

# Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

## FULL COUNCIL

### Minutes of a Meeting of Charlton Kings Parish Council held at the Stanton Hall, Church Piece, Charlton Kings on Monday 24<sup>th</sup> February 2020 at 7.00pm

**Members present:** Cllrs Williams (Chair), Grimshaw, Hall, Hodges, Holt, Honeywill, Joanna Hughes, Johnson, Munro, Palmer, Parnham and Reid.

In attendance: Simon Gillings (CEO, Youth and Community Services) up to Agenda Item 196/19/20  
Michael Ratcliffe (Chair of trustees, Charlton Kings Youth and Community Centre) up to Agenda Item 196/19/20  
Joanna Noles (Parish Clerk)

No members of the public attended the meeting.

The meeting was opened at 7.00 pm.

#### **192/19/20 Recording and filming of meetings**

There were no requests to record the meeting as there were no members of the public present.

#### **Public Session**

There were no members of the public present.

#### **193/19/20 Apologies**

Apologies were received and accepted from Cllrs Bryant, Diamond, John Hughes and Lansley.

#### **194/19/20 Declarations of interest (Localism Act 2011)**

Cllr Reid declared that he is a trustee of the Kings Hall (Agenda Item 182/19/20).  
Cllr Grimshaw declared an interest in relation to the ChatShak as his company, Grimshaw Group, will be installing the structure. No other declarations of interest were received.

#### **195/19/20 Minutes of previous meeting**

The following were matters arising from the minutes that were not covered elsewhere on the agenda.

- 175/19/20 – It was noted that two expressions of interest had been received from prospective Councillors and it was hoped that co-option of a new Councillor might take place at the March Full Council meeting. **In addition to the organisations already contacted, the Clerk will advertise the vacancy to Holy Apostles Primary School, which is just outside the Parish boundary, and St Edward’s School.**
- 176/19/20 - Cllr Williams reported that Cllr Bryant had agreed to lead the project to upgrade Church Piece.
- 178/19/20 – Cllr Williams reported that he had produced an article on the budget and precept for inclusion in the March edition of the Local Answer. **Cllr Hodges will produce a more detailed narrative for upload to the Parish Council website.**
- 184/19/20 - It was noted that the Clerk has written to Gloucestershire Highways regarding the need to make the 40-mph speed limit on the A40 London Road permanent but has yet to receive a response.
- 186/19/20 – On **the recommendation of Cllr Honeywill, the Clerk will contact Borough Cllrs Babbage and Sudbury regarding possible grant funding towards the second phase of the CK Health Connect project.**
- 190/19/20 – The Clerk reported that the purchase of an extractor fan for the Conference Room was in progress.

The minutes of the Full Council Meeting held on 27<sup>th</sup> January 2020 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

#### **196/19/20 Kings Hall**

- **To receive an update report on delivery of youth work in Charlton Kings**

Cllr Williams welcomed Simon Gillings and Michael Ratcliffe who were representing Charlton Kings Youth and Community Centre.

Simon Gillings tabled a report which provided background information about youth work in Charlton Kings. He made a presentation to the Council, based on his report, which included the following key points:

- Due to financial constraints in recent years, youth work has focused on Friday evening sessions including a “junior” group (ages 10-13) to support the transition from primary to secondary school. The grant made by the Parish Council for 2019-20 has enabled an additional session for the junior group, and a “senior” group (13+) to take place.
- Representatives of the youth work team have been involved in the multi-agency group, brought together by the Parish Council to address the recent increase in anti-social behaviour in Charlton Kings. Links have also been formed with other youth work providers, e.g. Baptist Youth Club, and organisations that work with young people, e.g. schools, the library, etc. Members of the “senior” group have been effective youth mentors for some of those who are thought to have been involved in anti-social behaviour.

- Approximately 20 young people attend the “junior” group and an increasing number have been attending the new “senior” group. The focus is working with young people as a group, not one-to-one work. The youth club does not run during the school holidays but outreach work could be delivered if required and there was sufficient funding.
- The young people attending the youth club have identified that their main requirement in relation to the redeveloped Kings Hall building is that it remains a “youth and community centre” with their own designated and decorated space to ensure a sense of ownership. It was noted that, as the youth club has been running for over 30 years, a number of residents were involved when the Kings Hall building was first constructed and it could be useful to include them in consultations regarding its redevelopment.

