

## FULL COUNCIL

### **Minutes of the meeting of Charlton Kings Parish Council held at the Stanton Hall, Church Piece, Charlton Kings on Monday 17<sup>th</sup> December 2018 at 7.00pm**

**Members present:** Cllrs Williams (Chair), Diamond (from agenda item 159/18/19), Hodges, Holt, Honeywill, Jarrett, Johnson, Kuszniarski, Palmer and Reid.

Also in attendance: Joanna Noles (Parish Clerk)  
1 member of the public attended the meeting.

The meeting was opened at 7.05 pm.

#### **155/18/19 Recording and filming of meetings**

There were no requests to record the meeting.

#### **156/18/19 Apologies**

Received from Cllrs Grimshaw, Hall, Joanna Hughes, John Hughes, and Meadows.  
Cllr Gupta was not present at the meeting.

Received from Borough Cllr Baker for this meeting and for the previous Full Council meeting on 26<sup>th</sup> November 2018.

#### **157/18/19 Declarations of interest**

Cllr Reid declared that he is a trustee of the Kings Hall.

No other declarations of interest were received.

#### **158/18/19 Casual Vacancies**

Cllr Williams said that there were currently two vacancies and that a letter of application for co-option had been received from a prospective councillor, Jessica Diamond. The candidate addressed the Council, answered questions from Councillors, and then withdrew from the meeting while her application was considered.

**The meeting was closed to members of the public while the Council considered co-option of the candidate.**

THE COUNCIL AGREED UNANIMOUSLY that Jessica Diamond should be co-opted with immediate effect as a Councillor to fill one of the casual vacancies on the Council.

The candidate re-joined the meeting, signed a Declaration of Acceptance of Office in the presence of the Clerk, and participated in the remainder of the meeting as a Councillor.

#### **159/18/19 Minutes of previous meeting**

The minutes of the Council Meeting held on 26<sup>th</sup> November 2018 (previously circulated) WERE APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

The following matters arose from the minutes:

- Cllr Johnson reported that she had spoken to the leader of the local Neighbourhood Watch scheme who had agreed to send updates to the Clerk for circulation to Councillors.
- In Cllr Grimshaw's absence, Cllrs Kuznierski and Palmer reported that a meeting had taken place with Gloucestershire County Council (GCC) at which the issue was raised of whether Bafford Approach is long enough to allow an additional piece of speed-monitoring equipment to be installed. GCC will respond on this point in due course. Cllr Reid reported that the meeting had been very constructive and that another was planned in February 2019.
- The Clerk reported that calendars showing bookings, and availability, for the Stanton Hall and Conference Room had now been added to the Parish Council website.

#### **160/18/19 Reports from Borough Councillors**

It was noted that an email had been received from Cllr Baker and the points raised were considered as follows.

- Cllr Baker again emphasised the importance of recycling and stopping the use of single use plastic. Cllr Williams said that the Parish Council was committed to the use of alternatives to single use plastic, such as paper plates and cardboard straws, on the rare occasions these kind of items were purchased. Recycling bins were available for use by Parish Office staff and hirers of the Stanton Hall and Conference Rooms.
- Cllr Williams said that Cllr Grimshaw would report on the outcome of traffic monitoring in Bafford Approach in due course.
- Cllr Baker's disappointment was noted at the rejection of the pedestrian crossing proposal on Cirencester Road. **Cllr Williams will ask Cllr Grimshaw to advise regarding a representation by the Parish Council to Gloucestershire County Council on this matter.**

- Cllr Williams said that efforts had been made to encourage residents of Charlton Park to put themselves forward as potential Councillors. However, to date, although there had been an expression of interest, this had not been successful. **Cllr Williams will ask Cllr Baker if he is aware of any potential candidates.**

#### **161/18/19 Reports from County Councillors**

No reports were received from County Councillors.

#### **162/18/19 Clerk's report**

The Clerk had nothing to report to this meeting.

#### **163/18/19 Grange Field**

The Clerk reported that payment of the annual service charge to Cheltenham Borough Council, Land Registry fee and lawyers' fees were currently being processed. These are within the £1,500 allocated budget. A copy of the Grange Field lease will be received once payments have been made.

Cllr Williams has drafted a press release which will be issued once the countersigned lease has been received; subject to Councillors' comments..

