

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, 26th September 2022 at 7.00pm

Members present: Cllrs Honeywill (Chair), Gandhi, Gosling, Hall, Hawkins, Johnson, Morton, Munro, Palmer and Parnham

In attendance: Joanna Noles (Clerk)

Two members of the public attended the meeting.

The meeting was opened at 7.00 pm.

There was a two-minute silence at the start of the meeting in memory of Her Majesty Queen Elizabeth the Second.

104/22/23 Recording and filming of meetings

There were no requests to record or film the meeting.

105/22/23 Apologies

Apologies were received and accepted from Cllrs Cockwill, Evans, Grimshaw and Holt.

106/22/23 Declarations of interest (Localism Act 2011)

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

107/22/23 Public session

The members of the public said that they were representatives of the Gloucestershire Endometriosis Support Group which had submitted a request for free meeting space (Agenda Item 121/22/23). One of the members expressed an interest in volunteering opportunities at the Parish Council and Cllr Johnson said that she would be happy to speak to her about these following the meeting.

108/22/23 Issues raised by members of the public in advance of the meeting

None.

109/22/23 Minutes of previous meeting

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

- 87/22/23 – The Clerk said that it had emerged that the member of the public who had suggested a “Charlton Kings in Bloom” event did not live within the Parish. They had been directed to other organisations that supported these kinds of events and had indicated that they were happy with this outcome.
- 99/22/23 – Cllr Honeywill said that the first of the programme of monthly “drop-in” sessions, which will give residents the opportunity to meet Parish Councillors informally, will take place from 10.30 am to 12.00 noon on Wednesday, 28th September 2022 at Moosh coffee shop in Church Piece. Cllrs Honeywill and Palmer will be present and will be happy to answer questions regarding Grange Field or any other matters.

The minutes of the Full Council meeting held on 22nd August 2022 (previously circulated) WERE APPROVED BY MAJORITY (9 in favour; 1 abstention from a councillor who did not attend the meeting) and were signed by Cllr Honeywill as an accurate record.

110/22/23 Reports or apologies from County and Borough Councillors

The Clerk said that no apologies or reports had been received from County and Borough Councillors.

111/22/23 Vacancies on the Parish Council

It was noted that there are currently three vacancies on the Parish Council. Cllr Honeywill said that she and the Clerk were due to meet a resident who had applied for co-option. It is intended that their application will be brought for consideration to the Full Council meeting on 31st October 2022.

Cllr Honeywill said that the vacancies were being advertised on the Parish Council website, noticeboards, social media and newsletters. If there are no further applications for co-option by October 2022, a more proactive approach involving approaches to local businesses and other organisations will be followed. Any resident who is interested in becoming a Parish Councillor should contact the Clerk on clerk@charltonkingsparishcouncil.gov.uk

112/22/23 Monthly Accounts

Cllr Gandhi said that the half year accounts, for the period to 30th September 2022, would be produced in early October. These will be circulated to all budget holders to assist them in drafting their budgets for 2023-24.

The accounts for the year to 31st August 2022 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

113/22/23 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month August 2022 and UNANIMOUSLY RATIFIED the payments totalling £16,335.39 (£15,044.64 plus VAT of £1,290.75) which Cllr Honeywill signed in her role as Chair.

114/22/23 Audit and internal financial and Health and Safety review

- a) To note that the Notice of Completion in relation to the external audit for 2021-22 has been received from PKF Littlejohn**

Noted.

- b) To formally appoint an internal auditor for the financial year 2022-23**

It was AGREED UNANIMOUSLY that Bridget Bowen would be appointed as the internal auditor for the financial year 2022-23.

- c) To note that Cllr Gandhi has undertaken an internal inspection of financial and Health and Safety records in his role as Chair of Finance and General Purposes Committee and agree any actions arising from his report**

The report produced by Cllr Gandhi following his internal inspection of financial records on 1st September 2022 in his role as Chair of the Finance and General Purposes Committee, was noted. There were no actions resulting from the report.

Cllr Gandhi reminded councillors that his inspections are part of a system of reviews and checks in relation to the Council's financial processes conducted by councillors, Parish Office staff and the internal and external auditors.

The Clerk said that she was planning to run another two half-day course on the Council's financial processes in autumn 2022 and strongly recommended attendance to any Councillors who had not participated in any of the previous courses.

