

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, 24th May 2021 at 7.00pm

Members present: Cllrs Williams (Chair), I Gosling, K Gosling, Hodges, Honeywill, Johnson, Munro, Palmer, Parnham, Reid and Smith.

In attendance: Borough Councillor Steve Harvey
Borough Cllr Paul McCloskey
Joanna Noles (Parish Clerk)

1 member of the public attended the meeting.

The meeting was opened at 7.00 pm. Cllr Williams congratulated Borough Cllr Harvey for his recent election as Mayor of Cheltenham.

1/21/22 Recording and filming of meetings

There were no requests to record or film the meeting.

2/21/22 Election of Chair for the forthcoming year

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

3/21/22 Election of Vice Chair for the forthcoming year

Cllr Williams warmly thanked Cllr Parnham for her work as Vice-Chair during 2020-21.

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

Cllr Williams said that Cllr Hall, who had not been able to attend the meeting, had indicated that she was strongly supportive of Cllr Honeywill taking on the role of Vice Chair and would very much have liked to nominate her if she had been present.

4/21/22 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 Palmer 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: Cllrs Cockwill, Holt and Williams.

- **Finance and General Purposes**

Cllr Hodges was duly ELECTED UNANIMOUSLY as Chair of the Finance and General Purposes Committee.

Cllr Hodges said that, as it was his intention to stand down as a Councillor in May 2022, it would be sensible for another Councillor to take on the role of Vice Chair of Finance and General Purposes Committee in 2021-22 with a view to becoming Chair in May 2022. **If any Councillor is interested in taking on this role, and thus joining the Committee in 2021-22, they should notify the Clerk.**

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

It was noted that membership of the Finance and General Purposes Subcommittees would be as follows:

Finance – Cllr Hodges and Cllr Williams;

Personnel – Cllr Honeywill, Cllr Hodges and Cllr Williams;

Governance – Cllr Hodges and Cllr Williams

- **Community Development**

Cllr Honeywill 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: Cllrs Cockwill, I Gosling, Grimshaw, Hall, Hodges, Holt, Johnson, Lansley, Munro, O’Sullivan, Palmer, Parnham, Reid, Smith and Williams.

Cllr Honeywill said that she had a plan to re-organise the structure of the Community Development Committee during 2021-22 and would bring a proposal to Full Council in due course.

- **Planning**

Cllr Grimshaw 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: Cllrs I Gosling, Hall, Hodges, Honeywill and Palmer.

5/21/22 Public Session

The member of the public present did not wish to address the Council.

Borough Cllr McCloskey said that a member of public who was not present at the meeting had raised concerns regarding graffiti and litter at the skatepark on the Beeches. Cllr Williams responded that responsibility for maintenance of the Beeches rested with the Borough Council rather than the Parish Council. However, if the member of the public contacted the Clerk to provide details, the Parish Council could consider whether some support might be given to help them address littering issues.

Borough Cllr McCloskey also mentioned that there had been some issues by ingress of children and dogs to the skatepark and consequently being in danger of being injured by skaters. The Borough Council's Open Spaces Manager had been asked to consider an appropriate way forward.

6/21/22 Issues raised by members of the public in advance of the meeting

None.

7/21/22 Apologies

Apologies were received and accepted from Cllrs Cockwill, Grimshaw, Hall, Holt, Lansley and O'Sullivan.

8/21/22 Declarations of interest (Localism Act 2011)

Cllr Reid declared that he was a trustee of the Charlton Kings Youth and Community Centre in case there was discussion of the Kings Hall. No other declarations of interest were received.

9/21/22 Minutes of previous meeting

The following were matters arising from the minutes that were not covered elsewhere on the agenda.

- 267/20/21 – Kings Hall - The Clerk reported that Cllr Grimshaw had provided names of contractors who might quote for digging of the trial pit at the Kings Hall and she had written the trustees of the Charlton Kings Youth and Community Centre (CKYCC) to request their permission to undertake the work. The trustees of CKYCC have indicated that, under the terms of their lease, permission would need to be provided by Cheltenham Borough Council. The current situation is that Cllr O'Sullivan is trying to ascertain from the firm that was involved in the original build how large the trial pit needs to be. Once this has been clarified, the Clerk will ask Cheltenham Borough Council for

permission to undertake the work and obtain quotes from potential contractors.

