

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 25th March 2019 at 7.00pm

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

Also in attendance: Joanna Noles (Parish Clerk)
Borough Cllr Paul Baker (for Agenda Items 217 to 221)
Borough Cllr Paul McCloskey (for Agenda Items 217 to 221)
Borough Cllr Steve Harvey (for Agenda Items 217 to 221)
No members of the public attended the meeting.

Flood Risk Awareness Session

Prior to the Full Council meeting, a presentation was made to Councillors by Helen Down (Participation and Engagement Officer at Cheltenham Borough Council) and Jason Walker and Hermes Carlyon (both from the Environment Agency).

The presentation highlighted Charlton Kings' categorisation by the Environment Agency as a High Risk "rapid response" area in relation to flash flooding. In such circumstances peak flow on the River Chelt in Charlton Kings would be reached in 1.6 hours and there could be a "danger to life" due to the area's geology and topography. Sixty-three properties in Charlton Kings are considered to be at risk in such circumstances. The Environment Agency's remit is "to warn and inform" and the purpose of the presentation was to obtain guidance from the Council on the most effective way to ensure that Charlton Kings' residents were aware of the potential risks.

Councillor John Hughes, who had been affected by the floods in Charlton Kings in 2007 and consequently formed the Charlton Kings Flood Action Group, gave his response to the presentation. His strongly expressed view was that there was a need to ensure that actions to mitigate risk and to provide proper support were required in addition to informing residents about potential danger. Other Councillors agreed.

Councillor Williams summarised the discussion by stating that the Council did not feel it was properly served by either Cheltenham Borough Council or the Environment Agency in relation to flooding issues, including flash flooding. The Council's recommendation to the Environment Agency regarding communication about flash flooding in the Parish was that it should write directly to residents of the sixty-three at risk properties. He asked that the Environment Agency provided a summary of the Flash Flooding Response Plan for Charlton Kings. He also said that the Stanton Hall would be made available to the Environment Agency if it wished to hold an open meeting about flash flooding. **The Clerk will send a copy of the Flash Flooding Response Plan for Charlton Kings to Borough and County Councillors.**

The formal meeting was opened at 7.10 pm.

Recording and filming of meetings

There were no requests to record the meeting.

217/18/19 Public Session

No members of the public attended the meeting.

218/18/19 Apologies

Received from Cllrs Gupta, Kuszniarski and Meadows.

Councillor resignations

Cllr Williams informed the Council that Cllr Meadows had indicated that she wished to resign as a Councillor but, as a bank signatory, was willing to remain until new signatories had been authorised. Cllr Williams said that Cllr Meadows' contribution to the work of the Council over the years had been of great value particularly in relation to the Allotments Committee, developing the new the website and promoting a number of important changes to office systems and procedures. Cllr Williams will write to Cllr Meadows to formally thank her on behalf of the Council.

Cllr Williams informed the Council that Cllr Jarrett had resigned as a Councillor with immediate effect. Cllr Williams expressed his appreciation for the highly significant work that Cllr Jarrett had undertaken on behalf of the Council across all its functions; most recently and in particular in relation to Grange Field and the Kings Hall. His financial expertise and business acumen had been of great benefit to the Council. Cllr Williams will write to Cllr Jarrett to formally thank him on behalf of the Council.

The Clerk will ensure that the casual vacancy created by Cllr Jarrett's resignation is advertised immediately within the Parish to ascertain whether there is a call for election. The same process will be followed in due course in relation to Cllr Meadows' resignation.

Cllr Williams asked all Councillors to consider whether they might be willing to contribute to some of the areas of Council's work that had been delivered by Cllrs Meadows and Jarrett and, by the Annual Meeting of Council in May, think more widely about roles that they would be willing to take on.

219/18/19 Declarations of interest

Cllr Reid declared that he is a trustee of the Kings Hall. Cllr Grimshaw declared that his company had been contracted to install the ChatShak on Grange Field. No other declarations of interest were received.

