

Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

FULL COUNCIL

Minutes of a Full Council Meeting of Charlton Kings Parish Council on Monday, 21st August 2023 at 7.00 pm

Members present: Cllrs Honeywill (Chair), Beard, Earl, Evans, Gandhi, Gosling, Grimshaw, Hall, Hawkins, Holt, Morton (until item 107/23/24), Munro, Palmer and Parnham

In attendance: Borough and County Cllr Babbage
Joanna Noles (Clerk)

2 members of the public attended the meeting.

The meeting was opened at 7.00 pm.

85/23/24 Recording and filming of meetings

There were no requests to record or film the meeting.

86/23/24 Apologies

Apologies were received and accepted from Cllr Johnson.

87/23/24 Declarations of interest (Localism Act 2011)

No declarations of interest were received in relation to items on the agenda.

88/23/24 Public Session

A member of the public asked why it was not possible to turn off cookies on the Parish Council website. The Clerk will respond to the member of the public outside the meeting in relation to this query.

89/23/24 Issues raised by members of the public in advance of the meeting

No issues for consideration had been raised by members of the public in advance of the meeting.

90/23/24 Minutes of previous meeting

The minutes of the Full Council meeting on 31st July 2023 (previously circulated) WERE APPROVED BY MAJORITY with abstentions from four councillors who were not present at the meeting, and were signed by Cllr Honeywill, in her role as Chair, as an accurate record.

Cllr Grimshaw, who had been marked absent without apologies at the meeting, said that he had notified the Clerk in June that he would not be present at the meeting but did not wish the minutes to be amended.

91/23/24 Reports or apologies from County and Borough Councillors

The Clerk said that apologies had been received from Borough and County Cllr Baker.

Borough and County Cllr Baker had produced a brief written report as follows:

- *The consultation period for the additional yellow lines in King Arthur Close and Newcourt Road/Bafford Lane has now ended. I am awaiting the results.*
- *The safety improvements to the Sandy Lane entrance to the Old Pats and path repairs have been completed, I am pleased with the outcome. The gates are to be refurbished later in the year.*
- *Whilst outside the parish I am delighted that the consultation has begun to install two zebra crossings on the Old Bath Road on Pilley Bridge and at the Everest Road junction.*

Borough and County Cllr Babbage, who was present at the meeting, provided a verbal report as follows:

- A request for detailed planning permission in relation to the Oakley Farm development will be presented in September.
- An appeal in relation to the development at Oakhurst Rise has been submitted.
- The application for the 5G mast at Glenfall Way has been turned down.

Cllr Babbage will keep Cllr Palmer updated in relation to completion time for the work on the A435 Cirencester Road.

The Clerk said that no other reports or apologies had been received from County and Borough Councillors.

92/23/24 Councillor vacancies

- a) To note that there are two vacancies on the Parish Council and agree any actions if applicable**

It was noted that there are two vacancies on the Parish Council. Cllr Honeywill said that she was aware of two residents who had expressed interest in the role and who might put themselves forward for co-option in due course. If any resident is interested in becoming a Parish Councillor, they should contact the Clerk on clerk@charltonkingsparishcouncil.gov.uk

93/23/24 Monthly Accounts

The accounts for the year to 31st July 2023 (previously circulated) were APPROVED UNANIMOUSLY.

94/23/24 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month July 2023 and UNANIMOUSLY RATIFIED the payments totalling £19,014.41 (£18,097.30 plus VAT of £917.11) which Cllr Honeywill signed in her role as Chair.

95/23/24 Financial matters

a) To consider quotes for mowing of St Mary's churchyard and the allotments for the remainder of 2023-24 and to appoint a contractor

It was AGREED UNANIMOUSLY that J T Gardening Services is appointed to undertake mowing and strimming work at St Mary's churchyard in August to October 2023 at a total cost of £750.

It was AGREED UNANIMOUSLY that J T Gardening Services is appointed to undertake mowing and strimming work at the allotments in September and October 2023 at a total cost of £1,350.

Cllrs Beard and Gosling, who had undertaken interim strimming work in St Mary's churchyard, were warmly thanked by other councillors.

96/23/24 Gloucestershire County Council's Ash Die Back Project

a) To consider whether the Parish Council wishes to submit a request for replanting of trees and to agree the way forward

The request was noted from Gloucestershire County Council for identification of areas within the parish which are suitable for replanting of trees to replace those lost through ash dieback. **It was agreed that councillors should notify Cllr Parnham of any suggested locations in advance of the 1st September 2023 deadline for submission to Gloucestershire County Council.**

It was noted that the Parish Council plans to plant three silver birch trees on Grange Field.

97/23/24 Restoring Cheltenham's Escarpment Grasslands

a) To receive an update on the Restoring Cheltenham's Escarpment Grasslands project

The update report from Cllr Munro, which had been previously circulated, was noted. Cllr Munro commented that initial feedback in relation to the request for "top-up" grant funding from National Grid had been positive but further information had been requested.