- 272/20/21 – LCAS Gold – The Clerk reported that she had re-circulated her email to Councillors asking for feedback on their development needs. She had drafted a statement for the LCAS submission regarding training and development for Councillors and staff and circulated this to members of the LCAS Gold Working Group. A training session on finance, delivered by the Clerk, was in the process of being arranged.
- 273/20/21 – Project Proposal Form for key projects – **Cllr Williams will produce a trial form in relation to the Restoring Cheltenham’s Limestone Grasslands Project and Cllrs Holt and Munro will produce a trial form in relation to the 2021 Christmas Event at Sixways.**
- 275/20/21 – Noticeboards – Cllr Reid said that he had not yet asked the Highways Manager whether Gloucestershire County Council might be contracted to upgrade the noticeboards as a proposed meeting had been cancelled. **Cllr Reid will contact the Highways Manager to ascertain whether GCC might be contracted to do this work and, if not, whether they can provide details of other contractors with the necessary skills.** It was noted under Agenda Item 31/21/22 that the Gloucestershire Charter specifies that this type of support should be offered to Parish Councils.

The minutes of the Full Council Meeting held on 26th April 2021 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and were signed by Cllr Williams as an accurate record.

10/21/22 Reports or apologies from County and Borough Councillors

The Clerk reported that apologies had been received from County and Borough Councillor Baker, and Borough Councillor Boyes. No other reports or apologies had been received from County and Borough Councillors.

Borough Cllr Harvey reported verbally as follows.

- He congratulated Cllr Williams for his re-election as Chair and Cllr Honeywill for her election as Vice Chair. He noted that Cllr Parnham, although she had now stepped down as Vice Chair, continued to lead on the CK Futures project.
- Following his recent election as Mayor of Cheltenham, his daughter Jessica Diamond, a former Charlton Kings Parish Councillor, had been appointed as his official consort. Cllr Williams, and a number of other Councillors, said how pleased they were that Jessica Diamond had taken on this role and passed on their best wishes to her.

Borough Cllr McCloskey reported verbally as follows.

- He said he found it very helpful, as a Borough Councillor, to work with a Parish Council that “got things done”. In particular, he was particularly supportive of the CK Futures project.
- He mentioned a recent incident, at which he had been present, when a member of the public with dementia had visited the Parish Office. The Clerk reported that this person had started to visit the Parish Office regularly and had appeared very confused and vulnerable. Cllr McCloskey said that he would try

and obtain contact details for this person's family which Parish Office staff could use if there were any further visits.

Cllr Williams emphasised the importance of County, Borough and Parish Councillors working together, as set out in the Cheltenham Charter, to exchange information and agree strategic priorities to benefit the residents of Charlton Kings.

11/21/22 Internal Audit

The internal audit report, produced following a visit by the auditor in May 2021, 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 and that there were no recommendations for actions arising from the report. Councillors thanked the Clerk for her work in relation to financial management.

12/21/22 Year End Accounts for 2020/21

The Year End Accounts for 2020/21, which had been previously circulated, were APPROVED UNANIMOUSLY and signed by the Chair and the Clerk in her role as Responsible Financial Officer (RFO).

13/21/22 Annual Return – Governance Statement

Section 1 of the Annual Governance and Accountability Return (AGAR), which consists of the Annual Governance Statement for 2020/21, had been previously circulated. The Annual Governance Statement was APPROVED UNANIMOUSLY by the Council and was signed by the Chair and the Clerk in her role as RFO.

14/21/22 Annual Return – Accounting Statements

Section 2 of the AGAR, which consists of the Accounting Statements for 2020/21, 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 the Chair.

15/21/22 Community Infrastructure Levy

The statement regarding spending of Community Infrastructure Levy (CIL) funds received during 2020/21, which had been previously circulated, was APPROVED UNANIMOUSLY by the Council prior to submission to Cheltenham Borough Council and publication on the Parish Council's website.

