

# 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, 31<sup>st</sup> January 2022 at 7.00pm

**Members present:** Cllrs Williams (Chair), Gandhi, Gosling, Hall, Hodges (for agenda items 207/21/22 to 211/21/22 and 216/21/22), Holt, Honeywill, Johnson, Munro, Palmer, Parnham and Reid.

In attendance: Joanna Noles (Parish Clerk)

Borough and County Cllr Matt Babbage (for agenda items 207/21/22 to 218/21/22)

2 members of the public attended the meeting.

The meeting was opened at 7.00 pm.

#### **207/21/22 Recording and filming of meetings**

There were no requests to record or film the meeting.

#### **208/21/22 Public Session**

The following responses were provided to questions from members of the public.

- There are no immediate plans to replace the tree that has recently been taken down on Grange Field. However, it is likely that there will be consideration of the planting of trees on Grange Field in future. Cllr Williams is due to inspect the site of the recently-removed tree later this week to ensure that the work has been completed satisfactorily.
- **The Parish Council will take appropriate action to try and get the Christmas wreaths removed from lamp-posts around the Parish and the Hallowe'en trail posters taken down.** It was noted that it was expected that organisations that put up posters or other items should remove them.
- The payment of £150 as a deposit for the Parish Council's Christmas meal, which was required by the venue, was balanced by payments for the lunch by individual Councillors and Parish Office staff. All attendees pay for themselves with no financial contribution whatsoever from the Parish Council. (In fact, the meal was cancelled due to Covid-19 and so a reimbursement of the deposit has been received from the venue and those who were to have attended are being reimbursed.)
- The Clerk will try to ensure that she "scrolls down" the agenda which is shown on the screen at meetings to show the current item. Members of the public are welcome to remind the Clerk to do this if necessary.
- The decision regarding the location of the exercise path on Grange Field, which was made at the Full Council meeting on 29<sup>th</sup> November 2021 took into account a range of factors including disabled access. The Parish Council is actively investigating the way

forward in relation to drainage issues in the area of Grange Field next to the Library and the Kings Hall.

**209/21/22 Issues raised by members of the public in advance of the meeting**

None.

**210/21/22 Apologies**

Apologies were received and accepted from Cllrs Cockwill, Grimshaw, Hawkins and Smith.

**211/21/22 Declarations of interest (Localism Act 2011)**

No declarations of interest were made in relation to items on the agenda.

**NB: Agenda Item 216/21/22 was considered out of sequence at this point in the meeting.**

**212/21/22 Minutes of previous meeting**

The following points were noted in relation to the minutes:

- 189/21/22 – The Clerk reported that two meetings with CK Business Connect had taken place and that its request for a Community Grant would be brought to the Full Council meeting on 28<sup>th</sup> February 2022.
- 201/21/22 – Cllr Johnson said that, as stated in her update report (agenda item 220/21/22) the DigiBus digital inclusion project would be at Church Piece in Charlton Kings on 10<sup>th</sup> and 11<sup>th</sup> March 2022.

The minutes of the Full Council meeting on 20<sup>th</sup> December 2021 (previously circulated) WERE UNANIMOUSLY APPROVED BY THE COUNCIL and were signed by Cllr Williams as an accurate record.

**213/21/22 Reports or apologies from County and Borough Councillors**

The Clerk reported that apologies and a brief report had been received from Borough Cllr McCloskey. No other apologies or reports had been received from County and Borough Councillors.

The Clerk read out Cllr McCloskey's brief report. Cllr Williams commented that he had attended a meeting regarding flood management, together with Cllr McCloskey, regarding the extension of the natural flood management scheme at Hearne Brook to Lilley Brook. Cllr Williams found this extremely encouraging.

Borough and County Cllr Matt Babbage, who was present at the meeting, provided a verbal report as follows. Both Cheltenham Borough Council and Gloucestershire County Council are currently going through their annual budget-setting process. The closure of Battledown Close and Battledown Approach for resurfacing between 10<sup>th</sup> and 18<sup>th</sup> February 2022 may cause disruption to local residents. There has been a resubmitted planning application for Oakhurst Rise for 25 dwellings.

