

FULL COUNCIL

Minutes of a Meeting of Charlton Kings Parish Council held at the Stanton Hall, Church Piece, Charlton Kings on Monday 27th January 2020 at 7.00pm

Members present: Cllrs Williams (Chair), Bryant, Grimshaw, Hall, Holt, Honeywill, Joanna Hughes, John Hughes, Lansley, Munro, Parnham 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.

170/19/20 Recording and filming of meetings

There were no requests to record the meeting as there were no members of the public present.

Public Session

There were no members of the public present.

171/19/20 Apologies

Apologies were received and accepted from Cllrs Diamond, Hodges, Johnson and Palmer.

172/19/20 Declarations of interest (Localism Act 2011)

Cllr Reid declared that he is a trustee of the Kings Hall (Agenda Item 182/19/20). No other declarations of interest were received.

173/19/20 Election of Vice-Chair

Cllr Parnham was the only member to put themselves forward for election as Vice-Chair. She was proposed for the role of Vice-Chair by Cllr Honeywill, seconded by Cllr Reid, and was duly elected unanimously.

174/19/20 Committee membership

THE COUNCIL AGREED UNANIMOUSLY Cllr Bryant's membership of the Allotments and Planning Committees.

175/19/20 Filling of casual vacancies

The Clerk reported that there was one unfilled casual vacancy and that no applications or expressions of interest had been received since the last Full Council meeting. The usual strategies to attract new Councillors, which included posting the vacancy on the website, social media accounts, noticeboards and in the Newsletter, had proved unsuccessful.

Cllr Honeywill said that it might be helpful to identify someone with legal or financial expertise. Cllr Joanna Hughes highlighted the importance of finding someone who was already engaged with the local community.

It was agreed that the Clerk will approach the following organisations to see if they might advertise the vacancy within their networks:

- large local businesses (eg GCHQ, Co-op, Spirax Sarco);
- Charlton Kings Infants and Junior schools, Glenfall Primary school and Balcarras.

176/19/20 Minutes of previous meeting

The following were matters arising from the minutes that were not covered elsewhere on the agenda.

- 158/19/20 – Cllr Williams reported that he had produced a specification for upgrading of Church Piece;
- 160/19/20 - Cllr Williams reported that he and the Clerk were due to meet the Kings Hall trustees and representatives of the youth club on 28th January 2020. The youth club will now be running an extra junior and senior session on Tuesdays as a result of the grant that was agreed at the December 2019 Full Council meeting.

The minutes of the Full Council Meeting held on 16th December 2019 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

177/19/20 Reports or apologies from County and Borough Councillors

The Clerk said that apologies had been received from Cllrs McCloskey and Baker. Apologies were subsequently received from Cllr Harvey.

A previously circulated report from Cllr Sudbury, who had said she might not be able to make the meeting, was noted. Cllr Grimshaw has contacted Cllr Sudbury in relation to the proposed removal of the allocation towards reinstatement of the footpath over Pilley Bridge Nature Reserve and will provide an update for Council in due course.

No reports or other apologies had been received from County or Borough Councillors.

178/19/20 Budget and precept for 2020/21

The budget and commentary, which had been previously circulated, were noted. Cllr Williams presented the proposal for the budget and precept in 2020/21 to Councillors and made the following points:

- The proposed total budget for 2020/21 is £148,206, and taking into account budgeted rental and other income of £26,650, a precept of £121,556 will be required.
- A substantial increase in the Community Development budget is proposed, in order to deliver a number of new projects including management of St Mary's churchyard, maintenance of Grange Field and upgrading of the Parish Council noticeboards.
- The Band D precept in Charlton Kings would increase to £24.50 (from £21.69 in 2019/20) which would represent an increase of 12.9% or 47p per week.

The Council discussed the proposed budget and the following points were noted.

- The general reserve (£113,220) held by the Council is in line with the National Association of Local Council guidelines that they should total approximately one year's precept. Other reserves are allocated against specific planned capital projects. It was agreed that a strategy to spend the donated reserve allocated towards Rights of Way projects needed to be actioned during 2020/21.
- An allocation of £6,500 towards the second phase of the CK Health Connect project has been included in the budget, although it is hoped that grant funding might again be obtained to fund this in a similar way to the first phase of the project.
- It is vital that the precept is used to support projects that will benefit residents in all parts of the parish, not just those who live near to Church Piece. It was noted that only 25% of the parish land is urban, with the remainder being farmland or woodland. The needs of the rural part of the parish should also be considered. An emphasis on co-operative and collaborative working with other local organisations, particularly in regard to the hire of meeting rooms, would benefit the local community.

