

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

FULL COUNCIL

Minutes of the Virtual Full Council Meeting of Charlton Kings Parish Council on Monday 24th August 2020 at 7.00pm

Members present: Cllrs Williams (Chair), Cockwill (from item 90/20/21), Hall (up to item 87/20/21), Henley, Hodges, Holt, Honeywill, Johnson, Munro, O’Sullivan, Palmer, Parnham and Reid.

In attendance: Joanna Noles (Parish Clerk)

1 member of the public attended the meeting.

This meeting is allowable under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came into force on 4th April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The published agenda for this meeting stated that members of the public wishing to attend should contact the Clerk prior to its start to receive an invitation containing a link that could be used to join it.

The meeting was opened at 7.00 pm.

75/20/21 Recording and filming of meetings

There were no requests to record or film the meeting.

76/20/21 Public Session

The member of the public did not wish to address the meeting.

77/20/21 Apologies

Apologies were received and accepted from Cllrs Diamond, Grimshaw, Lansley and Smith.

78/20/21 Declarations of interest (Localism Act 2011)

No declarations of interest were received from Parish Councillors.

79/20/21 Minutes of previous meeting

The minutes of the Full Council Meeting held on 27th July 2020 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and **will be signed by Cllr Williams as an accurate record and sent to the Clerk.**

Filling of casual vacancies

- **To consider an application for co-option from Paul Cockwill**

The candidate for co-option, Paul Cockwill, addressed the Council and answered questions from Councillors and then withdrew from the meeting while his application was considered.

It was RESOLVED UNANIMOUSLY that that meeting should be closed to members of the public while the Council considered co-option of the candidate. The meeting was then re-opened to members of the public.

THE COUNCIL AGREED UNANIMOUSLY that Paul Cockwill should be co-opted with immediate effect as a Councillor to fill one of the casual vacancies on the Council. Cllr Cockwill signed a Declaration of Acceptance of Office in the presence of the Clerk, and participated in the remainder of the meeting as a Councillor. **As this was a virtual meeting, Cllr Cockwill will send his signed Declaration to the Clerk and it was RESOLVED that the Clerk would countersign it as soon as reasonably practicable.**

- **To receive an update on filling of casual vacancies**

There are no remaining vacancies on the Council.

81/20/21

Committee membership

Cllr Henley's membership of the Allotments and Community Development Committees was UNANIMOUSLY APPROVED.

Cllr O'Sullivan's membership of the Community Development Committee was UNANIMOUSLY APPROVED.

Cllr Hodges and Cllr Palmer commented that both the Planning and Allotments Committees are in need of additional members. All Councillors are asked to consider joining one of these Committees.

82/20/21

Reports or apologies from County and Borough Councillors

The Clerk reported that apologies had been received from Borough Cllrs Baker and McCloskey. No other apologies had been received from County and Borough Councillors.

A short-written report from Borough Cllr Baker was read out by the Clerk. In the light of this report, it was agreed that **the Planning Committee will nominate a representative to attend one of the seminars to be held in relation to the Government's new planning proposals.**

Cllr Williams reported that Cllr McCloskey had been actively involved in the short-written management of the detached youth work project that had taken place in Charlton Kings over the summer. He had also responded to the recent ingress by travellers at the Beeches.

83/20/21

Local Council Award Scheme

There were no suggested amendments to the application for the Local Council Award Scheme (LCAS) "Quality" Award which had been previously circulated.

FINAL

The Council FORMALLY RESOLVED that the application for the LCAS "Quality" Award, was factually accurate and that **it should now be submitted by the Clerk.**

84/20/21 Monthly Accounts

The accounts for the year to 31st July 2020 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

Cllr Hodges commented that actual figures varied from those budgeted due to the unforeseen impact of COVID-19 which had resulted in an underspend or a delay in spending in some areas and also a reduction in income from room hire. However, there was no need to consider re-budgeting at the present time.

Cllr Hodges will liaise with Cllr Honeywill regarding the budget spreadsheet that he had circulated to Chairs of the "spending" Committees.

85/20/21 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month July 2020 and UNANIMOUSLY RATIFIED the payments totalling £13,593.46 (£13,359.95 plus VAT of £233.51) which **Cllr Williams will sign in his role as Chair and send to the Clerk.**

86/20/21 New bank account with Unity Bank

It was AGREED UNANIMOUSLY that a new Instant Access account should be set up with Unity Bank with immediate effect with the option to open a savings account in due course.

It was AGREED UNANIMOUSLY that the nominated signatories, as for the existing bank accounts, would be Cllrs Honeywill, Palmer, Parnham, Reid and Williams and the Clerk would be an account manager, so she can access the accounts and raise payments, but is not a signatory.

In response to a question from new Cllr Cockwill, it was noted that it had been agreed to spread the Council's funds over three banks so that the amount held by any one was in line with the £85,000 maximum recompense under the Financial Services Compensation Scheme.

87/20/21 Floodlighting for MUGA and ChatShak

It was AGREED UNANIMOUSLY that Total Lighting & Controls Ltd should be appointed to replace the floodlights, as detailed in their quote dated 17th August 2020, at a cost of £693.74 excluding VAT.

Cllr Reid said that there was a possibility that the timer on the lights might need to be replaced but this cost would be covered by the trustees of the Charlton Kings Youth and Community Centre.

