

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 29th April 2019 at 7.00pm

Members present: Cllrs Williams (Chair), Diamond, Grimshaw, Hall, Holt, Joanna Hughes, Honeywill, Johnson, Palmer, Parnham and Reid.

Also in attendance: Joanna Noles (Parish Clerk)
Helen Johnston (Administrative Officer)

No members of the public attended the meeting.

The meeting was opened at 7.00 pm.

Recording and filming of meetings

There were no requests to record the meeting.

238/18/19 Public Session

No members of the public attended the meeting.

239/18/19 Apologies

Received from Cllrs Hodges, John Hughes, Kuszniarski and Meadows. Cllr Gupta did not attend the meeting.

Borough Cllrs Baker and Harvey also sent their apologies.

Councillor resignation

Cllr Williams informed the Council that Cllr Kuszniarski had resigned as a Councillor with immediate effect. Cllr Williams expressed his thanks for the work that Cllr Kuszniarski had contributed to the work of the Council and, particularly, in relation to the management of the speed monitoring equipment. **The Clerk will ensure that the casual vacancy created by Cllr Kuszniarski's resignation is advertised immediately within the parish to ascertain whether there is a call for election. Cllrs Williams and Grimshaw will consider the way forward in relation to speed monitoring.**

240/18/19 Declarations of interest

Cllr Reid declared that he is a trustee of the Kings Hall. No other declarations of interest were received.

241/18/19 Minutes of previous meeting

- 224/18/19 – The Clerk confirmed that there had not yet been a response from St Mary's PCC to the request for further information regarding the maintenance costs of the burial ground. The Chair indicated that another meeting with the PCC might be required.
- 231/18/19 – Cllr Williams expressed his disappointment that he had not received any short reports from Councillors with lead responsibility for projects on the 2018/19 Action Plan and asked that these are sent to him by 3rd May 2019.

The minutes of the Council Meeting held on 25th March 2019 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and signed by Cllr Williams as an accurate record.

242/18/19 Reports from County and Borough Councillors

The Clerk read out a report from Cllr Baker. **Cllrs Grimshaw and Williams will contact him in relation to his request for speed monitoring data.** His concerns and suggestions regarding the zebra crossing on Cirencester Road were noted. Councillors said that the issue of rubbish on the verges of Cirencester Road should be referred to Cheltenham Borough Council.

A report from Cllr Sudbury had been previously circulated. Councillors warmly welcomed her suggestion that she and Cllr Babbage might jointly fund a scheme that would improve pedestrian visibility at the zebra crossing on Cirencester Road.

No other reports were received from Borough Councillors.

243/18/19 Clerk's report

The Clerk's report was noted.

The Council's receipt of the Local Council Award Scheme (LCAS) Foundation Level has been confirmed and the logo is now on the website. An application for the LCAS Quality Level will be submitted in due course.

The Clerk said that, as the lockable door has now been added to the AV equipment control panel in the Stanton Hall, renters who want to show DVDs would need to obtain the key in advance from the Parish Office.

The defibrillator has now been installed on the exterior wall of the Stanton Hall. The Clerk reminded Councillors that an open Defibrillator Awareness session, run

by the South Western Ambulance Service, would take place from 5.00 pm on Monday, 3rd June 2019. Councillors and Parish Office staff are encouraged to attend. The session will be advertised to local residents. At the suggestion of Cllr Palmer, **it was agreed that the Clerk will invite businesses based in Church Piece to the session.**

244/18/19 Casual Vacancy

The Clerk confirmed that the vacancy created by the resignation of Peter Jarrett had been advertised in the Parish on 1st April 2019. A request for an election had not been received within fourteen days and so the Council can proceed to fill the vacancy by co-option.

The vacancy had been advertised on the Parish website and notices will be placed on the Parish noticeboards. The deadline for applications is 3rd June 2019 and consideration of applicants will take place at the Full Council meeting on 24th June 2019. It is probable that there will be three vacancies to be filled by co-option at that point due to the resignations of Peter Jarrett and Ed Kuszniarski and the expected resignation of Cllr Meadows.