The report produced by Cllr Gandhi following his internal inspection of Health and Safety records on 1st September 2022 in his role as Chair of the Finance and General Purposes Committee, was noted. There is a number of actions which are still in progress but are expected to be completed prior to production of the Annual Health & Safety report by the Clerk for consideration at the Finance & General Purposes Committee meeting on 24th October 2022. The report and supporting papers will be made available to all councillors in due course.

Cllr Gandhi reminded councillors that they must sign in and sign out using the book in the Parish Office whenever it is open. If councillors hold meetings at the Stanton Suite at other times, they are responsible for logging all those attending their meeting and ensuring that they are aware of emergency procedures.

115/22/23 Restoring Cheltenham's Escarpment Grasslands Project**a) To receive an update from Cllr Munro**

Cllr Honeywill thanked Cllr Munro for his work in relation to the Restoring Cheltenham's Escarpment Grasslands (RCEG) Project. Cllr Munro expressed his gratitude to Rob Williams for continuing to support the RCEG Project although he is no longer a councillor.

Cllr Munro provided a brief contextual summary as follows. The Parish Council is the custodian of Ravensgate Common and has ongoing responsibility for it. A Working Group has been formed, under the Community Assets Committee, to devise and deliver the future management strategy for Ravensgate Common. Items relating to Leckhampton and Charlton Kings Commons, which are owned by Cheltenham Borough Council, and items relating to Ravensgate Common will be differentiated in future Full Council agendas.

b) To consider quotes for work on larch trees on Leckhampton Common and agree a contractor

It was AGREED UNANIMOUSLY that L M Trees should be appointed as the contractor for felling larch trees on Leckhampton Common at a cost of £4,550 excluding VAT.

c) To consider quotes for veteran trees on Leckhampton Hill and agree a contractor

It was AGREED UNANIMOUSLY that Treeation should be appointed as the contractor for management of veteran trees on Leckhampton Hill (Charlton Kings Common) at a cost of £3,900 (no VAT chargeable).

d) To agree the way forward in relation to water bills and electricity charges for Ravensgate Common

It was AGREED UNANIMOUSLY that £3,340.78 will be paid to Mr Toti Gifford, the grazier of Ravensgate Common, towards utilities relating to Ravensgate Common for the period 16th March 2017 to 19th November 2021. It was AGREED UNANIMOUSLY that this amount would be taken from the general reserve.

Cllr Munro said that provision for payment of future utility bills relating to Ravensgate Common would be included in the Community Assets budget for 2023-24 and beyond.

e) To consider quotes for work to ash trees on Ravensgate Common and agree a contractor

It was AGREED UNANIMOUSLY that Silver Tree Services should be appointed as the contractor for management of ash and other tree work on Ravensgate Common at a cost of £8,800 (excluding VAT).

- f) To agree submission of an application to Cotswold National Landscape's Farming in Protected Landscapes grant fund for the purchase of cow collars and ancillary equipment for use on Ravensgate Common and agree a supplier if the bid is successful**

It was AGREED UNANIMOUSLY that an application will be submitted to the Cotswold National Landscape's Farming in Protected Landscapes grant fund for 80% of the funds required to purchase 16 cow collars and ancillary equipment for use on Ravensgate Common.

It was AGREED UNANIMOUSLY that the Parish Council's annual £1,000 contribution to the RCEG project should be used toward the cost of the 16 cow collars and ancillary equipment for use on Ravensgate Common.

It was AGREED UNANIMOUSLY that Nofence Grazing Technology, the only supplier of the required cow collars, would be contracted to supply 16 cow collars and ancillary equipment at a cost of up to £5,000 (excluding VAT), conditional on receipt of grant funds from Cotswold National Landscape.

If the application for grant funding from Cotswold National Landscape is not successful, this project will be included in the RCEG budget for the 2023-24 financial year.

116/22/23 Grange Field

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

Cllr Palmer reported that the proposed designs for the new environmental area on Grange Field had been displayed at the Autumn Fayre on 24th September 2022 and had received a very positive response from members of the public. The consultation with the community regarding the environmental area will continue until Monday, 10th October. Residents who wish to see the designs or comment on them can obtain further information from the Grange Field page on the Parish Council website at:

<https://www.charltonkingsparishcouncil.gov.uk/grange-field.html>

As stated under Agenda Item 109/22/23, Cllrs Honeywill and Palmer will be available from 10.30 am to 12.00 noon on Wednesday, 28th September 2022 at Moosh coffee shop in Church Piece and will be happy to answer questions.

