

# Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

## FULL COUNCIL

### Minutes of the Full Council meeting of Charlton Kings Parish Council on Monday, 20<sup>th</sup> December 2021 at 7.00pm

**Members present:** Cllrs Williams (Chair), Cockwill, Gandhi, Grimshaw, Hall, Hodges, Honeywill, Munro, Palmer and Reid.

In attendance: Joanna Noles (Parish Clerk)

1 member of the public attended the meeting.

The meeting was opened at 7.00 pm.

#### **184/21/22 Recording and filming of meetings**

There were no requests to record or film the meeting.

#### **185/21/22 Public Session**

The following responses were provided to questions from the member of the public.

- The majority of documents uploaded to the Parish Council website as supporting papers to agendas are “locked” and can only be accessed by Councillors. The exceptions are the agendas, minutes and payments lists. Members of the public may view any non-confidential supporting papers by making an appointment to visit the Parish Office for this purpose.
- A contractor was appointed at the Full Council meeting on 29<sup>th</sup> November to undertake tree work on Grange Field. It is anticipated that this will take place early in the New Year. **The Clerk will contact the contractor to confirm the likely time-scale for the work.**

#### **186/21/22 Issues raised by members of the public in advance of the meeting**

None.

#### **187/21/22 Apologies**

Apologies were received and accepted from Cllrs Gosling, Hawkins, Holt, Johnson, Parnham and Smith.

**188/21/22 Declarations of interest** (Localism Act 2011)

No declarations of interest were made.

**189/21/22 Minutes of previous meeting**

The following points were noted in relation to the minutes:

- 176/21/22 – Cllr Williams has drafted a revised Emergency Plan using the new Gloucestershire County Council Emergency Plan template and this will be brought to the Full Council meeting on 31<sup>st</sup> January 2022.
- 178/21/22 – **The Clerk will draft a policy regarding the provision of free meeting space for partner organisations, for consideration at the Full Council meeting on 28<sup>th</sup> March 2022.**
- 178/21/22 – CK Business Connect has asked for consideration of its application to be deferred , to allow it time to produce some further supporting information. **A meeting will be arranged with CK Business Connect in January 2022, to involve the Clerk and any interested Councillors, to discuss the application.**

The minutes of the Full Council meeting on 29<sup>th</sup> November 2021 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and were signed by Cllr Williams as an accurate record.

**190/21/22 Councillor resignation**

It was noted with regret that Cllr Andrew Lansley had resigned with immediate effect on 9<sup>th</sup> December 2021. As it is less than six months until the Parish Council elections, the vacancy cannot be filled by co-option.

Cllr Williams has written to thank him for his work on behalf of the Parish Council and will be in touch with him in the New Year to discuss how he might continue to contribute to key projects as a volunteer.

**191/21/22 Committee membership**

Cllr Gandhi's membership of the Finance and General Purposes Committee and the Community Engagement and Wellbeing Committee was AGREED BY MAJORITY (Cllr Gandhi abstained from the vote).

**192/21/22 Reports or apologies from County and Borough Councillors**

The Clerk reported that apologies and a report had been received from Borough Cllr Baker. No other apologies or reports had been received from County and Borough Councillors.

Cllr Baker's request for feedback regarding the proposal to install yellow lines at the junction of Bafford Lane, Cirencester Road and Newcourt Road was considered. It was felt that this would be at high cost, was likely to be subject to mixed views from residents, and therefore was not currently considered a high priority.

Cllr Williams reminded Councillors that the 2021 Cheltenham Charter states that County and Borough Councillors should endeavour to attend Parish Council meetings but, if they are unable to attend, will send their apologies or make a short report on current matters of mutual interest.

**The Clerk will produce an anonymised summary of attendance, apologies and reports provided by County and Borough Councillors in relation to Parish Council meetings between May to December 2021. Cllr Williams will ask other members of the C5 group of Parish Councils if they can produce similar reports.** Cllr Williams intends to raise this issue at the C5 meeting in January 2022.

