

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

FULL COUNCIL

Minutes of the Virtual Full Council Meeting of Charlton Kings Parish Council on Monday 26th October 2020 at 7.00pm

Members present: Cllrs Williams (present and Chair for items 119/20/21 to 123/20/21), Cockwill, Lansley (from item 127/20/21 onwards), Hall, Hodges, Holt, Honeywill, Johnson, Munro, O'Sullivan, Palmer, Parnham (Chair from item 123/20/21 onwards), Reid and Smith.

In attendance:

- Cllr Matt Babbage
- Cllr Angie Boyes
- Cllr Paul McCloskey
- Sal Walker (Friends of Charlton Kings)
- Caitlin Dalton (Youth Worker) for items 119/20/21 to 126/20/21
- Liam McMullen (Youth Worker) for items 119/20/21 to 126/20/21
- Joanna Noles (Parish Clerk)

2 members of the public attended the meeting.

This meeting is allowable under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 4th April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The published agenda for this meeting stated that members of the public wishing to attend should contact the Clerk prior to its start to receive an invitation containing a link that could be used to join it.

The meeting was opened at 7.00 pm.

119/20/21 Recording and filming of meetings

There were no requests to record or film the meeting.

120/20/21 Public Session

There were no requests to speak during the public session.

121/20/21 Apologies

Apologies were received and accepted from Cllr Grimshaw.

122/20/21 Declarations of interest (Localism Act 2011)

Cllr Reid declared that he is a trustee of the Charlton Kings Youth and Community Centre in relation to agenda item 127/20/21 "Kings Hall". No other declarations of interest were received from Parish Councillors.

123/20/21 Minutes of previous meeting

The following points were noted in relation to the minutes:

- 101/20/21 – Cllr Williams has spoken to the Trees Officer regarding the consultation on Newcourt Green which will take place on 14th November 2020. Subject to the outcome of the consultation, tree planting will take place on 5th December 2020.
- 110/20/21 – Cllr Reid reported that installation of the “horse-friendly” barrier on the ZCK55 bridleway would be deferred until a demonstrable need for it arose. It could be installed very quickly when required.
- **111/20/21 - Cllr Williams, in liaison with Cllrs Parnham, Johnson and Lansley, will bring a report on the format and focus of the deferred Community Open meeting to a future Full Council meeting.**
- **117/20/21 – Cllr Williams reported that the Remembrance Day event was going ahead on Sunday, 8th November 2020 with a reduced attendance and in compliance with COVID-19 health and safety guidance. The event would be “live streamed” on the website of St Mary’s, Charlton Kings. Any Councillors who are willing to be stewards at the event should contact Cllr Williams.**

At this point, Cllr Williams was unable to continue as Chair due to technology issues. Therefore, it was UNANIMOUSLY RESOLVED that Cllr Parnham should chair the meeting.

The minutes of the Full Council Meeting held on 28th September 2020 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and **will be signed by Cllr Williams as an accurate record and sent to the Clerk.**

124/20/21 Filling of Councillor vacancies

The Clerk reported that the period for display of Notices of Vacancy in relation to the vacancies created by the resignations of Jessica Diamond and Sandra Henley had ended and there not been a call for an election. Therefore, the vacancies could be filled by co-option. The Clerk had advertised the vacancies on the Parish Council website, social media feeds, Newsletter and on the noticeboards. To date, there had been no expressions of interest in co-option.

125/20/21 Reports or apologies from County and Borough Councillors

The Clerk reported that no apologies had been received from County and Borough Councillors. Retrospective apologies were received from Cllrs Harvey and Sudbury.

Borough Cllr McCloskey provided a verbal report to the meeting which included the following points.

- He encouraged Councillors to engage with the consultation regarding the A417 and also the new consultation regarding Junction 10 of the M5.
- He reported that he had been involved in a positive meeting regarding Little Herbert’s Bridge which had resulted in a commitment to install fencing to prevent anti-social behaviour underneath the bridge.

Borough and County Cllr Babbage provided a verbal report to the meeting which included the following points.