Cllr Palmer said that the new welcome signs and bins on Grange Field would be installed shortly.

- b) To agree quotes for purchase and installation of fencing adjacent to the new vehicle gate and agree budget from which payment will be taken**

It was AGREED UNANIMOUSLY that Cheltenham Fencing should be appointed as the contractor to provide fencing and materials for installation adjacent to the new vehicle gate at a cost of £774.85 (excluding VAT).

It was AGREED UNANIMOUSLY that Adrian's Garden and Ironwork should be appointed as the contractor to install wire mesh fencing adjacent to the new vehicle gate at a cost of £1,970 (no VAT chargeable).

It was AGREED UNANIMOUSLY that the cost of purchase and installation of the fencing will be split equally between the Grange Field environmental project budget and the CK Futures budget.

c) To agree quotes for the removal of existing benches and the purchase and installation of two new benches and agree budget from which the payment will be taken

It was AGREED UNANIMOUSLY that Street Master should be appointed as the contractor to provide two new benches for Grange Field at a total cost of £1,720 (excluding VAT).

It was AGREED UNANIMOUSLY that Adrian's Garden and Ironwork should be appointed as the contractor to remove the existing benches and install the new ones at a cost of £1,160 (no VAT chargeable).

It was AGREED UNANIMOUSLY that the small remaining residue from the Community Income Levy will be used towards the cost of purchase and installation of the benches and removal of the existing ones. The balance of the cost will be taken from the Grange Field Grass Cutting and Maintenance budget.

The precise location of the new benches on Grange Field will be subject to further consideration and views on this should be directed to Cllr Palmer.

117/22/23 CK Futures

a) To receive an update from Cllr Parnham

The update report from Cllr Parnham, which had been previously circulated, was noted. Feedback from attendees at the initial programme of Sustainable Living Workshops was 100% positive which is an exceptional achievement. The CK Futures' activities at the Autumn Fayre on 24th September 2022 were attended by over 350 people of all ages. Cllr Parnham thanked Cllr Evans and the Community Development Officer for their support.

Cllr Honeywill thanked Cllr Parnham for her work in relation to CK Futures, including its representation at the Autumn Fayre. She also thanked the many councillors who had attended the Fayre and the Administrative Assistant and the Clerk for their support. She also mentioned the exemplary support from young members of the 125 (Cheltenham) Air Training Corps.

b) To consider and approve a Project Proposal Form for the Tree Charter Week

The Project Proposal Form for Tree Charter Week (26th November to 4th December) was APPROVED UNANIMOUSLY.

118/22/23 Parish Council Strategy Day 2022

- **To consider and approve a Project Proposal Form for the Strategy Day 2022 and note the way forward**

Cllr Honeywill thanked Cllr Parnham for her work in relation to the Council Strategy Day, Annual Report and Parish Plan.

The Project Proposal Form for the Strategy Day (9.15 am to 1.00 pm, Saturday 15th October 2022) was APPROVED UNANIMOUSLY.

119/22/23 Parish Council's Annual Report for 2022-23

- **To consider and approve a Project Proposal Form for the Parish Council's Annual Report for 2022-23 and note the way forward**

Cllr Parnham said that the new format Annual Report would include input from all councillors leading on key projects. Cllr Evans has offered to act as editor for the report. Decisions regarding size and distribution will be made in due course.

The Project Proposal Form for the production of the Parish Council's Annual Report for 2022-23 was APPROVED UNANIMOUSLY.

120/22/23 Parish Plan

- **To consider and approve a Project Proposal Form for the next Parish Plan and note the way forward**

The Project Proposal Form for the production of the Parish Plan was APPROVED UNANIMOUSLY.

121/22/23 Community Grants and Support

- **To consider an application for use of free meeting space from Gloucestershire Endometriosis Support Group**

THE COUNCIL APPROVED UNANIMOUSLY a request from Gloucestershire Endometriosis Support Group to use meeting space in the Stanton Suite free-of-charge.

