

**Charney Bassett Parish Council  
Charney Hall and Field Trust**

**Joint Liaison Group**

**Meeting – Tuesday 5<sup>th</sup> May 2026  
The White House, The Green, Charney Bassett (starting 19.30 hours)**

**(DRAFT) Minutes**

Present: David Roberts; Mary Castle; Trevor Brown (CBPC)  
Jamie Dean; Christine Trotman; Lucy Gildersleeves (CHAFT)

- 1 Agreement of Chair.  
David Roberts chaired the meeting .
- 2 Apologies for absence.  
None.
- 3 Agreement of the agenda.  
Drafts had been circulated beforehand. Latest draft (V4) agreed.
- 4 Agreement of a minute taker.  
Trevor Brown to take the minutes.
- 5 Agreement of draft minutes of the meeting of 24<sup>th</sup> October 2024.  
Agreed as circulated (proposed LG: seconded JD). **To be posted on Village website (TB).**
- 6 Matters Arising on the minutes of the previous meeting and not on the current agenda.  
Item 7 (title deeds): property owners had been notified. No queries had been raised.  
Item 9 (events): PCC's Meal on the Green was successful. Another is planned for 27<sup>th</sup> June.  
Item 12 (website): the PC had agreed a Publications Policy (12.11.2025). This allows for editing of the CHAFT section of the village website by a CHAFT trustee.  
Item 15: Age UK had attended the Annual Village Assembly to provide advice on scamming. There had been a good turnout and the event had been well received.
- 7 CBPC/CHAFT Memorandum of Understanding (MoU)  
Further to discussion at the last meeting, a fresh draft had been circulated and agreed. This had been approved by the Parish Council on 12<sup>th</sup> November 2025 and by CHAFT on 3<sup>rd</sup> December. **This now needs to be signed by the respective Chairs and a copy uploaded to the Village website (TB to organise).**

8 Village Website

Options for the display of material relating to CHAFT on the new village website (<https://charneybassett-pc.gov.uk>) had been set out in an email (TB to JD) and circulated. As an alternative, CT suggested that the CHAFT content could remain on the current .org.uk website. This site is otherwise to be retained for use by the History Group and as an archive for older records (current thinking is that records held on the new website would be for the last 5 years only). After discussion the general feeling was that this new option might be preferable. It is also likely to be an easier way to provide CHAFT opportunity to edit page content itself. TB would discuss any practical implications with Amanda Graham (Web Manager) and update the Parish Council on progress at its May meeting. Pending overall agreement on this, JD would provide draft content for a single CHAFT page on the new site. This would be directly accessed from the Home Page and should include relevant weblinks. The Village Hall and Charney Field facilities would be included under 'Village Services' on the new site (content to be agreed): TB would also provide CHAFT with details of the booking system provided by Parish Online as soon as possible.

In discussion on the 'Welcome' message on the new Home Page it was noted:

- The final sentence should be changed from singular (is) to plural (are);
- There is currently no mention of St Peter's Church;
- The new village allotments might be sufficiently important to merit a page accessed directly from the Home Page (rather than a section of 'Village Services'.

TB would provide a further draft for consideration.

9 Charney Army on CHAFT property

Since the last meeting agreement had been reached over any involvement by Charney Army in work on CHAFT property. To ensure absolute clarity on insurance liability, Charney Army only involves itself in work on CHAFT property as a result of a direct request made by CHAFT for assistance (in which case work will take place under the Parish Council insurance). All other work would be the result of volunteers assembled by CHAFT and thus covered by the charity's own insurance policy.

It was noted that a local resident had recently asked Charney Army whether it might trim/tidy the willow arbore. Charles Eld had correctly advised that this was a matter for CHAFT. The resident duly approached the Chair (JD) who advised that this be discussed with the Field Lead (LG). Work to the arbore subsequently took place, but evidently without any prior discussion, including on who would be involved and what would be done.

CHAFT would be considering whether further action was needed.

10 CHAFT recruitment.

There are currently 8 trustees (11 are allowed). CHAFT will be without a treasurer after its AGM in June, leaving a shortfall of 4 trustees. A leaflet drop to all householders is planned with a view to recruiting new blood – including a new treasurer. An approach to one resident (for treasurer) had been unsuccessful and none of the existing trustees felt able to take up the post. Names of residents who might be approached were discussed and it was felt this might best be done by the current treasurer. A job description is likely to be needed. There was also brief discussion on how best to ensure the charity remains viable.

11 Future Projects.

Replacement swings for the playing field have been ordered. Grant aid had been considered but relevant criteria could not be met. Further expenditure of the Hall is planned. Neither will require further help from the PC.

The PC's Road Safety project has been completed with White Gates now installed on Buckland Road. The allotment site is currently without water and if agreement can't be reached on a means of connecting to an existing supply this situation is likely to continue. A mains connection could become a PC project but the cost is currently likely to be prohibitive. This isn't something CHAFT could reasonably be asked to help with.

12 AOB

The removal of the PC filing cabinet to make room for the storage of additional (more comfortable) chairs in the Hall was discussed at the last PC meeting. There was currently no agreement on whether the paper files, including historic paper planning application plans, could be dispensed with. Consideration had not been given to the possibility of storing these in locked containers if space on the shelving in the store room could be cleared. The History Group had not yet been approached on the future of its filing cabinet (also in the store room). **TB would make informal inquiry of the History Group.**

The new owner of the Chequers PH has asked if they might make use the Village Hall toilets during planned Pop Up Bar openings (16 and 27 May). It is felt this is best done through a formal hire form to cover insurance and cleaning arrangements. **DR to provide the owner's agent with LG's contact details.**

Date of next meeting:

Suggestion (JD) that we aim to meet annually in November.

Agreed that date of next meeting be provisionally set for evening of 4<sup>th</sup> November.

**LG to enquire as to availability of the Hall. Start time to be agreed.**

Trevor Brown  
Parish Clerk

**Agreed at the Group meeting of 4<sup>th</sup> November 2026**