

# Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

## FULL COUNCIL

### **Minutes of the Annual Meeting of Charlton Kings Parish Council held at the Stanton Hall, Church Piece, Charlton Kings on Monday 20<sup>th</sup> May 2019 at 7.00pm**

**Members present:** Cllrs Williams (Chair), Grimshaw, Hall, Joanna Hughes, John Hughes, Honeywill, Palmer and Reid.

Also in attendance: Joanna Noles (Parish Clerk)

1 member of the public attended the meeting for the Public Session.

The meeting was opened at 7.00 pm.

#### **Recording and filming of meetings**

There were no requests to record the meeting.

#### **01/19/20 Public Session**

Ray Goold, the Parish Warden for the Cotswolds Area of Outstanding National Beauty (AONB), spoke briefly about his role ensuring that footpaths are properly maintained. He also highlighted the guided and self-guided walks that are delivered by Cotswolds AONB details of which can be found on their website at [www.cotswoldsaonb.org.uk](http://www.cotswoldsaonb.org.uk)

#### **02/19/20 Election of Chair**

Cllr Williams, having been nominated by Cllr Hodges and seconded by Cllr Honeywill, was duly ELECTED UNANIMOUSLY as Chair of the Parish Council and signed his Declaration of Acceptance of Office.

#### **03/19/20 Election of Vice Chair**

As no Councillors had indicated that they wished to take on the role of Vice Chair, it was agreed that election to this office would be deferred until a later date.

#### **04/19/20 Election of Chairs to Standing Committees and Allocation of Members**

Councillors had advised the Clerk in advance of their preferences in relation to Chairing and membership of Standing Committees.

- **Allotments Committee**

Cllr Palmer, having been nominated by Cllr Williams and seconded by Cllr Joanna Hughes, was duly ELECTED UNANIMOUSLY as Chair of the Allotments Committee.

It was AGREED UNANIMOUSLY that the following Councillors would be members of the Allotments Committee in addition to Cllr Palmer: Cllr Holt and Cllr Williams.

It was noted that a fourth member of the Committee would need to be appointed and it was hoped that another Councillor would consider putting themselves forward in due course.

- **Community Development Committee**

Cllr Honeywill, having been nominated by Cllr Palmer and seconded by Cllr Hall, was duly ELECTED UNANIMOUSLY as Chair of the Community Development Committee.

It was AGREED UNANIMOUSLY that the following Councillors would be members of the Community Development Committee in addition to Cllr Honeywill: Cllr Diamond, Cllr Grimshaw, Cllr Hall, Cllr Hodges, Cllr Holt, Cllr Joanna Hughes, Cllr John Hughes, Cllr Johnson, Cllr Palmer, Cllr Parnham, Cllr Reid and Cllr Williams.

- **Finance and General Purposes Committee**

Cllr Hodges, having been nominated by Cllr Honeywill and seconded by Cllr Williams, was duly ELECTED UNANIMOUSLY as Chair of the Finance and General Purposes Committee.

It was AGREED UNANIMOUSLY that the following Councillors would be members of the Finance and General Purposes Committee in addition to Cllr Hodges: Cllr Honeywill, Cllr Palmer and Cllr Williams.

It was noted that the Vice Chair, once elected, would also be a member of the Committee.

Cllr Grimshaw indicated that he would be willing to attend Finance and General Purposes Committee meetings on an ad hoc basis when his professional expertise might be helpful in relation to consideration of the Kings Hall project.

- **Planning**

Cllr Grimshaw, having been nominated by Cllr Williams and seconded by Cllr Hall, was duly ELECTED UNANIMOUSLY as Chair of the Planning Committee.

It was AGREED UNANIMOUSLY that the following Councillors would be members of the Planning Committee in addition to Cllr Grimshaw: Cllr Hall, Cllr Hodges, Cllr Honeywill and Cllr Palmer.

Cllr Reid indicated that he would be willing to join the Planning Committee once his workload associated with the Rights of Way project has decreased.

**05/19/20 Apologies**

Received and accepted from Cllrs Diamond, Holt, Johnson, Meadows and Parnham.

Borough Cllr McCloskey also sent his apologies.

**06/19/20 Councillor resignations and filling of casual vacancies**

The Clerk reminded Councillors that there were currently three vacancies created by the resignations of Cllrs Jarrett, Kuszniarski and Gupta.