#### **193/21/22 Monthly Accounts**

The accounts for the year to 30<sup>th</sup> November 2021 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

#### **194/21/22 Payments**

The Council reviewed the list (previously circulated) of all payments issued in the calendar month November 2021 and UNANIMOUSLY RATIFIED the payments totalling £39,093.19 (£34,482.15 plus VAT of £4,611.04) which Cllr Williams signed in his role as Chair.

#### **195/21/22 Financial matters**

- **To agree that Cllr Munro should become a signatory to the Lloyds, Unity Trust and Nationwide bank accounts**  
It was AGREED BY MAJORITY (Cllr Munro abstained from the vote) that Cllr Munro should become a signatory to the Lloyds, Unity Trust and Nationwide bank accounts.
- **To consider legal fees in relation to the Grange Field Lease Deed of Variation**  
It was AGREED UNANIMOUSLY that Star Legal will be asked to provide an opinion on the Deed of Variation at a cost of up to £1,200 excluding VAT.

#### **196/21/22 Internal Review**

- **Financial records**  
The report produced by Cllr Hodges, following an inspection of financial records on 14<sup>th</sup> December 2021 by himself and Cllr Gandhi, was noted. Cllr Hodges reported that financial records were in good order and no errors or omissions had been detected.  
Cllr Hodges said that it had been noted that a number of payments from the bank account were authorised by the same Councillor who had approved expenditure as a budget holder. This issue had been discussed with the Clerk and it had been agreed that it was impractical to implement a division and that the risk was negligible due to other safeguards that were in place.

- **Health and Safety**

The report produced by Cllr Hodges, following an inspection of health and safety records on 14<sup>th</sup> December 2021 by himself and Cllr Gandhi, was noted. Cllr Hodges reported that he was satisfied that appropriate measures are in place to avoid or mitigate health and safety risks.

Following the inspection, the Clerk had confirmed that an up-to-date insurance policy for the handyman had been included in the hard-copy Health and Safety file. **A checklist in relation to occupational health for staff members had been drafted by the Clerk and would be implemented early in the New Year.**

#### **197/21/22 Governance**

- **To consider and agree Terms of Reference for the Community Assets Committee, and the Community Engagement and Wellbeing Committee**

It was RESOLVED UNANIMOUSLY to adopt the Terms of Reference for the Community Assets Committee.

It was RESOLVED UNANIMOUSLY to adopt the Terms of Reference for the Community Engagement and Wellbeing Committee.

It was noted that the Terms of Reference for both committees will be subject to further review by the new committees in the New Year, and any suggested amendments would be brought to the Annual Meeting on 30<sup>th</sup> May 2022.

#### **198/21/22 Restoring Cheltenham's Escarpment Grasslands Project**

- **To receive an update from Cllr Williams**

Cllr Williams provided a brief update on the project. The cattle crush has been ordered. The waterpipe will be installed before Christmas. Confirmation has been provided by Cotswold National Landscapes, National Grid and Benevity that the next annual tranche of the grant will be paid in April 2022. This will allow advance planning of seasonal work.

#### **199/21/22 Youth Work**

- **To note that a report on the Youth Work Stakeholders' Group meeting on 25<sup>th</sup> November 2021 will be brought to the first meeting of the Community Engagement and Wellbeing Committee**

Noted.

## **200/21/22 Community Open Meeting**

- **To note that a report on the Community Open Meeting on 18th November 2021 will be brought to the first meeting of the Community Engagement and Wellbeing Committee**

Noted.

## **201/21/22 Communications and Community Engagement**

- **Report on the meeting of the Communications and Community Engagement Working Group (CCEWG) on 13<sup>th</sup> December 2021**

Cllr Williams, supported by Cllr Honeywill, provided a summary of the CCEWG meeting on 13<sup>th</sup> December 2021. The Clerk, the Administrative Officer and the Community Development Officer will be meeting in January 2022 to consider the structure and content for the new website.

Cllr Reid said that he had recently been in touch with IT Schools Africa and suggested that Cllr Johnson might call them to get an update on the likely timings of the Digibus visit to Charlton Kings.

