

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 28th January 2019 at 7.00pm

Members present: Cllrs Williams (Chair), Diamond, Grimshaw, Gupta, Hodges, Holt, Joanna Hughes, John Hughes, Honeywill, Jarrett, Meadows, Palmer, Parnham (from agenda item 178/18/19) and Reid.

Also in attendance: Joanna Noles (Parish Clerk)
Borough Cllr Angie Boyes (for the Public Session)
12 members of the public attended the meeting.

The meeting was opened at 7.05 pm.

Public Session

Parents' Traffic Group

A number of representatives of an informal group of parents, who are concerned about road safety within the Parish, attended the meeting to request support from the Parish Council to address this issue. They listed the following actions which they felt would have a positive impact on road safety in the Parish:

- a reduction in the speed limit on the East End Road from 30 mph to 20 mph;
- an increased presence from Police Community Support Officer and/or traffic wardens to address illegal parking issues;
- use of automated number plate recorders;
- exclusion of HGVs at peak school drop off and collection times to reduce air pollution.

Cllr Williams said that the Parish Council took the issue of road safety very seriously and was currently monitoring traffic speeds in order to build up a set of data which would be used as a basis to lobby for improvement. The Parish Council's role was to influence and to facilitate solutions as Gloucestershire Highways was largely responsible for road safety with the Parish. **Cllr Williams asked the Parents' Traffic Group to send a written submission to the Clerk, outlining their concerns, and then a meeting would be set up between representatives of the Group and Councillors to consider ways in which improvements in road safety in the Parish might be achieved.**

Mr Ted Freeman

Mr Freeman had contacted the Clerk prior to the meeting to raise the following concerns:

- There is an ongoing issue in New Street where the railings outside St Mary's Church are damaged by lorries negotiating the very sharp corner. Moving the railings would be very costly, so the suggestion is that the last parking bay on New Street is removed to provide more turning space. Cllr Williams said that Cllr Grimshaw had already raised this suggested solution with Gloucestershire Highways and will continue to encourage them to take this action. Cllr Williams has previously spoken to the Vicar of St Mary's about this issue, who raised additional, safety, issues pertaining to detached metalwork caused by lorries damaging the railings and potentially injuring members of the public. **Cllr Williams will speak to the Vicar of St Mary's again and consider whether additional safety concerns might convince Gloucestershire Highways to address this issue.**
- In response to Mr Freeman's query regarding the Community Grant that was made to St Mary's Church Open Group in October 2017, Cllr Williams said that the Group had recently requested input from the Parish regarding the location of the defibrillator that had been purchased as a result of the grant. Consideration of the way forward would be discussed under agenda item 192/18/19.
- In response to Mr Freeman's query regarding the possibility of the reinstatement of the old footpath between Leckhampton and Charlton Kings Commons, Cllr Williams said that he would aim to include this in the joint bid for National Grid Landscape Enhancement funding which would be discussed under agenda item 189/18/19

7 members of the public and Cllr Boyes left the meeting.

174/18/19 Recording and filming of meetings

There were no requests to record the meeting. Cllr Williams said that this item would be included prior to the Public Session at future meetings.

175/18/19 Apologies

Received from Cllrs Hall, Johnson and Kuszniarski.

County Cllr Klara Sudbury also sent her apologies.

176/18/19 Declarations of interest

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

Cllrs Jarrett, Meadows, Palmer and Williams declared an interest as allotment holders.

Cllr Williams declared an interest as Chair of the Ravensgate Common Management Group.

No other declarations of interest were received.

177/18/19 Casual Vacancies

The meeting was closed to members of the public while the Council considered co-option of the candidates to fill the current vacancy.

Cllr Williams said that there was currently one vacancy and that letters of application for co-option had been received from three prospective councillors but that one had subsequently withdrawn. The two remaining candidates, Christopher Bryant and Felicity Parnham, addressed the Council, answered questions from Councillors, and then withdrew from the meeting while their applications were considered and an anonymous ballot took place.

No Councillors abstained from the ballot. As a result of the ballot, THE COUNCIL AGREED that Felicity Parnham, who had received the majority of votes, should be co-opted with immediate effect as a Councillor to fill the casual vacancy on the Council.

Christopher Bryant re-joined the meeting and was informed that his application for co-option had been unsuccessful. Cllr Williams thanked him warmly for his interest in the role of Councillor and said that **the Clerk would contact him to discuss ways in which he might be involved in the work of the Parish, for example through membership of one of the Community Development Working Groups.**

Felicity Parnham re-joined the meeting, signed a Declaration of Acceptance of Office in the presence of the Clerk, and participated in the remainder of the meeting as a Councillor.

