

FULL COUNCIL

Minutes of the meeting of Charlton Kings Parish Council held at the Stanton Hall, Church Piece, Charlton Kings on Monday 29th October 2018 at 7.00pm

Members present: Cllrs Williams (Chair), Grimshaw (until 116/18/19), Hodges, Honeywill, Joanna Hughes, John Hughes, Jarrett, Johnson, Meadows and Palmer.

Also in attendance: Joanna Noles (Parish Clerk)

6 members of the public attended the Allotment Competition Awards presentation prior to the meeting but all left before formal business commenced.

The meeting was opened at 6.45 pm for the Allotment Competition Awards presentation. Formal business commenced at 7.00 pm.

Allotment Competition Awards

Cllr Williams presented awards to the following individuals who had been unable to attend the Awards Evening on 27th September 2018:

- John Crocker and Mags Goodall (Best Senior Tenants – Croft Allotment)
- Paul Wright (Best New Tenant – Sappercombe Allotment)
- Pam Harford (Best Senior Tenant – Haver Allotment)
- Chris Sullivan (Runner-up, Best Senior Tenant – Ryeworth East)
- Max Westwater (Best Allotment in Charlton Kings)

111/18/19 Recording and filming of meetings

There were no requests to record the meeting.

112/18/19 Apologies

Received from Cllrs Gupta, Hall, Holt, Kuszniarski and Reid.

113/18/19 Declarations of interest

Cllr Grimshaw declared an interest in relation to agenda item 116/18/19 as he is a resident of Cirencester Road. Cllr Meadows declared an interest in relation to agenda item 132/18/19 as she is a member of group that runs Charlton Kings Business Connect. No other declarations of interest were received.

114/18/19 Minutes of previous meeting

The minutes of the Council Meeting held on 24th September 2018 (previously circulated) WERE APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

115/18/19 Community Police Officers

The report from PCSO Mel Oliveira was noted. The boundaries used in the report do not exactly match the Parish boundary as West Ward is not included. Cllr John Hughes said that the percentage increases in crime statistics were high, although it was noted that this was a factor of the relatively small numbers, and he would be interested to know the PCSO Oliveira's view on the reason for this.

Several councillors expressed the view that low level anti-social behaviour by groups of young people, which could include acts of vandalism, and be intimidating to other residents, was the key issue in Charlton Kings rather than high level crime. It was felt that the provision of recreational spaces and activities for young people might help to address these issues and this will be kept in mind when considering the future development of Church Piece.

It was noted specifically that the Muga lights went off at 9.30 pm so the facility could not be used after that time. **The Clerk will check whether the time at which the Muga is lit is set out as a condition in its planning consent and, if not, see if it might be possible to extend the hours.**

Cllr Palmer said that she felt that bicycle theft was a major issue in Charlton Kings. **The Clerk will ask PCSO Oliveira to include figures for this in her next report.**

116/18/19 Reports from Borough Councillors

It was noted that an email raising various questions had been received from Cllr Baker:

- In relation to Cllr Baker's enquiry regarding the use of CKPC's mobile speed equipment, Cllr Grimshaw said that his understanding was that a byelaw prevents another piece of monitoring equipment on Bafford Approach as it would be too close to an existing monitor. There are already plans to place monitors on the Old Bath Road and he will be contacting Gloucestershire Highways regarding installation of monitoring equipment on the north side of Greenhills Road.
- In relation to Cllr Baker's comment regarding reactions to the proposed Cirencester Road pedestrian crossing, Cllr Grimshaw said that he believed that a number of residents were unhappy about this as it would prevent them parking immediately outside their homes.
- Cllr Grimshaw said that he would need to get further clarification regarding Cllr Baker's question in relation to parking control.

Cllr Grimshaw will set out his responses to the questions raised and send them to the Clerk who will forward them to Cllr Baker. Cllr Grimshaw left the meeting.

117/18/19 Reports from County Councillors

No reports were received from County Councillors.

118/18/19 Clerk's report

The report produced by the Clerk was noted.

Cllr Williams reminded Councillors that the Parish Council had responsibility for maintaining and insuring the War Memorial. However, its ownership is unclear although recent legislation might mean that all memorials raised by public subscription would belong to the local church.