- **Items for January Newsletter**

The items for the January Newsletter, which had been circulated in draft by the Community Development Officer, were noted.

- **Topics for future Local Answer articles**

The February 2022 Local Answer article will focus on the CK Futures food waste campaign and will be produced by Cllr Parnham.

The March 2022 Local Answer article will focus on the budget and will be produced by Cllrs Williams and Hodges.

The April 2022 Local Answer article will focus on youth work and will be produced by the lead councillor for this area.

Cllr Honeywill said that the Local Answer would be increasing its charges by 5% in the next financial year. Consideration of continuance of Local Answer articles in 2022-23 will be brought to the Full Council meeting on 31<sup>st</sup> January 2022.

## **202/21/22 Update on key projects**

- **Grange Field**

Cllr Palmer reported that work would proceed once the Deed of Variation had been signed.

- **CK Futures**  
Cllr Williams reported that the seminar programme had been very successful. A “repair workshop” was planned for the New Year. Contact had been made with the Cheltenham Borough Council’s Recycling Officer. Cllr Honeywill said that there was now an archive of seminars on the CK Futures website page covering a wide range of issues and topics.  
<https://www.charltonkingsparishcouncil.gov.uk/workshops.html>
- **CK Health Connect**  
Cllr Johnson’s report, which had been previously circulated, was noted.
- **Inspire to Aspire**  
The quarterly report from Inspire to Aspire, which had been previously circulated, was noted. Cllr Williams said that the decision at the Full Council meeting on 29<sup>th</sup> November 2021 to provide further financial support to the project in 2022-23 had been welcomed by Cheltenham Borough Council and should help it to leverage funding from other sources.

#### 203/21/22 Update on Standing Committees

- **Allotments**  
It was noted that the handyman had completed work on fencing at the Ryeworth and Haver sites.
- **Community Development**  
Nothing to report.
- **Finance and General Purposes**  
**Cllr Hodges will arrange a meeting after 10<sup>th</sup> January 2022 to include budget holders and the Clerk to finalise the 2022-23 budget prior to consideration at the Full Council meeting on 31<sup>st</sup> January 2022.**
- **Planning**  
Cllr Grimshaw reported that a member of the public had raised concerns regarding the way in which the committee had dealt with one particular application. Subsequent guidance was received from Cheltenham Borough Council indicating that a “show of hands” should be requested from committee members in reaching a decision on all applications, including those where a consensus of opinion is demonstrated during discussion. The minutes of committee meetings will also be published on the Parish Council website as a supporting paper to the subsequent meeting, when they will be formally approved, in addition to being shown under the meeting which they record.

There was a general discussion of ways in which disrespectful or aggressive behaviour by members of the public to Parish Office staff might be mitigated. The Clerk commented that the number of incidents had increased since the onset of COVID-19 and all staff were having to deal regularly with inappropriate behaviour and language from visitors to the Parish Office and in interactions by telephone and email. It was agreed that a copy of the relevant

extract from the Communications Policy would be available in the Parish Office and could be read out, or handed to, members of the public as appropriate.

**204/21/22 External meetings and consultations**

Cllr Palmer reported that she had attended part of a Gloucestershire County Council meeting regarding a new road safety policy.

**205/21/22 Any Other Business**

There was no other business.

**206/21/22 CONFIDENTIAL ITEM – Rights of Way**

- **To resolve to close the meeting to members of the public**

It was UNANIMOUSLY RESOLVED to close the meeting to members of the public. The member of the public present left the meeting.

- **To consider a paper regarding the historic donation and agree any resulting actions**

The CONFIDENTIAL paper produced by Cllr Williams regarding the historic donation was AGREED UNANIMOUSLY with the amendments provided by Cllrs Munro and Honeywill.

Councillors thanked Cllr Williams for producing the paper and Cllr Reid for his work in relation to Rights of Way.

Cllr Williams thanked all Councillors and Parish Office staff for their work in 2021.

The meeting closed at 8.37 pm.

Date of next meeting: Monday, 31<sup>st</sup> January 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](mailto:clerk@charltonkingsparishcouncil.gov.uk)