

# 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, 25<sup>th</sup> July 2022 at 7.00pm

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

In attendance: County and Borough Cllr Matt Babbage (from Agenda Item 77/22/23)  
Joanna Noles (Clerk)

No members of the public attended the meeting.

#### **Presentation by National Grid**

Prior to the meeting, representatives of National Grid made a presentation regarding its planned Visual Impact Provision (VIP) project in the Cotswolds National Landscape. The project, which is in its early consultation stage, would involve replacement of overhead electricity lines with underground cables. Further information can be found at [www.nationalgrid.com/cotswoldsvip](http://www.nationalgrid.com/cotswoldsvip)

The meeting was opened at 7.00 pm.

#### **65/22/23 Recording and filming of meetings**

There were no requests to record or film the meeting.

#### **66/22/23 Apologies**

Apologies were received and accepted from Cllrs Grimshaw and Hall.

#### **67/22/23 Declarations of interest (Localism Act 2011)**

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

#### **68/22/23 Public session**

No members of the public were present at the meeting.

#### **69/22/23 Issues raised by members of the public in advance of the meeting**

None.

### **70/22/23 Minutes of previous meeting**

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

- 53/22/23 – The Administrative Officer will establish a working group to discuss a possible work placement in summer 2023 in due course.
- 55/22/23 – Cllr Holt reported that he had been advised by the former councillor who had led on Rights of Way that it was not necessary to write to the individual who had provided input to the “walking maps” project.
- 57/22/23 – Cllr Honeywill reported that the £4,000 unspent residue from the grant to Inspire to Aspire had now been repaid to the Parish Council.
- 58/22/23 – It was noted that the working group to consider a co-ordinated approach to routine maintenance, led by Cllr Munro, would report to the Finance and General Purposes Committee.

The minutes of the Full Council meeting held on 27<sup>th</sup> June 2022 (previously circulated) WERE APPROVED BY MAJORITY (11 in favour; 1 abstention from a councillor who did not attend the meeting) and were signed by Cllr Honeywill as an accurate record.

### **71/22/23 Reports or apologies from County and Borough Councillors**

The Clerk reported that apologies had been received from Borough Cllrs Boyes and Harvey and from County and Borough Cllr Baker.

### **72/22/23 Vacancies on the Parish Council**

It was noted that there are currently three vacancies on the Parish Council. Cllr Honeywill said that the vacancies would be advertised within the next few days on the noticeboards, website, 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)

### **73/22/23 Monthly Accounts**

The accounts for the year to 30<sup>th</sup> June 2022 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

### **74/22/23 Payments**

The Council reviewed the list (previously circulated) of all payments issued in the calendar month June 2022 and UNANIMOUSLY RATIFIED the payments totalling £13,129.90 (£12,486.16 plus VAT of £643.74) which Cllr Honeywill signed in her role as Chair.

### **75/22/23 Governance**

- **To consider and approve minor amendments to Financial Regulations**

The minor amendments to the Financial Regulations, which had been previously circulated, were UNANIMOUSLY ADOPTED.

### **76/22/23 Grange Field**

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

Cllr Palmer's report, which had been previously circulated, was noted. Cllr Palmer said that Cllr Munro had been liaising with the Air Training Corps (ATC) regarding moving and replacement of the seat near the ATC hut. He is also in discussion regarding improvement of the fencing around the ATC hut. Cllr Hawkins has identified someone who can undertake weeding around the beech hedge and who may also be able to take on other weeding tasks.

- **To consider a quote for welcome signs on Grange Field, agree a contractor and confirm the budget for this project**

It was AGREED UNANIMOUSLY that Whitehill Direct Ltd should be appointed to supply two welcome signs for Grange Field at a cost of £1,258 excluding VAT.

It was AGREED UNANIMOUSLY that Greenfields should be appointed to install two welcome signs for Grange Field at a cost of £874 excluding VAT.

