

# Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

## FULL COUNCIL

### Minutes of the meeting of Charlton Kings Parish Council held at the Stanton Hall, Church Piece, Charlton Kings on Monday 25<sup>th</sup> February 2019 at 7.00pm

**Members present:** Cllrs Williams (Chair), Diamond, Holt, Joanna Hughes, John Hughes, Honeywill, Jarrett, Johnson, Meadows, Palmer, Parnham and Reid.

Also in attendance: Joanna Noles (Parish Clerk)

No members of the public attended the meeting.

The meeting was opened at 7.00 pm.

#### **Recording and filming of meetings**

There were no requests to record the meeting.

#### **196/18/19 Public Session**

No members of the public attended the meeting.

#### **197/18/19 Apologies**

Received from Cllrs Hall, Hodges, Grimshaw, Gupta and Kusznierski.

It was noted that Cllr Hall had been absent from more than six consecutive meetings due to her treatment for a serious illness. However, she had been active and engaged with Parish Council business outside meetings when her health issues permitted.

#### **198/18/19 Declarations of interest**

Cllr Reid declared that he is a trustee of the Kings Hall. No other declarations of interest were received.

#### **199/18/19 Minutes of previous meeting**

- Public Session – The Parents’ Traffic Group has now provided a written submission. **The Clerk will arrange a meeting with the Group to involve Cllr Williams and Cllr Palmer.**
- Public Session - The last parking bay on New Street has now been removed to allow more turning space with the aim of reducing damage to the railings outside St Mary’s Church.

- 177/18/19 – Cllrs Jarrett and Reid are liaising with Christopher Bryant regarding ways in which he might support the work of the Council.
- 181/18/19 - Cllr Williams said that a letter had now been sent to all Borough and District Councillors inviting them to attend a meeting with himself and Cllrs Honeywill and Jarrett on 27<sup>th</sup> April 2019.

Cllr Jarrett said that he believed that Parish Councils had no legal powers to pay funds to Parochial Church Councils and this should be kept in mind when considering future applications for Community Grants.

The minutes of the Council Meeting held on 28<sup>th</sup> January 2019 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

#### **200/18/19 Reports from Borough Councillors**

The Clerk read out a brief report received from Cllr Harvey.

No other reports were received from Borough Councillors.

#### **201/18/19 Reports from County Councillors**

No reports were received from County Councillors.

#### **202/18/19 Clerk's report**

The Clerk's report was noted. An offer of employment, subject to references and health check, has been made in relation to the Administrative Officer post with the intention that individual would start work on 1<sup>st</sup> April 2019.

#### **203/18/19 Grange Field**

A new Working Group, under the Community Development Committee, has been formed to consider future use of Grange Field to benefit the local community. Cllr Honeywill thanked the Councillors who had volunteered to be part of this Group.

Another Working Group, under the Finance and General Purposes Committee, will be formed to oversee the upkeep and management of Grange Field, including contracts for mowing and general maintenance and review of landscaping and landscape improvements. Cllr Jarrett said that the group should include Parish Office staff. **Cllr Hodges will take forward the formation of this new Working Group.**

Cllr Jarrett reported that he had received a quote from Grimshaw's for base work and installation of the Chatshak and was still negotiating with Broxap regarding the equipment cost. He hopes that the total cost, offset by the £5,000 grant from the Office of the Police and Crime Commissioner, will be sufficiently low to

free up funds to be used to undertake further improvement work in Church Piece.

Grange Field will not be included as a separate item on future agendas but will be considered under Reports from Standing Committees.

#### **204/18/19 Kings Hall**

Cllr Jarrett reported that he and Cllr Hodges met recently with the Cabinet Member for Finance and the Executive Director for Finance and Assets at Cheltenham Borough Council. They expressed willingness to consider, on receipt of a business plan for the Kings Hall project, providing a loan at a rate of 1% above base which could be drawn down up to an agreed maximum. This would be reduced if funds are raised from other sources and the net figure would ultimately be crystallised into a mortgage. Cllr Jarrett said that he felt this was an extremely positive way forward.