Cllr Williams reminded the Council that it had been previously agreed that a Chatshack would be erected on Grange Field. The Clerk said she had been in touch with the supplier who had indicated that there was likely to be an increase in the cost due to the time that had elapsed since the order had been submitted. Cllr Jarrett said that he believed that the supplier had committed to honour the original price and **the Clerk will see whether there is evidence of this in previous communications.** The Clerk said that the grant funding obtained towards the cost of this project could be drawn down on request.

The Council noted that it had been previously agreed that a Kickwall would also be erected on Grange Field. It was agreed that a decision on whether to go ahead with this project would be deferred until after the redevelopment of the Kings Hall.

#### **164/18/19 Kings Hall**

Cllr Jarrett reported that he and Cllr Williams had met with four trustees of the Kings Hall. It is possible that their lease might end sooner than anticipated and clarification on this point has been requested.

Cllr Honeywill said that she and Cllrs Jarrett, Williams and the Clerk had a helpful meeting with John Everitt of Coombes : Everitt to discuss the way forward regarding focus groups and user and community engagement.

Cllr Hodges reported that he and Cllr Jarrett had met with Hazlewoods to discuss the VAT implications of the build. A letter of advice had been sent to the Clerk following the meeting. Cllr Hodges said that, given the build cost was likely to be in the region of £500,000, it was imperative that we should be able to reclaim VAT. He said that, at present, both he and Cllr Jarrett felt that the best way forward would be set up the Kings Hall as a “VATable enterprise” which would mean that VAT could be recovered on the build but that renters of rooms in the building would need to be charged VAT. This could be set up so that it is separate from the Parish’s other activities. Cllrs Hodges and Jarrett will continue to consider their recommendation to the Council regarding the most appropriate way forward in relation to VAT.

It was noted that the trustees of the Kings Hall had closed the senior section of the youth club due to funding issues. No funding was expected from the Borough Council or Gloucestershire County Council in the next financial year to support youth work in the Parish. A number of Councillors expressed the view that it was extremely important that youth work continued in the Parish. **Cllr Williams asked all Councillors to consider ways in which delivery of youth work in the Parish might be supported.**

Cllr Palmer said that Cllr Diamond should be shown the plans for the Kings Hall.

#### **165/18/19 Finance**

The accounts for the year to 30<sup>th</sup> November 2018 (previously circulated) WERE APPROVED BY THE COUNCIL.

Cllr Hodges commented that income from room hire was less than in the previous year. Cllr Jarrett suggested that this might be due to timing of Easter as rentals went down during holiday periods.

Cllr Williams said that there was likely to be an underspend against the budget for the current financial year and asked the Chairs of the “spending Committees” to consider how any surplus might be used.

- Cllr Honeywill said that she felt the immediate Community Development Committee priorities were cleaning the bus shelters and addressing the list of maintenance jobs in the Parish, both of which would be undertaken by the handyman early in the New Year. She also said that funds could be used to purchase space in the Local Answer to highlight a significant project or issue.
- Cllr Hodges said that there needed to be consideration of what funds might be allocated to reserves for use against future projects, such as the Kings Hall. Cllr Jarrett commented that there must be evidence that the money allocated to these “nominated reserves” was in line with the cost of the project.

#### **166/18/19 Payments**

The Council reviewed the list (previously circulated) of all payments issued since 23<sup>rd</sup> November 2018 and THE COUNCIL APPROVED the payments list.

Cllr Williams highlighted the extremely high water bills that had recently been paid. He explained that this was due to under-estimating of bills by the water company over the past two years.

## 167/18/19 Reports from Standing Committees

- **Allotments Committee**

In the absence of Cllr Meadows, Cllr Williams reported that the Committee had met on 5<sup>th</sup> December. 247 out of 250 allotments are let. Following the success of the 2018 Allotment Competition, another will be run in 2019. Five firms were asked to tender of the work on the "Easy Access" allotment plot but no acceptable tenders were received. Separate quotes are now being obtained for landscaping and building of toilet facility.

- **Community Development Committee**

### Funded events

Cllr Honeywill reported that the Administrative Assistant had produced a useful report on the Christmas Fayre. Cllrs Palmer and Hall will work on a manual for the running of the Summer and Christmas Fayres. A meeting will be held in January 2019 to plan for the Summer Fayre.

### Community wellbeing

Cllr Honeywill reported that Cllr Joanna Hughes had held a meeting to take forward ideas submitted to the recent Community Open meeting. Members of the working group are researching a range of ideas and will report back to another meeting in February 2019. Cllr Johnson said that she was considering piloting the project to address social isolation in her Neighbourhood Watch area with the hope that it may encourage other areas to deliver similar work.