THE COUNCIL AGREED BY MAJORITY the proposed budget and precept figures with abstentions from Cllrs Bryant, Hall and Lansley. **The Clerk will submit the precept request to Cheltenham Borough Council.** Cllr Williams thanked Cllr Hodges for his work in relation to the budget.

Cllr Williams will produce an article for the March 2020 Local Answer regarding the budget and precept, and a narrative, explaining the rationale behind the increase in the precept and giving a summary of work undertaken by the Parish Council, for upload to the Parish Council website together with the Budget Proposal Summary.

179/19/20 Outputs from Strategy Meeting on 2nd November 2019

Cllr Parnham presented the report on outputs from the Strategy Meeting which had been previously circulated and highlighted the following points.

- The first goal of the meeting had been for Councillors to get to know each other in an informal setting and to learn what skills and expertise others might have to support Parish Council objectives.
- The second goal of the meeting had been to consider how people could be made to feel part of the Parish regardless of their location within it.

The next steps, which will be taken forward by Cllr Parnham, include:

- recognising that the Council has to be very cautious in taking on any more significant new projects, as it has limits in terms of skills and Councillor and staff time;
- considering whether engagement with residents and Borough Councillors at ward level might be productive;
- pursuing a model which involves non-Councillors as volunteers in relation to specific areas of work in order to widen skills and expertise and build capacity;
- considering developing support for external groups (community groups and/or charities) which might take the lead to address particular areas of need.

It was agreed that another Strategy Meeting would be held in 2020 and **Cllr Parnham will produce a proposal for consideration by Councillors in due course.** Cllr Williams thanked Cllr Parnham for her work in relation to the Strategy Meeting.

180/19/20 Monthly Accounts

The accounts for the year to 31st December 2019 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

Cllr Honeywill encouraged Councillors to volunteer at the Summer Fayre which is due to take place on Saturday, 13th June 2020.

181/19/20 Payments

The Council reviewed the list (previously circulated) of all payments issued since 5th December 2019 and APPROVED UNANIMOUSLY the payments list which was signed by Cllr Williams in his role as Chair.

182/19/20 Kings Hall

- To receive an update on the proposed redevelopment

Cllr Williams reported that a response had been received from Cheltenham Borough Council to the questions submitted in December 2019 regarding purchase of the building and terms of the lease. This will be discussed in detail at the next meeting of the Kings Hall Management Group on Monday, 10th February 2020.

Cllr Parnham reported that the Community Meetings on 11th January 2020, for current users of the Kings Hall and Stanton Suite, and for the general public, had been positive and well-attended. **The current consultation period ends on 29th February 2020 and Cllr Parnham will collate responses in due course.** Cllr Williams thanked Cllr Parnham for her work in relation to community engagement.

In response to a question from Cllr Joanna Hughes, it was noted that the idea of having a “community kitchen” with a seating area was now being considered rather than an externally-run community café. Cllr Munro said that he had arranged a visit to Roots in Gloucester on 26th February 2020 to learn about its work. **Councillors should contact Cllr Munro if they wished to participate.**

- To agree the vision statement for the project

The document setting out the vision for the Kings Hall project, which had been previously circulated, was considered by Councillors. Cllr Bryant suggested an amendment to the vision as follows: “is as carbon neutral *to build and* run as practically possible”. The vision document, including Cllr Bryant’s amendment, was UNANIMOUSLY AGREED by the Council.

Cllr Lansley will join the Environmental Working Group which will hold its first meeting at 7.30 pm on Wednesday, 5th February 2020 in the Stanton Hall.

183/19/20 St Mary’s Churchyard

The Action Plan for management of St Mary’s Churchyard, produced by Cllr Williams and previously circulated, was UNANIMOUSLY AGREED by the Council.

Cllr Munro volunteered to chair the St Mary’s Churchyard Joint Working Group, and this was UNANIMOUSLY AGREED by the Council. Cllr Honeywill volunteered to be a member of the Working Group which will also include representatives of St Mary’s Church.

Cllr Williams said that a tender document had been prepared for the mowing contract for the churchyard together with contracts for mowing Grange Field and the allotments.

184/19/20 A40 London Road

It was UNANIMOUSLY AGREED by the Council that a request should be submitted to Gloucestershire Highways to make the temporary 40 mph speed limit on the A40 London Road permanent. **The Clerk will write to Gloucestershire Highways.**

185/19/20 National Grid Project

Cllr Williams reported that a decision from Ofgem was still being awaited in relation to the funding application for the National Grid Project. Some limited, trial, work on Ravensgate Common would be carried out before 29th February, using other funds.