- b) To agree a contribution to the Restoring Cheltenham’s Escarpment Grasslands project equal to VAT reclaimed in relation to payments from its budget in the period April to June 2023**

It was AGREED UNANIMOUSLY that a contribution is made to the Restoring Cheltenham’s Escarpment Grasslands project of £1,149.34, equal to VAT reclaimed in relation to its projects in the period April to June 2023.

- c) To consider purchase of “Nofence” cow collars for use on Ravensgate Common**

The recommendation from the Restoring Cheltenham’s Escarpment Grasslands steering group in relation to this project was noted. Nofence Grazing Technology is the sole supplier of the required equipment, so multiple quotes were not obtained.

It was AGREED UNANIMOUSLY that cow collars, plus chargers, for 10 cows would be purchased from Nofence Grazing Technology at a cost of £3,270 plus VAT.

It was noted that budget provision will be made to cover ongoing maintenance and licensing costs and to purchase two additional collars if required in due course.

- d) To consider quote for improvements to the access track at Ravensgate Common and to appoint a contractor**

The recommendation from the Restoring Cheltenham’s Escarpment Grasslands steering group in relation to this project was noted.

It was AGREED UNANIMOUSLY that Mark Wroot is appointed to undertake improvements to the access track at Ravensgate Common at a cost of £1,900 plus VAT.

- e) To consider quote for pond on Ravensgate Common and appoint a contractor**

Cllr Munro’s background paper regarding this project was noted.

It was AGREED UNANIMOUSLY that Mark Wroot is appointed to create a pond on Ravensgate Common at a cost of £704 plus VAT.

- f) To consider quote for clearance of ash trees on Ravensgate Common and appoint a contractor**

The recommendation from the Restoring Cheltenham’s Escarpment Grasslands steering group in relation to this project was noted.

It was AGREED UNANIMOUSLY that Mark Wroot is appointed to undertake clearance of ash tree debris on Ravensgate Common a cost of £1,537 plus VAT.

98/23/24 “Paths for All” (Rights of Way)

a) To receive an update on “Paths for All” (Rights of Way)

Cllr Gosling said that he had joined the Cotswold Wardens.

b) To consider a proposal for improvements to ZCK3 from Ashley Road to Greenway Lane

The background paper from Cllr Holt, which had been previously circulated, was noted. It was noted that the total cost of the improvements to ZCK3 from Ashley Road to Greenway Lane was £11,346 plus VAT.

It was AGREED UNANIMOUSLY that a contribution of £3,000 is given to Gloucestershire County Council towards this project on the understanding that it will contribute the balance required to undertake the proposed work.

99/23/24 Charity donation box in Parish Office

a) To consider and agree the way forward

It was noted that members of the public often wish to make a small donation in appreciation of various services or resources provided by the Parish Council. In particular, recently several individuals who have picked up the free “Walking Maps” have wanted to make a donation. Given the small amounts of money involved, charging for maps and other resources would not be worthwhile as the staff time to administer any payments would outweigh any additional income and the aim is to make these resources freely available to those who wish to use them.

It was AGREED UNANIMOUSLY that a charity donation box would be placed in the Parish Office.

It was AGREED UNANIMOUSLY that the chosen charity, for the remainder of the 2023-24 financial year, would be the Cotswold Wardens. The chosen charity will be reviewed at the end of each financial year.

Cllr Gosling will liaise with the Cotswold Wardens in relation to obtaining a charity donation box.

100/23/24 Parish Council Strategy Day – 27th October 2023

a) To receive an update on arrangements

It was noted that the Clerk had sent an email to all councillors and staff on 21st August 2023 containing the draft agenda for the Strategy Day and outlining the proposed way forward. Cllr Honeywill said at the focus of the day will be on reviewing current work, sharing ideas and developing the Parish Plan for 2024-25.

101/23/24 Staff appointments

a) To formally agree appointment of a new Administrative Officer

It was formally agreed that Sophie Bishop is appointed as the new Administrative Officer.

102/23/24 Governance

a) To review and adopt an updated Planning and Housing Policy

It agreed that consideration of this item is deferred to the Full Council meeting on 25th September 2023.

103/23/24 Communications and Community Engagement

a) To receive a report on the Communications Working Group meeting on 14th August 2023 and note any resulting actions

Cllr Parnham reported that, at its meeting in September 2023, the Communications Working Group will focus on review of the 2023 Annual Report and the way forward for the 2024 Annual Report.

b) To agree the way forward in relation to the Parish Council display at the Autumn Fayre (Saturday, 23rd September, 1.00 pm to 5.00 pm on Grange Field)

Cllr Palmer reported that she was due to meet the Communications Officer to discuss creation of a poster on ways residents could support their community and/or Parish Council or partner organisations' projects, for display at the Autumn Fayre. **If any councillors have suggestions of items to be included, they should notify Cllr Palmer and the Communications Officer as soon as possible.**

If any councillors have requirements for display materials (posters, flyers) for the Autumn Fayre, they should notify the Communications Officer as soon as possible.

c) For Councillors to share information about forthcoming events

None.