16/21/22 Monthly Accounts

The accounts for the year to 30th April 2021 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

Cllr Hodges reassured Cllr Munro that funds allocated towards St Mary's churchyard would be carried forward as a reserve if not spent in the current financial year.

17/21/22 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month April 2021 and UNANIMOUSLY RATIFIED the payments totalling £11,579.91 (£11,322.93 plus VAT of £256.98) which Cllr Williams signed in his role as Chair.

18/21/22 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 and the Scheme of Delegation, which had been previously circulated, were reviewed by the Council.

The 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.

19/21/22 Representation on outside bodies

- **Community Open Meeting to include statutory Annual Parish Meeting**

It was noted that Cllr Williams, as Chair, must represent the Council at the Annual Parish Meeting.

It was AGREED UNANIMOUSLY that Cllr Johnson and Cllr Parnham will lead in relation to any Community Open Meetings in 2021-22 with guidance from the Communications and Community Development Committee. It was noted that both CK Futures and CK Health Connect arose from issues, concerns and input expressed by local residents at past Community Open Meetings

It was noted that the Community Open Meeting, scheduled for 13th July 2021, is likely to be deferred to autumn 2021 (See Agenda Item 31/21/22).

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

It was AGREED UNANIMOUSLY that Cllrs Parnham and Williams will represent the Council at the C5 Parish Councils Group with Cllr Honeywill attending meetings in their place if either is unavailable.

- **Cheltenham Youth Services Project**

The Clerk reported that a preferred youth work contractor had been identified by the selection panel and a public announcement would be made following approval by Cheltenham Borough Council's cabinet. The Parish Council had contributed £5,000 towards the project fund which was also receiving support from Cheltenham Borough Council, other Parish Councils (financial and gifts in kind), Gloucestershire Rural Community Council and Cheltenham Homes. To date, no funding from Gloucestershire County Council has been committed to the project.

It was AGREED UNANIMOUSLY that Cllr Williams and the Clerk would represent the Council on the Cheltenham Youth Services Project's steering group in 2021-22.

A broad group of stakeholders will also be convened to inform the work of the contractor in Charlton Kings. This might include representatives of other youth groups, schools, community organisations and others.

In response to a question from Cllr Munro, it was noted that the lease of the Kings Hall by the trustees of the Charlton Kings Youth and Community Centre (CKYCC) was due to end in September 2021 but could be extended. Borough Cllr McCloskey, who is one of the trustees, said that a decision regarding the way forward for the charity, in relation to its lease of the Kings Hall and its role supporting youth work in Charlton Kings, would be made in due course.

In response to a suggestion from Cllr Munro, it was agreed that there would be consideration of the Parish Council setting up a committee, subcommittee or working group to oversee youth work subject to any decision made by the trustees of CKYCC regarding its ongoing role.

20/21/22 Review of Cheltenham Charter and Gloucestershire Charter

- **Cheltenham Charter**

Cllr Williams said that he had been involved in the recent redrafting of the Cheltenham Charter which defines the relationship between Cheltenham Borough Council and the five Parish Councils in Cheltenham. It was agreed that it was a very useful document.

- **Gloucestershire Charter**

It was noted that the Gloucestershire Charter had last been updated in 2016 and was now out of date. Gloucestershire County Council (GCC) had asked for feedback from Parish and Town Councils on the G3 liaison meetings, which had been poorly attended, but the outcome had not yet been published and the way ahead was unclear. **It was agreed that Cllr Williams will contact GCC and ask for an update and express the willingness of the Parish Council to be an active partner in determining the way forward.**

21/21/22 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.

22/21/22 Standing Orders

The procedural Standing Orders, which had been previously circulated, were reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council with edits as appropriate to make the language gender neutral.

23/21/22 Financial Regulations

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

24/21/22 Risk Management Schedule

An addition to the Risk Management Schedule will be made to the item regarding Health and Safety of PROW volunteers to state that a risk assessment will be made by the person leading every working party.

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

25/21/22 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.

