Green.** There are currently 3 applications to use The Green, and the insurance cover aspects are being considered. Clarification of the Jubilee event are awaited: Charlton Fayre insurance is being checked. Subject to signed application forms being received, it was agreed that these events can proceed. The Pet service is approved.

97/22 PERSHORE TOWN COUNCIL LEGACY GRANT APPLICATION

The Parish Council became aware of this application to develop the Broad Street car parking area as a Town Square. Concern was expressed at the loss of car parking, which is useful for residents of the rural area. Cllr Roger Davies and Cllr Richard Sims will submit views on the Parish Council's behalf to the Town Council.

98/22 REPORTS FOR INFORMATION

(1) **Broadband.** This is still progressing and on schedule.

(2) **Evesham-Pershore Cycle Route.** Worcestershire CC has been asked to purchase a piece of land which is blocking the scheme.

(3) **Asset of Community Value.** A resubmission is to be prepared

(4) **Network Rail.** There had been work on the railway during Easter, but this did not cause any undue problem.

99/22 WORCESTERSHIRE CALC

The regular Updates are circulated to members when received, along with training events.

100/22 CORRESPONDENCE

None

101/22 ITEMS FOR NEXT AGENDA

None suggested

102/22 DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council meeting on Thursday
14th July 2022

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The meeting closed at 9.50 pm

Roger L Davies

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Chairman

14th July 2022