The next steps in relation to the Kings Hall project are as follows:

- Cllr Hodges is producing a business plan for consideration by Cheltenham Borough Council.
- Cllr Jarrett will progress negotiations with Cheltenham Borough Council regarding the Kings Hall lease.
- Cllr Jarrett and the Clerk will discuss the way forward regarding raising of funds from charitable trusts, high net worth individuals and the wider community.
- In due course, Cllr Palmer will lead on engaging current and potential users of the Kings Hall and the wider community. Cllr Palmer suggested that the Summer Fayre would be a good opportunity to launch the appeal and raise awareness of the project.

#### **205/18/19 Finance**

The accounts for the year to 31<sup>st</sup> January 2019 (previously circulated) WERE APPROVED BY THE COUNCIL.

#### **206/18/19 Payments**

The Council reviewed the list (previously circulated) of all payments issued since 21<sup>st</sup> January 2019 and THE COUNCIL APPROVED UNANIMOUSLY the payments list which was signed by Cllr Williams in his role as Chair.

**The Clerk will find out when the agreement with BT for the rent of the tablet is due to end.**

#### **207/18/19 Committee Membership**

THE COUNCIL AGREED UNANIMOUSLY that Cllr Parnham should be a member of the Community Development Committee.

## 208/18/19 Reports from Standing Committees

- **Allotments Committee – 11<sup>th</sup> February 2019**

Cllr Meadows reported that water rates and plot rents had been agreed at the recent Committee meeting. A list of ongoing maintenance requirements has also been agreed and Cllr Williams had discussed these with the handyman. Eleven allotment tenants had been evicted and it was anticipated that their plots would be filled by the end of March.

- **Community Development Committee**

Working Group - Rights of Way

Cllr Reid reported that a permissive footpath had been agreed with the landowner at Vineyards Farm and this will be added to the “walking map”. This is in line with the wishes of the benefactor who has provided funding to support Rights of Way projects. Cllr Reid has researched how to make the “walking map” accessible to colour-blind people and it is possible that an alternatively coloured map will be available from the Parish website.

Working Group – Community Wellbeing

Cllr Joanna Hughes reported that a “social prescribing” project, in cooperation with a local GP surgery, was being explored. A number of Councillors are due to attend a training session in Frome to learn from a similar existing project. An application to support the work is due to be submitted to Cllr Sudbury’s “Growing Youth Community” grant fund.

Cllr Johnson reported that she and Cllr Joanna Hughes were due to meet the Head of Balcarras School, following successful meetings with the Heads of the infant and junior schools.

**Cllr Joanna Hughes will decide the theme for the Parish Meeting and Community Open Meeting** that will take place 13<sup>th</sup> May 2019. She will produce an article by early April for inclusion in the May edition of The Local Answer.

**Cllr Williams will speak to Cllr Johnson** regarding learning from the Neighbourhood Watch scheme in Up Hatherley.

Other Working Groups

Cllr Honeywill reported that the groups overseeing the Summer Fayre and Grange Field will be meeting prior to the next Full Council meeting.

- **Finance and General Purposes Committee**

Nothing to report.

- **Planning Committee – 4<sup>th</sup> and 18<sup>th</sup> February 2019**

Cllr Grimshaw's report, which had been circulated prior to the meeting, was noted.

**209/18/19 Policy and Procedures updates**

- **Equalities Statement**

The updated Equalities Statement, which had been circulated prior to the meeting, was reviewed and UNANIMOUSLY approved by the Council.

- **Friends of Charlton Kings Parish Council**

The updated policy on becoming a Friend of Charlton Kings Parish Council, which had been circulated prior to the meeting, was reviewed and UNANIMOUSLY approved by the Council.

