

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 on Monday, 23rd May 2022 at 7.00pm

Members present: Cllrs Honeywill (Chair), Cockwill, Evans, Gandhi, Gosling, Grimshaw, Hall, Hawkins, Holt, Johnson, Munro, Morton and Palmer

In attendance: Borough and County Cllr Matt Babbage
Borough Cllr Paul McCloskey (for Agenda Items 01/22/23 to 12/22/23)
Joanna Noles (Parish Clerk)

1 member of the public attended the meeting.

The meeting was opened at 7.00 pm.

01/22/23 Election of Chair for the forthcoming year

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

02/22/23 Election of Vice Chair for the forthcoming year

Cllr Parnham, having been nominated by Cllr Palmer and seconded by Cllr Munro was duly ELECTED UNANIMOUSLY as Vice Chair of the Parish Council.

03/22/23 Recording and filming of meetings

There were no requests to record or film the meeting.

04/22/23 Apologies

Apologies were received and accepted from Cllr Parnham.

05/22/23 Acceptance of office

Declarations of Acceptance of Office were signed by all Councillors in the presence of the Clerk.

Signed Election Expenses Returns and Declarations were given by all Councillors to the Clerk.

Declarations of Interest Forms were provided by the majority of Councillors. The two new Councillors will provide these at their induction meetings with the Clerk.

06/22/23 Declarations of interest (Localism Act 2011)

Cllr Grimshaw declared an interest in relation to Agenda Item 33/22/23 as his company had provided a quote for a new access gate to Grange Field. No other declarations of interest were received.

07/22/23 General Power of Competence

It was noted that, at the last election, at least two thirds of Councillors were elected and that the Clerk was awarded the Certificate in Local Council Administration (CiLCA) in April 2020 which is a recognised qualification.

It was AGREED UNANIMOUSLY that the criteria for eligibility to declare the General Power of Competence had been met and there was a UNANIMOUS RESOLUTION to adopt the General Power of Competence with immediate effect.

08/22/23 Appointment of members and election of Chairs to Standing Committees

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

- **Allotments**

Cllr Hawkins, having been proposed by Cllr Palmer and seconded by Cllr Cockwill, 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 Hawkins: Cllrs Cockwill, Honeywill, Morton and Palmer.

- **Community Assets**

Cllr Munro, having been proposed by Cllr Gosling and seconded by Cllr Palmer, was duly ELECTED UNANIMOUSLY as Chair of the Community Assets Committee.

It was AGREED UNANIMOUSLY that the following Councillors would be members of the Community Assets Committee in addition to Cllr Munro: Cllrs Gosling, Grimshaw, Hall, Hawkins, Holt, Honeywill and Palmer

- **Community Engagement and Wellbeing**

Cllr Palmer, having been proposed by Cllr Honeywill and seconded by Cllr Grimshaw, was duly ELECTED UNANIMOUSLY as Chair of the Community Engagement and Wellbeing Committee.

It was AGREED UNANIMOUSLY that the following Councillors would be members of the Community Assets Committee in addition to Cllr Palmer: Cllrs Cockwill, Evans, Gandhi, Hall, Holt, Honeywill, Johnson, Morton and Parnham.

- **Finance and General Purposes**

Cllr Gandhi, having been proposed by Cllr Honeywill and seconded by Cllr Johnson, 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 Gandhi: Cllrs Hawkins, Honeywill, Munro, Palmer and Parnham.

- **Planning**

Cllr Grimshaw, having been proposed by Cllr Palmer and seconded by Cllr Gosling, 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: Gosling, Hall, Holt, Honeywill and Palmer.

09/22/23 Public Session

The member of the public present spoke regarding his concerns about parking in Bafford Lane as outlined in a submission which had been circulated to Councillors under Agenda Item 10/22/23. He has been in contact with Borough and County Cllr Paul Baker in relation to implementation of a Traffic Regulation Order (TRO) to mitigate the issues.

Cllr Honeywill said that the Parish Council has no direct powers in relation to parking issues of this kind and recommended that the member of the public continues to liaise with Borough and County Cllr Baker. Cllr Palmer said that she would raise this issue at her next liaison meeting with Gloucestershire Highways. Cllr Honeywill added that Parish Office staff have made the police officers who patrol Charlton Kings aware of the issue.