Notices had been previously posted in relation to the vacancies created by the first two resignations and, as there had not been a call for election within the required fourteen-day period, the Council could proceed to co-opt new Councillors at the Full Council meeting on 24<sup>th</sup> June 2019.

A Notice had been recently posted in relation to the vacancy created by the resignation of Cllr Gupta and, provided there was no call for election, this vacancy could also be filled by co-option at the Full Council meeting on 24<sup>th</sup> June 2019.

The Clerk said that, so far, two people had expressed interest in applying to become a Councillor but had not yet submitted a formal application. Cllr Williams asked that **all Councillors should raise awareness of the vacancies amongst their contacts.**

**07/19/20 Declarations of interest**

Cllr Reid declared that he is a trustee of the Kings Hall. No other declarations of interest were received.

**08/19/20 Minutes of previous meeting**

- 239/18/19 – Cllr Grimshaw said that he was liaising with Ed Kuszniarski regarding speed monitoring equipment and data. It was agreed that **Cllrs Grimshaw, Hodges and Williams would discuss the way forward in relation to speed monitoring and would provide Borough Cllr Baker with an update in due course.**

The minutes of the Council Meeting held on 29<sup>th</sup> April 2019 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

## **09/19/20 Reports from County and Borough Councillors**

The Clerk read out a report received from Borough Cllr Baker.

Cllr Grimshaw said that Gloucestershire Highways had now provided consent to position a speed camera on the Old Bath Road.

Cllr Honeywill said that in Cllr Parnham's absence, Cllr Baker had a useful meeting with Cheltenham Borough Council regarding the recycling bins in the Church Piece car park. It was noted that the bins might be removed due to an increase in kerbside collection of recyclables, although those at Sixways car park would remain. It was noted that some facilities, such as Tetra Pak recycling and charity bins, would remain. Cllr Grimshaw observed that the bins were often completely full. Cllr Williams said that enforcement to prevent the bins being used for trade waste was currently being undertaken and also sometimes the bins could not be emptied as access to them was blocked by other vehicles. The Council expressed its thanks to Cllrs Parnham and Baker for the work that they had done in relation to this issue.

The Council considered Cllr Baker's support for increased tree planting. It was noted that small scale tree planting for amenity reasons was undertaken by the Council's strategy. However, in order to have an impact on climate change, a large area of land would need to be set aside for planting of a large number of trees.

No other reports were received from County or Borough Councillors.

## **10/19/20 Internal Audit**

The report submitted by the Internal Auditor on 29th April 2019, which had been previously circulated, was FORMALLY ACCEPTED by the Council.

The report stated that the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions.

There was one recommendation from the Internal Auditor that the Deed/Title references in relation to Allotments are included on the Asset Register and this has now been implemented.

The Council thanked Cllr Hodges and the Clerk for their work in relation to the Internal Audit.

It was noted that the re-appointment of the Internal Auditor was generally considered by the Council at its September Full Council meeting.

**11/19/20 Annual Return – Governance Statement**

Section 1 of the Annual Governance and Accountability Return (AGAR), which consists of the Annual Governance Statement for 2018/19, had been previously circulated. The Annual Governance Statement was APPROVED UNANIMOUSLY by the Council and then signed by the Chair and the Clerk.

**Annual Return – Accounting Statements**

Section 2 of the AGAR, which consists of the Accounting Statements for 2018/19, had been previously circulated. The Accounting Statements, which had previously been signed by the Clerk as Responsible Financial Officer, were APPROVED UNANIMOUSLY by the Council and then signed by the Chair.

**12/19/20 Expenditure under s.137 of Local Government Act 1972**

The schedule of all payments made in 2018/19 under s. 137 of the Local Government Act 1972, which had been previously circulated, was APPROVED UNANIMOUSLY by the Council. All payments related to Community Grants and totalled £1,150 during the year.

**13/19/20 Monthly Accounts**

The accounts for the year to 30th April 2019 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

**The Clerk will check whether Scribe can produce reports that include a “per month” budget or a monthly comparative figure from the previous year.**

Cllr Williams said that the Chairs of Allotments, Community Development and Finance and General Purposes Committees should monitor their budgets and highlight any exceptional items at Full Council meetings.

