

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, 28th June 2021 at 7.00pm

Members present: Cllrs Williams (Chair), Cockwill, I Gosling, K Gosling, Grimshaw, Hall (up to item 52/21/22), Hodges, Holt, Johnson, Lansley, Parnham and Smith.

In attendance: Gill Cocks (for items 37/21/22 to 40/21/22)
Joanna Noles (Parish Clerk)

No members of the public attended the meeting.

The meeting was opened at 7.00 pm.

37/21/22 Recording and filming of meetings

There were no requests to record or film the meeting.

38/21/22 Public Session

No members of the public attended the meeting.

39/21/22 Issues raised by members of the public in advance of the meeting

None.

40/21/22 Presentation by Gill Cocks on the EcoExchange project

Gill Cocks, who has been working in a voluntary capacity with Cllr Parnham on the CK Futures project, gave a short presentation on the EcoExchange project. This involves working with the Cheltenham Twinning Association and local schools to build links with young people in Cheltenham's twin towns in other countries around the topic of climate change. The aim of the project is to promote an accurate view of other countries' response to climate change and to discover what actions young people are taking at grass roots level in response to climate change. The initial stage of the project has involved Balcarras school and a school in Sochi in Russia. Collaborative work has involved monitoring of CO2 emissions and creating a joint recipe book. Four 'Youth Ambassadors' in Cheltenham have produced a booklet setting out an "A to Z of Climate Change" and this has inspired those in Sochi to produce a similar booklet. In the future, the EcoExchange project will involve further collaborations between schools in Cheltenham and their counterparts in Annecy in France, Gottingen in Germany and hopefully Kisumu in Kenya.

Cllr Parnham said that the EcoExchange project's aim was to develop a "template of collaboration" between schools. In response to a question from Cllr Smith, she said that copies of the "A to Z of Climate Change" would be available in hard copy in the Parish Office and electronically on the Parish Council website.

Cllr Williams warmly thanked Gill Cocks for her presentation, and for her work in relation to the EcoExchange project, and she then left the meeting.

41/21/22 Apologies

Apologies were received and accepted from Cllrs Honeywill, Munro, O'Sullivan, Palmer and Reid.

42/21/22 Declarations of interest (Localism Act 2011)

No declarations of interest were received.

43/21/22 Minutes of previous meeting

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

- 20/21/22 – Gloucestershire Charter – Cllr Williams said that he had not yet contacted GCC to ask for an update and to express the willingness of the Parish Council to be an active partner in determining the way forward.
- 29/21/22 – Restoring Cheltenham's Limestone Grasslands Project - Cllr Williams said that Cllr Ian Gosling had expressed an interest in this project. **Cllr Williams will contact Cllr Ian Gosling to discuss his involvement in the project.**
- 31/21/22 – **Cllr Johnson will confirm the final date for the next Community Open Meeting, which is likely to be in autumn 2021, in due course.**
- 31/21/22 - The Clerk reported that the Administrative Officer was liaising with Cllr Munro and Borough Cllr Steve Harvey regarding an opening event for the Church Piece upgrade and the renovated mosaic rill. **The Administrative Officer will provide an update in due course.**

The minutes of the Annual Meeting held on 24th May 2021 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and were signed by Cllr Williams as an accurate record.

44/21/22 Reports or apologies from County and Borough Councillors

The Clerk reported that apologies had been received from Borough Councillor McCloskey. No other reports or apologies had been received from County and Borough Councillors.

45/21/22 Monthly Accounts

Cllr Williams commented that two new cost centres, for "Leckhampton Hill and Charlton Kings Common" and "Ravensgate Common" had been added to the accounts system in relation to the Restoring Cheltenham's Escarpment Grasslands Project.

The accounts for the year to 31st May 2021 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

46/21/22 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month May 2021 and UNANIMOUSLY RATIFIED the payments totalling £11,586.04 (£10,926.32 plus VAT of £659.72) which Cllr Williams signed in his role as Chair.