186/19/20 Reports from Standing Committees

- **Allotments**

Cllr Holt reported that some tenants had been formally asked to tidy up their plots, a slippage issue was being addressed and plans for the accessible allotment plot were progressing. The next meeting of the Allotments Committee is on 6th February 2020 and a more detailed update will be brought to the next Full Council meeting.

- **Community Development**

Cllr Honeywill reported that the next meeting of the Community Development Committee is on 3rd February 2020 and a more detailed update will be brought to the next Full Council meeting.

Cllr Reid reported that footpaths CK42 and CK48 will be diverted as they are currently routed through private properties.

Cllr Williams reported that Amanda Wragg, the new Community Development worker who would deliver the first phase of the CK Health Connect project had attended the Communications and Community Engagement Meeting immediately before the Full Council meeting.

- **Finance and General Purposes**

Nothing to report.

- **Planning**

Nothing to report.

187/19/20 Governance

- **Scheme of Publication**

The updated Scheme of Publication was UNANIMOUSLY APPROVED.

- **Data Protection Policies**

- **Data Protection Policy**

The updated Data Protection Policy was UNANIMOUSLY APPROVED.

- **Information Security Policy**

The updated Information Security Policy was UNANIMOUSLY APPROVED.

- **Managing Requests for Information**

The updated Policy for Managing Requests for Information was UNANIMOUSLY APPROVED.

- Records Management Policy
The updated Records Management Policy was UNANIMOUSLY APPROVED.
- GDPR Statements (internal and external)
The updated internal and external GDPR Statements were UNANIMOUSLY APPROVED.

- Report on data security

It was noted that Councillors would need to enter the authorisation code periodically if the proposed 2 Factor Authentication process for emails was adopted. There would be no cost implication as this would be included under the existing contract with the IT company.

The Council wished to have further information in regard to the proposed 2 Factor Authentication process for emails. **It was agreed that Cllrs Bryant and Lansley would notify the Clerk of the additional information that would be needed prior to a decision being made on this issue and a report will be brought to the February 2020 Full Council meeting.**

188/19/20 Communications and Community Engagement

- Report from Communications and Community Engagement Group (CEEG)

Cllr Parnham reported that the latest meeting of the CCEG had looked at the themes and messages that the Council wished to communicate in the forthcoming year, and the media that would be used. **Cllr Parnham will produce a summary report for consideration at the February 2020 Full Council meeting.**

- Items for February Newsletter

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

- Parish Councillor vacancy (Clerk)
- CK Health Connections – introducing Community Development Worker (Clerk)
- Report on Anti-social Behaviour Meeting on 27th January (Cllr Williams)
- Kings Hall project - encourage input from community by 29th February (Clerk)

Councillors should contact the Clerk as soon as possible if they have any other suggestions.

189/19/20 External meetings/consultations

- C5 meeting – 8th January 2020

Cllr Williams reported that the revised Cheltenham Charter had been agreed by the Parish Councils but had not yet been agreed by Cheltenham Borough Council. Future discussions at C5 will include climate change and social prescribing.

- Anti-social behaviour meeting – 27th January 2020

Cllr Williams reported that the meeting, which had been chaired by Borough Councillor McCloskey and involved himself, Cllr Reid, the youth worker, representatives of local churches, the police and a local business owner had been very positive. Changes in policing structures mean that there has been an increase in uniformed and plain clothes patrols, and some changes in behaviour of the younger members were apparent. The next Anti-social behaviour meeting will take place on 20th April 2020.

190/19/20 Stanton Suite Conference Room

It was agreed that an extractor fan with a heat recovery unit, which would cost approximately £300 plus fitting costs, should be purchased for use in the Conference Room. **The Clerk will take this forward.**

191/19/20 Any Other Business

- DIY SOS
Cllr Williams informed Council that the BBC television programme DIY SOS would be renovating a house for a deserving family in Charlton Kings in early February. **If any Councillor has any suggestions about how the Council might support this work, they should notify the Clerk.**
- Business Cards for Councillors
The Clerk said that the Parish Office has a supply of Business Cards which can be used by Councillors to give out at events.

There was no other business.

192/19/20 Items for the agenda of the next meeting

- Interim Internal Audit Report

There were no other items noted for the agenda of the next meeting.

The meeting closed at 9.25 pm.

Date of next meeting: Monday 24th February 2020 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