

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, 31st October 2022 at 7.00 pm

Members present: Cllrs Honeywill (Chair), Beard (from agenda item 134/22/23), Cockwill, Evans, Gandhi, Gosling, Grimshaw, Hall, Hawkins, Holt, Johnson, Munro, Palmer and Parnham

In attendance: Borough and County Cllr Matt Babbage
Joanna Noles (Clerk)

No members of the public attended the meeting.

The meeting was opened at 7.00 pm.

127/22/23 Recording and filming of meetings

There were no requests to record or film the meeting.

128/22/23 Apologies

Apologies were received and accepted from Cllr Morton.

129/22/23 Declarations of interest (Localism Act 2011)

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

130/22/23 Public session

No members of the public were present.

131/22/23 Issues raised by members of the public in advance of the meeting

None.

132/22/23 Minutes of previous meeting

The following matters arising from the minutes, which were not covered elsewhere on the agenda, were noted.

- 109/22/23 – Cllr Honeywill said that two “meet your Councillor” drop-in sessions had taken place and resulted in some very productive conversations. The next drop-in session, involving Cllrs Honeywill and Parnham, will take place from 10.30 to 12.00 on Wednesday, 2nd November at Kings Coffee Shop and focus on

the Parish Council's environmental projects. Cllr Honeywill encouraged other councillors to attend this session, or future sessions, if they were able to do so.

The minutes of the Full Council meeting held on 26th September 2022 (previously circulated) WERE APPROVED BY MAJORITY (11 in favour; 2 abstentions from councillors who did not attend the meeting) and were signed by Cllr Honeywill as an accurate record.

133/22/23 Reports or apologies from County and Borough Councillors

Apologies from Borough Cllr McCloskey were noted. The Clerk read out a brief report from Cllr McCloskey which said that his main recent focus has been on the disruption to the "B" bus service on the Beeches Estate caused by work associated with optical fibre laying.

Borough and County Cllr Babbage said that planning permission for a significant residential development at Oakley Farm had been approved on appeal by Cheltenham Borough Council.

The Clerk said that no other apologies or reports had been received from County and Borough Councillors.

134/22/23 Vacancies on the Parish Council

a) To note that there are three vacancies on the Parish Council and receive an update on the way forward

Cllr Honeywill reported that, at this point in the meeting, there were three vacancies on the Parish Council. **A targeted approach to local employers and community organisations to publicise the vacancies will be implemented by the Clerk in January 2023.**

b) To consider an application for co-option from Mr Shane Beard and to resolve to close the meeting to the public while the application is discussed

The candidate for co-option, Mr Shane Beard, addressed the Council and answered questions from councillors.

It was RESOLVED UNANIMOUSLY that the meeting should be closed to members of the public while the Council considered co-option of the candidate. Mr Beard and the members of the public withdrew from the meeting while the application was discussed.

THE COUNCIL AGREED UNANIMOUSLY that Mr Shane Beard should be co-opted with immediate effect as a councillor to fill the casual vacancy on the Council. It was RESOLVED UNANIMOUSLY that the meeting should be re-opened to members of the public.

Cllr Beard re-joined the meeting, signed a Declaration of Acceptance of Office in the presence of the Clerk and participated in the remainder of the meeting as a

councillor. **The Clerk will contact Cllr Beard regarding his induction as a councillor.**

135/22/23 Monthly Accounts

Cllr Gandhi commented that spending at the half-year point was in line with the budget.

The accounts for the year to 30th September 2022 (previously circulated) were APPROVED UNANIMOUSLY by the Council.

136/22/23 Payments

The Council reviewed the list (previously circulated) of all payments issued in the calendar month September 2022 and UNANIMOUSLY RATIFIED the payments totalling £31,420.38 (£29,157.42 plus VAT of £2,262.96) which Cllr Honeywill signed in her role as Chair.

137/22/23 Community Infrastructure Levy

It was noted that a further £7,494.43 tranche of Community Infrastructure Levy funding is due to be paid to the Parish Council shortly.