245/18/19 Kings Hall

Cllr Williams reported that he had recently met the Chair of the Kings Hall trustees and had provided an update on the progress of the Kings Hall project. Cllr Hodges has submitted a business plan in order to access funding from Cheltenham Borough Council for the project and a response is awaited. Cllr Williams and the Clerk are due to meet Becky Conway of Cheltenham Borough Council to discuss the way forward in relation to the Kings Hall lease. **Cllr Williams and the Clerk will consider the way forward in relation to the project management approach and structures.**

246/18/19 Annual Parish Meeting and Community Open Meeting

Cllr Joanna Hughes reminded Councillors that the format of the meeting, that will take place at 7.30 pm on Monday, 13th May 2019 would involve a report by Cllr Williams on work during 2018-19 and plans for 2019-20, formal presentations to recipients of Community Grants and then groups sessions focusing on community wellbeing, the environment and the way forward for Grange Field and the Kings Hall.

A poster advertising the event has been produced and will be placed on Parish noticeboards. **The Clerk will produce laminated versions of this so that Cllr Reid can distribute them around the Parish.**

There was a general discussion about how the group session at the meeting could be used to provide useful input to the Kings Hall project. It was noted that although the broad design of the refurbished Kings Hall has been agreed, there is still a large amount of flexibility in regard to room sizes and uses, storage space etc. It was agreed that the group session would involve an update on current plans for the Kings Hall, highlighting elements that could be changed, led by Cllr

Grimshaw and then obtain input on which groups (older people, younger people etc) should be consulted and how the consultation process could best be implemented.

Cllr Williams will contact the Kings Hall architect, John Everitt, to invite him to attend the meeting and to obtain advice regarding this session.

The Clerk will show Cllr Parnham, who has recently joined the Council, the plans for the Kings Hall project.

Cllr Williams reminded Councillors that they must comply with the Council's General Data Protection policy when publicising events.

247/18/19 Council Strategy Meeting

Cllr Parnham said that the Council Strategy Meeting had been booked for 9.00 am to 1.00 pm on Saturday, 2nd November 2019 at the Cotswold Area Civil Service Sports Association. All Councillors and staff are encouraged to attend. The meeting will focus on one or more issues, such as connecting the wider Parish, and also provide an opportunity for Councillors to get to know each other better. The meeting will be facilitated by two of Cllr Parnham's colleagues. Cllr Williams said that an activity, such as a walk at Coombs Hill Nature Reserve, could take place in the afternoon.

248/18/19 Finance

- Accounts - The accounts for the year to 31st March 2019 (previously circulated) WERE APPROVED BY THE COUNCIL. The Clerk reported that the internal audit had taken place but the report had not yet been received. However, she had been informed verbally that the audit had found systems of internal control to be adequate and effective. There was one recommendation which was that property deed/title references are included on the Asset Register. The internal audit report will be brought to the next meeting for consideration and approval.
- Additional bank signatories – THE COUNCIL AGREED UNANIMOUSLY that Cllrs Honeywill, Palmer and Reid should become bank signatories.

249/18/19 Payments

The Council reviewed the list (previously circulated) of all payments issued since 19th March 2019 and THE COUNCIL APPROVED UNANIMOUSLY the payments list which was signed by Cllr Williams in his role as Chair.

In response to a question from Cllr Williams, the Clerk said that orders to Banner were currently made on an ad hoc basis but fewer, larger orders would be preferable.

250/18/19 Administrative Officer

THE COUNCIL RESOLVED UNANIMOUSLY that the role of Administrative Officer is eligible for enrolment in the Local Government Pension Scheme. THE COUNCIL RESOLVED UNANIMOUSLY that all Parish Office staff roles are eligible for enrolment in the Local Government Pension Scheme.

231/18/19 Reports from Standing Committees

- **Reports against Annual Action Plan 2018-19**

Covered under Agenda Item 241/18/19.

- **Allotments Committee**

Nothing to report.

- **Community Development Committee**

Working Group – Fayres and Grange Field

Cllr Honeywill reported that arrangements for the Summer Fayre were progressing very well. Cllr Diamond is organising a rota for Councillors to volunteer at the Fayre. “High viz” jackets, with CKPC logos, will be worn by Councillors so that they are easily identifiable. Cllrs Diamond and Palmer are organising a stand at the Fayre which will highlight the work of the Parish Council and would welcome suggestions from other Councillors for things to be included.