**214/21/22 Monthly Accounts**

The accounts for the year to 31<sup>st</sup> December 2021 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

**215/21/22 Payments**

The Council reviewed the list (previously circulated) of all payments issued in the calendar month December 2021 and UNANIMOUSLY RATIFIED the payments totalling £20,101.86 (£18,171.84 plus VAT of £1,930.02) which Cllr Williams signed in his role as Chair.

**216/21/22 Budget and precept for 2022/23**

The budget and commentary, which had been previously circulated, were noted. Cllr Hodges presented the proposal for the budget and precept in 2022/23 to Councillors and made the following points:

- The proposed total budget for 2022/23 is £197,160, and taking into account budgeted rental and other income and a proposed draw down from the reserve previously allocated towards the Kings Hall project, the amount that would need to be raised from the precept is £177,159. This is an increase on the precept for 2021/22 which was £146,175.
- The proposal is that the Band D precept in Charlton Kings would be increased to £35.40 (from £29.50 2021/22). This represents an increase of £5.90 for the year for each Band D household or an increase of 20% in comparison to the previous year.
- There has been an increase in costs commensurate with an increase in activity in relation to community projects such as CK Health Connect and CK Futures. Staff costs have gone up accordingly in the last three years due to the addition of two new staff members and an increase in staff hours.
- The Covid-19 outbreak has reduced rental income in the last two years and has increased cleaning costs due to the need to have an enhanced cleaning regime.

Cllr Williams provided some comparative figures relating the Band D precepts of other Town and Parish Councils as follows:

- The national average Band D precept of the approximate 10,000 Town and Parish Councils in England was £71.86 in 2021/22. The average Band D precept of the 232 precept-charging Town and Parish Councils in Gloucestershire was £52.25 in 2021/22.
- Charlton Kings Parish Council is the fourth largest Town and Parish Council, in terms of population, in Gloucestershire behind Cirencester Town Council (Band D precept £143.89 in 2021/22), Quedgeley Parish Council (Band D precept £38.08 in 2021/22) and Bishop's Cleeve (Band D precept £83.15 in 2021/22). Stroud Town Council, which has a lower population than Charlton Kings Parish Council, had a Band D precept of £173.50 in 2021/22).

At the request of Cllr Williams, all budget holders indicated that they supported the proposed budget for 2022-23.

THE COUNCIL AGREED UNANIMOUSLY to adopt the proposed budget of £197,160 and a precept of £177,159 in 2022-23. This would result in a Band D precept of £35.40 in 2022-23. **The Clerk will submit the precept request to Cheltenham Borough Council.**

Cllr Williams thanked Cllr Hodges for his work in relation to the budget.

**THE COUNCIL AGREED UNANIMOUSLY that Cllr Hodges will produce an updated version of the three-year rolling budget, which is published on the Parish Council website, in the light of the agreed budget for 2022-23.**

**217/21/22 Interim report from Internal Auditor**

The interim report, produced by the Internal Auditor following her visit on 11<sup>th</sup> January 2022, which had been previously circulated, was noted. There were no recommendations in the report and, therefore, no actions arising from it. Councillors thanked the Clerk for her work as Responsible Financial Officer.

**218/21/22 Local Council Award Scheme (LCAS) – Quality Gold Award**

The Clerk reported that formal confirmation of the Parish Council's achievement of the LCAS Quality Gold Award had now been received. The Communications and Community Engagement Working Group would consider at its meeting on 1<sup>st</sup> February 2022 how to disseminate this very good news.

Councillors thanked the members of the working group, Cllrs Hodges, Honeywill, Parnham, Williams and the Clerk, who put together the submission for the Quality Gold Award. They also acknowledged the wider input of all Councillors, Parish Office staff, volunteers and partner organisations which had enabled this achievement.

It was noted that the award was for a three-year period and that it would be necessary to re-apply in 2025.