119/18/19 Grange Field

The Clerk reported that the only issue that needed to be clarified prior to signature of the lease was the wording of the paragraph regarding responsibility for rectifying issues pertaining to historical contamination of the site. It was noted that the Council had already approved the lease subject to agreement of this paragraph. Therefore, it is hoped that the Chair and Clerk will be able to sign the lease very soon. The date of occupation would be as specified in the lease.

120/18/19 Kings Hall

Cllr Jarrett said there was nothing significant to report prior to the presentations by the four architectural firms which would take place on 30th October and 1st November. A full report including recommendations regarding the way forward will be brought to the Full Council meeting on 26th November 2018.

121/18/19 Finance

Cllr Hodges commented that the overspend under the Finance and General Purposes budget related to upgrade of the toilets and fire-doors in the Stanton Suite towards which a budget from reserves had been allocated.

In response to a question from Cllr Honeywill, Cllr Hodges said that the start of the budget process for 2019-20 would be considered at the Finance and General Purposes meeting on 12th November 2018. Cllr Jarrett said that Chairs of the various Committees would be given a copy of the current year's budget and spend to date and would be asked to estimate spending in the current year. Based on this, and planned activities in the next year, they would set out the budget that they would like in 2019-20. The Finance Sub-Committee would consider the budgets submitted by all Committee Chairs at a meeting in January 2019. The total budget for 2019-20 would be brought to the Full Council

meeting on 28th January 2019 and then submitted to Cheltenham Borough Council in February 2019.

The accounts for the year to 30th September 2018 (previously circulated) WERE APPROVED BY THE COUNCIL.

122/18/19 Payments

The Council reviewed the list (previously circulated) of all payments issued since 24th September 2018 and THE COUNCIL APPROVED the payments list.

123/18/19 External Audit Report

The External Audit report for 2017/18 was formally accepted by the Council.

It was agreed that the External Audit Report for 2018/19 would be considered by the Finance and General Purposes Committee prior to being brought to Full Council.

124/18/19 Council Action Plan 2018/22

Cllr Williams said that consideration of the Council Action Plan for 2018/22 was deferred until the Full Council meeting on 26th November 2018. He has prepared a Community Development Action Plan which will be brought to the next Community Development Committee meeting. There are also existing Action Plans for the Allotments Committee and for Rights of Way. Cllr Williams has re-drafted the Council Strategy for 2018/22 and has asked Cllrs Jarrett and Hodges to provide input in relation to governance. The Council Strategy and Action Plan will be considered together at the Full Council meeting on 26th November 2018.

125/18/19 Reports from Standing Committees

- **Allotments Committee**

Cllr Meadows reported that there were very few vacant plots at present. The tendering process in relation to the Easy Access allotment plot was currently underway with a deadline for tenders of 9th November 2018. Income from lettings is on budget. The instigation of a penalty for late payment of rent has meant that there are very few late payers.

- **Community Development Committee**

Community Open Meeting – 22nd October 2018

Cllr Joanna Hughes reported that over 40 people attended the Community Open Meeting on 22nd October 2018. She will produce a summary of the key outcomes of the meeting and this will be used by a working group, consisting of Councillors and members of the wider community, to develop a strategy to address issues of loneliness and vulnerability within the Parish. Cllr Johnson said that the intention was to work closely with the local Neighbourhood Watch network. Cllr John Hughes commented that he felt it was important to

engage key organisations, in particular the local doctors' surgery and Balcarras School in the next stage of the project.

In response to a request for feedback on the Community Open Meeting from Cllr Johnson, other Councillors said that they liked the informal approach to the meeting, the presentations at the start of the meeting which engaged interest and set out the context and the way that those present actively participated through the use of "break-out" groups. Cllr Williams thanked Cllr Joanna Hughes and Cllr Johnson for the work that they had undertaken to make the Community Open Meeting such a success.

Walking Map

In Cllr Reid's absence, Cllr Williams drew Councillors' attention to the latest draft of the Walking Map. The intention is to produce the final version, which should be ready by the end of the year, on resilient boards which would be placed at the Stanton Hall and at Sixways. The QR code on the map will link to a designated page on the Parish Council website which will provide updates and, eventually, additional maps of loop walks. Paper versions of the maps may also be considered. If Councillors have any comments on the draft Walking Map, they should pass them on to Cllr Reid.