Working Group - Rights of Way

The report from Cllr Reid, which had been previously circulated, was noted. The deadline for tenders for the Walking Maps project has been extended to 3rd May 2019. The infrastructure for the permissive path at Vineyards Way is now in place and discussions with the landowner are taking place regarding bespoke signage. Cllr Williams said that the project could be publicised more widely by an article in a relevant publication.

Councillors were very supportive of Cllr Reid’s idea for a “tidy group” to address littering issues within the Parish. It is envisioned that the group would not be led by the Council but support could be offered to whoever runs it. **Councillors who are interested in being involved in the group should contact Cllr Reid.**

Working Group – Community Wellbeing

Cllr Johnson provided a verbal report on her discussions with the local Neighbourhood Watch Co-ordinators and set out the following projects.

- A bicycle “coding” session has been arranged for 10.00 am to 2.00 pm on Saturday, 22nd June 2019. This will be within Neighbourhood Watch week which runs from 17th to 23rd June 2019. It was agreed that the session should take place on Grange Field and that

arrangements would be made to use the Kings Hall if there was particularly inclement weather. It was agreed that another session at Cox's Meadow could take place in due course.

- A Community Crime Prevention workshop, run by the police and hosted by the Council at the Stanton Hall, will be arranged for autumn 2019. Similar sessions have resulted in establishment of new Neighbourhood Watch groups.
- A free workshop on identifying fraud, run by the national Neighbourhood Watch Association, will be arranged in autumn/winter 2019. This may take place at the Stanton Hall or a larger venue may be required due to expected level of interest.

Cllr Joanna Hughes provided an update on the "community prescribing" project. Final confirmation of funding from the Growing Communities budget is awaited.

- **Finance and General Purposes Committee**

Nothing to report.

The Clerk reminded members of the Committee that the next meeting will now take place on Monday, 17th June 2019.

- **Planning Committee – 1st and 15th April 2019**

Cllr Grimshaw reported that he had discussed with the Clerk possible solutions to the conflict between Planning Committee meetings and external bookings of the Stanton Hall. Cllr Grimshaw thanked members of the Planning Committee for running the recent meeting in his absence.

252/18/19 Community Grants

THE COUNCIL UNANIMOUSLY APPROVED a grant of £200 to the Happy Circle Club to fund a dinner for socially isolated residents of the Parish.

253/18/19 External meetings / consultations

- **C5 meeting – 3rd April 2019**
Cllr Williams reported that he and Cllr Grimshaw had attend the C5 meeting on 3rd April 2019. The meeting had not been attended by a representative of Cheltenham Borough Council but had proved a good opportunity for Parish representatives to learn about each other's work. There was considerable discussion about the issue of naming of new streets and official guidelines on procedures have been provided which state that the Parish Council must be consulted.
- **Meeting with Borough Councillors – 27th April 2019**
Cllr Williams reported on this meeting which had take place at his instigation to facilitate a more co-ordinated approach to work within the Parish. Four Borough Councillors attended the meeting and met Cllrs Williams, Honeywill

and Parnham. Feedback was very positive and it has been agreed that a further meeting will take place in six months' time.

- Neighbourhood Co-ordination Meeting
Cllr Joanna Hughes reported on this meeting which seeks to bring together all non-Borough organisations in Cheltenham. **Cllr Williams asked Cllr Hughes to send a copy of the minutes to him in due course.**

254/18/19 Any Other Business

Cllr Williams reported that the detailed bid for funds to National Grid's Landscape Enhancement Initiative for works on Ravensgate and Charlton Kings Commons would be submitted shortly.

There was no other business.

255/18/19 Items for the agenda of the next meeting

Nothing in addition to items noted elsewhere in the minutes.

Cllr Williams said that **the Clerk will contact Councillors prior to the next meeting to find out which Committees they would like to serve on in 2019-20 and whether they would be willing to take on a Charing role.**

Cllr Williams said that Borough Councillors had asked if significant items coming to the next meeting could be noted in the minutes.

The meeting closed at 9.00 pm.

Date of next meeting: Monday 20th May 2019 at 7.00 pm (Annual Meeting of the Parish Council)

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