220/18/19 Minutes of previous meeting

- 199/18/19 - Cllr Williams said that he and Cllr Palmer had a very constructive meeting with a representative of the Parents' Traffic Group together with Borough Cllr Angie Boyes and PCSO Sue Greenwood.
- 203/18/19 – Cllr Hodges said that he was in the process of forming a new Working Group, under the Finance and General Purposes Committee, to oversee the upkeep and management of Grange Field.
- 206/18/19 – The Clerk said that she had informed Cllr Jarrett that the agreement with BT regarding rent of the tablet ends on 7th September 2020.
- 208/18/19 – Cllr Johnson will produce a note on her work in relation to Neighbourhood Watch which will be brought to the Full Council meeting on 29th April 2019.

The minutes of the Council Meeting held on 25th February 2019 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

221/18/19 Reports from Borough Councillors

It was noted that Cllr McCloskey had submitted a report which had been circulated prior to the meeting. Cllr Joanna Hughes welcomed the commitment by Cheltenham Borough Council to support refugees which was highlighted in Cllr McCloskey's report.

Cllr Harvey said that there had previously been a convention that developers would ask the Parish Council for recommendations of local people who had made a significant contribution to Charlton Kings who might be honoured by having a new road named after them. **Cllr Williams will raise this issue at the next C5 group meeting.**

Cllr Baker said that he greatly appreciated the work of the Parish Council's Planning Committee. **Cllr Grimshaw will let Cllr Baker have access to speed data from the monitor in Greenhill Road once this becomes available.**

No other reports were received from Borough Councillors. The Borough Councillors left the meeting.

222/18/19 Reports from County Councillors

No reports had been received from County Councillors.

Cllr Williams said that the agenda items for Reports from Borough and County Councillors would be combined on future agendas.

223/18/19 Clerk's report

The Clerk's report was noted.

The Clerk will send a copy of the notes from her attendance at the Cheltenham Borough Council information session on the Community Infrastructure Levy to Cllrs Hodges and Grimshaw.

224/18/19 Closure of Burial Ground of St Mary's Charlton Kings

Cllr Williams report on his meeting with Revd. Graham Bowker of St Mary's Church and the Churchwarden and PCC Secretary was noted. The last burial in the churchyard was in 2007 and it was confirmed that there is no space for further burials.

Therefore, it was UNANIMOUSLY AGREED BY THE COUNCIL that there was no objection to the closure of the burial ground on the basis that there is no proper room for new graves. **The Clerk will provide a formal response to the PCC.**

Cllr Williams said that it was likely that St Mary's PCC would choose to transfer responsibility for maintenance of the churchyard. An approach is likely to be made to this Council in autumn 2019 to allow budget provision to be made for subsequent years if Council was to accept the transfer. It was agreed that, in the interim, more detailed information would be sought from the PCC about maintenance costs of the churchyard over at least the past five years and likely future costs.

225/18/19 Resilience Plan for Charlton Kings

The draft Resilience Plan produced by Cllrs John Hughes and Williams, which had been previously circulated, was considered by the Council.

Cllr Hall suggested that the wording under section 3 "Type of Emergency" should be changed to "Road and property flooding *along the Chelt and its streams*". With this amendment, the Resilience Plan was UNANIMOUSLY APPROVED BY THE COUNCIL. **The Clerk will send a copy of the Resilience Plan to the Resilience Officer for Cheltenham Borough Council.**

Cllr Hodges said that he felt the Resilience Plan should also be integrated with provision by other agencies working in the Parish, such as churches or schools. **Cllr Williams will raise this with the Resilience Officer for Cheltenham Borough Council and seek this additional information.**

226/18/19 Community Grants Scheme

The updated Rules for the Community Grants Scheme, which had been previously circulated, were considered by the Council. The Clerk said that the main changes were to allow grants to be made to running costs and to update the Rules in line with current practice which was to release funds only when the funded project was due to commence, and to require a report on the use of the grant money.

Cllr Hodges said that it should be explicit in the Rules that any unspent money would need to be repaid. With this amendment, the updated Rules for the Community Grants Scheme were UNANIMOUSLY APPROVED BY THE COUNCIL.

Cllr Hodges said that the Application Form for the Scheme should be amended to include a question on whether any running costs requested would be required on an ongoing basis or if there was an intention to access other income streams in the future. **The Clerk will update the Application Form as specified.**

If any Councillors have ideas for a specific theme for grant-making in 2019-20, which would not preclude grants to support other types of project, they should notify the Clerk.

