

# 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, 22<sup>nd</sup> August 2022 at 7.00pm

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

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

One member of the public attended the meeting.

The meeting was opened at 7.00 pm.

#### **84/22/23 Recording and filming of meetings**

There were no requests to record or film the meeting.

#### **85/22/23 Apologies**

Apologies were received and accepted from Cllrs Gandhi and Holt.

#### **86/22/23 Declarations of interest (Localism Act 2011)**

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

#### **87/22/23 Public session**

The member of the public asked the Council to consider running a “Charlton Kings in Bloom” event in 2023. He indicated that he would be able to assist with the organisation of the event. It was agreed that the Council would consider this request and would notify the member of the public of its decision in due course.

#### **88/22/23 Issues raised by members of the public in advance of the meeting**

None.

#### **89/22/23 Minutes of previous meeting**

The following matters arising from the minutes, which were not covered elsewhere on the agenda, were noted.

- 77/22/23 – The Clerk said that the grant funds from National Grid have not yet been received.
- 77/22/23 – Cllr Munro said that former councillor Rob Williams is due to meet the grazier informally soon and will discuss the way forward in relation to the water bill for Ravensgate Common. If a subsequent formal meeting is considered helpful, he would be accompanied by a current councillor.

The minutes of the Full Council meeting held on 25<sup>th</sup> July 2022 (previously circulated) WERE APPROVED BY MAJORITY (10 in favour; 2 abstentions from councillors who did not attend the meeting) and were signed by Cllr Honeywill as an accurate record.

#### **90/22/23 Reports or apologies from County and Borough Councillors**

The Clerk reported that apologies had been received from Borough Cllr Harvey who had said that he had nothing to report to the Council. No apologies or reports had been received from other County and Borough Councillors.

County and Borough Cllr Babbage provided a verbal report. He said that Gloucestershire County Council was considering the way forward in relation to the Charlton Hill landslip and it is likely that work to resolve this issue will take place in 2023.

#### **91/22/23 Vacancies on the Parish Council**

It was noted that there are currently three vacancies on the Parish Council. Cllr Honeywill said that the vacancies had been advertised on the Parish Council website and will shortly be posted on the noticeboards, social media and in future newsletters. Any residents who are interested in becoming Parish Councillors should contact the Clerk on [clerk@charltonkingsparishcouncil.gov.uk](mailto:clerk@charltonkingsparishcouncil.gov.uk)

#### **92/22/23 Monthly Accounts**

The accounts for the year to 31<sup>st</sup> July 2022 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

#### **93/22/23 Payments**

The Council reviewed the list (previously circulated) of all payments issued in the calendar month July 2022 and UNANIMOUSLY RATIFIED the payments totalling £13,814.12 (£13,363.51 plus VAT of £450.61) which Cllr Honeywill signed in her role as Chair.

In response to a query from several councillors about the high level of payments for printer cartridges, the Clerk said that the amount of colour printing undertaken by the Council had increased greatly due to a more active community engagement strategy. She said that the current printer was very old and the need to consider a new printer, with a lower print cost and greater functionality, had been recognised. It was agreed that the Communications Working Group would consider

specifications for a new printer, which might be purchased or leased, and a proposal will be brought to a future Full Council meeting.

**94/22/23 Financial matters**

- **To approve a minor increase to the cost of the two welcome signs for Grange Field which was previously agreed at the Full Council meeting on 25<sup>th</sup> July 2022**

The increased cost of £1,398 excluding VAT for the two welcome signs for Grange Field was AGREED UNANIMOUSLY.

**95/22/23 CK Futures**

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

Cllr Parnham's update report, which had been previously circulated, was noted.

- **To consider and approve an updated Tree Strategy**

Cllr Parnham said that the updated Tree Strategy had been produced as there is no longer a councillor who has the knowledge and capacity to deliver the previous Tree Strategy. She suggested that, if such a person joins the Council in due course, the previous Tree Strategy should be revisited. However, in the meantime, she recommended the updated, shorter Tree Strategy to the Council. The updated Tree Strategy was UNANIMOUSLY ADOPTED.

**96/22/23 Restoring Cheltenham's Escarpment Grasslands Project**

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

Cllr Munro provided a verbal update in relation to the Restoring Cheltenham's Escarpment Grasslands (RCEG) Project. He said that he and Cllr Hawkins had recently had an informative visit to Ravensgate Common with other members of the RCEG steering group, including Cheltenham Borough Council's very knowledgeable Senior Community Ranger. Following a suggestion from Cllr Evans, Cllr Munro said that he would aim to produce a summary of the visit for inclusion in a future Parish Council Newsletter.

- **To consider a quote for drystone walling stone and appoint a contractor**

It was AGREED UNANIMOUSLY that Cotswold Stone Quarries should be appointed to supply a further quantity of walling stone at a cost of £3,100 excluding VAT. The Clerk will not place the order until the next tranche of the grant from National Grid has been received by the Council.

