

## FULL COUNCIL

### Minutes of the meeting of Charlton Kings Parish Council held at the Stanton Hall, Church Piece, Charlton Kings on Monday 26<sup>th</sup> November 2018 at 7.00pm

**Members present:** Cllrs Williams (Chair), Grimshaw, Hodges, Holt, Honeywill, Jarrett, Johnson, Meadows, Palmer 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.

#### **136/18/19 Recording and filming of meetings**

There were no requests to record the meeting.

#### **137/18/19 Apologies**

Received from Cllrs Gupta, Hall, Joanna Hughes, John Hughes and Kusznierski.

#### **138/18/19 Declarations of interest**

Cllr Reid declared that he is a trustee of the Kings Hall.

No other declarations of interest were received.

#### **139/18/19 Minutes of previous meeting**

The minutes of the Council Meeting held on 29<sup>th</sup> October 2018 (previously circulated) WERE APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

The following matters arose from the minutes:

- It was noted that when the MUGA was created, planning consent determined that the lights should be switched off at 9.00 pm. **Cllr Reid will ask staff of businesses located around Church Piece whether they feel that it might be beneficial to keep the MUGA lights on later so that young people can use it after 9.00 pm.**
- It was noted that PCSO Oliveira had advised that it was not possible to provide separate figures for bicycle theft. **Cllr Johnson will speak to the**

**leader of the local Neighbourhood Watch scheme to ascertain what statistical information they receive.** The possibility of having a bicycle security-marking session in spring 2019, run by the police, will be considered.

- The Clerk has been notified by the Land Registry that it does not have any record of the ownership of the Charlton Kings War Memorial.
- Cllr Williams thanked Cllrs Grimshaw, Gupta and Hodges, and Helena McCloskey, for their input at the Charlton Kings Remembrance Day event on 11<sup>th</sup> November 2018.

#### **140/18/19 Reports from Borough Councillors**

It was noted that an email had been received from Cllr Baker and the points raised were considered as follows.

- **Cllr Grimshaw will check with Gloucestershire County Council whether Bafford Approach is long enough to allow an additional piece of speed-monitoring equipment to be installed.**
- The points raised by Cllr Baker regarding single use plastic were noted. Cllr Williams said that the Council was committed to following environmentally friendly practices wherever possible and that new recycling bins were to be installed in the kitchen and office at the Stanton Suite.

#### **141/18/19 Reports from County Councillors**

No reports were received from County Councillors.

#### **142/18/19 Clerk's report**

The report produced by the Clerk was noted.

The Clerk has been advised by 2Commune that it cannot offer a full online booking system. Therefore, she is exploring inclusion of two calendars on the website, one for the Conference Room and one for the Stanton Hall, which would show availability of the rooms and would be populated by Parish Office staff. An online booking enquiry form would also be provided. Cllr Palmer said it would be helpful if the calendars showed when they had last been updated.

#### **143/18/19 Grange Field**

THE COUNCIL RESOLVED that the final version of the Grange Field lease should be signed. The lease was signed by Cllrs Williams and Jarrett in the presence of the Clerk.

#### **144/18/19 Kings Hall**

It was noted that a working group, consisting of Cllrs Jarrett, Grimshaw, Hodges, Honeywill, Joanna Hughes, Williams and the Clerk had received presentations from four firms of architects who had all received a detailed, identical brief.

Some of the benefits of the redevelopment of the Kings Hall are as follows:

- It will provide a link, visual and actual, between Church Piece and Kings Field, enhancing both areas.
- It will offer improved facilities for use by community groups in terms of space, storage and disabled access.
- It will offer new opportunities to promote community cohesion and wellbeing through possible initiatives such as a community café.

Cllr Jarrett gave a presentation on the interview process and the evaluation of the various proposals and said that the unanimous recommendation of the working group was that Coombes : Everitt Architects is appointed as the project architect. Their proposal is a mix of new build and refurbishment of the existing building with a café area on the ground floor and the main hall on the first floor.

THE COUNCIL UNANIMOUSLY AGREED that Coombes: Everitt Architects should be appointed as the project architects subject to satisfactory negotiation regarding fees. **The Clerk will write formally to notify Coombes : Everitt and all the other firms of architects will be informed of the decision.** It was noted that the Council had already agreed an allocation of £16,000 toward preliminary works.

The project is dependent on the Council successfully negotiating the lease of the Kings Hall building and on project funding being raised. The next steps will be as follows:

- A professional opinion will be obtained by Cllrs Jarrett and Hodges to ascertain whether VAT can be reclaimed on all or part of the build.
- An approach will be made to Cheltenham Borough Council by Cllrs Jarrett and Hodges to initiate negotiations regarding the lease and to explore funding options.
- Initial exploratory structural engineering work will be undertaken to investigate the integrity of the concrete raft on which the building is situated.
- The Community Development Committee will start a process of engagement with current and potential users of the Kings Hall to obtain their input regarding the proposed build.

Cllr Williams thanked Cllr Jarrett for his work in relation to the Kings Hall redevelopment project.

## **145/18/19 Finance**

The Chairs of the Allotment, Finance & General Purposes and Community Development Committees confirmed that they were happy with the accounts.

The accounts for the year to 31<sup>st</sup> October 2018 (previously circulated) WERE APPROVED BY THE COUNCIL.

