

FULL COUNCIL

Minutes of the Full Council Meeting of Charlton Kings Parish Council on Monday 23rd August 2021 at 7.00pm

Members present: Cllrs Honeywill, Cockwill, I Gosling, Hall, Hodges, Holt, Johnson, Munro, Parnham and Reid.

In attendance: Helen Johnston (Administrative Officer)

1 member of the public attended the meeting.

The meeting was opened at 7.00 pm.

88/21/22 Recording and filming of meetings

There were no requests from members of the public to record or film the meeting.

89/21/22 Public Session

The member of the public present reported that there seemed to be an increase in the number of horse riders on the Grange Field recently. Cllr Honeywill responded that this, along with other issues on Grange Field, had been raised directly with the Deputy Police and Crime Commissioner.

90/21/22 Issues raised by members of the public in advance of the meeting

None.

91/21/22 Apologies

Apologies from Cllrs K Gosling, Grimshaw, Lansley, Palmer and Williams were considered and accepted. Cllr Smith was not present at the meeting. The Clerk had also provided her apologies which were considered and accepted. Cllr Honeywill, as Vice-Chair, chaired the meeting in the absence of Cllr Williams.

92/21/22 Declarations of interest (Localism Act 2011)

Cllr Reid declared that he is a trustee of the Charlton Kings Youth and Community Centre in relation to agenda item 105/21/22 'Kings Hall'.

93/21/22 Minutes of previous meeting

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

94/21/22 Councillor resignation

- It was noted that Cllr O'Sullivan had resigned with immediate effect on 14th August 2021. Cllr Honeywill said she was saddened by the resignation of Cllr O'Sullivan, but thanked him for all his hard work, particularly on the Kings Hall project.

- The way forward for the Kings Hall Working Group was discussed in the light of Cllr O’Sullivan’s resignation. Cllr Honeywill reported that she and Cllrs Hall and Munro would be attending the Annual General Meeting of the Kings Hall Trustees on 25th August. It was agreed that the Kings Hall Working Group should meet before the September Full Council Meeting, so that a recommendation for the way forward can be prepared. Cllr Munro proposed that Cllr Honeywill stand in as Chair for the next meeting of the Working Group which was seconded by Cllr Holt. The Council AGREED UNANIMOUSLY to appoint Cllr Honeywill as stand-in Chair of the Kings Hall Working group.

95/21/22

Reports or apologies from County and Borough Councillors

The Administrative Officer reported that apologies had been received from Borough Councillor Boyes and County and Borough Councillor Baker. Cllr Baker’s report (previously circulated) was noted, in which he thanked the Parish Councillors for all their hard work. The Administrative Officer read out the report from Cllr Boyes.

Cllr Boyes had referred to her meeting with Parish Councillors and the Deputy Police and Crime Commissioner at which a number of Antisocial Behaviour issues were raised.

She also reported on the recent meeting with Gloucestershire Highways, which was overall positive and made particular reference to the desired permanency of the 40mph limit on the A40.

Cllr Boyes’ report listed a number of other updates, including parking problems on Gladstone Road, ongoing discussions with the flood warden regarding concerns in Charlton Kings, Afghan families being relocated and housed in Cheltenham and the announcement of Cheltenham Borough Council’s development partner for Golden Valley which will create 12,000 new jobs and 3,700 new homes.

Cllr Honeywill reported that she had received apologies and a report from Borough Councillor McCloskey. Cllr Honeywill read out Cllr McCloskey’s report in which he proposed the use of the MUGA for regular class bookings, in addition to the Kings Hall lettings which are about to recommence. Concerns were raised regarding this proposal, particularly concerning the legal agreement with Cheltenham Borough Council which may preclude this facility from being offered for hire. Also, potential clashes of interest with casual users might be difficult to manage if the MUGA was hired out.

The Clerk to confirm if the legal agreement with Cheltenham Borough Council would allow for private hire of the MUGA.

