

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 28<sup>th</sup> September 2020 at 7.00pm

**Members present:** Cllrs Williams (present and Chair from item 102/20/21), Cockwill, Grimshaw, Lansley, Hall, Hodges, Holt, Honeywill, Johnson, Munro, Palmer, Parnham (Chair for items 97/20/21 to 101/20/21), Reid and Smith.

In attendance: Laurie Bell (CEO, Cheltenham Trust for items 97/20/21 to 101/20/21)  
Joanna Noles (Parish Clerk)

No 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 4<sup>th</sup> 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. Cllr Williams was unable to join the start of the meeting due to technology issues. Therefore, it was agreed that Cllr Parnham, who is Vice-Chair, would chair the meeting until Cllr Williams was able to join it.

#### **97/20/21 Recording and filming of meetings**

There were no requests to record or film the meeting.

#### **98/20/21 Public Session**

No members of the public attended the meeting.

#### **99/20/21 Apologies**

Apologies were received and accepted from Cllr O'Sullivan.

#### **100/20/21 Declarations of interest (Localism Act 2011)**

No declarations of interest were received from Parish Councillors.

#### **101/20/21 Minutes of previous meeting**

The following points were noted in relation to the minutes:

- 83/20/21 – The Clerk confirmed that the application for the Local Council Award Scheme Quality Award had been submitted.
- 84/20/21 – **Cllr Hodges will liaise with Cllr Honeywill regarding the budget spreadsheet that he produces for Chairs of the "spending" Committees.**

- 88/20/21 – **The Clerk will find out whether Cllr Williams has contacted the Trees Officer in relation to Newcourt Green.**

The minutes of the Full Council Meeting held on 24<sup>th</sup> August 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.**

#### **102/20/21 Presentation by CEO of the Cheltenham Trust**

Ms Laurie Bell, has been CEO of the Cheltenham Trust for 18 months. Previously she worked as Director of Communities and Communications for Wiltshire Council. The Cheltenham Trust is a charity, set up by Cheltenham Borough Council, to manage its “iconic buildings and venues”. She made a presentation to the Council at which the following key points were noted.

- Her key aim when she joined the Cheltenham Trust was to make it financially sustainable by ensuring that there was the correct blend of commercial focus (to generate income) and community provision (to serve local people). The Cheltenham Trust had previously run at a deficit.
- Key points in creating a five year plan for the organisation were: identifying barriers to creation of the correct blend of commercial/community provision; clarifying the organisation’s vision, ethos and values (what it is for and how it wants to be perceived); considering the organisation’s potential and its aspirations; identifying “deal breakers”; identifying stakeholders with whom relationships must be built and gathering intelligence about their needs; being clear about what resources are needed and how they will be deployed.
- The Cheltenham Trust had to act decisively in spring 2020 to react to the impact of the COVID-19 outbreak. This involved furloughing most staff and repurposing the business model (e.g. using existing facilities to create a “food hub” and later opening outdoor venues). It is vital that all organisations are aware of the changing, wider landscape in which they operate and adjust accordingly. A time of crisis can drive creativity and positively impact an organisation’s culture.
- Parish Councils have a key role to play in delivering targeted provision for local communities. Every Parish Councillor has an important leadership role in ensuring delivery of this provision.

In response to a question from Cllr Munro, Laurie Bell said that the relationship between Cheltenham Borough Council and the Cheltenham Trust is a very close and positive one. The advantages of setting up a charity included avoidance of business rates and access to funding streams that would not be open to a local government organisation. The key to success is to get the correct blend of commercial and community provision (e.g. ensuring that income is generated to fund subsidised services for local people). Laurie Bell said that she would be happy to advise the Council on this point if that would be helpful in the future.

In response to questions from Cllrs Parnham and Smith, Laurie Bell said that some of the bigger grant funders were likely to be focusing support for larger heritage and arts organisations to mitigate loss of income due to the COVID-19 crisis. However, smaller, local funders were likely to still have grant funds available in the next few years for community-based projects. Laurie Bell said she would be happy to provide the Council with details of relevant small grant funds.

Cllr Williams warmly thanked Laurie Bell for her presentation to the Council and she then left the meeting.

**103/20/21 Councillor resignations and filling of vacancies**

- **To formally note Jessica Diamond's resignation as a Councillor on 13<sup>th</sup> September 2020**

It was noted with regret that Jessica Diamond had resigned as a Councillor with immediate effect on 12<sup>th</sup> September 2020. Cllr Williams has written to thank Jessica for her contribution to the Council, in particular bringing a younger perspective to discussions.

- **To formally note Sandra Henley's resignation as a Councillor on 17<sup>th</sup> September 2020**

It was noted with regret that Sandra Henley had resigned as a Councillor with immediate effect on 17<sup>th</sup> September 2020.

