

CHELWOOD PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT CHELWOOD VILLAGE HALL,
CHELWOOD ON THURSDAY 12th JUNE 2025 COMMENCING AT 7.30PM**

(This meeting was postponed from 22nd May 2025)

Present: Cllrs Julie Glynn (Chair), Pat Harrison, Lucy Sherborne and Alex Scholfield; also in attendance Cllr Sam Ross (B&NES) and Alan Butcher (Clerk).

25/05/1 - Apologies for absence. Cllr Peter Jones.

24/05/2 - Election of Chairman.

It was proposed Cllr Sherborne, seconded Cllr Harrison that Cllr Glynn be elected; all in favour, Cllr Glynn was duly elected and signed the Declaration.

24/05/3 – Election of Vice Chairman.

It was proposed Cllr Harrison, seconded Cllr Sherborne that Cllr Scholfield be elected; all in favour, Cllr Scholfield was duly elected and signed the Declaration.

24/05/4 – Confirmation of Proper Officer. Alan Butcher was duly confirmed.

24/05/5 – Confirmation of Responsible Financial Officer. Alan Butcher was duly confirmed.

25/05/6 - Declarations of Interest: No declarations were made.

25/05/7 - Public Participation:

The Chairman will adjourn the meeting and allow a maximum of 15 minutes for public participation on matters included on the agenda only. No members of the public were present.

- i) Police report – No report received.
- ii) Report from Ward Councillor. Cllr Ross advised that she would like to hold a “Q&A” session at a forthcoming village event. Cllr Scholfield advised that a pop up pub event was being organized at the village hall and would advise the date when confirmed. Cllr Harrison advised he had applied for the “bleed kit” for the village hall. Cllr Ross noted that some road signs in other areas had been tampered with although currently no signs in Chelwood were affected. It was noted that some site clearance had taken place at “No 3” including the back garden. Cllr Ross to check on the situation with B&NES. Cllr Glynn spoke about the very slippery road surface along Frys Bottom Lane and especially in the “Poachers Pocket” area. Reports to be made to fix my street and Cllr Ross to speak to Highways.

25/05/8 - Confirmation of the Minutes of previous meetings:

- i) That the Minutes of the Meeting held on 10th April 2025 be agreed and signed as a true record. This was so agreed and the minutes signed by the Chairman.

25/05/9 - Parish Council Response to Planning Applications

- i) No applications were received before the publication of this agenda.
- ii) Frys Bottom; it was noted that an appeal had been launched against the various enforcement notices issued against the site. Cllr Ross advised that the appeal would take the form of a public enquiry. The Parish Council had received no information directly about this appeal but were aware that Clutton Parish Council were intending to respond. Councillors discussed the possibility of responding and it was agreed that the clerk should monitor any further information received or included on the B&NES website with a view to responding if necessary.

25/05/10 - Parish Council Matters.

- i) Highways matters:
Flooding on A368, Fry.s Bottom Lane and other locations. There had been no incidents of flooding reported recently.
Cllr Harrison noted that the mechanical road sweeper did not clean debris effectively in some locations including Chelwood Bridge.
In response to a query, Cllr Ross advised that the proposed speed limit changes on the A358 would be taking place although a date for the change to happen was not yet known.
- ii) Matters relating to the Village Hall.
Cllr Harrison advised that the hall would be cleaned as part of the planned village clean up.
Cllr Scholfield noted that grants for solar panels to the hall roof were being sought.
WECA Project Survey – to be completed.
- iii) B&NES Local Plan. The clerk had attended a B&NES webinar on the plan and timetable. He noted that Chelwood had an agreed “Infill Boundary” which would not be effected by the proposals in the new Local Plan.
- iv) Annual Parish Meeting – Matters arising:
A request for defibrillator training was noted, Cllr Sherborne to investigate a training video which could be played at a future village hall event.
Members of the public had expressed concern about the difficulty in hearing the proceedings from the back of the hall; cost of a system to link to the existing sound system to be investigated. Cllr Ross asked if details could be sent to her for consideration of a grant.

25/05/11 - Financial:

- i) Clerks expenses for April and May 2025. £44.80. This was agreed and a cheque raised.
- ii) HMRC Tax payment. £54. This was agreed and a cheque raised.
- iii)

- iv) Annual Parish Meeting expenses: Food £100. This was agreed and a cheque raised. Village Hall drinks £103. This was agreed and a cheque raised.
- v) VE Day celebration flags. £33.99 purchased by Cllr Glynn. This was agreed and a cheque raised.
- vi) Internal Audit fee, L Caple. £80. This was agreed and a cheque raised.
- vii) Agreement of Annual Accounts after audit. These had been circulated and were agreed. A copy was signed by the Chairman.
- viii) AGAR Completion process:
 - Internal Audit Report – this had been circulated; no issues were raised.
 - Governance Statement – this was completed at the meeting and signed by the Chairman and Clerk.
 - Accounting Statement. This had been circulated, was agreed and signed by the Chairman and RFO.
 - Electors Rights period 16th June – 28th July 2025. This was noted.

25/05/12 - Matters of Report

Cllr Glynn noted that the bus stop outside of the village hall needed attention. It was agreed to affect a repair.

There being no further business the meeting closed at 8.20pm

25/05/13 - Date and Time of Future Parish Council Meetings.

Thursday 24th July 2025
Meetings commence at 7.30pm

Alan Butcher.
Parish Clerk.
24th June 2025
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