Cllr Meadows informed the Council that recent readings of the water meters at the allotments showed that usage was much higher than that estimated by Water Plus. Therefore, there is likely to be a very high water bill, possibly in the region

of £3,000, in January 2019 and the water charge for 2019/20 will be adjusted accordingly.

#### **146/18/19 Payments**

Cllr Hodges drew attention to the mobile tablet, which is retained in the Parish Office, and which can be used by any Councillor when conducting Parish business.

The Council reviewed the list (previously circulated) of all payments issued since 23<sup>rd</sup> October 2018 and THE COUNCIL APPROVED the payments list.

#### **147/18/19 Council Strategy and Action Plan**

Cllr Williams presented the proposed Council Strategy and Action Plan 2018-22. The Action Plan includes figures for 2018/19 and an estimate for 2019/20 which will be reviewed when next year's budgets have been agreed.

Cllr Hodges said that he felt the Council Strategy appeared to put too much emphasis on support for young people and that it should be amended to show that support was given to people across the age spectrum. THE COUNCIL APPROVED the Council Strategy 2018-22 with the suggested amendment. **Cllr Williams will produce a revised version of the Council Strategy.**

THE COUNCIL APPROVED the Action Plan 2018-22. It will be next reviewed early in 2019 towards the end of the current financial year.

#### **148/18/19 Terms of Reference for Standing Committees**

THE COUNCIL APPROVED the updated Terms of Reference for the Allotment, Community Development, Finance and General Purposes and Planning Committees. **Cllr Grimshaw has a few minor amendments to the Terms of Reference for the Planning Committee which he will send to the Clerk.**

#### **149/18/19 Reports from Standing Committees**

- **Allotments Committee**

Cllr Meadows reported that the next Allotments Committee meeting will take place on 5<sup>th</sup> December 2018. There has recently been some vandalism at the Croft allotments.

- **Community Development Committee**

Cllr Honeywill reported that there had been a meeting of the Community Development Committee on 19<sup>th</sup> November 2018 and the minutes would be circulated shortly. A number of working groups, which would take forward elements of community development had been agreed at the meeting and leaders for each had been identified. The Community Development Committee Action Plan will define the focus of each group and provide a basis for reporting on progress. Cllr Jarrett emphasised the need for engagement

by Councillors in the various community development projects and Cllr Williams reminded that working groups could include non-Councillors who had a particular enthusiasm or expertise in relation to the projects.

- **Finance and General Purposes Committee**

Cllr Hodges reported that there had been a meeting of the Finance and General Purposes Committee on 12<sup>th</sup> November 2018. He reminded Councillors that budgets for 2019/20 needed to be passed to him by the end of December 2018. It had been agreed at the meeting that recruitment of a third staff member for the Parish Office would commence in mid-January 2019. Cllr Honeywill and the Clerk had been asked to write a job description and person specification. The aim is to have someone in post by the end of the current financial year.

- **Planning Committee**

Cllr Grimshaw reported that a meeting was to take place with the developer who had submitted an application for residential development in Oakhurst Rise. A meeting was also due to take place with the Local Area Highways Managers on a wide range of matters that had built up since the last meeting some time ago.

#### **150/18/19 Community Grant Scheme**

Friends of Leckhampton Hill and Charlton Kings Common (FOLK)

COUNCIL AGREED a Community Grant of £100 to FOLK towards the cost of updating equipment for use by conservation volunteers.

**Cllr Williams will explore the possibility of future closer collaboration with FOLK.**

#### **151/18/19 External meetings / consultations**

Cllr Williams reported that he had been involved in Cheltenham Borough Council's corporate Peer Challenge and had found it to be a very positive experience which would support our Council's ongoing partnership work with the Borough.

Cllr Johnson reported that she had met representatives of Charlton Kings Infant School to discuss three intergenerational projects: attendance at school play rehearsals by residents of local care homes in December 2019, a garden party with older people in spring 2019 and inviting older people to attend the weekly Year 2 board game after-school club. Ways in which the Council could support these initiatives and also disseminate the ideas to other schools, will be explored.

#### **152/18/19 Co-option of new Councillors**

It was noted that there are currently two vacancies on the Council. An individual in Charlton Park, who had previously expressed interest in the role, has now decided that they do not wish to put themselves forward for co-option.

It was felt that it would be helpful to have new Councillors with legal or marketing expertise but the most important thing is that they have the time and willingness to actively engage with the Council's work. A number of professional organisations have volunteer schemes for their members.

**Cllr Williams and the Clerk will implement an active campaign to fill the two vacancies.** It was agreed that outlining the variety of projects run by the Council and the positive aspects of working as a team, would be an effective way of encouraging applicants.

**153/18/19 Any Other Business**

- Cllr Honeywill said that there was still a bad smell in the Conference Room **and the Clerk will investigate the cause and possible remedies.**
- Cllr Jarrett said that a new flat screen, wall-mounted smart television had now been installed in the Conference Room.

There was no other business.

**154/18/19 Items for the agenda of the next meeting**

- Application to Community Grant Scheme from 125 Squadron Air Training Corps.

The meeting closed at 9.10 pm

Date of next meeting: Monday 17<sup>th</sup> December 2018 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)