Cllr Williams thanked Simon Gillings for his presentation and Michael Ratcliffe for his support and noted that input by members of the youth work team to the discussions about how to combat anti-social behaviour in Charlton Kings had been very impressive.

- **To consider a proposal from Charlton Kings Youth and Community Centre for financial support towards youth work in 2020-21**

It was noted that Michael Ratcliffe would contact the Clerk regarding payment of the grant made to Charlton Kings Youth and Community Centre to support youth work in 2019-20.

The proposal from Charlton Kings Youth and Community Centre to support youth work in 2020-21, which had been previously circulated, was noted. The proposal is for funding to support the “junior” youth club in order to build on current work and, specifically, to continue to address issues of anti-social behaviour. Funding to support the “senior” group would be sought by Charlton Kings Youth and Community Centre trustees from grant-funders. Although some income is generated from rental of the Kings Hall, this only covers the cost of running and maintaining the building and there is, currently, no surplus to support youth work.

THE COUNCIL AGREED UNANIMOUSLY that a grant of up to £4,992 should be made to Charlton Kings Youth and Community Centre to support the “junior” youth club in 2020-21.

Cllr Williams thanked Simon Gillings and Michael Ratcliffe and they both then left the meeting.

- **To receive an update on the Kings Hall redevelopment**

Cllr Williams stated that there was nothing significant to report prior to the meeting with Cheltenham Borough Council which would take place on 3rd March 2020.

For the benefit of those Councillors who are not on the Kings Hall management group, Cllr Munro said that an “invitation to quote” had been prepared to

identify a fundraising consultant who would undertake a fundraising appraisal. **The Clerk will circulate this to potential consultants after 3<sup>rd</sup> March 2020.** The Clerk said that a private repository of documents relating to the Kings Hall project had been set up on the Parish Council website and could be accessed by all Councillors at <https://www.charltonkingsparishcouncil.gov.uk/kings-hall-project.html> once they had logged in.

#### **197/19/20 Filling of casual vacancies**

As stated under 195/19/20, there have been two expressions of interest following the proactive promotion of the vacancies to schools and local businesses that was agreed at the January 2020 Full Council meeting. It is hoped that co-option of a new Councillor can take place at the March 2020 Full Council meeting. Cllr Parnham said that the vacancy had been advertised internally by GCHQ.

#### **198/19/20 Reports or apologies from County and Borough Councillors**

The Clerk said that apologies had been received from Cllrs Baker, Harvey and McCloskey. Reports had been provided, and previously circulated, from Cllrs Baker and Harvey. No reports or other apologies had been received from County or Borough Councillors.

The following points were noted in response to Cllr Baker's report.

- **Old Pat's Pedestrian Bridge**

Cllr Reid has raised the issue of repair for the bridge with the Gloucestershire Public Rights of Way team. He has also been in liaison with Cotswold Wardens to see if they might be prepared to provide financial support towards the project. Cllr Williams reiterated the decision made in November 2019 that the Parish Council would be prepared to consider financial support that would add value to the project but would not make up any funding shortfall created by withdrawal of funds by other agencies.

- **Affordable Homes**

Councillors welcomed the allocation by Cheltenham Borough Council of £100m towards affordable homes across the town. They could not immediately think of any potential sites in Charlton Kings but would contact Cllr Baker if they could.

- **Flooding**

**Cllrs Williams and John Hughes will speak to Cllr Baker regarding the production of supplementary planning guidance.**

- **Cirencester Road crossing**

The Parish Council understands that the scheme to install a pedestrian crossing near Sainsbury's on the Cirencester Road will not now take place.

- **Speed monitoring**

Cllr Grimshaw has possession of the Parish's speed monitoring equipment and is considering how this might best be deployed.

## 199/19/20 Internal Audit – interim report

- **To formally receive the interim report from the internal auditor**

The interim report that was produced by the internal auditor in January 2020, following her visit to the Parish Office, and which had been previously circulated, was FORMALLY RECEIVED BY THE COUNCIL.

The conclusion of the report was that, based on the checks carried out by the auditor, the internal control procedures in operation are adequate to meet the needs of the Parish Council and a number of areas of good practice were noted.