47/21/22 Financial matters

- **To consider purchase of a computer and screen for the new Community Development Officer**

The purchase of a computer and screen for the new Community Development Officer from TechOp at a cost of £817.80 including VAT was AGREED UNANIMOUSLY.

- **To agree purchase of annual licence for Scribe**

The renewal of the annual software licence for the Scribe accounting system at a cost of £561.60 including VAT was AGREED UNANIMOUSLY.

- **To consider purchase of noticeboards**

It was noted that a budget of £10,000 had been previously agreed as a reserve to cover the purchase of noticeboards. In response to a question from Cllr Cockwill, Cllr Parnham said that replacing the existing boards, and adding new ones had a dual purpose of extending communications to those who did not have access to the website and also providing a visual demonstration that the Parish Council's work spreads across the whole of Charlton Kings. She also commented that many of the existing boards were no longer fit for purpose due to age-related structural deterioration.

The purchase of replacement noticeboards from Whitehill Direct at a cost of £4,303 plus VAT was AGREED UNANIMOUSLY.

The installation of replacement noticeboards by Greenfields at a cost of £3,354 plus VAT was AGREED UNANIMOUSLY subject to written confirmation that the company's staff have relevant expertise, qualifications and permissions to undertake street works in public spaces. The Administrative Officer will confirm the purchase cost of the noticeboard at Ewens Farm.

Cllr Holt reminded Councillors of a previous idea to ascertain whether an electronic screen giving updates about Parish Council and other community organisations could be installed in a prominent location such as Smith and Mann, the Library or the exterior of the Stanton Suite. **The Administrative Officer will investigate possibilities and provide an update in due course.** Cllr Lansley said that he could provide support to ensure that the screen complied with the Council's commitment to environmental sustainability.

In response to a written question from Cllr Honeywill, who had not been able to attend the meeting, it was agreed that the Grange Field Working Group would develop a detailed, costed proposal for signs for Grange Field and this would be brought to a future Full Council meeting. **The Administrative Officer will liaise with Cllr Palmer to develop the proposal.**

48/21/22 New bank account

- **To consider setting up a new bank account to allow funds to be split in accordance with investment policy**

Following a recommendation from the Finance and General Purposes Committee at its meeting on 14th June 2021, it was AGREED UNANIMOUSLY that an additional bank account should be opened at Nationwide, in order to split the money held by the Council between a number of financial institutions in compliance with the Investment Policy.

- **To agree signatories for the new bank account**

It was AGREED UNANIMOUSLY that the signatories for the new bank account would be the same as for the existing bank accounts namely: Cllrs Honeywill, Palmer, Parnham, Reid and Williams.

In response to a question from Cllr Johnson, it was agreed that the Finance and General Purposes Committee would consider whether an additional Business Charge Card should be obtained for use by the Administrative Officer.

49/21/22 Kings Hall Working Group

As Cllr O'Sullivan, who leads the Kings Hall Working Group, was not present at the meeting, the Clerk gave a brief update. Cllr O'Sullivan had met on 24th June with a representative of a surveying firm that had been involved in the original development of the Kings Hall. The surveyor had said that no purpose would be served by digging a trial pit to gain assurance regarding possible structural issues, as the building was on piles rather than a raft. Cllr Hall said that she understood that Cllr O'Sullivan would call a meeting of the Kings Hall Working Group very soon and that a further update would be provided after the meeting had taken place.

50/21/22 CK Health Connect

Cllr Johnson, who leads of CK Health Connect, gave a short presentation regarding the outcomes of the recent surveys of local residents and service providers in relation to the impact of COVID-19. The next steps will involve engagement with the under-18 age group through collaboration with local schools. Further exploration regarding the impact of COVID-19 on service providers may be undertaken as it is possible that only those who were continuing their services had responded to the survey.

It was agreed that Cllr Johnson, with support from Cllr Lansley, would consider how the survey outputs might be best presented to the public on the Parish Council website, and possibly in other ways. Other Councillors should contact

Cllr Johnson if they have any thoughts about ways in which the outputs of the surveys might be presented and disseminated. Cllr Hall commented that she felt the surveys constituted an extremely important piece of work and would be the starting point for continued work to support local residents in the emergence from the COVID-19 lockdown. Cllr Williams thanked Cllr Johnson, and members of the CK Health Connect “core group”, for their ongoing work in relation to this important project.