Cllr Williams said that the policy delineated the behaviour, responsibilities required from individuals who were not Councillors but who might be asked to represent the Council externally. Cllr Johnson suggested that some members of the Community Development Working Groups might be asked to become Friends in due course.

- **Complaints Procedures**

The updated Complaints Procedures, which had been circulated prior to the meeting, was reviewed and UNANIMOUSLY approved by the Council.

**210/18/19 Meeting dates 2019/20**

The schedule of Meeting Dates for 2019/20 were UNANIMOUSLY agreed by the Council.

**The Clerk will amend the description of the meeting on 11<sup>th</sup> May 2020 to "Parish Meeting and Community Open Meeting" and will circulate the list to Councillors and put the dates on the Parish Council website.**

**211/18/19 Resilience Plan for Charlton Kings**

This item will be brought back to the Full Council meeting on 25<sup>th</sup> March 2019.

**212/18/19 Closure of Burial Ground of St Mary's, Charlton Kings**

The application form from St Mary's PCC for closure of the churchyard on the grounds that there is "no proper room for new graves" was noted. The form had been submitted to the Parish Council, as the local authority responsible for the area in which the churchyard is located, to allow it to indicate whether it has any objections to the application.

It was agreed that the Clerk would seek a meeting between **Cllr Williams, the Vicar and the PCC Secretary, in order to obtain further clarification about the application and the Clerk will undertake further research regarding the legal framework surrounding such applications.** If sufficient progress has been made, the application will be brought back to the Full Council meeting on 25<sup>th</sup> March 2019.

### **213/18/19 Community Grants Scheme**

#### **St Mary's Church Open Group – Defibrillator**

Cllr Williams reported that he had met the representative of St Mary's Church Open Group who had raised funds to purchase the defibrillator which has been provided by Southwestern Ambulance Service NHS Foundation Trust (SAST).

It was agreed UNANIMOUSLY that the Parish Council should enter into a Memorandum of Understanding with SAST, which would hold responsibility for replacement, repair and insurance of the defibrillator provided daily checks of the equipment were undertaken and monthly online updates noted.

Cllr Williams suggested several possible places where the defibrillator might be placed on the wall of the Stanton Suite and the Library. He will review these and decide on the best location. It was noted that, although there are other defibrillators in the Parish, none of these are available 24 hours a day.

In response to a question from Cllr Parnham, it was agreed that the Parish Council would consider entering into similar Memoranda of Understanding if residents raised funds for defibrillators in other locations within the Parish.

### **214/18/19 External meetings / consultations**

None.

### **215/18/19 Any Other Business**

- Cllr Joanna Hughes said that in response to the IPPC report on Climate Change, Cheltenham Borough Council had recently become a Climate Emergency Council which means that it must consider the environmental impact of all its policies. It was agreed that this was a very positive development. **The Clerk will circulate further information about this decision and a further discussion will take place at the Full Council meeting on 25<sup>th</sup> March 2019.**
- Cllr Williams said that the initial bid for National Grid funding to support conservation work at Ravensgate Common with Charlton Kings Common and Leckhampton Hill had been submitted and a decision whether a full bid will be requested is being awaited. If so, this would need to be submitted by 10<sup>th</sup> May 2019.

- Cllr Parnham invited Councillors to the Charlton Park Residents Association AGM which is on 8<sup>th</sup> May 2019. Cllr Williams indicated that he would attend.
- Cllr Diamond tabled a form that Councillors could use to sign up for slots at the Summer Fayre. Cllr Palmer said that it was essential, in the light of the event's risk assessment, that there were sufficient members of the Council present.

There was no other business.

**216/18/19 Items for the agenda of the next meeting**

- Resilience Plan for Charlton Kings
- Proposed closure of St Mary's burial ground
- Consideration of declaration of Climate Emergency status by the Council
- Planning Policy

The meeting closed at 9.00 pm

Date of next meeting: Monday 25<sup>th</sup> March 2019 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)