- **To agree actions in response to the report**

The following actions were agreed in response to the recommendations in the internal auditor's report.

- **Minutes of meetings**

THE COUNCIL UNANIMOUSLY AGREED that the total amount of expenditure approved at each Full Council meeting would be recorded in the minutes.

- **Financial Regulations**

THE COUNCIL UNANIMOUSLY AGREED AND ADOPTED the updated Financial Regulations, which had been previously circulated, and had been amended to ensure that they clearly reflect current expenditure authorisation procedures.

- **Reserves Policy**

**Cllrs Williams and Hodges will draft a Reserves Policy which will be brought to the March 2020 Full Council meeting for approval.**

- **Payment Schedules**

THE COUNCIL UNANIMOUSLY AGREED that Payment Schedules that are brought to Full Council meetings for approval will include a total of the amount of expenditure to be approved.

- **Fidelity Guarantee**

THE COUNCIL UNANIMOUSLY AGREED that the Fidelity Guarantee would be increased to £300,000 when the Council's insurance cover is renewed in May 2020.

- **Annual Returns**

The Council noted the recommendation that Annual Returns for the past five years should be on its website. At present, Annual Returns for the past three years are on the website and the Annual Return for 2019/20 will be

uploaded later this year. Rather than implement this retrospectively, it was agreed in principle that Annual Returns would be uploaded each year so that, by 2020/21, there would be five years of Annual Returns on the website.

Cllr Hodges said that he felt the recommendations from the new auditor had been very helpful and thanked the Parish Office staff team for achieving a positive interim audit report.

### **200/19/20 Monthly Accounts**

The accounts for the year to 31<sup>st</sup> January 2020 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

Cllr Hodges said that it was likely that there would be an underspend against the budget in 2019/20.

### **201/19/20 Payments**

The Council reviewed the list (previously circulated) of all payments issued since 9<sup>th</sup> January 2020 and UNANIMOUSLY RATIFIED the payments list totalling £8,110.17 (£7,655.36 plus VAT of £454.81) which was signed by Cllr Williams in his role as Chair.

**The Clerk will compare the prices offered by the current supplier of stationery with its competitors to ensure that value for money is being achieved.**

It was noted that the Environment Working Group was explicitly not focusing on matters of procurement. However, the environmental credentials of suppliers, as far as they could be assessed, would be considered by the Clerk, together with other factors such as cost and quality, when placing orders.

### **202/19/20 Reports from Standing Committees**

- **Allotments**

Cllr Palmer reported on the meeting of the Allotments Committee on 6<sup>th</sup> February 2020. It had been agreed that the allotment and water charges would be unchanged in 2020/21. Cllr Palmer is liaising with Cllr Reid regarding the improvement to the footpath at Ryeworth allotment and with Cllr Grimshaw regarding clearance of the ditch at Greenway Lane. An additional special meeting has been scheduled to consider the way forward in relation to the Easy Access Allotment Plot and the 2020 Allotments Competition.

- **Community Development**

- Cllr Honeywill provided an update on the work of the Community Development Committee.
  - A meeting of the Grange Field working group will take place on 4<sup>th</sup> March 2020 to consider how it might be used and enhanced.
  - A meeting of the Fayres working group will take place on 26<sup>th</sup> March 2020. Cllrs Holt and Munro are leading on plans to run an additional

Christmas event at Sixways. This will focus on engaging local businesses (cafes, restaurants, shops) and it is hoped that they will display Christmas trees on brackets outside their premises.

- Cllrs Johnson and Joanna Hughes reported that the CK Health Connect Community Development Worker (CDW) had made contact with a large number of local groups. She had produced a useful proforma for assessing social isolation of older people which would be rolled out to other age groups. The initial meeting of the “co-production group”, which would support the CDW, will take place on 3<sup>rd</sup> March 2020. The CDW has spoken to Cllr Honeywill about having a designated area for “wellbeing” organisations at the Summer Fayre. The Parish Meeting and Community Open Meeting on 11<sup>th</sup> May 2020 will focus on wellbeing. The CDW will attend the April 2020 Full Council meeting to report on her work to date. She is producing monthly updates on her work which can be used to support submissions for funding towards Phase 2 of the CK Health Connect project.
- Cllr Reid reported that he had been working with Cllr Munro regarding improvements to the ZCK32 footpath at Brookway Road. Cllr Reid reminded Councillors that he has arranged for PAT testing to take place at the Stanton Suite on 25<sup>th</sup> March 2020 and that any electrical devices used for Council business can be included provided they are labelled and left at the Parish Office.
- **Finance and General Purposes**  
Nothing to report.
- **Planning**  
Nothing to report.