**97/22/23 Boundary review**

Notes of the C5 meeting on 6<sup>th</sup> July, at which there had been a presentation about a potential boundary review, had been previously circulated. It was AGREED

UNANIMOUSLY that the Council would not join other Cheltenham Parish Councils in requesting Cheltenham Borough Council to review the principal area boundary and that of Parish Councils.

### **98/22/23 Community Grants and Support**

- **To consider a Community Grant and Support application from Cotswold Wardens**

THE COUNCIL APPROVED UNANIMOUSLY a one-off grant of £500 to Cotswold National Landscape to support the Cotswold Wardens in their work to maintain and improve rights of way. It was agreed that the grant will be paid from the Rights of Way budget rather than from the Community Grant and Support budget.

### **99/22/23 Communications and Community Engagement**

Cllr Parnham reported on the meeting of the Communications Working Group which took place on 18<sup>th</sup> August 2022 as follows:

- Work is progressing in relation to the Autumn Fayre (Saturday, 24<sup>th</sup> September 2022) and the launch of the updated CK Health Connect Directory.
- A plan is being developed for the 2022/23 Annual Report. This will be brought for consideration to the Full Council meeting on 26<sup>th</sup> September 2022. Cllr Parnham thanked Cllr Evans for her work in relation to this project.
- The Communications Policy and Communications Working Group Terms of Reference are being reviewed. They will be brought for consideration to the Full Council meeting on 26<sup>th</sup> September 2022.
- A communications “action plan” is now being produced following each Communications Working Group meeting. If councillors who are not members of the group would like to receive a copy, they should contact Cllr Parnham.
- The next meeting of the Communications Working Group is at 2.30 pm on 15<sup>th</sup> September 2022. Councillors who are not members of the group are encouraged to speak to Cllr Parnham regarding any communications needs in relation to their projects,

Cllr Honeywill reported on a new initiative, starting in autumn 2022, to trial monthly “drop-in” sessions at venues around the Parish which would enable residents to meet councillors informally. It is planned that each session would have a theme. It is intended that two councillors would be available at each session. All councillors will be asked to be involved in the initiative and would be allocated to sessions based on availability, locality and areas of interest. The Communications Working Group will continue to develop the project and circulate further information in due course.

**100/22/23 Update on key projects**

- **CK Health Connect and Youth Work**

The report from Cllr Johnson, together with monitoring reports in relation to the detached youth work project delivered by Inspire to Aspire, which had been previously circulated, were noted.

Cllr Johnson provided a verbal update as follows:

- The next four-week digital inclusion course in Charlton Kings will start on 12<sup>th</sup> September. Anyone who wishes to join the course should contact Adult Education Gloucestershire on 0800 5421655 or [learn@gloucestershire.gov.uk](mailto:learn@gloucestershire.gov.uk)
- The programme of summer holiday activities for young people in Charlton Kings, supported by the council, has so far had overwhelmingly positive feedback. It is anticipated that around 200 young people, the majority under 14, will have been involved in the five-week programme of events. It has also extended community engagement with parents. Cllr Johnson is intending to set up a review meeting with all activity providers which will feed into a report that will be brought to a future Full Council meeting together with a suggested future youth work strategy.

Cllr Parnham said that careful consideration needed to be given in relation to removal of any existing provision. Cllr Munro said that the use of open spaces, such as Grange Field, for more organised youth and community events should result in a reduction in anti-social behaviour.

- **Grange Field**

Cllr Palmer reported that movement of the seat and installation of new bins will take place very soon. The new gate has been installed and a wire fence will be installed as an additional temporary barrier. A local landscape designer will produce plans for the new planted areas and residents will be able to view and comment on them at the Autumn Fayre (Saturday, 24<sup>th</sup> September 2022).

**101/22/23 Update on Standing Committees**

- **Allotments**

Cllr Hawkins reported that there had been a further incident of fly tipping at the Beeches. The Administrative Officer will notify Cheltenham Borough Council.

- **Community Assets**

Cllr Munro said that he will provide a summary of key points arising from the Community Asset Committee meeting on 12<sup>th</sup> September 2022 for consideration at the Full Council meeting on 26<sup>th</sup> September 2022.

It was noted that Cllr Gosling is preparing a report on the walking maps project and will liaise with Cllr Parnham regarding communications requirements to publicise it.

- **Community Engagement and Wellbeing**

Nothing to report.

- **Finance and General Purposes**

Nothing to report.

- **Planning**

Nothing to report.

#### **102/22/23 External reports for information**

- **C5 meeting – 6<sup>th</sup> July 2022**

Cllr Parnham reported that she is on a new working group to set up a networking event to bring together councillors from all Parish Councils in Cheltenham. Cllr Evans will accompany Cllr Honeywill at the next C5 meeting and will aim to encourage the development of increased cooperation and collaboration, between the Parish Councils around environmental issues to maximise impact.

#### **103/22/23 Any Other Business**

- **Charlton Park lights**

Cllr Cockwill reported that the new lights in Charlton Park, funded by the Council, have now been installed.

There was no other business.

The meeting closed at 7.56 pm.

Date of next meeting: Monday, 26<sup>th</sup> September 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)