Cllr McCloskey also asked if the Parish Council’s Covid related processes could be shared with the Kings Hall trustees for their use with hall hires. Cllr Honeywill suggested that the Clerk would need to be consulted on this and consequently the request should be dealt with on her return. **The Clerk to consider the request from the Kings Hall trustees to share Covid related processes.**

96/21/22

Monthly Accounts

The accounts for the year to 31st July 2021 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

97/21/22

Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month July 2021 and UNANIMOUSLY RATIFIED the payments totalling £17,202.21 (£16,149.57 plus VAT of £1,052.64) which **Cllr Honeywill signed in her role as Meeting Chair.**

98/21/22

External Audit

The Conclusion of Audit report was noted as being received from PKF Littlejohn and uploaded to the website together with the audited Annual Governance and Accounting Return for 2020/21. Cllr Honeywill congratulated everyone involved in the Council’s financial management for this successful outcome.

99/21/22 Speed Monitoring Equipment

Cllr Hodges provided a brief background on the possibility of offering speed monitoring equipment, which was written off at the Annual Meeting on 24th May, for use by other Parish Councils. It was UNANIMOUSLY AGREED that the speed monitoring equipment should be offered for use by other Parish Councils.

100/21/22 St Mary's Church – repair of Lychgate

Cllr Munro reported on the current state of the Lychgate roof, which requires repair ideally before the winter. A specialist roofer with considerable experience in church buildings, was recommended to Cllr Munro for this repair. A verbal quote of £950 was provided with an additional £50 for roof tiles, if required. In advance of a written quote, Cllr Munro asked Council to approve in principle, a cost of up to £1,000 for the short-term repair of the Lychgate roof. The cost of this repair, he proposed, should be taken from the nominated reserves towards capital repairs in the churchyard.

The Council UNANIMOUSLY APPROVED the use of up to £1,000 from the nominated reserve for capital repairs in the church yard, to fund the necessary repairs to the Lychgate roof subject to receipt of a written quote. **Cllr Munro will secure a written quote from the preferred contractor as soon as possible.**

101/21/22 Local Council Award Scheme (LCAS) – Quality Gold Award submission

- Cllr Honeywill reported that it has been proposed that the strategic three-year financial forecast will not be finalised and published in advance of the Local Council Award Scheme (LCAS) Quality Gold Award submission. Instead, it will be agreed following in-depth consideration at the strategic planning days in autumn 2021. This position will be detailed within the LCAS submission. It was AGREED UNANIMOUSLY that the LCAS Quality Gold application would be submitted prior to agreement of the strategic three-year financial forecast.
- It was RESOLVED UNANIMOUSLY that all necessary documentation and information is in place to support the application for the Quality Gold Award.
- It was RESOLVED UNANIMOUSLY that an application for the Quality Gold Award should be submitted.

102/21/22 Grange Field Working Group

Cllr Honeywill noted the report submitted by Cllr Palmer, in her absence, on the Grange Field project. Cllr Honeywill made particular reference to the update regarding the drainage issues on the field, whereby a contractor had met with Cllrs Palmer, Reid and Williams to review the situation and confirmed that a full camera survey would be required of the existing drains. The contractor has supplied a quotation for this activity which had been previously circulated.

The Council AGREED UNANIMOUSLY to appoint Cotswold Drain Service Ltd. to undertake the necessary camera survey, and to approve expenditure of up to £1,500 for these works. The Council AGREED UNANIMOUSLY that a proportion of the Community Infrastructure Levy (CIL) funds is used to fund the drainage survey.

103/21/22 Governance

- CKPC Resilience Plan
Cllr I Gosling volunteered to be an additional emergency contact on the Resilience Plan. The updated CKPC Resilience Plan, (previously circulated), was UNANIMOUSLY APPROVED.
- Allotments Committee Terms of Reference
The updated Allotments Committee Terms of Reference were UNANIMOUSLY APPROVED.