10/22/23 Issues raised by members of the public in advance of the meeting

- Bafford Lane - parking issues
This matter was addressed under Agenda Item 09/22/23.

11/22/23 Minutes of previous meeting

The following matter arising from the minutes was not covered elsewhere on the agenda.

- 283/21/22 – Noticeboard by Church Piece car park - The Clerk reported that she had met with a member of the Property and Asset Management Resources team

at Cheltenham Borough Council on 12th May 2022. He had said that the Borough Council would repair the noticeboard and allow the Parish Council to use it. It was felt that this was a better solution than removal of the noticeboard.

The minutes of the Full Council Meeting held on 25th April 2022 (previously circulated) WERE APPROVED BY MAJORITY BY THE COUNCIL, with abstentions from Cllrs Evans and Morton, and were signed by Cllr Honeywill as an accurate record.

12/22/23 Reports or apologies from County and Borough Councillors

The Clerk reported that apologies and a brief report, which had been circulated to Councillors, had been received from Borough Councillor Boyes. No other reports or apologies had been received from County and Borough Councillors.

Borough Cllr McCloskey reported verbally as follows.

- There have been some changes of portfolio within the Cheltenham Borough Council cabinet. Borough Cllr Alisha Lewis is the new lead for the Climate Emergency. Borough Cllr McCloskey suggested that the Parish Council contacts her regarding the work it undertakes under its CK Futures environmental programme.

County and Borough Cllr Babbage reported verbally as follows.

- Work is ongoing in relation to the proposed 40 mph TRO on London Road.
- Other 20 mph TROs are also being considered in other locations.
- Gloucestershire County Council, in partnership with the Office of the Police and Crime Commissioner, has just launched a Community Speedwatch Fund. The fund, which is the first of its type in the country, is intended to provide communities with the tools they need to combat speeding in their area, helping to make our roads safer for everyone who uses them to walk, cycle, and drive.

13/22/23 Internal Audit

The internal audit report, produced following a visit by the auditor on 17th May 2022, was formally received by the Council. It was noted that the report stated that internal control procedures in operation are adequate to meet the needs of the Council.

There was one recommendation for action relating to signature of minutes by the Chair on each page rather than just the final page and it was agreed that this will be implemented for Full Council and Standing Committee meetings.

14/22/23 Year End Accounts for 2021/22

The Year End Accounts for 2021/22, which had been previously circulated, were APPROVED UNANIMOUSLY and signed by Cllr Honeywill in her role as Chair and the Clerk in her role as Responsible Financial Officer (RFO).

15/22/23 Annual Return – Governance Statement

Section 1 of the Annual Governance and Accountability Return (AGAR), which consists of the Annual Governance Statement for 2021/22, had been previously circulated. The Annual Governance Statement was APPROVED UNANIMOUSLY by the Council and was signed by Cllr Honeywill in her role as Chair and the Clerk in her role as RFO.

16/22/23 Annual Return – Accounting Statements

Section 2 of the AGAR, which consists of the Accounting Statements for 2021/22, had been previously circulated. The Accounting Statements, which had previously been signed by the Clerk as RFO, were APPROVED UNANIMOUSLY by the Council and then signed by Cllr Honeywill in her role as Chair.

17/22/23 Community Infrastructure Levy

The statement regarding spending of Community Infrastructure Levy (CIL) funds received during 2021/22, which had been previously circulated, was APPROVED UNANIMOUSLY by the Council. The statement is for submission to Cheltenham Borough Council and publication on the Parish Council's website.

18/22/23 Monthly Accounts

The Clerk said that apportionment of a proportion of salary costs to the Allotments, Stanton Suite and Community Engagement and Wellbeing cost centres had not been implemented for April 2022. This had been deferred as the apportionment of salaries was due to be considered at the Finance and General Purposes Committee meeting on 6th June 2022.