- **To receive an update on filling of the resulting vacancies**

The Clerk reported that Notices of Vacancy had been posted in relation to the vacancies created by the resignations of both Jessica Diamond and Sandra Henley. Assuming that a call for an election is not made within 14 days of posting of the Notices, the Clerk will start the process of advertising the vacancies to be filled by co-option.

**104/20/21 Committee membership**

Cllr Cockwill's membership of the Allotments and Community Development Committees was UNANIMOUSLY APPROVED.

**105/20/21 Reports or apologies from County and Borough Councillors**

The Clerk reported that apologies had been received from Borough Cllrs Baker, Boyes and McCloskey. No other apologies had been received from County and Borough Councillors.

Cllr Boyes had produced a brief report, which was summarised by the Clerk, regarding the nets on the basketball court on the Multi Use Games Area (MUGA) at Grange Field. She had looked into ways in which these might be replaced. **Cllr Reid said he felt the old, damaged netting should simply be removed and not replaced but would speak to some of the young people who use the facility to get their views.** *NB: Cllr Grimshaw supported removal of the nets on safety grounds under agenda item 118/20/21 Any Other Business.*

Cllr Baker had produced a brief report, which was summarised by the Clerk, regarding the seminar on central government's proposed changes to planning which will be delivered by David Oakhill, Head of Planning at Cheltenham Borough Council. The Clerk reported that she was co-ordinating arrangements for the seminar which would take place virtually at 6.00 pm on Wednesday, 30<sup>th</sup> September. Information had been circulated to the Clerks of the other Parish Councils in Cheltenham in case any of their Councillors wished to attend.

**106/20/21 Monthly Accounts**

Cllr Hodges reported that, based on projected income from the end of August for the remainder of the 2020-21 financial year, it was likely that there would be an underspend against the budget. Although much of the income from the rental of the Stanton Suite had been lost due to COVID-19 restrictions, income from allotment rental and the precept remained at budgeted levels. Projected expenditure was lower than budgeted as it had not been possible to progress a number of project due to the impact of COVID-19. In particular, the majority of the budget of £36,350 allocated in 2020-21 towards the Kings Hall project had not been spent.

Cllr Honeywill commented that there were a number of significant projects under the Community Development budget that might incur significant expenditure in the remainder of 2020-21. These included plans to improve Grange Field and for a Christmas event at Sixways.

Cllr Palmer commented that there might be a need for additional funding under the Allotments budget in order to address the ingress of deer to the sites at Ryeworth and Haver. However, the “easy-access” allotment plot was projected to be delivered under budget so the residue might be used towards deer fencing.

Cllr Williams thanked Cllr Hodges for his financial analysis.

The accounts for the year to 30<sup>th</sup> August 2020 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

**107/20/21 Payments**

The Council reviewed the list (previously circulated) of all payments issued in the calendar month July 2020 and UNANIMOUSLY RATIFIED the payments totalling £13,126.08 (£12,722.31 plus VAT of £403.77) which **Cllr Williams will sign in his role as Chair and send to the Clerk.**

**108/20/21 Internal Auditor 2020-21**

It was RESOLVED UNANIMOUSLY that Bridget Bowen is appointed as the Internal Auditor for the financial year 2020-21.

**109/20/21 Information Technology**

- **CKPC website accessibility compliance**

The report from the Administrative Officer regarding compliance with the Public Sector Bodies Accessibility Regulations 2018, which came into force on 23<sup>rd</sup> September 2020, was noted. The website providers, 2commune, have advised that the structure of the website is compliant. However, some of the elements chosen or provided by the Council will need to be addressed. Specifically, the template colours will need to be changed so that the contrast ratio meets the new regulations and all pdfs uploaded to the website in future will be saved in pdf/A format. An accessibility statement has been placed on the website providing contact details that can be used by those who are unable to access any of the information on the website.

It was AGREED UNANIMOUSLY that the necessary steps had been taken to ensure that the website is compliant with the Public Sector Bodies Accessibility Regulations 2018.

- **Webex licences**

It was AGREED UNANIMOUSLY that two additional Webex licences would be purchased for Cllrs Grimshaw and Parnham to enable them to “host” virtual meetings.

The Clerk, or the Administrative Officer, would continue to act as “hosts” for Webex meetings of more than 50 minutes in length that are organised by other Councillors provided that these take place during normal working hours.

- **Planning Committee meetings**

It was AGREED UNANIMOUSLY that meetings of the Planning Committee would now follow a hybrid model in which Committee members would meet face-to-face and members of the public would join the meeting virtually. The face-to-face meetings of the Committee would be conducted in a socially-distanced way that is compliant with COVID-19 safety guidance.

Cllr Lansley commented that the introduction of virtual attendance, in addition to face-to-face attendance for members of the public, might continue to be used once COVID-19 restrictions have lifted in order to widen access to meetings.

