

**Minutes of the Annual Meeting of the Parish Council held on Thursday, 11<sup>th</sup> May 2023  
at 7.30 pm in the Old Schoolroom, Charlton**

**PRESENT** Cllr Roger Davies  
Cllr Richard Bentley  
Cllr Helen Hill  
Cllr Wendy Sharpe  
Cllr Richard Wallis

In attendance: Roger Gurney, Clerk to the Parish Council

Before the Meeting Cllr Roger Davies expressed his thanks on behalf of residents and the Parish Council to those who organised the events on Sunday 7<sup>th</sup> May for the Coronation on The Green and in the Old Schoolroom.

**55/23 ELECTION OF THE CHAIRMAN**

Cllr Roger Davies was proposed by Cllr Richard Bentley, seconded by Cllr Wendy Sharpe and agreed.

**56/23 CHAIRMAN'S DECLARATION AND ACCEPTANCE OF OFFICE**

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

**ADJOURNMENT FOR PUBLIC FORUM**

*(No residents were in attendance.)*

**57/23 APOLOGIES FOR ABSENCE**

These were received from Cllr Ted Grazier, County Cllr Elizabeth Eyre and District Cllr Angie Crump.

**58/23 ELECTION OF VICE CHAIRMAN**

Cllr Richard Bentley was proposed by Cllr Roger Davies, seconded by Cllr Helen Hill, and agreed.

**59/23 DECLARATIONS OF INTEREST**

None.

**60/23 REPORT FROM COUNTY COUNCILLOR ELIZABETH EYRE**

County Cllr Elizabeth Eyre had given her apology for her absence. Cllr Roger Davies referred to her report to the Parish Meeting, including the problem of silt under the Canada Bank road bridge, the footway between the Green and the Cemetery, and the problems with the French drain off The Bight.

**61/23 REPORT FROM DISTRICT COUNCILLOR ANGIE CRUMP**

Newly elected District Cllr Angie Crump had given her apologies. The Chairman and Vice Chairman will meet her in due course to discuss on-going problems affecting Charlton, including the Asset of Community Value, fly-tipped materials and the funding for the flood gauge.

**62/23 UPDATE ON THE SWDPR**

There is no update,

**63/23 UPDATE ON THE WCC MINERALS PLAN**

There has been no further information from WCC since the last meeting.

**64/23 PARISH COUNCIL CLERK**

The Chairman reported that the Clerk has submitted his retirement/resignation. Cllr Roger Davies will progress and the Clerk will seek advice from Worcester CALC..

**65/23 APPOINTMENT OF COMMITTEES AND WORKING GROUPS**

- (1) **Planning Committee.** Cllr Roger Davies, Cllr Richard Bentley, Cllr Helen Hill, Cllr Wendy Sharpe and Cllr Richard Wallis.
- (2) **Finance Working Group.** Cllr Roger Davies and Cllr Richard Bentley
- (3) **Flood WG.** Cllr Roger Davies, Cllr Wendy Sharpe and Cllr Ted Grazier

**66/23 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES**

- (1) **Crothorne and Charlton Village Hall.** No representatives.
- (2) **Workman Trust/Old Schoolroom.** Cllr Wendy Sharpe
- (3) **Worcestershire CALC.** No representatives.

**.67/23 ALLOCATION OF RESPONSIBILITIES**

- (1) **Risk Assessment** for the Green etc. Cllr Richard Bentley and Cllr Roger Davies
- (2) **Street lighting.** Cllr Roger Davies
- (3) **Mowing and The Green.** Cllr Richard Bentley and Cllr Roger Davies
- (4) **Footpaths.** Parish Paths Warden and Cllr Richard Bentley.
- (5) **Tree Warden.** Cllr Grazier.
- (6) **Lengthsman.** Cllr Richard Bentley.
- (7) **Website.** Richard Sims will continue for a short time.
- (8) **Flood Warden.** Cllr Roger Davies and Cllr Wendy Sharpe.
- (9) **Cemetery and Wild Flower Area.** Cllr Helen Hill.
- (10) **SWDP.** Cllr Roger Davies
- (11) **WCC Minerals Plan.** Cllr Roger Davies and Richard Sims.

**68/23 PARISH COUNCIL INSURANCE**

Having changed the insurance to BHIB Insurance last June it was agreed that this be continued. Premium this year is £668.70. (Previous year £678)

**69/23 CHEQUE SIGNATORIES**

It was agreed that the members present at this meeting become cheque signatories with the continued requirement for two signatories for each cheque. The Clerk will obtain the necessary form from Lloyds Bank.

**70/23 REPORTS FROM REPRESENTATIVES**

- (1) **Parish Paths Warden.** There was no report from Adrian Peake.
- (2) **Crothorne and Charlton Village Hall.** There was no report or minutes

- (3) **Workman Trust/Old Schoolroom.** Cllr Wendy Sharpe reported that bookings are increasing and both the main room and the new room are being used.

**71/23 MINUTES OF THE MEETING HELD ON 9<sup>th</sup> MARCH 2023**

The draft minutes were circulated prior to the meeting. It was proposed by Cllr Wendy Sharpe, seconded by Cllr Richard Bentley, and resolved, that the Minutes be signed as a true record.