88/20/21 Newcourt Green

Cllr Williams explained that the Senior Trees Officer at Cheltenham Borough Council had a proposal to use a new stream of government funding to plant two small plantations of native trees on Newcourt Green. He commented that this proposal was in line with many of the objectives of CK Futures but there needed to be an awareness that tree planting in this area might preclude other uses.

There was a general discussion about the project and the unanimous view of the Council was that the new plantations would be a positive addition to Charlton Kings. However, it was strongly recommended that there should be a consultation with local residents before the project goes ahead. **Cllr Williams will notify the Senior Trees Officer of the Council's comments.**

Cllr Williams said that a "tree guide" might be produced in due course to provide residents with information about the diversity of interesting tree species on Newcourt Green.

89/20/21 Remembrance Day Service in Charlton Kings

Cllr Williams reported that he had been in discussions with the vicar of St Mary's, Charlton Kings regarding a Remembrance Day Service in Charlton Kings in 2020. It was noted that Cheltenham Borough Council would not be holding a Remembrance Day event this year.

The proposed service in Charlton Kings would involve St Mary's and the Baptist Church plus serving members of the armed forces and representatives of the British Legion and uniformed youth groups. Numbers participating would be limited and COVID-19 related social distancing and health and safety protocols would be followed. The event would take place around the War Memorial and be "live-streamed" for those who could not attend.

There was a general discussion about the project and the unanimous view of the Council was that, subject to COVID-19 safety guidelines being followed, a Remembrance Day Service should be held in Charlton Kings in 2020.

Several Councillors emphasised the importance of having systems in place to ensure the safety of members of the public who might turn up to watch the ceremony. One option is to encourage them to attend the "live-streaming" rather than the actual event. **Cllr Williams will continue to liaise with representatives of the other organisations involved in the project to produce a plan, which takes account of COVID-19 safety protocols, for the proposed event.**

90/20/21 Governance

- **Travel and Subsistence Policy**

The updated Travel and Subsistence Policy, which had been previously circulated, was FORMALLY ADOPTED by the Council.

Cllr Williams reminded all Councillors that they could claim £50 each year towards printing expenses and also a ream of printing paper.

FOR INFORMATION - written reports to be submitted in advance of the meeting with verbal reports being given only if there is a critical issue or question from a Councillor.

91/20/21 Strategic "away day" – detailed arrangements

Cllr Parnham reported that the "away day" would take place on Saturday, 10th October 2020 at the Cotswold Area Civil Service Sports Association (CACSSA) premises in Cheltenham. Likely timings would be 9.00 to mid-afternoon but this will be confirmed in due course. The meeting room can accommodate 20 people, on a socially-distanced basis. Participants must wear face coverings in some parts of the building. Drinks and biscuits to be provided but participants must bring their own food. Those who are unable or unwilling to participate in a face-to-face meeting will be able to join the event virtually.

Cllr Parnham will be conducting half-hour conversations with all Councillors in the next few weeks in preparation for the event.

Cllr Parnham will discuss arrangements for the day, including facilitation, with Cllrs Cockwill and Johnson.

Further details and a programme for the day will be circulated in due course.

92/20/21 Reports from Standing Committees

- **Allotments**

The report from Cllr Palmer regarding Allotments, which had been previously circulated, was noted. Cllr Reid has viewed the renovated path at Ryeworth Allotment, funded from the Rights of Way donation, and said that it had been very well done.

- **Community Development**

The report from Cllr Palmer regarding the Grange Field Working Group, which had been previously circulated, was noted. Cllr Honeywill thanked Cllr Palmer for her work in relation to Grange Field.

- **Finance and General Purposes**

Nothing to report.

- **Planning**

Cllr Honeywill reported that the Planning Committee had objected to the Oakley Farm development at its meeting on 17th August 2020.

93/20/21 External meetings and consultations

Cllr Williams reported on the C5 COVID-19 meeting on 29th July 2020. He commented that the Cheltenham Borough Council's "recovery strategy" had been amended to give a greater emphasis on environmental issues as suggested following Charlton Kings Parish Council's review of the draft document.

94/20/21 Clerk's report

The Clerk's report, which had been circulated prior to the meeting, was noted.

95/20/21 Communications and Community Engagement

Items for September Newsletter

The following items were agreed in relation to the September 2020 Newsletter.

All items not already provided should be sent to the Clerk by Monday, 31st August 2020.

- Opening of Parish Office and Stanton Suite (**Clerk**)
- Easy Access Allotment (**Cllrs Palmer and Holt**)
- New floodlights in MUGA (**Cllr Reid**)
- Walking maps (**Cllr Reid**)
- CK Futures (**Cllr Parnham**)
- Defibrillator training session (**Clerk**)

Any Councillors who have ideas for items for inclusion in future Newsletters should contact the Clerk.

Any Other Business

- “Pop-up” Repair Shop – 10.30 am to 1.30 pm, Saturday, 5th September 2020 at the Stanton Hall
Cllr Parnham said that this event, which is organised by Vision 21 and is part of the CK Futures strategy, will allow members of the public to get repairs to electrical items, garden equipment and garments. If this trial is successful, further “pop-up” Repair Shop events will be held in due course.
- Friends of Charlton Kings (FoCK)
Cllr Williams formally thanked FoCK for clearing up the Beeches following the recent temporary siting of traveller caravans and for its sensitive and constructive response on social media.
- Cllr Cockwill thanked Cllr Williams and the Clerk for preparing him for his application for co-option.

There was no other business.

The meeting closed at 20.45 pm.

Date of next meeting: Monday, 28th September, 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