The accounts for the year to 30th April 2022 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

19/22/23 Budget 2022-23 – Transfer of Cost Codes

It was AGREED UNANIMOUSLY that the Cost Codes for Tree Guardians, Tree Planting, National Tree Charter Day, Green Spaces Inventory and the Queen's Platinum Jubilee will be moved from the Community Assets Cost Centre to the Community Engagement and Wellbeing Cost Centre.

20/22/23 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month April 2022 and UNANIMOUSLY RATIFIED the payments totalling £12,458.95 (£12,630.76 plus VAT of £171.81) which Cllr Honeywill signed in her role as Chair.

21/22/23 Bank signatories

It was AGREED UNANIMOUSLY that the following Councillors would be bank signatories for all accounts – Lloyds, Unity Trust and Nationwide – for 2022-23 onwards:

- Cllr Gosling
- Cllr Grimshaw
- Cllr Honeywill
- Cllr Munro
- Cllr Palmer

It was AGREED UNANIMOUSLY that that former Councillor Rob Williams should continue as a bank signatory until new signatories are confirmed by the various banks.

22/22/23 Review of Terms of Reference of Standing Committees and delegated powers

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

Cllr Honeywill said that the Terms of Reference would be reviewed at the first meeting of each Standing Committee in the new council year. Any further recommended amendments could be brought back for consideration by Full Council in due course.

The updated Terms of Reference of all these Committees and the Scheme of Delegation, and the delegated powers set out in them, were APPROVED UNANIMOUSLY by the Council.

23/22/23 Representation on outside bodies

- **C5 Parish Councils Group (Cheltenham Borough Council)**

It was AGREED UNANIMOUSLY that Cllrs Honeywill and Parnham will represent the Council at the C5 Parish Councils Group.

- **G3 Group (Gloucestershire County Council)**

It was AGREED UNANIMOUSLY that Cllrs Grimshaw and Holt will represent the Council at the G3 Group.

- **Restoring Cheltenham's Escarpment Grasslands project**

It was AGREED UNANIMOUSLY that Cllrs Hawkins and Munro will represent the Council on the Restoring Cheltenham's Escarpment Grasslands project.

- **Cheltenham Detached Youth Work Project**

It was AGREED UNANIMOUSLY that Cllr Johnson and the Clerk would represent the Council on the Cheltenham Youth Services Project's steering group in 2022-23.

01/22/23 Review of Cheltenham Charter and Gloucestershire Charter

- **Cheltenham Charter**
The Cheltenham Charter, which was last updated in 2021 and which defines the relationship between Cheltenham Borough Council and the five Parish Councils in Cheltenham, was reviewed.
- **Gloucestershire Charter**
It was noted that the Gloucestershire Charter had last been updated in 2016 and was now out of date. G3 liaison meetings are not currently being held. The Clerk reported that she had contacted Gloucestershire County Council for an update on 28th April 2022 and had been told that it was planned to update the Gloucestershire Charter and re-start the G3 liaison meetings in the next year.

25/22/23 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.

26/22/23 Procedural Standing Orders

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

27/22/23 Financial Regulations

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

28/22/23 Risk Management Schedule

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

29/22/23 Policy Review

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

- **Code of Conduct**
The Code of Conduct, which had been previously circulated, was 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.
- **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.
- **Staff Recruitment Policy, Training and Development Policy, Disciplinary Policy, Grievance Policy and Sickness Absence Policy**
The Staff Recruitment, Training and Development, Disciplinary, Grievance and Sickness Absence Policies, which had been previously circulated, were reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.
- **Other Policies**
The list of all other policies and their schedule for revision, which had been previously circulated, was considered by the Council but no amendments were requested.

30/22/23 Asset Register

The Asset Register, which had been previously circulated, was FORMALLY REVIEWED AND APPROVED by the Council.

31/22/23 Insurance

The schedule of insurance from BHIB Ltd, which had been previously circulated, was reviewed by the Council and arrangements for insurance in 2022-23 were FORMALLY APPROVED by the Council.

The Clerk reported that consideration of appropriate insurance arrangements in relation to some of the Restoring Cheltenham's Escarpment Grasslands project's assets was ongoing and this might result in an amendment to the policy in due course.