**The Clerk will ask LCAS for an up-to-date list of Councils that have received the Quality Gold Award.**

**219/21/22 CK Health Connect**

<https://www.charltonkingsparishcouncil.gov.uk/charlton-kings-health-connect.html>)

- **To receive an update from Cllr Johnson**

The update report from Cllr Johnson, which had been previously circulated, was noted.

- **To agree quote from Emily Vincent for work in relation to CK Health Connect**

Cllr Johnson presented the quote from Emily Vincent for production of a report based on the outputs of the survey of young people's mental health which had been conducted in partnership with Balcarras School in late 2021. She said that Emily is an Educational Psychologist, who has already offered a number of pro bono hours to the project and had discounted her usual fee by 50%. The proposal was that the report would be produced by the end of February 2022 and would be presented to the Full Council meeting on 28<sup>th</sup> March 2022. The report would include recommended actions, for the Parish Council and for other partner organisations, and the intention was to make it publicly available. There has been ongoing engagement with the Senior Leadership Team and other key staff at Balcarras in relation to the survey and the proposed report. This willingness to engage by the school was greatly appreciated.

In response to a question from Cllr Munro, Cllr Johnson said that she would be exploring the possibility of engaging with the Cheltenham Education Partnership, which included both fee-paying and state schools, regarding the report's recommendations. Cllr Parnham said that she had a contact in youth services at Gloucestershire County Council who might also be interested in the report.

THE COUNCIL AGREED UNANIMOUSLY that Emily Vincent would be paid £1,500 to produce a report on the outputs of youth survey by March 2022.

## 220/21/22 CK Futures

<https://www.charltonkingsparishcouncil.gov.uk/climate.html>)

- **To receive an update from Cllr Parnham**

The update report from Cllr Parnham, which had been previously circulated, was noted.

Cllr Parnham said that she has done a review of the work of CK Futures since its inception in 2020 and a plan for its future focus and activities. She will circulate these to all Councillors for comments and questions very soon. They will then be brought for formal agreement to the Full Council meeting on 28<sup>th</sup> February 2022.

Cllr Parnham highlighted some of CK Futures' key activities in the next month:

- 2<sup>nd</sup> February 2022 - Sustainable Living Workshop – first in a series of six sessions  
<https://www.charltonkingsparishcouncil.gov.uk/sustainable-living-workshops.html>
- 23<sup>rd</sup> February 2022 - Talk by Borough Cllr Max Wilkinson (Cabinet Member for the Climate Emergency) outlining Cheltenham Borough Council's plan to reach net zero carbon emissions by 2030  
<https://www.charltonkingsparishcouncil.gov.uk/upcoming-ck-futures-talks.html>
- Food Waste Campaign 2022  
<https://www.charltonkingsparishcouncil.gov.uk/food-waste-campaign-2022.html>
- Podcasts with key figures regarding environmental issues to be released soon. Councillors are asked to contact Cllr Parnham if they have any suggestions for interviewees.

Cllr Williams thanked Cllr Parnham for her work in relation to CK Futures. Councillors also thanked the Community Development Officer for her excellent work on the CK Futures pages of the website.

- **To consider the Declaration of a Climate Emergency**

Cllr Williams reminded Councillors that it had been decided to defer consideration of a Declaration of a Climate Emergency until the Parish Council had developed and started to implement its environmental strategy. This had been done, largely under the CK Futures project, since 2020 and it was felt that significant progress had been made.

Councillors considered this proposal and agreed that a decision should be deferred to the Full Council meeting on 28<sup>th</sup> February 2022 to which the review and forward plan for CK Futures would also be brought.

- **To consider a proposal for a network of "Tree Guardians"**

The proposal from Cllr Williams for the "Tree Guardians" project, which had been previously circulated, was noted. Cllr Williams said that the project would involve a network of volunteers who would check and report on the condition of trees along roadways in the Parish. A volunteer co-ordinator for the project has been identified. The costs to the Parish Council, in terms of money and staff time, would be minimal.