104/23/24 Update on key projects

a) CK Connect and Youth Work

Cllr Johnson's update report, which had been previously circulated, was noted. Cllr Honeywill commented that the Summer Youth Programme, which took place in August 2023, had been very successful. Cllr Evans said that she had received positive feedback from parents of children who had participated in some of the events. Cllr Munro said that a project from Charlton Kings Library to engage with young people who had been disruptive during evening opening times had

been shortlisted for The Vaisey Trust's 2023 David Vaisey Prize shortlist <https://davidvaiseyprize.co.uk/2023-shortlist/>

b) CK Futures and to note final version of Library of Things Memorandum of Understanding

The update report from Cllrs Evans and Parnham, which had been previously circulated, was noted. Cllr Parnham said that it was not now planned to provide a meal in advance of the showing of "The Need to Grow" film on 26th October. It is now planned to provide a community meal in the Stanton Hall early in 2024.

The final version of the Library of Things Memorandum of Understanding (MOU) was noted and agreed. **The Clerk will sign the MOU on behalf of the Parish Council and send it to Gloucestershire Libraries.**

c) Grange Field

Cllr Palmer's note of the meeting of the Grange Field Working Group meeting on 2nd August 2023, which had been previously, was noted. The Deputy Clerk will solicit quotes for the proposed pathway shortly. As noted under agenda item 96/23/24, the Parish Council plans to plant three silver birch trees on Grange Field. Information about the Grange Field Environmental Project, including locations of the new trees, will be provided at the Autumn Fayre (Saturday, 23rd September, 1.00 pm to 5.00 pm on Grange Field).

d) Community Events

Cllr Palmer's note of the meeting of the Fayres Working Group meeting on 11th August 2023, which had been previously, was noted. **Cllr Honeywill will be contacting all councillors to ascertain whether they are able to attend the Autumn Fayre (Saturday, 23rd September, 1.00 pm to 5.00 pm on Grange Field).**

105/23/24 Update on Standing Committees

a) Allotments

Cllr Palmer reported that there had been a few incidents of antisocial behaviour on the allotments. It was noted that there is currently a number of vacant plots. Anyone who is interested in taking on an allotment plot should contact the Admin Assistant (admin@charltonkingsparishcouncil.gov.uk)

b) Community Assets

Cllr Munro reported that there are three meetings in September – a meeting of the Joint Working Group with St Mary's in relation to the churchyard, a meeting of the Ravensgate Common Working Group and a Community Assets Standing Committee meeting on 11th September 2023. Residents can find timings of all Full Council and Standing Committee meetings in 2023-24 on the Parish Council website at: <https://www.charltonkingsparishcouncil.gov.uk/council-meetings>

c) Finance and General Purposes

Further to the Clerk's email to all councillors and staff dated 31st July 2023, Cllr Gandhi stated that PKF Littlejohn, the external auditor, had confirmed that the audit of the 2022-23 financial year had been completed and no matters of concern or for information have been raised.

d) Planning

Cllr Grimshaw commented regarding the rejection of the application for the 5G mast at Glenfall Way (also mentioned under agenda item 91/23/24).

106/23/24 Reports for information

None.

107/23/24 Any Other Business

- **Cotswold Power Cable Underground Workshop**

Cllr Gosling said that he had attended this event which provided maps and timescales in relation to work to replace electricity pylons between Dowdeswell Reservoir to Winchcombe with underground cabling. It is anticipated that work will start in 2025-26 and finish in 2028-29. It will cause disruption to the environment while it is being undertaken but the area would eventually be re-landscaped. Cllr Gosling suggested that further information to local residents could be disseminated at the Autumn Fayre.

- **Meeting with Gloucestershire Highways**

If any councillors have any issues that they wish to be raised at the next liaison meeting with Gloucestershire Highways, which will take place on 6th September 2023, they should notify Cllr Palmer. Cllr Gosling said that there were two large potholes at the entrance to the Sixways Clinic.

Cllr Palmer said that the group that is trying to get the speed limit on the A40 reduced will also be at the liaison meeting. **If any councillors have any examples of evidence to support the reduction, they should notify Cllr Palmer.**

There was no other business.

108/23/24 CONFIDENTIAL ITEM – Community Hub

a) To resolve that the meeting should be closed to members of the public for consideration of a confidential item

It was RESOLVED UNANIMOUSLY to close the meeting to members of the public for consideration of a confidential item.

b) To consider the confidential item, as set out in the paper previously circulated to Councillors, and make decisions as applicable

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

It was AGREED UNANIMOUSLY to end the Community Hub feasibility study.

It was AGREED UNANIMOUSLY that the Community Hub Working Group would be retained and may report to Full Council in due course regarding ways in which partnership support might be offered to the Community Hub project once it has developed further. A recommendation regarding alternative use of funds allocated towards the Community Hub feasibility study may also be brought to Full Council in due course.

The meeting closed at 8.06 pm.

Date of next meeting: Monday, 25th September 2023, 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