227/18/19 Council Team Building Day

Cllr Williams said that the desired outcomes of the day were:

- to enable Councillors, who often did not meet each other outside formal meetings, to get to know each other better and to build a cohesive team;
- to provide time and space for strategic thinking, outside formal meetings with packed agendas, to consider progress against the Parish Plan and formulate the way forward in its delivery in the period to 2022.

Cllr Joanna Hughes said that the speaker on community engagement at the recent Society for Local Council Clerks AGM, might be asked to facilitate a session at the Team Building Day.

Cllr Holt said that he felt it would not be appropriate for any social aspect of the Team Building Day, such as a meal at a restaurant, to be funded by the Council and that the cost should be met by participating Councillors. This was supported by other Councillors.

It was agreed that a Team Building Day would be helpful to developing the Council's work. **Cllr Parnham will lead a small Working Group, consisting of herself and Cllrs Diamond, Honeywill and Joanna Hughes to shape the content and format of the Team Building Day and report to a future Full Council meeting.** The date and venue for the Team Building Day will be confirmed in due course.

228/18/19 Kings Hall

Cllr Williams said that, following Cllr Jarrett's resignation, he would now lead on negotiations regarding the lease and liaison with the architects. Cllr Hodges would lead on the financial aspects of the project.

Cllr Hodges reported that he had produced a Business Plan for consideration by Cheltenham Borough Council in order to obtain a loan which could ultimately be crystallised into a mortgage.

The Clerk reported that she had arranged a meeting in April between

Cllr Jarrett, herself and Becky Conway of Cheltenham Borough Council to discuss the way forward regarding the lease. **The Clerk will re-arrange this meeting so that Cllr Williams is able to attend in place of Cllr Jarrett.**

229/18/19 Finance

- **Accounts** - The accounts for the year to 28th February 2019 (previously circulated) WERE APPROVED BY THE COUNCIL.

In response to a query from Cllr Grimshaw, it was noted that the over-budget spend on water for the allotments was due to an adjustment in relation to actual water meter readings following a period when bills were based on estimated readings.

- **Financial Transaction Audit** - The report from Cllr Hodges who conducted a Financial Transaction Audit on 28th February 2019 was noted. No discrepancies or errors had been identified.

As a result of the Audit, Cllr Hodges said that there was a need to explicitly set out the criteria under which groups would not be charged for use of the Stanton Hall or Conference Room. It was AGREED UNANIMOUSLY that groups led or hosted by Charlton Kings Parish Council and which further the work of the Council would be allowed to use the rooms at no charge. **The Clerk will ensure that this is made clear in information supplied to potential users of the rooms.**

- **Additional bank signatories** – Cllrs Honeywill, Reid and Palmer have all indicated that they would be prepared to become bank signatories and their appointment as such will be ratified at the Full Council meeting on 29th April 2019.

230/18/19 Payments

The Council reviewed the list (previously circulated) of all payments issued since 18th February 2019 and THE COUNCIL APPROVED UNANIMOUSLY the payments list which was signed by Cllr Williams in his role as Chair.

231/18/19 Reports from Standing Committees

- **Reports against Annual Action Plan 2018-19**

All Councillors who are identified as having lead responsibility for 2018/19 projects in the Plan will let Cllr Williams have a short report on what they have achieved, whether the budget has been spent and what has or has not worked well as soon as possible and, at the latest, by mid- April.

The Clerk will circulate a copy of the Plan to all Councillors. It is also available on the Parish Council website.

- **Allotments Committee**

Cllr Williams reported that the allotment invoices for 2019-20 will go out at the start of April. 500 copies of the updated Rules and Conditions booklet will be delivered within the next week.

- **Community Development Committee**

Working Group - Rights of Way

Cllr Reid reported that tenders had been solicited from four companies for the overview maps with a closing date at the end of April. He will work with Cllr Gupta and the Clerk regarding creation of a “landing page” on the website which will provide access to the maps and a range of supplementary information. A work plan has been started in relation to the recently-agreed permissive path at Vineyards Farm.