Cllr Katie Gosling reported that the Digibus will be visiting Church Piece from 26th to 28th August and will be delivering a range of workshops on topics such as IT (including video conferencing), CV writing, budgeting and Universal Credit. **If other Councillors have any ideas for workshops that could be delivered by the Digibus, they should contact Cllr Katie Gosling.**

51/21/22 Youth Work

The paper on the suggested way forward produced by Cllr Williams, and circulated in advance of the meeting, was noted.

Cllr Williams reminded Councillors that the Parish Council had contributed financially to a collaborative project, led by Cheltenham Borough Council, to provide youth work services across the town. Inspire to Aspire had been awarded the contract to deliver these services in 2021-22.

Cllr Williams said that a need has been identified to develop a co-ordinated approach to youth work in Charlton Kings in order to inform the work of Inspire to Aspire and to enable their staff to build networks with key stakeholders. Therefore, it is proposed that the existing Community Support Group is transformed into a new Youth Work Stakeholder Group (YWSG), chaired and supported by the Parish Council. In addition to representatives of Inspire to Aspire, the suggested membership of the group is set out in Cllr Williams’ paper.

The importance of engaging with “hard to reach” young people was emphasised by several Councillors. It was noted that consistent ongoing work by Inspire to Aspire’s professional youth workers would highlight how this might best be achieved.

It was AGREED UNANIMOUSLY that a Youth Work Stakeholder Group would be established, as set out in Cllr Williams’ paper, with an initial meeting date of 6.00 pm on Thursday, 15th July 2021.

52/21/22 Restoring Cheltenham’s Limestone Grasslands Project

- **To agree project proforma produced by Cllr Williams**

The project proforma for the Restoring Cheltenham’s Escarpment Grasslands (RCEG) project, produced by Cllr Williams, was AGREED UNANIMOUSLY with the following suggested amendments, and will be subject to regular review:

- a note of the positive environmental impact of the project;
- a note of any necessary ongoing expenditure after the third year of the project.

Cllrs Parnham and Hodges emphasised the importance of communicating the Council’s role in the project. Cllr Hodges suggested the use of signage when work takes place to specifying that it is part of a Parish Council initiative. Cllr

Williams said that he was in the process of producing text for a RCEG page on the Parish Council website, and that three existing noticeboards on Ravensgate Common could be used to communicate information about the project.

Cllr Hall left the meeting at this point.

- **To agree signature of the collaboration agreement in relation to the project produced by Cheltenham Borough Council**

The draft agreement produced by Cheltenham Borough Council in relation to their staff working on land of which the Parish Council is custodian, was noted. It was AGREED BY MAJORITY that the collaboration agreement would be signed subject to a satisfactory independent legal opinion on the document being received.

- **To consider purchase of stone for use by the Restoring Cheltenham's Escarpment Grasslands Project**

The purchase of colour-matching stone from Cotswold Stone Quarries to extend an existing wall on Leckhampton Hill at a cost of £2,928 including VAT was AGREED UNANIMOUSLY subject to receipt by the Parish Council of grant money which has been promised in relation to the RCEG project.

At the request of Cllr Hodges, it was agreed that a written recommendation from the RCEG Steering Group would be submitted with every request to the Council for approval of funding.

53/21/22 Letter to Police and Crime Commissioner

It was AGREED UNANIMOUSLY that the Clerk will write to the new Police and Crime Commissioner, copied to the Cheltenham's Chief Inspector, requesting a meeting with the Grange Field Working Group and highlighting the following three concerns: antisocial behaviour, drug dealing on Grange Field and environs, residents' difficulties in reporting incidents.

54/21/22 Governance

- **Records Management Policy**

The updated Records Management Policy, which had been previously circulated, was reviewed and APPROVED UNANIMOUSLY AND FORMALLY ADOPTED by the Council.