Cllr Johnson reported on the first of the three inter-generational projects with Charlton Kings Infants' School which had involved attendance at a school concert by 12 residents of local care homes. Cllr Johnson and Cllr Joanna Hughes had attended and both thought it was a great success. The other inter-generational projects will be a garden party in spring 2019 and an invitation to older people to attend the weekly, Year 2 board game after-school club. Cllrs Joanna Hughes and Holt will contact other schools in the Parish to see if they have ideas for projects that would address social isolation.

### Property and estates

Cllr Honeywill reported that she and Cllr Palmer had assessed the chairs in the Stanton Hall and mended a number of them. **The Clerk will order 12 new chairs to replace those that cannot be repaired.** Cllr Williams, the Clerk and the Administrative Assistant will meet the handyman in January 2019 to discuss the list of maintenance jobs and he will be asked to produce costings for the work following this meeting. Cllr Hodges cautioned that any offer of work to an independent contractor must avoid them being considered to be treated as an employee.

#### Rights of Way

Cllr Reid reported that the overview maps were almost finished and **they would be brought to the Full Council meeting on 28th January 2019 to be signed off.** The next stage of the project is to produce six maps for circular walks, and work was already being progressed.

- **Finance and General Purposes Committee**

Cllr Hodges reminded Councillors that the budget for 2019/20 would be considered on Thursday, 10<sup>th</sup> January 2019. Cllrs Hodges, Jarrett, Williams and the Clerk will meet in the morning and will be joined by Chairs of “spending committees”, Cllrs Honeywill and Meadows, at 2.00 pm.

- **Planning Committee**

Cllr Grimshaw had indicated by email that he would go through the Joint Core Strategy in detail but, on an initial inspection, felt that it appears to be at a very high level and there may not be much on which the Parish can usefully comment. The closing date for the consultation is 11<sup>th</sup> January 2019 and **Cllr Grimshaw will report back to other Councillors in due course** but would welcome any thoughts or comment from other Council members in the meantime. **The Clerk will forward the link to the consultation document to all Councillors.**

#### **168/18/19 Committee Membership**

THE COUNCIL AGREED UNANIMOUSLY that Cllrs Reid and Williams should be members of the Community Development Committee.

#### **169/18/19 Community Directory**

It was agreed that **the Clerk will set up a combined Business and Community Directory page on the Parish Council website which would contain information currently in the Community Directory document** produced prior to the last Community Open Meeting. There will also be a facility to allow the general public to submit suggestions for organisations that might be included.

**The Clerk will explore ways in which the Parish Council website might be optimised to improve its search engine rankings.** Cllr Gupta may be able to provide input on this issue.

#### **170/18/19 Community Grant Scheme**

##### 125 Cheltenham Squadron Air Training Corps

COUNCIL AGREED a Community Grant of £200 to 125 Cheltenham Squadron Air Training Corps towards the cost of branded t-shirts for the cadets.

##### Charlton Kings in Bloom

COUNCIL AGREED a Community Grant of £350 to Charlton Kings in Bloom towards the cost of planting around the Charlton Kings War Memorial.

It was agreed that **the Clerk will review the Community Grant Scheme and produce a report for consideration by the Council in due course.**

### **171/18/19 External meetings / consultations**

No external meetings had taken place other than the one with Gloucestershire County Council reported under agenda item 159/18/19.

### **172/18/19 Any Other Business**

- Cllr Johnson said that she had been contacted by Rev. Sue Woodley of the local Baptist Church which is intending to put on free arts and crafts sessions for local children and their parents or carers. It was agreed that the Parish Council would help to publicise these events via its noticeboards and website and **the Clerk will contact Rev. Woodley.**
- Cllr Johnson said that the Senior Citizens' Welfare Committee urgently needs volunteer minibus drivers. It was agreed that ways in which support might be provided would be considered by the Community Wellbeing working group.
- Cllr Honeywill said that Cllr Hodges had recently written a piece on the history of Charlton Kings for inclusion in the Local Answer. She asked if other Councillors could let her know if they might be willing to write an article for inclusion in the Local Answer.

There was no other business.

### **173/18/19 Items for the agenda of the next meeting**

- Cllr Williams reported that a defibrillator had recently been purchased by St Mary's Church Open Group . A Community Grant had been made in 2017 to support this project and guidance is being sought from the Parish Council on where the defibrillator should be located.

The meeting closed at 9.10 pm

Date of next meeting: Monday 28<sup>th</sup> January 2019 at 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](mailto:clerk@charltonkingsparishcouncil.gov.uk)