The proposal to set up a network of “Tree Guardians” was AGREED UNANIMOUSLY. **Cllr Williams will ask the Gloucestershire Highways Tree Officer to sign off the volunteer role description and provide a spreadsheet of all the “highway trees” in the Parish.**

Cllr Munro commented that the coincidence of the launch of the scheme with the “Queen’s Green Canopy” Platinum Jubilee initiative should result in increased public interest and opportunities to publicise the project.

#### 221/21/22 Grange Field

- **To receive an update from Cllr Palmer**

Cllr Palmer provided a brief update.

- **To formally agree the Deed of Variation to the lease if applicable**

The Clerk said that the opinion from the Parish Council’s solicitors on the draft Deed of Variation (DOV) had been received immediately prior to the meeting, had been circulated to Councillors. The major query raised had been in relation to Clause 2 regarding inclusion of potential future projects in the DOV. A response from Cheltenham Borough Council’s solicitors had provided reassurance that it would not be necessary to do this and any future projects could be agreed without producing another DOV.

THE COUNCIL AGREED BY MAJORITY - 10 in favour; 1 against (Cllr Munro) – that it approved the draft Deed of Variation, subject to clarification regarding the minor points raised by the Parish Council’s solicitors. **The Clerk will circulate an update to Councillors, following further liaison with the Parish Council’s solicitors and Cheltenham Borough Council’s solicitors. A final version of the Deed of Variation will be brought to the Full Council meeting on 28<sup>th</sup> February 2022 for approval and signature.**

#### 222/21/22 Restoring Cheltenham’s Escarpment Grasslands Project

<https://www.charltonkingsparishcouncil.gov.uk/restoring-cheltenham-escarpment.html>

- **To receive an update from Cllr Williams**

Cllr Williams reported that the Community Development Officer had updated the Restoring Cheltenham’s Escarpment Grasslands Project pages on the Parish Council website and they now provided an excellent resource. He is working on the reformation of the Ravensgate Common working group in order to plan activities and financial resources after the grant from National Grid has ended.

- **To agree purchase of walling stone**

The purchase of colour-matching stone from Cotswold Stone Quarries to extend an existing wall at a cost of £2,928 including VAT was AGREED UNANIMOUSLY.

**223/21/22 Governance**

- **To review and agree the updated Emergency Plan**

The updated Community Emergency Plan, produced by Cllr Williams, was AGREED UNANIMOUSLY. **The Clerk will send a copy to Gloucestershire County Council and Cheltenham Borough Council. She will also ask if a full picture of emergency provision, including facilities made available by other organisations in the Parish, might be provided.**

**224/21/22 Meeting Dates 2021-22**

- **To agree an amended schedule of meeting dates**

The updated schedule of meeting dates for the remainder of 2021-22 was AGREED UNANIMOUSLY with changes as follows:

- Parish Meeting and Community Open meeting – now on 28<sup>th</sup> April 2022;
- Planning Meeting – now on 4<sup>th</sup> May 2022;
- Annual Meeting of the Parish Council – now on 9<sup>th</sup> May 2022.

**The Clerk will circulate an updated schedule of meeting dates.**

**225/21/22 Communications and Community Engagement**

- **Report on the meeting of the Communications and Community Engagement Working Group (CCEWG) on 20<sup>th</sup> January 2022**

Cllr Parnham provided a verbal update on the CCEWG meeting on 20<sup>th</sup> January 2022.

- Another CCEWG meeting will be held on 1<sup>st</sup> February 2022 to consider communications around the LCAS Quality Gold Award (agenda item 218/21/22) and the A40 speed limit (see agenda item 228/21/22).
- The update to the Parish Council website is progressing and staff will attend a training session on 15<sup>th</sup> February 2022.
- The two oak trees donated by the Honourable Company of Gloucestershire will be planted at Newcourt Green on 25<sup>th</sup> February by Alex Chalk MP and Cllr Williams together with children from local schools. Support will be given to promote Lilleybrook Golf Course's initiative to plant 1,000 native trees.
- A meeting regarding the way forward of the Parish Council's strategy in relation to partnership and volunteering will take place on 17<sup>th</sup> February 2022.