- After the October 2020 half-term, Gloucestershire County Council is trialling the School Streets initiative in Warden Hill and Tewkesbury. Borough Cllr Boyes requested that Borough Cllr McCloskey and herself are involved in this project.
- Action has been taken to improve safety around the entrance and exit to Charlton Kings Infant School. Cllr Parnham said that she and Cllr Holt had spoken to Cllr Sudbury regarding a “walking bus” for primary age children.

Borough Cllr Boyes provided a verbal report to the meeting which included the following points.

- Borough Council meetings continue to take place virtually. Two new cabinet roles have been created – Cllr Atherstone (economy and development) and Cllr Wilkinson (climate and communities). Cllr Jordan has announced that he will stand down as leader of the Borough Council and it is expected that a new leader will be in place by May 2021.
- The Borough Council has been involved in the Feed Cheltenham network and the School Streets project (see above). There has been a cabinet report on Black Lives Matter which has resulted in events and training provision.
- The Borough Council has received significant funding in relation to COVID-19 support and enforcement.
- Cllr Boyes has met with Cllr Parnham to discuss CK Futures.
- As mentioned by Cllr McCloskey, consultations on the A417 and Junction 10 of the M5 are taking place.
- Town twinning activities are on hold due to COVID-19.
- The Government White Paper on unitary authorities is currently on hold.
- **Cllr Boyes asked Cllrs Grimshaw and Williams to contact her to provide an update regarding the next liaison meeting with Gloucestershire County Council Highways department.**

126/20/21 Youth Work

Caitlin Dalton presented the report on the summer youth work project, that had been supported by the Parish Council. She said that there had been a 41% decrease in anti-social behaviour while the project was running. Average weekly attendance had been 43 and activities relating to food were the most popular. The rhetoric around young people, especially on social media, had improved over the summer. She highlighted the recommendations in the report which included: a dedicated youth work space, at least two youth workers working three evenings a week, better holiday provision and development of a system of engagement between youth workers, schools and other youth organisations.

Borough Cllr Paul McCloskey and Sal Walker of Friends of Charlton Kings, who had overseen the summer youth work project, spoke about the way forward and made the following key points.

- The summer youth work project has demonstrated the positive impact that professional youth work can have for young people and for the wider community.
- Continued youth work provision in Charlton Kings needs to be embedded in an organisation with appropriate management structures and sector-appropriate expertise. In particular, the risks associated with the current COVID-19 outbreak mean that neither Friends of Charlton Kings nor the Charlton Kings Youth and Community Centre feel in the position to currently oversee continued youth work provision.
- Youth work delivery in Charlton Kings is set in a wider context of lack of funding and support at county level. A solution that involves co-operation or collaboration with other organisations (other parishes, Cheltenham Borough Council, Gloucestershire County Council or professional youth work organisations) is likely to be the most fruitful approach.

The following way forward was identified.

- Borough Cllr McCloskey will continue to liaise with Friends of Charlton Kings and will engage at Borough and County level in order to identify a possible way forward for youth work delivery. Borough and County Cllr Babbage and Borough Cllr Boyes indicated that they would like to be involved in this process.
- Borough Cllr McCloskey may bring a costed proposal for further support to the Parish Council in due course which is likely to be set within a broader strategy for youth work provision.

- **Cllr Williams will include youth work as a focus for the next liaison meeting between Parish Councillors and Borough and County Councillors.**
- **Cllr Munro will explore ways in which the Parish Council might engage with local schools and existing youth work providers in Charlton Kings.**

Cllr Parnham thanked Caitlin Dalton, Liam McMullen, Cllr Paul McCloskey and Sal Walker (Friends of Charlton Kings) for their work on the summer youth project. Caitlin and Liam left the meeting.

127/20/21 Strategy Day

Cllr Parnham thanked Councillors and staff for their involvement in the Strategy Day on 10th October 2020.