104/21/22 Communications & Community Engagement

- Cllrs Johnson and Parnham reported on the recent meeting of the Communications and Community Engagement Working Group (CCEWG) on 10th August 2021. Cllr Johnson made specific reference to the Community Open meeting in autumn 2021 which would focus on support for young people. A detailed plan will be brought to the Full Council meeting in September. Cllr Parnham provided a brief synopsis of the meeting notes from the CCEWG on 10th August 2021 which had been previously circulated to Councillors.
- The list of items and authors (previously circulated) for the September 2021 Parish Council newsletter was confirmed. Cllr Munro asked that specific mention be made of the Mayor's attendance at the Autumn fayre. **Cllr Honeywill to include a reference to the Mayor's attendance at the Autumn Fayre in the relevant Newsletter article.**
- Cllr Honeywill confirmed the topic for the article in the October edition of the Local Answer would be on 'Back to Business As Usual' and would be written by the Clerk.

105/21/22 Update on key projects

- **CK Futures** Cllr Parnham discussed two projects that would be proposed to Council in the near future. Project Proposal forms have been completed for both the Eco-Exchange animated film and the Sustainable Living Course (previously circulated). In response to a question from Cllr Hodges, Cllr Parnham explained that participants for the Sustainable Living Course would be selected from submissions of an initial questionnaire, and that the current timescale was for an October/November 2021 start date.
- **CK Health Connect** Cllr Johnson referred to her update report (previously circulated), making particular reference to the note of thanks from the Director of Gloucestershire NHS Directory Services. Cllr Johnson also reported on the rescheduling of the Digibus visit to March 2022 and Cllr K Gosling's very positive discussion with the Charlton Kings Senior Citizens Welfare Club on introducing IT workshops in advance of the Digibus visit.
- **Restoring Cheltenham's Escarpment Grasslands** The Administrative Officer reported that the grant funds in relation to the RCEG project had just been received. Cllr Reid congratulated everyone who had invested so much time and effort in support of this project.
- **Kings Hall** This was discussed earlier in the meeting under 94/21/22. Cllr Munro added that the Kings Hall Working group had had useful discussions on key issues such as the potential building purpose and responsibility for building maintenance going forward. **Cllr Honeywill to organise the next meeting of the Kings Hall Working group in early September.**
- **Youth Work (Inspire to Aspire)** Cllr Honeywill reported that she had received some positive feedback from local young people on the youth workers. Cllr Honeywill added that although it is early days, we have made an investment in the youth work programme and are optimistic of its impact.

106/21/22 Update on Standing Committees

- **Allotments** Cllr Honeywill noted the update submitted by Cllr Palmer. Cllr Holt raised the issue of a general shortage of allotments experience or interest within the Council, which has led to a very small committee of 4 members. Cllr Holt added that he had joined the committee to ensure quorum but he felt under skilled in this field to be able to constructively support the committee. It was proposed that, if possible, vacancy notices for councillors should include requests for specific skill sets. **The Clerk to confirm if we can advertise for specific skills and experience in Councillor vacancy notices**
- **Community Development** Cllr Honeywill reported that the committee will meet soon to discuss the division of Community Development into two separate budget areas.
- **Finance and General Purposes** Nothing to report.

- **Planning** Cllr Hall reported that there had only been one meeting of the Planning Committee since the previous Full Council Meeting, at which the committee had made two objections.

107/21/22 External meetings and consultations

Cllr Honeywill reported on the very positive meeting with the Deputy Police and Crime Commissioner on 13th August (report previously circulated). Cllr Honeywill continued to report that the Deputy PCC had suggested that he would like to see police officers returning to use the Parish Office as a hub.

108/21/22 External reports for information No written reports were received in advance of the meeting.

109/21/22 Any Other Business

Cllr Munro reported that the Honourable Company of Gloucestershire is offering two free oak trees to Parish Councils across Gloucestershire to be planted in celebration of the Queen's forthcoming Platinum Jubilee. Cllr Munro added that possible locations for the trees to be planted could be requested from members of the community. **Cllr Munro will prepare a detailed application for consideration at the Full Council meeting in September 2021.**

The meeting closed at 8.20pm.

Date of next meeting: Full Council Meeting Monday 27th September 2021 at 7.00pm

These minutes are subject to approval at the next Council meeting. Minutes prepared by the Administrative Officer and the Clerk to the Council - 01242 250087 or clerk@charltonkingsparishcouncil.gov.uk