**14/19/20 Payments**

The Council reviewed the list (previously circulated) of all payments issued since 18<sup>th</sup> April 2019 and the Council APPROVED UNANIMOUSLY the payments list which was signed by Cllr Williams in his role as Chair.

**15/19/20 Review of Terms of Reference of Standing Committees and delegated powers**

The Terms of Reference of the Allotments, Community Development, Finance and General Purposes and Planning Committees, which had been previously circulated, were reviewed by the Council.

The Terms of Reference of all these Committees, and the delegated powers set out in them in relation to each Committee, were APPROVED UNANIMOUSLY by the Council.

**16/19/20 Representation on outside bodies**

- **Community Open Meeting to include statutory Annual Parish Meeting**  
It was AGREED UNANIMOUSLY that Cllr Williams, as Chair, will represent the Council at the Annual Parish Meeting.
- **G3 Chartered Parishes Group**  
It was AGREED UNANIMOUSLY that Cllr Grimshaw will continue to represent the Council at the G3 Chartered Parishes Group. However, **the Clerk will ask for agendas for meetings to be circulated at least two weeks in advance, in order for Cllr Grimshaw to determine whether it was relevant for him to attend.**
- **C5 Parish Councils Group (Cheltenham Borough Council)**  
It was AGREED UNANIMOUSLY that Cllrs Grimshaw and Williams will represent the Council at the C5 Parish Councils Group.
- **Friends of Leckhampton Hill and Charlton Kings Common (FOLK)**  
It was AGREED UNANIMOUSLY that Cllrs Reid and Williams will represent the Council at meetings with FOLK.
- **Cheltenham Flood and Drainage Group**  
It was AGREED UNANIMOUSLY that Cllr John Hughes will continue to represent the Council on the Cheltenham Flood and Drainage Group.

**17/19/20 Review of Cheltenham Charter and Gloucestershire Charter**

It was noted that the Council had signed up to the Cheltenham Charter (2013) with Cheltenham Borough Council and the Gloucestershire Charter (2016) with Gloucestershire County Council. Copies of both Charters had been previously circulated.

Cllr Williams said that it was important that what is set out in these Charters reflects the relationship that the Parish would like to have with Cheltenham Borough Council and Gloucestershire County Council. It was agreed that **Cllrs Grimshaw and Williams would consider both Charters and report back to a future Full Council meeting.**

**18/19/20 Membership of other bodies**

- **Gloucestershire Association of Parish and Town Councils (GAPTC)**  
The Council's membership of GAPTC was AGREED UNANIMOUSLY.
- **Society of Local Council Clerks (SLCC)**  
The Clerk's membership of SLCC was AGREED UNANIMOUSLY

**19/19/20 Standing Orders**

The procedural Standing Orders, which had been previously circulated, were reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

**20/19/20 Financial Regulations**

The Financial Regulations, which had been previously circulated, were reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

**It was agreed that a detailed review of the Financial Regulations would be undertaken by the Finance and General Purposes Committee.**

**21/19/20 Risk Management Schedule**

The Risk Management Schedule, which had been previously circulated, was reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

**22/19/20 Policy Review**

- **Complaints Procedures**

The Complaints Procedures, which had been previously circulated, were reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

- **Policies for Data Protection, Information Security, Managing Requests for Information, Records Management and Privacy Notices**

The Policies for Data Protection, Information Security, Managing Requests for Information, Records Management and Privacy Notices were reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

**It was agreed that in due course the Clerk would combine all the existing policies into a single policy document. It was agreed that a detailed review of the Privacy Notices would be undertaken by the Governance Committee.**

- **Communications Policy including dealing with the media**

The Communications Policy, which had been previously circulated, was reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

It was noted that Cllr Parnham was currently leading a detailed revision of the Council's communications strategy and this would lead to production of an updated Communications Policy in due course.

- **Staff Recruitment Policy, Training and Development Policy, Disciplinary Policy, Grievance Policy and Sickness and Absence Policy**

The Staff Recruitment, Training and Development, Disciplinary, Grievance and Sickness and Absence Policies, which had been previously circulated, were reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

**It was agreed that a detailed review of all the staff-related Policies would be undertaken by the Governance Committee.** Specific points to consider will include:

- the wording regarding the diversity of the interview panel in the Staff Recruitment Policy;
- whether the Disciplinary and Grievance Policies need to be amended in the light of a new ACAS Code of Practice;
- inclusion of reference to the Administrative Officer in the Training Policy.