Cllr Parnham said that the note of the event would be updated in relation to the discussions regarding the Parish Plan and CK Futures. **The Clerk will circulate the updated version to Councillors.**

- **Key outcomes**

Cllr Parnham highlighted the key outcomes from the Strategy Day as follows:

- Develop the options for the Kings Hall and agree the way forward **(See item 127/20/21 below)**
- Identify the way forward in relation to youth work **(See item 126/20/21 above)**
- Agree a staffing model that is fit for purpose to deliver the Council's ambitious objectives **(See item 127/20/21 below)**
- Agree a model for succession planning in relation to key roles and major projects. **Cllr Williams will bring a report on the way forward on this issue to a future Full Council meeting.**
- Review the Council's activities in relation to the natural and built environment. **Cllr Williams will bring a report on the way forward on this issue to a future Full Council meeting.**

- **Kings Hall**

It was agreed that Cllr O'Sullivan will Chair a new "task and finish" group which will review the range of options for the Kings Hall. **Other Councillors who wish to be part of the group should contact Cllr O'Sullivan and the Clerk as soon as possible.**

It was AGREED BY MAJORITY that there should be a single "task and finish" group rather than a number of sub-groups and that it would examine the full range of options for the Kings Hall. **Cllr Williams will circulate the Terms of Reference for the "task and finish" group to all Councillors.**

The "task and finish" group will bring an interim progress report to the November 2020 Full Council meeting and on will bring a recommendation, with estimated costs in 2021-22, for approval to the December 2020 Full Council meeting.

It was noted that the recommendation agreed at the December 2020 Full Council meeting would inform decisions regarding the budget for 2021-22 which would be agreed at the January 2021 Full Council meeting. Given the tight timescale, it may be necessary to build some latitude into the budget to allow full-costed proposals to be developed in early 2021.

- **Parish Office staffing**

It was AGREED UNANIMOUSLY that a “task and finish” group will be created consisting of the Personnel Committee (Cllrs Honeywill, Hodges and Williams) plus Cllr Parnham in her role as Vice-Chair and the Clerk. The remit of the group will be to bring a recommendation to Full Council regarding staffing structure which would deliver the Council’s objectives. Input and views will be sought from all Councillors and staff in developing the recommendation.

The “task and finish” group will agree its chair and Terms of Reference which will be circulated to all Councillors. It will bring an interim progress report to the November 2020 Full Council meeting.

128/20/21 Tree Strategy

The Tree Strategy was AGREED UNANIMOUSLY.

Cllr Hodges commented that there should be broader consideration of the environmental impact of other types of vegetation, not just trees. It was noted that the Tree Strategy had been developed specifically for Tree Charter week which would take place in November 2020. Consideration of wider environmental impact would be included in the report produced by Cllr Williams in relation to the natural and built environment in response to the Strategy Day (see item 127/20/21).

129/20/21 Waste Nothing Challenge

Cllr Parnham encouraged all Councillors to sign up as individuals for the Cheltenham Waste Nothing Challenge. She has done this as have a number of the CK Futures theme leaders. Further information about the initiative, including how to sign up, can be found at the following link:

https://www.cheltenham.gov.uk/info/5/bins_and_recycling/1552/wastenothing_challenge

130/20/21 Community Infrastructure Levy

It was noted that a Community Infrastructure Levy payment of £8,658 would be received from Cheltenham Borough Council on 28th October 2020. The Clerk informed Councillors that a funding statement in relation to CIL funds had to be submitted to the Borough Council, and published on the Parish Council’s website by 30th June in relation to the previous financial year.

There are also clear specifications about what CIL funds can be spent on.

It was agreed that use of CIL funds would be considered as part of the process for production of the budget for 2021-22.

131/20/21 External Audit – Notice of Conclusion

It was formally noted that the Notice of Conclusion of the external audit for 2019-20 had been received from PKF Littlejohn. A clean audit report was received so there are no arising actions. As required, it has been posted on the Parish Council website at <https://www.charltonkingsparishcouncil.gov.uk/financial-year-201920.html> Cllrs Hodges and Honeywill thanked the Clerk, who is also the Responsible Financial Officer, for her work in relation to the audit.