138/22/23 Finance, staffing and governance matters arising from the Finance and General Purposes Committee meeting on 24th October 2022

a) To receive an update regarding production of the budget for 2023-24

Cllr Gandhi reported that all budget holders had submitted their draft budgets by the deadline of 31st October 2022 to the Clerk who will now draw together the combined budget.

b) To formally note other matters agreed by the Finance and General Purposes Committee and its Personnel Subcommittee

It was formally noted that the current Administrative Officer would be promoted to Deputy Clerk from 1st January 2023.

c) To consider adoption of amended Financial Regulations

The amended Financial Regulations, which had been previously circulated, were ADOPTED BY MAJORITY (1 abstention from the recently co-opted councillor).

d) To consider adoption of updated Safeguarding Policy and new Photography and Filming Policy

The updated Safeguarding Policy and new Photography and Filming Policy, which had been previously circulated, were ADOPTED BY MAJORITY (1 abstention from the recently co-opted councillor).

e) To consider adoption of updated Procedures for Co-option

The updated Procedures for Co-option, which had been previously circulated, were ADOPTED BY MAJORITY (1 abstention from the recently co-opted councillor).

f) To consider a recommendation from the Finance and General Purposes Committee that the Community Engagement and Wellbeing Standing Committee and the Community Assets Standing Committee meet on a quarterly basis

It was AGREED BY MAJORITY (1 abstention from the recently co-opted councillor) that the Community Engagement and Wellbeing Standing Committee and the Community Assets Standing Committee will now meet on a quarterly basis. **The Clerk will circulate an updated schedule of meetings.**

139/22/23 Restoring Cheltenham's Escarpment Grasslands Project

a) To receive an update from Cllr Munro

Noted.

b) To agree a quarterly contribution to the Restoring Cheltenham's Escarpment Grasslands project equal to VAT reclaimed in relation to payments from its budget.

It was AGREED BY MAJORITY (1 abstention from the recently co-opted councillor) that a contribution is made to the Restoring Cheltenham's Escarpment Grasslands project of £2,420.55, equal to VAT reclaimed in relation to its projects in the last quarter.

c) To consider appointment of a contractor to undertake the Ravensgate Management Plan

It was AGREED BY MAJORITY (1 abstention from the recently co-opted councillor) that Abbey Sanders Ecology is appointed as the contractor to undertake the Ravensgate Management Plan at a cost not exceeding £18,000 over two years subject to a Service Level Agreement being agreed by Cllrs Honeywill, Munro and the Clerk.

140/22/23 Grange Field

a) To receive an update from Cllr Palmer on the consultation with the community regarding the environmental planting project

Cllr Palmer reported that 20 responses had been received as a result of the consultation with the community regarding the proposed environmental planting project. The majority had been received at the Autumn Fayre. 18 of the responders were happy with the creation of "a garden for people and wildlife" on part of Grange Field and were supportive of the broad design. Two

responders were concerned that the proposals would prevent current usage of the field, in particular by the after-school club. However, subsequent discussion with the leader of the after-school club confirmed that its activities would not be adversely impacted by the new project. A number of suggestions made by responders will be taken into account in the final project. The keep-fit equipment will stay in its current location and not be moved nearer to the Multi Use Games Area.

b) To consider a Project Proposal Plan for the environmental planting project and agree the way forward

The Project Proposal Plan for the environmental planting project, which had been previously circulated, was AGREED BY MAJORITY (1 abstention from the recently co-opted councillor). Cllr Palmer said that grant funding would be sought for some elements of the project. It is also hoped to involve the community in the project to engender a sense of ownership and involvement.

c) To agree that fencing on Grange Field, as agreed at Full Council meeting on 26th September 2022, will now be funded by the Community Infrastructure Levy rather than split between the CK Futures and Grange Field budgets

It was noted that at the Full Council meeting on 26th September 2022 it was agreed that the cost of purchase and installation of fencing on Grange Field (£2,744.85 excluding VAT) would be split between the CK Futures and Grange Field budgets.

It was AGREED BY MAJORITY (1 abstention from the recently co-opted councillor) that this cost would now be taken from Community Infrastructure Levy funding.

141/22/23 Youth Work

a) To receive a report on the summer youth programme and consider the way forward

Cllr Johnson presented her report on the summer youth programme, which had been previously circulated.