Cllr I Gosling will provide the Clerk with input regarding the reference to using CDs in the Records Management Policy. If this results in changes to the policy, it will be brought back to a future Full Council meeting for approval.

- **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.

26/21/22 Asset Register

It was AGREED UNANIMOUSLY that the outdated speed monitoring equipment, which had a book cost of £6,500 in the Asset Register should be written off as it was now unusable. The Asset Register, which had been previously circulated, was FORMALLY REVIEWED AND APPROVED by the Council with this amendment.

The Clerk will ask Cllr Grimshaw if he can remove the brackets on a number of lampposts that had been installed to hold the old speed monitoring equipment.

There will be consideration of purchase of new speed monitoring equipment as part of the deliberations regarding the 2022-23 budget. Cllr Palmer commented that she and Cllr Grimshaw had attended a presentation about more technologically sophisticated monitoring equipment which was now available.

27/21/22 Insurance

The schedule of insurance from BHIB Ltd, which had been previously circulated, was reviewed by the Council and arrangements for insurance in 2021-22 were FORMALLY APPROVED by the Council.

28/21/22 Meeting Dates

It was noted that meeting dates for 2021-22 were approved at the Full Council meeting on 26th April 2021 and have been added to the website at <https://www.charltonkingsparishcouncil.gov.uk/council-meetings.html>

29/21/22 Restoring Cheltenham's Limestone Grasslands Project

The cost centres and cost codes for the Restoring Cheltenham's Limestone Grasslands Project (RCLGP), which had been previously circulated, were AGREED UNANIMOUSLY.

The budget for Year 1 of the 3-year project, which will be funded by a grant from the National Grid, was AGREED UNANIMOUSLY as £66,292 for 2021-22 split between the cost centres and cost codes as agreed.

It was AGREED UNANIMOUSLY that Cllr Williams would be the budget holder for the RCLGP project in 2021-22.

It was noted that Cllr Williams and Cllr Reid are both members of the RCEGP steering group along with representatives of partner organisations. **The Clerk will circulate all Councillors to see if anyone else might be interested in joining the steering group.**

In response to questions from Cllrs Hodges and Munro, it was noted that the financial management of the project would be according to the Parish Council's agreed processes as set out in the Financial Regulations, and all receipts and payments would be included in management and year-end accounts. Cllr Munro asked that there is a standing item on the agenda for the Finance and General

Purposes Committee to provide assurance that the project is running smoothly. In response to a question from Cllr Hodges, Cllr Williams said that it was the intention to spend all the money from National Grid within the financial year that it is received. However, if this does not happen, approval would need to be sought from National Grid to carry forward funds to the next financial year. National Grid has stipulated that the project will not receive additional funds in-year to those allocated.

30/21/22 Community Grant

THE COUNCIL UNANIMOUSLY APPROVED a grant of £250 to Great Western Air Ambulance Charity towards the service to support continued access to the service by local residents.

31/21/22 Communications and Community Engagement

- **Report on the meeting of the Communications and Community Engagement Working Group on 14th May 2021**

Cllr Parnham reported on the meeting as follows.

- Cllrs Johnson, Parnham and the Clerk have had an initial meeting regarding updating the website and branding and will meet shortly to consider the way forward in relation to producing a brief for the project.
- The Newsletter is now shorter, with links to additional information on the Parish Council website as appropriate.
- A social media plan for CK Futures has been devised and has been very helpful. This approach could be used for other projects.
- Ways to track the impact of the various forms of communication are being explored.
- As stated under Agenda Item 9/21/22, Cllr Reid will follow up with Gloucestershire County Council's Highways Manager regarding upgrading of the Noticeboards.

Cllr Johnson reported on the meeting as follows.

- She has been liaising with IT Schools Africa, a Cheltenham-based charity, regarding their Digibus project which will promote digital inclusion using a converted bus which will park in locations across Gloucestershire. The project will be launched in Charlton Kings on 26th to 28th August 2021 with the bus being parked in Church Piece.
- The next Community Open Meeting will focus on young people's mental health in the emergence from COVID-19. The event will include input from an Educational Psychologist and an author who has written about how parents can support their children's mental health. The meeting had been scheduled for 13th July 2021 but, after discussion with schools who will be key partners, it seems likely that an autumn 2021 date would be preferable. **Cllr Johnson will confirm the final date for the Community Open Meeting in due course.**

- **Items for June Newsletter**

The following items were agreed in relation to the June 2021 Newsletter.