It was AGREED UNANIMOUSLY that the funds would be taken from the residue of the budget for noticeboards, carried forward from the previous financial year, after allocation of £500 towards noticeboard maintenance in 2022-23. It was AGREED UNANIMOUSLY that any additional funds required towards the purchase and installation of the welcome signs would be transferred from the CK Futures budget.

### **77/22/23 Restoring Cheltenham's Escarpment Grasslands Project**

- **To consider and approve registration with DEFRA and the application for a grant under their Countryside Stewardship Scheme**

Cllr Munro's report, which had been previously circulated, was noted. Cllr Munro reminded councillors that DEFRA had confirmed that the Parish Council was eligible to apply for funding for Ravensgate Common under the new Countryside Stewardship scheme. The registration process, which is quite complicated, is underway.

Registration with the DEFRA Rural Payments Agency and preparation of an application for a Countryside Stewardship Agreement, to be submitted in the 2023 funding round, were AGREED UNANIMOUSLY.

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

The recommendation from the Restoring Cheltenham's Escarpment Grasslands (RCEG) Steering Group that the previous supplier of stone is appointed to ensure consistency of colour and provenance, was noted together with a quote for this work.

It was AGREED UNANIMOUSLY that Cotswold Stone Quarries should be appointed to supply walling stone at a cost of £3,100 excluding VAT. A further amount of up to £100 was AGREED UNANIMOUSLY towards the movement of the stone by a local farmer.

- **To consider quotes for gorse removal and treatment of stumps on Charlton Kings Common and appoint a contractor**

The recommendation from the RCEG Steering Group was noted.

It was AGREED UNANIMOUSLY that Silver Tree Services should be appointed to remove gorse and undertake stump treatment in September 2022 at a cost of £6,500 excluding VAT.

It was AGREED UNANIMOUSLY that Silver Tree Services should be appointed to remove gorse and undertake stump treatment in December 2022 and January 2023 at a cost of £9,750 excluding VAT.

- **To consider quotes for robocutting Ravensgate Common and appoint a contractor**

The recommendation from the RCEG Steering Group was noted.

It was AGREED UNANIMOUSLY that Mark Wroot Agricultural and Garden Services should be appointed to undertake robocutting of Ravensgate Common at a cost of £2,450 excluding VAT.

- **To consider quotes for fencing on Ravensgate Common and appoint a contractor**

The recommendation from the RCEG Steering Group was noted.

It was AGREED UNANIMOUSLY that T E Gifford should be appointed to undertake fencing work on Ravensgate Common at a cost of £4,274.90 excluding VAT.

- **To consider quotes for footpath repairs on Ravensgate Common and appoint a contractor**

The recommendation from the RCEG Steering Group was noted.

It was AGREED UNANIMOUSLY that T E Gifford should be appointed to undertake footpath repair work on Ravensgate Common at a cost of £4,760 excluding VAT.

The Clerk reminded councillors that, although confirmation had been received that the 2022-23 tranche of the National Grid grant would be paid in August, funds had not yet been received in the Parish Council's bank account. There is a residue of funds remaining from the 2021-22 tranche which would cover the majority of the work agreed at this meeting and it is unlikely that payment for the work would be required before the 2022-23 funds are received. It was AGREED UNANIMOUSLY that, if payments exceeding the residue of funds are required prior to receipt of the 2022-23 grant funds, then the General Reserve would be used and would be replenished once the grant funds have been received.

- **To consider payment of an historic water bill related to Ravensgate Common**

The report from Cllr Munro, which had been previously circulated, was noted. It was noted that the Parish Council may have a potential liability in relation to the historic water bill.

It was noted that former councillor Rob Williams is due to meet the grazier to discuss the way forward in relation to the water bill. It agreed that a current councillor, to be decided in due course, should also attend the meeting.

It was agreed that clarification needs to be obtained regarding the Parish Council's past and future liability in relation to water provision to Ravensgate Common plus further evidence to support the amount being requested from the Parish Council.

An update will be brought to a future Full Council meeting.