## **203/19/20 Communications and Community Engagement**

- **Report from Communications and Community Engagement Group (CEEG)**  
The “timeline” of things to be communicated, produced by Cllr Parnham and previously circulated, was noted. Cllr Johnson said that the next “bicycle coding” event would be in June 2020 and should be publicised in May 2020. Cllr Honeywill said that the call for stallholders for the Summer Fayre on 13<sup>th</sup> June should be publicised in April 2020.

Cllr Parnham reported that the two wall-mounted noticeboards, included in the 2019/20 budget, should be in place by March 2020. The Administrative Officer will arrange for a number of Councillors to take a walk around the Parish to identify the best locations for new noticeboards which are included in the budget for 2020/21.

- **Items for March Newsletter**  
The following items were agreed in relation to the March 2020 Newsletter.
  - Parish Councillor vacancy (Clerk)
  - Precept for 2020/21 (Cllr Williams)
  - Environment Working Group (Cllr Parnham)

- ChatShak (Clerk)
- St Mary's Churchyard (**Cllr Williams will provide the Clerk with the text for this item.**)

**Councillors should contact the Clerk as soon as possible if they have any other suggestions.**

**Cllr Reid will obtain advice from Simon Gillings (Youth Worker, Charlton Kings Youth and Community Centre) regarding introduction of the ChatShak to local young people to engender a sense of "ownership".**

#### **204/19/20 Environment Working Group**

Cllr Williams reported that there had been two meetings of the Environment Working Group, on 5<sup>th</sup> and 19<sup>th</sup> February 2020. There were 22 people in the group, including eight Parish Councillors and three Borough Councillors. The meetings had been extremely positive and productive. Three sub-groups had been created, each led by a Parish Councillor, focusing on emissions (Cllr Lansley), community engagement (Cllr Parnham) and managing the natural and built environment (Cllr Williams). Cllr Parnham asked Councillors to let her know if they knew of any potential speakers on environmental issues.

#### **205/19/20 External meetings/consultations**

- **Meeting with trustees of Charlton Kings Youth and Community Centre – 28<sup>th</sup> January 2020**  
Cllr Williams reported that he, Cllr Hodges, Cllr Parnham, and the Clerk had a positive meeting with the trustees, who included Cllr Reid.
- **Safe to School Public Meeting – 4<sup>th</sup> February 2020**  
Cllr Grimshaw had attended this meeting in his role as a Parish Councillor and also as a Governor of Charlton Kings Junior School and his report had been previously circulated.

#### **206/19/20 Any Other Business**

- **VE Day Event – 8<sup>th</sup> May 2020**  
Cllr Williams reported that he had been contacted by the Churchwarden of St Mary's regarding possible support or involvement by the Parish Council in an event to celebrate the anniversary of VE Day. Cllr Reid suggested that Charlton Kings Club might be interested in being involved in this event. Cllr Joanna Hughes suggested that local schools might also wish to support it. **Cllrs Williams and Honeywill will meet with the Churchwarden of St Mary's to discuss the way forward.**
- **Provision for meetings of the Silver Band when the Kings Hall is being re-developed**  
Cllr Honeywill asked if Councillors would be willing to hold Full Council and Committee meetings, which normally take place on Monday evenings, at another venue (or venues) while the Kings Hall is being re-developed. This

would allow the Silver Band to use the Kings Hall on Monday evenings for its rehearsals. THE COUNCIL AGREED UNANIMOUSLY that in principle it would be willing to hold its meetings elsewhere while the Kings Hall was re-developed. **The Clerk will investigate other potential venues. Cllr Williams will subsequently liaise with the Silver Band.**

There was no other business.

**207/19/20 Items for the agenda of the next meeting**

There were no other items noted for the agenda of the next meeting.

The meeting closed at 9.25 pm.

Date of next meeting: Monday 30<sup>th</sup> March 2020 at 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)