- **Finance and General Purposes Committee**

Nothing to report.

- **Planning Committee**

It was noted that there had been a number of applications from the Dowdeswell Estate recently which had enhanced the area. The recent application from Dunkerton's Cider was to provide a food and drink facility for all staff on the estate.

Cllr Williams referred to a recommendation in the Parish Plan that there should be a Park & Ride facility off the A40 to the east of Charlton Kings. **Cllr Williams will discuss the way forward on this issue with Cllr Grimshaw.**

126/18/19 Committee membership

Committee memberships as follows WERE APPROVED BY THE COUNCIL:

- Cllr Johnson – Community Development
- Cllr Palmer – Community Development, Allotments and Planning

127/18/19 Members' Interests

The Clerk thanked councillors for making the necessary modifications to their registers of interests. Cllr Williams said that the Cheltenham Borough Solicitor had determined not to include signed Declarations of Interests on the Cheltenham Borough website as they include reference to interests of spouses and partners who are not office holders.

COUNCIL AGREED that the individual signed Declarations of Interest produced by Councillors would be taken down from the Parish Council website, although hard

copies would be retained, and replaced by a tabulated summary of all Councillors' interests. **The Clerk will take appropriate action.**

128/18/19 Travel and Subsistence Policy

The updated Travel and Subsistence Policy, revised by Cllr Williams, WAS APPROVED BY THE COUNCIL with the following amendments:

- The Policy should not refer to a specific mileage rate as this might be subject to change.
- The Policy should state that all Councillors are able to claim £50 per year to cover the cost of printing papers specifically relating to Council business and also a ream of A4 paper which would be provided by the Parish Office. However, all Councillors are strongly encouraged to use electronic devices to access meeting papers, rather than printing them out, and to ask to use the printing facilities in the Parish Office if they need to undertake a big print run.

129/18/19 Local Council Award Scheme

COUNCIL AGREED that the Schedule of Payments which is produced for each Full Council meeting is "unlocked" on the website so that it can be viewed by members of the public. An aggregated figure for staff salaries and pensions will be included on the schedule.

COUNCIL AGREED the application to the Local Council Award Scheme and this **will be submitted by the Clerk.** The Clerk said that there was one point on which the Council was not fully compliant as she had not yet gained the required 12 CPD points as she had only recently started in post. She had been informally advised by GAPT that commitment to undertake CILCA early in 2019 would be sufficient but Council should be aware that this issue might result in a delay in approval of the application.

130/18/19 Meeting Calendars for Parish website

It was noted that 2Commune had quoted £100 to create two calendars for the Parish Website, which would be populated by the Parish Office staff to show room bookings. **The Clerk will ascertain the cost of setting up an online booking system, so that rooms could be booked directly from the website, and also enquire regarding including online versions of other forms (eg Allotment booking form, Community Grant application form etc).**

131/18/19 Remembrance Day ceremony

Cllr Williams reminded Councillors that the Charlton Kings Remembrance Day ceremony will take place from 10.00 am on Sunday, 11th November. Councillors who wish to attend should meet at the Stanton Hall at 9.30 am. **Cllr Williams will liaise with Cllr Grimshaw and Cllr Hodges regarding road closure signs and see if Helena McCloskey might be willing to present one of the wreaths at the church service following the ceremony.**

132/18/19 Community Grant Scheme

St Mary's Church

It was noted that St Mary's Church has withdrawn its application for funding towards protective treatment to the lychgate but may re-submit it in due course.

CK Connect

COUNCIL AGREED a Community Grant of £500 to CK Connect towards the cost of publicising the organisation. Cllr Meadows abstained from the vote.

133/18/19 External meetings / consultations

The minutes of the C5 meeting on 3rd October 2018 were noted.

134/18/19 Any Other Business

Length of meetings

It was agreed that meetings should not generally exceed two hours in length.

There was no other business.

135/18/19 Items for the agenda of the next meeting

The meeting closed at 9.45 pm

Date of next meeting: Monday 26th November 2018 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