## **78/22/23 Community Grants and Support**

- **To consider a Community Grant and Support application from Badger Wood Adventures**

THE COUNCIL APPROVED UNANIMOUSLY a one-off grant of £650 to Badger Wood Adventures towards forest school sessions for young people in Charlton Kings. It was agreed that support from the Parish Council to promote the project would also be provided.

- **To consider a Community Grant and Support application from Cheltenham Borough Council**

The Clerk reported that this application had been withdrawn as Cheltenham Borough Council had found an alternative location to prepare food parcels for local families.

It was noted that the Clerk will prepare a proposal that "discretionary approval" by the Chair and Clerk of free use of the Stanton Suite for, say, a maximum of three sessions, will be brought to the Finance and General Purposes Committee when it next reviews its policy in this area.

### **79/22/23 Communications and Community Engagement**

Cllr Parnham reported on the meeting of the Communications Working Group which took place on 21<sup>st</sup> July 2022 as follows:

- The current focus is on the Autumn Fayre (Saturday, 24<sup>th</sup> September 2022) and the Christmas Fayre (Friday, 2<sup>nd</sup> December 2022)
- A plan is being developed for a weekly “drop-in” session, which would take place at cafes around the parish, and allow residents to meet informally with the Chair and other councillors.
- The September 2022 Local Answer article will focus on the Autumn Fayre.

### **80/22/23 Update on key projects**

- **CK Futures**

The report from Cllr Parnham, which had been previously circulated, was noted.

- **CK Health Connect**

The report from Cllr Johnson, which had been previously circulated, was noted. Cllr Johnson asked County and Borough Cllr Babbage whether he would be willing to promote the Parish Council’s Summer Youth Activities programme. Councillors thanked Cllr Johnson for her work in relation to youth. Councillors thanked the Community Development Officer for designing the eye-catching poster advertising the Summer Youth Activities programme.

### **81/22/23 Update on Standing Committees**

- **Allotments**

Cllr Hawkins reported that the allotment inspections and judging had taken place and that there had been a very high standard. The results of the Allotment Competition will be announced at the Autumn Fayre (Saturday, 24<sup>th</sup> September 2022).

- **Community Assets**

Cllr Munro reported that the minutes of the Community Assets Committee meeting on 14<sup>th</sup> July 2022 would be circulated in due course. Provisional Terms of Reference for the Ravensgate Common Management Group had been agreed at the meeting.

- **Community Engagement and Wellbeing**

Nothing to report.

- **Finance and General Purposes**

Cllr Gandhi reported that he had met with the Clerk to agree the process for production of the 2023-24 budget. The Clerk has circulated a note, including timescales, to budget holders. Cllr Gandhi said that he and the Clerk would be

very happy to provide support as required to budget holders as they prepare their draft 2023-24 budgets.

- **Planning**

The update produced by Cllr Grimshaw, which had been previously circulated, was noted.

### **82/22/23 External reports for information**

- **C5 meeting**

Cllr Parnham's report on the C5 meeting in July 2022, which had been previously circulated, was noted.

- **Gloucestershire Association of Parish and Town Councils (GAPTC) AGM**

It was noted that Cllrs Honeywill and Parnham had attended the GAPTC AGM on 23<sup>rd</sup> July 2022.

### **83/22/23 Any Other Business**

- **Charlton Kings Club**

Cllr Hawkins reported that the Charlton Kings Club had asked whether the Parish Council would like to have a presence at some of their events. Cllr Hawkins will forward contact details to the Clerk.

- **Cotswold Wardens**

Cllr Holt reported that he has been liaising with the Cotswold Wardens regarding the Parish Council's equipment. A representative of the Cotswold Wardens is likely to contact the Parish Office to inspect the equipment in due course. Cllr Holt will provide an update at a future Full Council meeting.

There was no other business.

The meeting closed at 8.00 pm.

Date of next meeting: Monday, 22<sup>nd</sup> August 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)