

# The Charltons Parish Council

Minutes of the Parish Council Meeting held on Tuesday 18<sup>th</sup> November 2025 commencing at 7.30pm in The Reading Room, Charlton Mackrell.

Councillors Present: Katie Armstrong (Chairman), Alan Crawley, Karen Rowland, and Joe Woollorton.

Prior to the meeting Adam Ware had resigned as a Parish Councillor.

In attendance: Somerset Councillors Tim Kerley, and three members of the public.

Public speaking. Members of the public spoke over the following topic.

Rick Harrison, as Chairman of the Charltons Memorial Community Trust CIO, on behalf of the Trust, thanked the Parish Council for their generous financial support. This has helped the Trust with their successful grant applications, in particular over £127,000 from the National Lottery Community Fund. He was delighted to announce that the works under Phase 1 of the Community Centre improvements project known as "Raising the Roof" had just been completed and the centre was reopening on Thursday 20 November. Phase 1 included installation of:

1. New Roof
2. Solar panels and storage batteries
3. Double glazing to the main hall
4. New fire doors

He also mentioned that the next phase is already financed and new heating and air conditioning is due to be installed in January 2026.

Rick invited all Parish Councillors and County Councillors to attend the Community Centre Christmas Party on Friday 5 December which will be an official celebration of the completion of Phase 1. Information about the next Phases will be on display.

Youth Club - The Trust gives the Youth Club free accommodation and manages their accounts. The Community Youth Project which provides the Youth Workers and manages the safeguarding and general administration has secured funding to enable them to continue to provide this service for another year. It was pointed out that without this service provision it would not be possible to continue running a Youth Club in the Charltons. It was stressed that support from Volunteers would still be required.

Councillor Tim Kerley gave the Somerset Councillor report.

Somerset Council has spent £2.2 million to provide nine social houses in Charlton Adam. These have been built to a higher standard than is usual for social housing. Applications for people wishing to live in these houses can be made through Homefinder.

The Somerset Council target for building new dwellings over the next 20 years is 75,000. This is a very high number. All towns and parishes will now be liable for new housing developments to meet these targets, which have been set by central government.

- 25/111 To elect a Parish Council Chairman for the remainder of the council year.  
It was resolved to elect Councillor Katie Armstrong as Chairman.
- 25/112 To receive any apologies for absence.  
Apologies were received from Councillors Susie Crang and Kim Williams.  
The absence of Councillor Anneke Stockhausen was noted.  
County Councillor Stephen Page was unable to attend.
- 25/113 To receive declarations of interests:  
There were no declarations of interest.
- 25/114 To approve the minutes of the Parish Council meeting held on Tuesday 21<sup>st</sup> October 2025.  
It was resolved to approve the minutes as being a correct record of the meeting.
- 25/115 To approve amended Parish Council Financial Regulations.  
It was resolved to approve amended Financial Regulations.
- 25/116 To approve a draft budget for the 2026-27 financial year.  
It was resolved to approve a draft budget, which a precept demand of £32,000 which is the same as the current year.  
Please note that the final budget will be approved at the January Parish Council meeting.
- 25/117 To consider the setting up of a working group to consider traffic related matters in the parish.  
It was resolved to establish a Transport and Highways Working Group.  
The terms of reference for the working group will be to investigate options for the reduction of vehicle speeds in the parish.  
The working group will consist of Councillors Katie Armstrong, Alan Crawley and Joe Woollorton along with up to three other members who may be councillors and/or parishioners.
- 25/118 To consider the Parish Council's funding options for the youth club.  
It was resolved that to ensure the continuation of the Charltons Youth Club, the Parish Council will grant £7,000 which will be ring-fenced by the Trust to pay for the Youth Workers in the next financial year.  
It was resolved to make the 2025-26 grant to the Youth Club of £1575.00.

25/119 To consider changing the Parish Council's accounting system to the Scribe accountancy package for an initial set up fee of £299 plus VAT and a monthly fee of £37 plus VAT.

It was resolved to change the accounting system to Scribe.

25/120 To consider matters relating to the provision of dog bins, and the general amount of dog waste in the parish.

Councillor Joe Woollorton reported that he felt that a new dog bin would be required.

It was resolved to purchase a new dog bin.

Councillor Woollorton will provide details of the location for the bin to the Clerk, and a request will be made to Somerset Council to install the dog bin.

Posters asking dog owners to pick up their dog mess will be published and put up in the parish. Liaison will be made with the school for the children to design the posters.

25/121 To consider councillor training requirements.

The Clerk explained the importance of training for councillors. Some councillors have signed up for training courses, but others have not.

The new Scribe accountancy package offers free training for councillors.

25/122 To receive the Speed Indicator Device report.

These are the latest Speed Indicator Device figures between 19<sup>th</sup> October and 17<sup>th</sup> November.

Broadway, Charlton Adam

There was an average of 220 vehicles per day (inbound) and 228 vehicles per day (outbound).

Inbound – 87% of vehicles complied with the speed limit. 8% travelled at between 31 – 35mph. 3% between 36 – 40mph. 1% between 41 – 45% and 1% over 46mph.

Outbound – 76% of vehicles complied with the speed limit. 15% travelled at between 31 – 35mph. 6% between 36 – 40mph. 2% between 41 – 45% and 1% over 46mph.

25/123 To approve the following payments.

Payee	Details	Net £	VAT £	Total £
Anthony Jay	Clerk's salary November	499.96	0.00	499.96
HMRC	PAYE November	156.42	0.00	156.42

Anthony Jay	Clerk's expenses November	60.35	0.00	60.35
PKF Littlejohn	External audit fees	210.00	42.00	252.00
Jon Legge	Sign and post work	126.80	0.00	126.80
SALC	Councillor Training	120.00	0.00	120.00
Total		1173.53	42.00	1215.53

It was resolved to approve the payments.

25/124 To receive councillor reports.

The matter of a caravan being used for residential purposes was discussed.  
Councillor Alan Crane will make enquiries into this.

Date of next meeting – Tuesday 20<sup>th</sup> January 2026.

End of agenda.