

The Charltons Parish Council

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Notice of Annual Council Meeting

To be held on **Thursday 16th May 2024** in the Reading Room, Hillway, Charlton Mackrell,
Following the Annual Parish Meeting, commencing at 7.00pm

To all Members of The Charltons Parish Council, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

RCarter

Parish Clerk and Responsible Financial Officer – The Charltons Parish Council

❖ **Public Question and Comments:**

Before the start of the formal meeting the Public have the opportunity to make a statement **in respect of the business on the agenda only in accordance with Standing Order 3 (e)**. Members of the public are asked to restrict their comments and/or questions to three minutes. Questions may be answered in writing. Once the formal meeting has started the Public are reminded that they have no right to speak.

❖ **Reports from Somerset Council:**

To receive any verbal report from Somerset Councillors Stephen Page or Tim Kerley.

Agenda:

24/32. Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office:

To elect a chairman to serve until May 2025. The 2023/24 chairman Cllr T Elliott will preside over this agenda item.

24/33. Election of the Vice Chairman of the Council and receive his/her Declaration of Acceptance of office:

The Council may choose to elect a Vice-Chairman to serve until May 2025

24/34. Apologies for absence:

To receive any apologies for absence.

24/35. Declarations of Interests:

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and NALC Model Code of Conduct adopted May 2022. (NB this does not preclude any later declarations).

24/36. Minutes:

To approve the Minutes of the PC meeting held on Tuesday 16th April 2024.

24/37. Appointment of Parish Council Representatives for 2024/25:

To resolve on the following appointments:

- a. Highways/Speeding
- b. Footpaths
- c. Archdeacon Brymer Trust
- d. Youth Services
- e. Memorial Playing Field and Community Hall
- f. Environmental
- g. Personnel Committee
- h. Community Plan WG
- i. Conservation Area WG
- j. Flood Relief Measures WG
- k. Community Infrastructure Levies (CIL) WG
- l. Website
- m. Internal Auditor

24/38. Parish Council Accounts:

a. Balance of the Council's Bank Account and Bank Reconciliation:

To receive the full council accounts and bank reconciliation.

b. Accounts for payment:

To receive and approve a schedule of items of expenditure (incl. VAT):

- | | |
|---|---------|
| i. Martin Butt – Repair work Village Car Park | £720.00 |
| ii. JB Electrical – Installation of Cary Fitzpaine CPAD | £300.00 |
| iii. C Mackrell Reading Room Hire 16 Jan, 14 Feb, 19 Mar, 16 & 29 Apr | £90.00 |
| iv. WesternWeb Ltd – set up email accounts for Cllrs & Clerk for 1 yr | £86.40 |
| v. Moderamen Internal Audit fees | £80.00 |
| vi. Clerk's Allowances & Expenses | £42.95 |
| vii. Overt Locke Ltd – aggregate for car park | £17.97 |

24/39. Planning.

a. To consider the following planning applications (PA):

i. **PA 23/02768/OUT.** Outline Application for all matters reserved except access for the erection of 3 (REVISED from 5) No. dwellings on land Os 2560 Part George Street, Charlton Adam, TA11 7AS.

b. Somerset Council (SC) Decisions:

i. **PA 24/00536/S73.** S73 Application to vary Condition 05 (Materials) to new materials schedule dated 2024 in relation to planning approval 13/04998/FUL for Erection of a permanent dwelling in association with existing equine use and associated realignment of existing earth bank. (GR 354263/129013) at Pleasant Spot Barns, Broadacres, Charlton Adam, TA11 7BA – **APPROVED.**

24/40. Signage in the Charltons:

Update on requests received from organisations in the Parish for directional signage.

24/41. Mis-information in Charltons Village News:

To discuss misinformation printed in the April edition of The Charltons Village News attributable to an article on the 'Village Signage Issue' and decide on appropriate action.

24/42. Appointment of Bank Account Signatories 2024/25:

To confirm the Council's bank signatories (Current signatories: Cllrs T Elliott, Adams, Blackledge, Crawley and Parsons)

24/43. Council Policies, Terms of Reference, Risk Assessments:

To receive, review and adopt the following:

- a. General and Financial Risk Assessment – adopted 16 May 23, minute Ref 23/37.
- b. Assets Register – adopted 20 Jun 23, minute Ref 23/56.b.
- c. Community Infrastructure Levy (CIL) Spending Policy – adopted 19 Sep 23, minute ref 23/76.
- d. Parish Council Grants Policy – adopted 18 Jan 22, minute ref 22/08.d.

24/44. Insurance Renewal 2024/25:

To receive, review and approve the insurance policy and quotes:

- a. Zurich Municipal renewal quote £363.00
- b. Clear Insurance quote £592.39

24/45. Charltons War Memorial

To consider report and estimate for repair and restoration from Nick and Dominic Blackledge.

24/46. End of Year Audit 2023/24:

A. Internal Audit Report for 2023/24:

To receive report and resolve on any recommendations.

B. Annual Governance Statement 2023/24:

Members to resolve upon the response to the annual governance statement.

C. Annual Accounting Statement 2023/24:

To approve the annual accounting statement

D. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Monday 3 June – Friday 12 July 2024

24/47. Community Flood Action Group and Emergency Planning:

Update on the formation of a Community Flood Action Group.

24/48. Maintenance of Public Rights of Way:

Somerset Council Questionnaire for completion by 31 May 24.

24/49. Items for Report and Future Business.

Please notify items to the Clerk at least 24hrs before the meeting.

Next meeting: to be held on Tuesday 18th June 2024, 7.15PM in The Reading Room, Hillway, Charlton Mackrell.