- Update on CK Futures (Cllr Parnham)
- Update on CK Health Connect (Cllr Johnson)
- Re-opening of Stanton Suite for lettings (Clerk)
- New Community Development Officer role (Clerk)
- Youth Work in Charlton Kings once appointment announced (Clerk)
- Easy access allotment plot (Cllr Palmer)
- Grange Field update (Cllr Palmer)
- Church Piece (weeding and update on mosaics and benches if applicable) (Administrative Officer)

All items not already provided should be sent to the Clerk by 31st May 2021. Any Councillors who have ideas for items for inclusion in future Newsletters should contact the Clerk.

- **Topics for future Local Answer articles**

The July Local Answer article will be on the Cheltenham Youth Work project, provided the public announcement is made before the deadline for submission of the article. If this is not the case, an article by Cllr Reid on Rights of Way will be used.

The August Local Answer article will focus on the Digibus event and the September Local Answer article will focus on the Autumn Fayre.

In relation to the Church Piece upgrade, it was agreed that an opening event would be arranged. Borough Cllr Steve Harvey will be asked to the event as Mayor of Cheltenham and **the Administrative Officer will contact his office to arrange this once the work is nearing completion.** Cllr Williams suggested that the designer of the mosaic rill could also be included in this, or an alternative, event.

32/21/22 Minutes of Annual Parish Meeting on 29th April 2021

The minutes of the Annual Parish Meeting on 29th April 2021 were noted.

33/21/22 Update on key projects

- **CK Futures**

The report by Cllr Parnham, which had been previously circulated, was noted. Cllr Parnham thanked Clean Air Cheltenham and Vision 21 for their support in getting a recent article in the Cheltenham Post. A monthly “carbon reduction” club is planned. The possibility of providing a “community car club” is being explored with Enterprise Rent-a-Car. An “energy audit” of the Parish Council has taken place. The next CK Futures webinar will be about home energy and further webinars are planned on electric vehicles, food production, and water. Information about all CK Futures events can be found on the Parish Council website at <https://www.charltonkingsparishcouncil.gov.uk/ck-futures-events.html>

- **CK Health Connect**
Cllr Johnson reported that the results of the survey of residents following emergence from COVID-19 was being collated.

34/21/22 Update on Standing Committees

- **Allotments**
Nothing to report.
- **Community Development**
Nothing to report.
- **Finance and General Purposes**
Cllr Hodges reported that a meeting of the LCAS Gold Award Working Group had replaced a scheduled Finance and General Purposes meeting. He said there was a great deal of evidence in support of the application for the Award and the Working Group was focusing on highlighting successes. Cllr Hodges is producing a three-year rolling budget which will be part of the submission.
- **Planning**
It was noted that there had been a very large number of planning applications recently and the Chair thanked members of the committee for the considerable time they spent every fortnight in assessing and commenting on applications.

35/21/22 External reports for information

None.

36/21/22 Any Other Business

- **St Mary's Civic Celebration – 27th June 2021 (morning)**
It was noted that St. Mary's Church will be holding a celebration event to mark the end of the COVID-19 restrictions on the morning of 27th June 2021. Cllr Williams will attend the event and all other Councillors are warmly invited to it.
- **Holy Apostles Community Event – 27th June 2021 (afternoon)**
It was noted that Holy Apostles Church will be holding a family community day to mark the end of the COVID-19 restrictions from 4.00 to 5.30 pm on 27th June 2021. Cllrs Parnham and Williams will attend the event. There will be an opportunity to have a stall which can be used to raise awareness of the Parish Council and its key projects. If any other Councillors would like to be involved in this event, they should notify Cllr Munro.
There was no other business.

The meeting closed at 21.29 pm.

Date of next meeting: Monday, 28th June 2021, 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