**110/20/21 Horse-friendly barrier for ZCK55 bridleway**

The ZCK55 bridleway will soon be improved by the landowner to allow vehicular access and a barrier is required to prevent use by unauthorised vehicles whilst allowing use by horse-riders and walkers. Cllr Cockwill commented that the barrier would not prevent access by “off-road” motorbikes.

It was AGREED UNANIMOUSLY that up to £1,400, to cover purchase and installation, would be paid to provide a “horse-friendly” barrier for the ZCK55 bridleway. Keys to the barrier would be held by the landowner, the Parish Council and Gloucestershire County Council. At the suggestion of Cllr Cockwill, signage will be added to the barrier to warn that it is a possible trip hazard.

**111/20/21 Community Open meeting**

It was noted that, prior to the COVID-19 outbreak, a Community Open meeting had been scheduled for Thursday, 22<sup>nd</sup> October 2020.

It was AGREED UNANIMOUSLY that the meeting should be re-scheduled for an alternative date. **The Clerk will put a note on the website so that residents are aware that the meeting will not take place as scheduled.**

**Cllr Williams, in liaison with Cllrs Parnham, Johnson and Lansley, will consider the timing, format and focus of the deferred Community Open meeting following the Strategy Day on 10<sup>th</sup> October 2020.**

It was noted that the meeting could take place virtually. A possible focus for it could be one of the major projects, such as CK Health Connect, or to provide feedback on public consultations regarding Grange Field improvements or CK Futures. It is vital that the focus of the meeting resonates with local people and encourages them to attend and engage.

**112/20/21 Strategy Day on 10<sup>th</sup> October 2020**

Cllr Parnham reported that the Strategy Day will start at 8.45 am (for 9.00 am) on Saturday, 10<sup>th</sup> October 2020. It is assumed that all Councillors will attend the meeting in person. **However, if any Councillor is not planning to attend, they should notify Cllr Parnham and the Clerk as soon as possible.**

Cllr Parnham is currently engaging in “pre-meetings” with Councillors and encouraged those who had not yet attended one of these to arrange to do if possible. Further information about the Strategy Day will be circulated by Cllr Parnham in due course.

Cllr Parnham and Cllr Williams both emphasised the importance of the Strategy Day in determining the way forward for the Council. Cllr Williams thanked Cllr Parnham for her work in organising the Strategy Day.

**113/20/21 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.**

**114/20/21 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 reports from Cllr Honeywill and Cllr Johnson (on CK Health Connect), which had been circulated prior to the meeting, were noted. Cllr Johnson said that a proposal for the way forward for CK Health Connect, which would include the future of the “core group”, would be brought to the Strategy Day.

- **Finance and General Purposes**

Nothing to report.

- **Planning**

Cllr Grimshaw reported that the key issues considered by the Committee in the last six months were the applications for Oakley Farm and for Oakhurst Rise.

**115/20/21 External meetings and consultations**

The Clerk’s attendance at the Gloucestershire Association of Parish and Town Councils (GAPTC) “large councils” meeting was noted. Cllr Williams commented that Charlton Kings is the fourth largest council in Gloucestershire, in terms of population, behind Cirencester, Stroud and Quedgeley.

**116/20/21 Clerk’s report**

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

**117/20/21 Communications and Community Engagement**

- **Items for October Newsletter**

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

**All items not already provided should be sent to the Clerk by Sunday, 4<sup>th</sup> October 2020.**

- Update on stocks and maintenance (**Cllr Williams**)
- Note about damaged bus shelter and repair (**Administrative Officer**)
- Rights of Way update (**Cllr Reid**)
- Update on CK Futures (**Cllr Parnham or delegate**)
- Deferral of Community Open Meeting (**Clerk**)

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

- Christmas arrangements at Church Piece and Sixways
- Grange Field Public Consultation and improvements (bulbs and hedging)
- Update from Friends of Charlton Kings including response to possible “second wave” of COVID-19

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

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

The Local Answer article for November 2020 will focus on the Remembrance Day event and will be written by Cllr Williams. It was noted that Cllr Williams had been advised by the police that, provided COVID-19 safety advice was followed, the event could go ahead. **Cllr Williams is updating the risk assessment and will circulate details of the event in due course.**

The Local Answer article for December 2020 will focus on Christmas arrangements at Church Piece and Sixways.

**118/20/21 Any Other Business**

- Cllr Parnham reported that she had attended a virtual seminar organised by the National Association for Local Councils (NALC) on “rebuilding sustainable communities”. There had been around 100 delegates and speakers and questions were very good. It had been valuable to hear about the work that other councils had been doing in this area.
- In relation to 105/20/21, Cllr Grimshaw said that it was important that the netting on the basketball hoops at the MUGA was removed, if it was damaged, for safety reasons.

There was no other business.

The meeting closed at 9.06 pm.

Date of next meeting: Monday, 26<sup>th</sup> October 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](mailto:clerk@charltonkingsparishcouncil.gov.uk)