178/18/19 Minutes of previous meeting

The minutes of the Council Meeting held on 17th December 2018 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

179/18/19 Community Police Officers

A report from PCSO Sue Greenwood had been circulated prior to the meeting. In response to a query from Cllr Hughes, it was noted that it had been agreed that a PCSO would attend Parish Council meetings each quarter to answer questions from Councillors but this was dependent on availability of the PCSOs.

Cllr Williams commented that the report showed a decrease in anti-social behaviour in comparison to the previous year. This had not been the case in Church Piece where there had been vandalism to the exterior toilets and evidence of drug use. **The Clerk will ensure that all such incidents are logged and reported to the PCSOs in future.**

In response to a query from Cllr Gupta, it was noted the PCSO Greenwood had asked for all incidents of suspicious behaviour to be reported on the police non-emergency telephone number 101.

180/18/19 Reports from Borough Councillors

No reports were received from Borough Councillors.

181/18/19 Reports from County Councillors

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

- **The Clerk will contact Cllr Sudbury to clarify the Parish Council’s position in relation to Vehicle Activated Signs (VAS). Whereas the locations she suggests have already been agreed, no further VAS units will be purchased as there is insufficient capacity to physically move more units between locations. If Cllr Sudbury would fund the purchase of two permanent lamp standard brackets, the existing VAS will be used in the locations she suggests.**
- Cllr Sudbury’s observations regarding street lights on Cirencester Road and road resurfacing work in Charlton Park were noted. In relation to the latter, Cllr Grimshaw said that Ringway would be taking over the contract from Amey in April 2019 and there might be more opportunities for co-operative working.
- Cllr Hughes said that she had written to Cllr Sudbury to say that she would like to submit a detailed bid for the Parish’s Community Well-being work to the “Growing our Communities” fund. She intends to submit a formal application in due course.
- Cllr Sudbury’s intention was noted to work co-operatively with Cllr Babbage to consider an alternative to the zebra crossing on Cirencester Road which had been rejected.

At the suggestion of Cllr Williams and Cllr Jarrett, it was agreed that **all Borough and County Councillors will be invited to an informal meeting to discuss issues and priorities with the aim of promoting collaborative working.**

182/18/19 Clerk’s report

The Clerk’s report was noted.

Cllr Williams said that the new “landing page” on the Parish Council website which listed all current Policies and Procedures was intended to be a resource for Councillors as well as members of the public and encouraged them to use it as a point of reference.

The Clerk will remove the “FAQs” page from the Parish Council website.

183/18/19 Grange Field

The Clerk reported that the lease on Grange Field had now been completed.

It was agreed that **a press release, prepared by Cllr Williams, would now be released. The Clerk will include an item on the Parish Council website and social media feeds and an article about Grange Field will be included in the March 2019 edition of The Local Answer.**

184/18/19 Kings Hall

Cllr Jarrett provided an update as follows:

- It has now been confirmed that the current lease to the Kings Hall Trustees will expire on 30th September 2021.
- Cllr Palmer will be leading on setting up Focus Groups to obtain input from users and potential users of the Kings Hall regarding the proposed development. This work will not start until there is more certainty that the Council will be in a position to complete this project.
- Cllrs Jarrett and Hodges are due to meet representatives of Cheltenham Borough Council shortly, regarding financing options and the affordability of the project will be reviewed following the meeting.

Cllr Jarrett said that he had been investigating how the slatted seats in Church Piece, that had been installed in 2000 with European funding, might be repaired. He will obtain quotes for replacement of the tops and for repairing the lights in the seat bases before approaching Cheltenham Borough Council and Gloucestershire County Council to jointly fund the work to repair the infrastructure they had been responsible for providing in 2000.

185/18/19 Budget and precept for 2019/20

Cllr Hodges presented the proposal for the budget and precept in 2019/20 to Councillors and made the following points:

- The proposed total budget for 2019/20 is £133,455 and, taking into account rental income, a precept of £107,855 will be required.
- A substantial increase in the precept is proposed, in order to deliver the Kings Hall project and to support it in future years. It would cover servicing of building loan repayments, maintenance, and the potential need to employ a person to oversee the running of this asset. The Band D precept in Charlton Kings would increase to £21.69 (from £17 in 2018/19) which would represent an increase of 28.6%. (The base increase in precept, *excluding* funding required for the Kings Hall project, would be to £17.32).
- A narrative, explaining the rationale behind the increase in the precept and giving a summary of work undertaken by the Parish Council, is intended to be uploaded to the Parish Council website together with the Budget Proposal Summary.
- As part of prudent budgeting and in line with government guidelines, this budget would increase the general reserve to £99,196. Such provision gives some flexibility in-year, to meet developing programmes within the Community Development budget.

Councillors considered the proposal for the budget and precept in 2019/20. It was noted that applications for grant funding for elements of the Kings Hall project would be submitted and this might decrease the building loan required.