32/22/23 Restoring Cheltenham's Escarpment Grasslands (RCEG) Project

- Cllr Munro reported that he would be meeting former Councillor Rob Williams, together with Cllr Honeywill and the Clerk, to clarify a number of issues in relation to the RCEG project. An update will be brought to the Community Assets Committee meeting on 31st May 2022.

- A contribution to the Restoring Cheltenham's Escarpment Grasslands project of £1,535.83, equal to VAT reclaimed in relation to its projects in the last quarter, was AGREED UNANIMOUSLY.

33/22/23 Grange Field

- Cllr Palmer reported that consideration of the next phase of work on Grange Field, which would involve an environmental planting project, had started. It was hoped to present the outline project to members of the community at the Autumn Fayre on 24th September 2022.

Several Councillors said that they had received positive feedback from members of the community regarding the new access path and play equipment on Grange Field.

Cllr Hawkins said that he was aware that the Environment Agency had a grants scheme for environmental projects and he will provide Cllr Palmer with further details.

Cllr Munro said that he is in discussion with 125 (Cheltenham) Squadron ATC regarding refurbishment of the ATC hut.

- It was AGREED UNANIMOUSLY that Midland Survey Ltd (Contractor 3) should be appointed to undertake a drainage survey of Grange Field at a cost of £1,300 excluding VAT. It was AGREED UNANIMOUSLY that Community Infrastructure Levy funds will be used towards this work.
- It was AGREED BY MAJORITY, with one abstention from Cllr Grimshaw, that Greenfields (Contractor 1) should be appointed to install a new access gate to Grange Field at a cost of £2,137 excluding VAT. It was AGREED UNANIMOUSLY that Community Infrastructure Levy funds will be used towards this work.

34/22/23 Meeting Dates

Meeting dates for Full Council and Standing Committee meetings in 2022-23 were AGREED UNANIMOUSLY.

35/22/23 Community Grant

THE COUNCIL APPROVED BY MAJORITY (10 in favour, 2 against, 1 abstention) a grant of £250 to Charlton Kings Flower Club towards a carpet of flowers in celebration of the Platinum Jubilee. The Parish Council will also advertise the event.

36/22/23 Communications and Community Engagement

- **Report on the meeting of the Communications and Community Engagement Working Group on 12th May 2022**
Cllr Parnham was not present at the meeting so was not able to report on the meeting of the Working Group.

- **June 2022 Parish Council Newsletter**

It was noted that the Community Engagement Officer has been in contact with authors for the June 2022 Parish Council Newsletter.

- **Topics for future Local Answer articles**

The July Local Answer article will be on the CK Futures “We are Nature” project.

37/22/23 Minutes of Annual Parish Meeting on 21st April 2022

The minutes of the Annual Parish Meeting on 21st April 2022 were noted.

38/22/23 Update on key projects

- **CK Futures**

The report by Cllr Parnham, which had been previously circulated, was noted.

- **CK Health Connect**

The report by Cllr Johnson, which had been previously circulated, was noted.

- **Youth Work**

The report by Cllr Johnson, which had been previously circulated, was noted.

- **Rights of Way**

The report by Cllrs Holt and Gosling, which had been previously circulated, was noted.

39/22/23 Update on Standing Committees

- **Allotments**

Cllr Palmer reported that the annual Allotments Competition would be run at a reduced level in 2022 and certificates would be handed out at the Autumn Fayre on 24th September 2022.

- **Community Assets**

Nothing to report.

- **Community Engagement and Wellbeing**

Nothing to report.

- **Finance and General Purposes**

Nothing to report.

- **Planning**

Cllr Grimshaw said that the application relating to the former NISA site was still pending.

40/22/23 External reports for information

None.

41/22/23 Any Other Business

- **Copt Elm Road trees**

Cllr Hawkins posed a question regarding possible replacement of historic trees on Copt Elm Road. Cllr Munro said that consideration of the Parish Council's tree planting strategy, on which Cllr Parnham was now the lead, would continue to be developed.

There was no other business.

The meeting closed at 20.24 pm.

Date of next meeting: Monday, 27th June 2022, 7.00 pm

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