Working Group – Community Wellbeing

Cllr Joanna Hughes reported that Cllrs Diamond, Holt, Johnson and herself were due to attend a training session about community prescribing at Health Connections Mendip. Cllr Sudbury has responded to the grant application to the Growing Communities budget and a response is awaited from Cllr Babbage. **Cllr Honeywill will obtain an update from Cllr Babbage.**

Working Group – Fayres and Grange Field

Cllr Honeywill reported that she has been in contact with the organiser of Gigong sessions at Pittville. It was felt that holding Gigong sessions on Grange Field would highlight its use as a community asset and support the Council’s aim to promote health and well-being. Gigong sessions are generally held outdoors unless the weather is bad when they will go indoors in which case voluntary payments are made. It was agreed that Gigong sessions would be run on Grange Field and, for an initial period, the sessions could take place free of charge in the Stanton Hall in inclement weather. However, the sessions should be at a time when they would not block the use of the Hall by paying customers. **Cllr Honeywill will liaise with the Administrative Assistant regarding timing of the sessions.**

- **Finance and General Purposes Committee**

Nothing to report.

- **Planning Committee – 4th and 18th March 2019**

Cllr Grimshaw reported that, although the Planning Committee had objected to proposals for a contemporary design for Hilden Lodge, the scheme had been approved by Cheltenham Borough Council.

232/18/19 Policy and Procedures updates

- **Planning and Housing Policy**

The updated Planning and Housing Policy, produced by Cllrs Grimshaw and Williams, which had been previously circulated, was considered by the Council.

Cllr Hall suggested that the phrase “back garden development” was replaced by “development on garden sites and infill land”. With this amendment, the updated Planning Policy was UNANIMOUSLY APPROVED BY THE COUNCIL.

- **Code of Conduct**

The updated Code of Conduct, which had been previously circulated, was UNANIMOUSLY APPROVED BY THE COUNCIL.

- **Review of Schedule of Policies and Procedures**

The Schedule of Policies and Procedures, which shows which are due for review, was noted by the Council.

Cllr Williams will produce a revised Health and Safety Policy for consideration at a future Full Council meeting and will update the room rental agreement.

Cllrs Hall and Palmer will consider the production of a generic set of procedures for running community events.

Cllr Parnham will update the Communications Strategy.

233/18/19 Defibrillator

Cllr Williams and the Clerk are due to meet a representative of Southwestern Ambulance Service NHS Foundation (SASF) to agree the exact location of the defibrillator which it is proposed will be attached to the Library building. An agreement with the Library will be drawn up once the location has been agreed. The Council will also enter into a Memorandum of Understanding with SASF regarding maintenance of the defibrillator. The handyman will be asked to install the defibrillator in due course.

234/18/19 Climate Emergency Status

Cllr Williams said that he had discussed this issue with Cllr Joanna Hughes. It had been agreed that the issue of whether the Parish declares Climate Emergency Status would be considered at the Annual Parish Meeting and Community Open Meeting in May as part of the development of a broader environmental strategy.

235/18/19 External meetings / consultations

- Flood Alleviation Scheme at Upper Hearne Brook/Beeches Road
CLr Williams said that he will prepare a response to this consultation, to be submitted by 1st April 2019, which will ask how this scheme sits within the wider catchment management plan and whether it will result in reduced, rather than displaced, discharge. He will also ask that a public exhibition about the project is brought to Charlton Kings.
- C5 meeting
CLr Grimshaw will accompany CLr Williams to the next C5 meeting which will take place at 6.00 pm on 3rd April 2019.

236/18/19 Any Other Business

- Submission of bid for funds to National Grid's Landscape Enhancement Initiative for works on Ravensgate and Charlton Kings Common.
CLr Williams reported that the expression of interest had been successful and that he was now working with representatives of FOLK and Cheltenham Borough Council to produce a detailed bid for submission in May 2019.

There was no other business.

237/18/19 Items for the agenda of the next meeting

Nothing in addition to items noted elsewhere in the minutes.

The meeting closed at 9.25 pm

Date of next meeting: Monday 29th April 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