132/20/21 Monthly Accounts

The accounts for the year to 30th September 2020 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

Cllr Hodges commented that the Council was in a comfortable financial position at the mid-year point. He reminded the Chairs of the “spending Committees” that there would be a review of the budget allocations for 2020-21 at the Finance and General Purposes meeting on 9th November 2020.

Cllr Honeywill said that she was reviewing the budgets for Grange Field and “funded projects” with the Clerk. Cllr Palmer said that the Allotments Committee had recently had an additional meeting to consider budgets.

133/20/21 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month July 2020 and UNANIMOUSLY RATIFIED the payments totalling £25,731.55 (£24,435.39 plus VAT of £1,296.16) which **Cllr Williams will sign in his role as Chair and send to the Clerk.**

134/20/21 Unity Trust Bank

It was UNANIMOUSLY AGREED that the earmarked reserve funds for Rights of Way should be transferred to the new Unity Trust bank account in early November 2020.

FOR INFORMATION - written reports to be submitted in advance of the meeting with verbal reports being given only if there is a critical issue or question from a Councillor.

135/20/21 Reports from Standing Committees

- **Allotments**
The update report from Cllr Palmer, which had been circulated prior to the meeting, was noted.
- **Community Development**
The update report from Cllr Honeywill which had been circulated prior to the meeting, were noted.
- **Finance and General Purposes**
Nothing to report.
- **Planning**
Nothing to report.

136/20/21 External meetings and consultations

Noted.

137/20/21 Clerk’s report

The Clerk’s report, which had been circulated prior to the meeting, was noted.

- **Items for November Newsletter**

The following items were agreed in relation to the November 2020 Newsletter.

All items not already provided should be sent to the Clerk by Sunday, 1st November 2020.

The following items will be scheduled for the November 2020 Newsletter.

- Grange Field Public Consultation and improvements (bulbs and hedging) **(Cllr Parnham)**
- Newcourt Green Public Consultation **(Cllr Williams)**
- Tree Charter Week 2020 **(Cllr Williams)**
- Update CK Health Connect **(Cllr Johnson)**
- Update on CK Futures **(Cllr Parnham)**
- Report on Awayday **(Cllr Parnham)**
- Remembrance Day event **(Cllr Williams)**

The following items will be scheduled for the December 2020 Newsletter.

- Christmas arrangements at Church Piece and Sixways
- Christmas closure of Parish Office
- Church Piece upgrade
- Update from Friends of Charlton Kings including response to possible “second wave” of COVID-19
- Rights of Way

Any Councillors who have ideas for items for inclusion in future Newsletters should contact the Clerk.

- **To agree the topic for the December 2020 Local Answer article**

The Local Answer article for December 2020 will focus on the CK Futures consultation.

139/20/21 Any Other Business

- **Grange Field Public Consultation**

Cllr Smith said that she had hard copies of the survey and would deliver them to those who have said that they will help to distribute them to local residents living close to Grange Field. Friends of Charlton Kings will circulate an electronic version of the survey by social media. A new page on the Parish Council will be set up by the Clerk by 4th November 2020. Cllr Williams has arranged to meet a resident who has expressed concern about increased activity on Grange Field.

- **Slow Ways initiative**

Cllr Holt said that he had signed up as an individual to the Slow Ways initiative. It is possible for organisations to sign up. **Cllr Holt will bring a proposal to the November 2020 Full Council meeting that the Parish Council signs up to the Slow Ways initiative.** Further information can be accessed at: <https://slowways.uk/>

- **CK Health Connect**

Cllr Johnson said that the CK Health Connect project was progressing well and that the brochure would be completed shortly and that work was continuing with the NHS Directory Services team. **Cllr Johnson will bring an update report to the November 2020 Full Council meeting.**

FINAL

There was no other business.

Cllr Parnham thanked Parish, and Borough and County, Councillors for their input at the meeting.

The meeting closed at 9.05 pm.

Date of next meeting: Monday, 30th November 2020, 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