- **Items for February Newsletter**

The items for the February Newsletter, which had been circulated in draft by the Community Development Officer, were noted. The Community Development Officer is also trialling an e-newsletter. Councillors are urged to sign up for this and to provide feedback to the Community Development Officer.

- **Topic for March 2022 Local Answer article**

The topic for March 2022 is the budget and precept. It is intended that the topic for April 2022 will focus on the report on the youth survey and, possibly, wider work with young people.

- **To consider whether articles will be placed in the Local Answer in 2022-23**

It was noted that the cost of placing articles in the Local Answer would increase by 5% in 2022-23. Councillors discussed this issue and felt that regular inclusion of material in the Local Answer made it available to every household in the Parish including those who were not able to access it by other means (online or via the Parish Council noticeboards). Therefore, it was AGREED UNANIMOUSLY that monthly articles would continue to be placed in the Local Answer in 2022-23. **The Clerk will inform the Local Answer.**

Cllrs Honeywill and Williams thanked all the Councillors who had produced Local Answer articles in 2021/22.

#### **226/21/22 Items for information – see below 227/21/22 to 228/21/22**

#### **227/21/22 Update on Standing Committees**

- **Allotments**  
Nothing to report. A full report will be brought to the Full Council meeting on 28<sup>th</sup> February 2022 after the Allotments Committee meeting on 24<sup>th</sup> February 2022.
- **Community Assets**  
Nothing to report. Cllr Munro said that the first meeting of the Committee had met expectations and should prove significant in oversight of this area.
- **Community Engagement and Wellbeing**  
Nothing to report. A full report will be brought to the Full Council meeting on 28<sup>th</sup> February 2022 after the Community Engagement and Wellbeing meeting on 14<sup>th</sup> February 2022.
- **Finance and General Purposes**  
Nothing to report.
- **Planning**  
Cllr Hall reported that there had been three meetings of the Planning Committee since the last Full Council meeting – on 23<sup>rd</sup> December 2021 (11 applications considered), 10<sup>th</sup> January 2022 (7 applications considered and 1 objection) and 24<sup>th</sup> January (9 applications considered and 1 objection).

#### **228/21/22 External meetings and consultations**

- **Gloucestershire Constabulary's Community Building Workshop – 11<sup>th</sup> January 2022**  
The report on the meeting from Gloucestershire Constabulary, which had been previously circulated, was noted. The meeting was attended by Cllrs Holt, Honeywill and Johnson plus representatives of local organisations (Inspire to Aspire, Cheltenham Town Football Club), the Deputy Police and Crime Commissioner and a large number of PCSOs. The intention was that a "task-force" would be formed to take forward key actions to support young people. Cllr Honeywill said that a meeting was being set up between herself, the Clerk, the Community Development Officer and Inspire to Aspire regarding possible provision of additional youth work sessions in Charlton Kings. The report on the CK Health Connect youth survey (agenda item 219/21/22) will also be fed back to the "task-force".

- **C5 meeting – 19<sup>th</sup> January 2022**

Cllr Williams' report on the meeting, which had been previously circulated, was noted. He provided a brief verbal update.

- **Gloucestershire Highways meeting – 25<sup>th</sup> January 2022**

Cllr Palmer's report on the meeting, which had been previously circulated, was noted. Cllr Palmer provided a verbal update regarding the process to try and make the temporary 40 mph speed limit on the A40 permanent. Alex Chalk MP and representatives of Gloucestershire County Council, Cheltenham Borough Council and the Parish Council are all involved in this project. Cllr Williams has drafted a letter which it is intended will be sent to local residents to elicit feedback on the issue. Cllr Williams thanked Cllr Palmer for her work in relation to the A40 speed limit.

**229/21/22 Any Other Business**

There was no other business.

The meeting closed at 9.30 pm.

Date of next meeting: Monday, 28<sup>th</sup> February 2022, 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)