**72/23 REPORT OF THE PLANNING COMMITTEE HELD ON 27<sup>th</sup> APRIL 2023.**

The report of the Planning Committee meeting held on 27<sup>th</sup> April 2023, which was circulated with the agenda. The Clerk was asked to seek clarification about the two applications submitted at 1 Cherry Orchard and to update the comments on application no. 22/02304 at Upper Haselor Farm. Since the meeting the Clerk has received the planning permission for the glamping site off Canada Bank has been granted (22/01426).

**7323 PARISH COUNCIL VACANCY**

The Clerk will check with WDC and CALC regarding the procedure to fill the current vacancy and take what action is needed to progress this.

**74/23 FINANCE**

**1. Receipts and Payments Account: 01.02.23 – 31.03.23**

This was circulated with the agenda and was accepted.

The bank reconciliation for the end of March 2023 was agreed and signed by Cllr Helen Hill.

**2. Accounts for Payment**

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

Worcestershire CALC - subscription	£354.70 + £63.51 VAT	<b>£418.21</b>
Brian Arrowsmith (March)		<b>£187.50</b>
BHIB – insurance		<b>£668.70</b>

It was agreed that the payment of two invoices to N Power Ltd be withheld until the company responds to the correspondence relating to the standing charge on both invoices and also, correctly quotes usage which has increased back to the level prior to the conversion of 12 lamps to LED lights.

**3. Confirmation of the following cheque and Debit Card payments since 9<sup>th</sup> March 2023:**

First Paige printers	£9.33 + £1.87 VAT	<b>£ 11.20</b>
Post office Ltd		<b>£ 7.60</b>
Post Office Ltd		<b>£ 13.80</b>
W H Smith		<b>£ 5.99</b>
Smart Cut Ltd	£159.12 + £31.82 VAT	<b>£190.96</b>
Stuart Adams (per WIX.com)	£132.00 + £26.40 VAT	<b>£158.40</b>
Julian Hawley (per Coronation event)		<b>£300.00</b>
Crophorne & Charlton Village Hall Fund (per Coronation event)		<b>£100.00</b>

**75/23 TO SIGN OFF ACCOUNTS FOR 2022/2023**

Agreed to sign off the Accounts when modifications have been made.

**76/23 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 signed by the Chairman and the Clerk.

**77/23 ACCOUNTING STATEMENTS**

A copy of the completed Accounting Statements (Section 2) of the Annual Return was circulated with the agenda. It was considered that there was a minor miscalculation which needed to be resolved before signing by the Chairman..

**78/23 FEEDBACK FROM THE PARISH MEETING**

The notes of the Parish Meeting, held on 20<sup>th</sup> April, were circulated with the agenda. No matters were raised which required further consideration.

**79/23 THE GREEN**

**(1) Vehicle Parking on the Green.** The Clerk will forward draft letters to Cllr Roger Davies, before sending to residents living on The Green.

**(2) New benches.** The order for the new bench in memory of Mrs Freddie Jack was agreed and the Clerk will liaise with Mr Grant.

**(3) New notice board.** The Clerk will obtain the details of the spanner from Richard Sims.

**80/23 CEMETERY MATTERS**

Mike Wood will give a quotation for the new fencing. Arrangements are in place for a replacement War Graves notice. The updated Fee list will be put into the lychgate.

**81/23 HIGHWAY MATTERS**

Current highway issues have been reported earlier in the meeting. It was reported that the Police and Crime Commissioner will only give a 50% grant for the additional VAS sign and it was agreed that the increased be included in the reserves. Richard Sims has agreed to place the order once PCC funding is confirmed.

The Chairman to ask Richard Sims for a copy of the latest data from the Canada Bank speed sign and circulate to members.

**82/23 UPDATING OF PATHS IN THE PARISH**

The Clerk was asked to acquire detailed maps from WCC.

**83/23 FLOODING ISSUES**

The issue of funding for the flood warning gauge is still not resolved. There is £500 in our budget and a decision from WDC is awaited. It was agreed that Cllr Roger Davies approach WCC on this matter.

**84/23 STREET LIGHTING**

The Clerk was asked to obtain a quotation from Prysmian for the upgrading of the 5 remaining 'older' columns as well as getting a quotation for upgrading all the remaining lights.

**85/23 REPORTS FOR INFORMATION**

- (1) **Broadband.** There is a need for residents to sign up again for their vouchers.
- (2) **Pollution of the River Avon.** The local group has met and are looking to purchase more river sampling kits at a cost of £139 each. Local Parish Councils asked to fund this and we have agreed to do so for the purchase of 1 kit.
- (3) **Asset of Community Value.** There is no progress. The Chairman will discuss this with District Cllr Angie Crump.
- (4) **Lengthsman worksheet.** The worksheet for March was noted.
- (5) **Lengthsman Agreement for 2023/2024.** This was noted.

**86/23 CALC**

The regular Updates have been circulated by the Clerk. The Clerk was asked to circulate the training courses to members.

**87/23 CORRESPONDENCE**

- (1) WDC Business Rate for Cemetery. Nil.

**88/23 ITEMS FOR INCLUSION ON NEXT AGENDA**

Trees on the Green

**54/23 DATE OF NEXT PARISH COUNCIL MEETING**

This is arranged for Thursday 13<sup>th</sup> July 2023.

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Chairman 13<sup>th</sup> July 2023