

# The Charltons Parish Council

Clerk: Mrs Rebecca Carter, Portman House, North Barrow, Somerset, BA22 7LZ

Tel: 01963 240226

e-mail: [charltonsclerk@outlook.com](mailto:charltonsclerk@outlook.com)

<http://www.thecharltons.org.uk>

---

“Draft” Minutes of Annual Parish Council Meeting  
held on Monday 9<sup>th</sup> May 2022 in the Reading Room, Hillway, Charlton Mackrell,  
and followed by the Annual Parish Meeting and Ordinary Meeting

## Councillors Present:

Tamzin Elliott (Chairman)  
Nick Blackledge  
Alan Crawley

Bob Adams (Vice-Chairman)  
Susie Crang  
Dennis Elliott

**In Attendance:** D.Cllr Charlie Hull, the Clerk and five members of the public.

**22/40.** Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office.

The outgoing Chairman, Cllr N Blackledge, called for nominations.

**RESOLVED:** One nomination was received for Cllr Tamzin Elliott, who was elected unanimously and duly signed her DOAO as Chairman remotely.

**22/41.** Election of the Vice Chairman of the Council and receive his/her Declaration of Acceptance of office.

**RESOLVED:** The Chairman received one nomination for Cllr B Adams who was elected unanimously.

**22/42.** Apologies for absence.

**RESOLVED:** C.Cllr Ruddle and D.Cllr Capozzoli tendered their apologies.

**22/43.** Parish Council Vacancies.

To consider applications received and conduct vote to fill six casual vacancies on the Parish Council by co-option following the Local Elections.

**RESOLVED:** Cllrs Nick Blackledge, Alan Crawley and Dennis Elliott were co-opted back onto the PC and all councillors signed their Declaration of Acceptance of Office. Cllr M Parsons was also co-opted onto the PC in his absence and would duly sign his Declaration prior to the next meeting. The two remaining vacancies would continue to be advertised.

**22/44.** Election of Officers, Statutory and Standing Committees (if any), Working Groups (WG) and allocation of Parish Responsibilities to individual Councillors:

- a. Highways/Speeding – Cllrs Crawley and Parsons
- b. Footpaths – Chairman and Cllr Blackledge
- c. Archdeacon Brymer Trust – Cllr Adams and Mrs Denise Simpson
- d. Youth Services – Cllrs Adams and T Elliott
- e. Memorial Playing Field and Community Hall - vacant
- f. Environmental – Cllr Crang
- g. Personnel Committee – Cllrs Blackledge, T Elliott and Parsons
- h. Community Plan WG – Cllr Adams
- i. Conservation Area WG – Cllrs Adams, Blackledge and Crang
- j. Flood Relief Measures WG – Cllr Blackledge

- k. Bank Signatories – Cllrs Adams, Blackledge and T Elliott. To add Cllrs Crawley/Parsons and remove ex Cllrs Simpson and Moulding,
- l. Community Infrastructure Levies (CIL) WG – Cllrs Adams, Crawley and Mrs S Carey
- m. Website – The Clerk and Mrs T Elliott

**22/45.** To review and consider adopting the updated Local Government Association (LGA) Model Councillor Code of Conduct adapted for City, Town and Parish Councils.

**RESOLVED:** Councillors agreed unanimously to adopt the LGA Code of Conduct.

**22/46.** To Review The Charltons Parish Council Risk Assessment.

**RESOLVED:** The Clerk previously circulated the Risk Assessment which was reviewed and approved.

**22/47.** To Review The Charltons Assets Register.

**RESOLVED:** The Clerk previously circulated the Assets Register which was reviewed and approved.

There being no further business, the meeting closed at 7.15 pm and was followed by the Annual Parish meeting.

Signed .....

Dated .....

DRAFT