- **List of Policies**

The list of all other policies and their schedule for revision, which had been previously circulated, was considered by the Council and the following points were noted:

- 3e – Should be Planning *and Housing* Policy;
- 7 – Parish Hub Emergency Procedures will be updated by the Clerk;
- 8a and 8b – Health and Safety and Lone Working Policies will be updated by the Clerk together with definition of appropriate management and documentation systems;
- 10a – Procedures for Co-option will not need to be reviewed in June 2019;
- 11c – Investment Policy will be produced by the Clerk in liaison with members of the Finance and General Purposes Committee;
- 15 – Environment Strategy will be produced by Cllr Williams with input from Cllr Joanna Hughes and others;
- 16b – Procedures for renting rooms will be updated by Cllr Williams and the Clerk.

### **23/19/20 Asset Register**

The Asset Register, as at 31<sup>st</sup> March 2019, which had been previously circulated, was FORMALLY REVIEWED AND APPROVED by the Council.

Some minor word changes will be made as follows:

- Office and *Conference* Room equipment (page 2)
- Stanton *Hall* (page 2)

### **24/19/20 Insurance**

The schedule of insurance from BHIB Ltd, which had been previously circulated, was reviewed by the Council and arrangement for insurance in 2019/20 was FORMALLY APPROVED.

**25/19/20 Meeting dates 2019/20**

The revised schedule of meeting dates, which had been previously circulated, was FORMALLY APPROVED by the Council.

**26/19/20 Reports from Community Development Committee**

- **Rights of Way Maps including tender for “walking maps”**

Cllr Reid said that he, Cllr Williams and the Clerk all favoured one of the four tenders for production of the “walking maps”. The Council FORMALLY AGREED that this tender should be accepted, subject to Cllr Reid being satisfied with the quality of the proposed materials.

- **Community Wellbeing**

Cllr Joanna Hughes said that the outcome of the bid for funding from the Growing Communities budget towards the social prescribing project was still awaited. In the meantime, setting up of a “talking café” is being explored.

- **Summer Fayre**

Cllrs Diamond and Palmer are planning to set up display boards at the Fayre which will highlight the work of the Council in the previous year and its future plans. This might include: Kings Hall, Community Wellbeing, Walking Maps, Community Grants. **Councillors who are leading on current projects are asked to provide hard copy materials for inclusion in the display in the Parish Office by Thursday, 13<sup>th</sup> June 2019.**

**The Clerk will arrange for lanyards with the Parish Council logo and name badge to be provided for all Councillors.**

- **Communications Strategy including proposal for asset sticker**

The general design of the proposed asset sticker was agreed by the Council. The size of the sticker needs to be agreed and the wording might need to be reduced to ensure legibility. It was felt that, if space permitted, an email address should be included as well as a telephone number.

- **Community Open Meeting – 13<sup>th</sup> May 2019**

**Cllr Joanna Hughes will forward a note of discussions about Community Wellbeing at the Community Open Meeting to the Clerk for inclusion on the Parish Council website.**

**Cllr Williams will produce a note of discussions about Environmental issues at the Community Open Meeting.**

It was noted that the architect, John Everitt, had said that he will send notes of the discussions about the Kings Hall project to Cllr Hodges.

**27/19/20 Kings Hall**

Cllr Williams reported that he and the Clerk had a positive meeting with Becky Conway from Cheltenham Borough Council regarding the application for the lease of the Kings Hall. Cllr Hodges reported that he was still awaiting a decision from Cheltenham Borough Council regarding loan funding towards the project.

**Cllrs Williams and Hodges will put together a management plan for the Kings Hall project.**

**28/19/20 Any Other Business**

There was no other business.

**29/19/20 Items for the agenda of the next meeting**

- It intended that consideration of co-option of new Councillors to fill the casual vacancies created by recent resignations will take place at the next meeting.

The meeting closed at 9.15 pm.

Date of next meeting: Monday 24<sup>th</sup> June 2019 at 7.00 pm (Annual Meeting of the Parish Council)

*These minutes are subject to approval at the next Council meeting.* Minutes prepared by the Clerk to the Council 01242 250087 or [clerk@charltonkingsparishcouncil.gov.uk](mailto:clerk@charltonkingsparishcouncil.gov.uk)