Cllr Hughes said that funding from Cllr Sudbury's "Growing our Communities" fund was available to support salaries and an application could be submitted in relation to future staffing costs relating to the Kings Hall; although both would be time-limited.

Cllr Parnham asked what would be done to engage residents of Charlton Park, who would be supporting the Kings Hall project through the precept, but who lived some distance from the facility. Cllr Williams responded that engagement of all local residents was a vital part of the Kings Hall project to ensure that it reflected the needs of the local community.

THE COUNCIL UNANIMOUSLY AGREED the proposed budget and precept figures and **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 asked Councillors if they would be willing to continue the meeting beyond 9.00 pm in order to complete all the business on the agenda and this was UNANIMOUSLY AGREED.

186/18/19 Finance

The accounts for the year to 31st December 2018 (previously circulated) WERE APPROVED BY THE COUNCIL.

This item will be titled "To receive and approve the accounts to..." on future agendas.

187/18/19 Payments

Cllr Williams said that the format of the Payments list had been changed to include additional columns for "invoice date" and "VAT" in line with advice from Gloucestershire Association of Parish and Town Councils relating to the application for the Local Council Award Scheme.

The Council reviewed the list (previously circulated) of all payments issued since 10th December 2018 and THE COUNCIL APPROVED UNANIMOUSLY the payments list which was signed by Cllr Williams in his role as Chair.

188/18/19 Effectiveness of Internal Audit

Councillors reviewed the statement of required controls which had been circulated with the agenda. The Effectiveness of Internal Audit Schedule was APPROVED UNANIMOUSLY BY THE COUNCIL and signed by Cllr Williams in his role as Chair.

189/18/19 Ravensgate Common

Cllr Williams said that an Expression of Interest to the National Grid Landscape Initiative has been prepared in relation to funding to offset the visual impact of the ZF2 electricity pylon line and improve the natural environment in their vicinity. He asked Councillors for approval for Charlton Kings Parish Council to be

the lead partner in the bid with secondary partners being Friends of Leckhampton Hill and Charlton Kings Common (FOLK), Cheltenham Borough Council and Butterfly Conservation. It was noted that this would involve some additional administration by the Parish Office staff but that funding would cover employment of someone to oversee contracts resulting from the bid.

THE COUNCIL AGREED UNANIMOUSLY that Charlton Kings Parish Council should be the lead partner in the bid to the National Grid Landscape Initiative for funding in the vicinity of the ZF2 electricity pylon line.

190/18/19 Committee Membership

THE COUNCIL AGREED UNANIMOUSLY that Cllr Diamond should be a member of the Community Development Committee.

191/18/19 Reports from Standing Committees

- **Allotments Committee**
Nothing to report.
- **Community Development Committee**
 - Cllr Honeywill reported that there had been a recent meeting of the Fayres Working Group and the next meeting would be on 13th March 2019. Cllrs Palmer and Hall are looking at Health & Safety issues.
 - The latest version of the “walking maps”, circulated by Cllr Reid prior to the meeting, were noted. In response to a query raised by Cllr Gupta, visibility of the maps by those who are colour blind will be considered. It was AGREED UNANIMOUSLY that tenders should be submitted in relation to the “walking maps” project. Cllr Reid will liaise with Cllr Gupta and the Clerk regarding inclusion of QR codes on the Parish Council website.
 - Cllr Joanna Hughes said that the next meeting of the Community Wellbeing Working Group would be on 13th February 2019 and she will circulate information to other Councillors in due course.
- **Finance and General Purposes Committee**
Nothing to report.
- **Planning Committee**
Nothing to report.

192/18/19 Community Grants Scheme

St Mary’s Church Open Group – Defibrillator

It was agreed that **Cllr Williams will liaise with St Mary’s Church Open Group in relation to their request for input from the Parish regarding the location and ongoing responsibility for the defibrillator** that had been purchased as a result of a Community Grant given in October 2017.

193/18/19 External meetings / consultations

- Cllr Grimshaw said that he had met representatives of Gloucestershire Highways who had agreed to the movement of zig-zag lines on Glynrosa Road and installation of a railing opposite the entrance to Charlton Kings Junior School.
- Cllr Williams said that he and Cllr Jarrett had attended a meeting of the C5 group and that minutes of the meeting had been circulated to Councillors for their information.
- Cllr John Hughes, in his role as Chair of the Cheltenham Flood and Drainage Panel, had produced a written statement in relation to the forthcoming examination of the Cheltenham Plan. It was agreed that **the Clerk will circulate this to other Councillors** and that **the Clerk will write a letter of support for the submission on behalf of the Parish Council.**

194/18/19 Any Other Business

There was no other business.

195/18/19 Items for the agenda of the next meeting

- Meeting dates for Full Council and Committees for 2019-20.
- Resilience Plan for Charlton Kings

The meeting closed at 9.40 pm

Date of next meeting: Monday 25th February 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