122/22/23 Communications and Community Engagement

- a) **To receive an update from Cllr Parnham on the Communications Working Group meeting on 15th September 2022.**

Cllr Parnham reported on the meeting of the Communications Working Group which took place on 15th September 2022 as follows:

- Cllr Parnham has arranged meetings with Cllrs Munro and Gosling to ascertain the communications needs of their projects, in particular the Restoring Cheltenham's Escarpment Grasslands Project and Rights of Way.
- The Community Development Officer will ensure that the website is updated as soon as possible.
- The possibility of having an electronic noticeboard is being explored.
- The topics and deadlines for articles in the Local Answer are as follows: November 2022 – Councillor drop-in sessions (deadline 3rd October); December 2022 – Christmas Fayre (deadline 9th November); January 2023 Youthwork Work (deadline 5th December 2022).

b) To formally adopt the updated Communications Strategy

It was AGREED UNANIMOUSLY that the updated Communications Strategy should be adopted.

c) To formally adopt the updated Terms of Reference for the Communications Working Group

It was AGREED UNANIMOUSLY that the updated Terms of Reference for the Communications Working Group should be adopted.

123/22/23 Update on key projects

CK Health Connect and Youth Work

Cllr Johnson's update report, which had been previously circulated, was noted.

a) CK Health Connect

Cllr Johnson said that the location of the Digital Inclusion course had been moved from the Conference Room to the Library to accommodate the increased number of attendees. The new CK Health Connect Directory has been published and hard copies are available in the Parish Office and electronic copy can be downloaded from the website at: <https://www.charltonkingsparishcouncil.gov.uk/ck-health-and-well-being-directo.html>

Cllrs Honeywill and Johnson will be available from 10.30 am to 12.00 noon on Wednesday, 12th October 2022 at the Front café on London Road and will be happy to answer questions regarding CK Health Connect and other matters.

b) Youth Work

Cllr Johnson said that 250 young people had attended the programme of activities in Charlton Kings which had been co-ordinated and supported by the Council during the recent summer holidays. Feedback from young people and parents had been very positive.

Cllr Johnson will produce a proposal for consideration at the Full Council meeting on 31st October 2022 regarding the way forward to build on the success of the summer programme to support young people in Charlton Kings.

Cllr Johnson reminded councillors that a survey regarding the detached youth work provision delivered by Inspire to Aspire in Charlton Kings can be accessed at: <https://haveyoursay.cheltenham.gov.uk/strategy/cheltenham-detached-youth-work-your-feedback/>

Cllr Johnson is arranging to meet representatives of the police to discuss recent anti-social behaviour in Charlton Kings.

Cllr Honeywill thanked Cllr Johnson for her work in relation to CK Health Connect and youth support.

124/22/23 Update on Standing Committees

- **Allotments**

Cllr Hawkins reported that there had been another fly-tipping incident at the Beeches. The Administrative Officer was following up on this with Cheltenham Borough Council.

Cllr Hawkins thanked Cllr Palmer for providing a point of contact regarding Allotments at the Autumn Fayre on 24th September 2022.

- **Community Assets**

Nothing to report as the Community Assets meeting was rescheduled due to the period of mourning following the death of Queen Elizabeth the Second. Cllr Munro will provide a report for consideration at the Full Council meeting on 31st October 2022.

- **Community Engagement and Wellbeing**

Nothing to report.

- **Finance and General Purposes**

Nothing to report except that Cllr Gandhi and the Clerk will be focusing on production of the 2023-24 budget in the next few months.

- **Planning**

Cllr Gosling reported that there had been no change in relation to the applications for Oakhurst Rise and the Nisa site.

125/22/23 External reports for information

- **C5 – To receive an update regarding a proposed networking event for Parish Councillors in Cheltenham**

Cllr Parnham reported that a networking event for councillors from all five Cheltenham Parishes would take place from 10.00 am to 12.45 pm on Saturday, 12th November 2022. Further information will be circulated by Cllr Parnham in due course.

126/22/23 Any Other Business

- **Reporting incidents of anti-social behaviour**

In response to a question from Cllr Hawkins, other councillors said that any residents who witnessed anti-social behaviour should report it directly to the police using the 101 number (for non-emergencies).

- **Walking map leaflets**

A number of councillors said that they were very impressed by the leaflets. Cllr Parnham thanked Cllrs Gosling and Holt for their work in relation to the content and the Administrative Officer for producing the leaflets.

There was no other business.

The meeting closed at 8.40 pm.

Date of next meeting: Monday, 31st October 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