55/21/22 Community Grant Application

- **Sue Ryder Leckhampton Hospice**

THE COUNCIL BY MAJORITY APPROVED a grant of £400 to Sue Ryder Leckhampton Hospice to provide palliative care and family support for residents of Charlton Kings and surrounding areas. The Autumn Fayre Committee will consider whether a stall might be offered to the Hospice.

56/21/22 Communications and Community Engagement

- **Report on the meeting of the Communications and Community Engagement Working Group (CCEWG) on 25th June 2021**

Cllr Parnham reported verbally on the meeting as follows. The event at Holy Apostles to celebrate the end of COVID-19 has been deferred due to the government's extension of restrictions. Cllrs Parnham, Johnson and the Clerk have been developing a brief for an updated Parish Council website which will be considered by the CCEWG and then brought to a future Full Council meeting. Two half-day strategy meetings on Saturdays in autumn 2021 are being considered, with a focus on Community Development.

- **Items for July Newsletter**

The following items were agreed in relation to the July 2021 Newsletter.

- Update on CK Futures (Cllr Parnham)
- Update on CK Health Connect (Cllr Johnson)
- Update on Restoring Cheltenham's Limestone Grasslands (Cllr Williams)
- Youth Work in Charlton Kings (Cllr Williams)
- Church Piece upgrade/mosaics and "opening event" (Administrative Officer)
- Grange Field change of date for community meeting (Administrative Officer)
- Autumn Fayre – call for stallholders (Cllr Honeywill)
- Community Grant reminder (Clerk)

All items not already provided should be sent to the Clerk by Sunday, 4th July 2021. Any Councillors who have ideas for items for inclusion in future Newsletters should contact the Clerk.

- **Topics for future Local Answer articles**

The August Local Answer article will focus on the Digibus event and the September Local Answer article will focus on the Autumn Fayre.

57/21/22 Update on key projects

- **CK Futures**

The report by Cllr Parnham, which had been previously circulated, was noted. The latest CK Futures Newsletter is available in hard-copy from the Parish Office or electronically from the website at <https://www.charltonkingsparishcouncil.gov.uk/charlton-kings-environment.html>

- **Grange Field**

The report by Cllr Palmer, which had been previously circulated, was noted. The community meeting regarding the way forward has been deferred to 7.00 pm on Wednesday, 21st July 2021 in the Stanton Hall due to the delay in easing of COVID-19 restrictions.

58/21/22 Update on Standing Committees

- **Allotments**

The report by Cllr Palmer, which had been previously circulated, was noted.

- **Community Development**

The report by Cllr Honeywill, which had been previously circulated, was noted.

- **Finance and General Purposes**

Cllr Hodges reminded Councillors that a short meeting of the Finance and General Purposes Committee would take place at 4.00 pm on Thursday, 15th July with the specific purpose of making a recommendation regarding the submission for the Local Council Award Scheme Quality Gold Award, before it is considered at the Full Council meeting on 26th July 2021.

- **Planning**

Cllr Grimshaw said that he was drafting a letter to Cheltenham Borough Council's planning department in relation to several instances where its actions have inhibited the Parish Council's ability to provide meaningful comments in its role as a statutory consultee.

59/21/22 External meetings and consultations

None.

60/21/22 External reports for information

None.

61/21/22 Arrangement for Full Council meetings on 26th July and 23rd August

It was noted that the Clerk will not attend the Full Council meetings on 26th July or 23rd August. She will prepare the agenda and collate the supporting papers for each of these meetings but minutes will be taken by the Administrative Officer. It was noted that Cllr Williams will not chair the Full Council meeting on 23rd August.

62/21/22 Any Other Business

- **Autumn Fayre**

Cllr Smith said that the work of the Autumn Fayre Working Group is progressing well and that a note of its most recent meeting will be produced in due course. The Autumn Fayre is scheduled to take place on Saturday, 18th September 2021.

The meeting closed at 9.35 pm.

Date of next meeting: Monday, 26th July 2021, 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