The following way forward was AGREED BY MAJORITY (1 abstention from the recently co-opted councillor):

- Support was endorsed for youth through partnership working, financial sponsorship and/or grant aid as an investment in the wellbeing of our young people and as giving added value to the Parish Council's work and its reputation.
- The various pieces of work with young people by the Parish Council will be collated into a coherent "youth strategy" which will identify core themes and correspond with the key objectives of the new Parish Plan 2024-7. A proposal, with actions and time-lines, will be produced by a new Youth Working Group, and brought for approval to a future Full Council meeting in early 2023. **Councillors who would like to be part of the Working Group should contact Cllr Johnson.**

- The development of a grant-funding strategy which is aligned to the Parish Council's strategic objectives for youth work, will feed into the budget for 2023-24. If approved as part of the budget, a proposal for implementation of the strategy will be brought for approval to a future Full Council meeting in early 2023.

b) To receive a report on the detached youth work programme, supported by the Parish Council, which is co-ordinated by Cheltenham Borough Council

The report on the detached youth work programme, which had been previously circulated, was noted. A review of continued participation in the scheme will be undertaken in the 2023-24 financial year.

142/22/23 Parish Council Strategy Event – Saturday, 15th October 2022

The report by Cllr Parnham on outputs from the Strategy Event, which had been previously circulated, was noted. A number of issues and ideas which merit further discussion are highlighted in the report. **Cllrs Parnham and Honeywill will report to councillors in due course regarding the suggested fora for these discussions.**

143/22/23 Remembrance Day – Sunday, 13th November 2022

Cllr Honeywill reported that arrangements for Remembrance Day were in hand. The Administrative Assistant is the key member of staff in relation to the event. Cllr Munro has agreed to lay the wreaths on behalf of the Parish Council and to represent it at the church service at St Mary's following the ceremony at the War Memorial. Cllrs Gosling and Grimshaw have agreed to set up road closure signs. Any councillors who wish to participate in the event, should meet at the Stanton Hall at 9.15 am.

144/22/23 Community Grants and Support

a) To consider an application for use of free meeting space from Cheltenham U3A

THE COUNCIL AGREED BY MAJORITY (1 abstention from the recently co-opted councillor) that it did not wish to provide meeting space at a reduced cost to Cheltenham U3A.

145/22/23 Communications and Community Engagement

a) To receive an update from Cllr Parnham on the Communications Working Group meeting on 13th October 2022.

Cllr Parnham reported on the meeting of the Communications Working Group which took place on 13th October 2022. She thanked Cllrs Munro and Hawkins, and the Community Development Officer, for work that they had done in relation to communications regarding Ravensgate Common.

Cllr Munro said that tree felling work, largely necessitated by ash die-back, was due to take place in November 2022. He recommended that members of the public who asked for more information about this should be directed to the Parish Council website:

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

146/22/23 Update on key projects

a) CK Health Connect

Cllr Johnson reported that she had been in discussion with Cllrs Honeywill and Parnham regarding the Parish Council's response to the #WarmCheltenham initiative being coordinated by Cheltenham Borough Council to provide "warm spaces" during the next few months:

<https://www.cheltenham.gov.uk/news/article/2735/support-available-to-help-with-the-cost-of-living-crisis-this-winter>

It was agreed that the aim would be for there to be a venue offering a "warm space" in Charlton Kings every day of the week. Representatives of the Parish Council are reaching out to venues in Charlton Kings that might be able to offer this provision.

b) CK Futures

Cllr Parnham's report, which had been previously circulated, was noted. Cllr Parnham highlighted the following points:

- The inspirational talk by Birmingham's Green City Manager on 26th October 2022 had been extremely well attended. Cllr Parnham thanked Cllrs Evans, Gosling and Hall for their support at the event.
- The next Sustainable Living Workshop is fully-booked,
- A lot of work has gone into preparation for the Celebration of Trees which will take place at the end of November to coincide with National Tree Week. Further details will be available very soon on the Parish Council website. Cllr Hall offered to help with the Celebration of Trees project.

147/22/23 Update on Standing Committees

- **Allotments**

Cllr Hawkins reported that the water on the allotments had now been turned off for the winter.

- **Community Assets**

Nothing to report.

- **Community Engagement and Wellbeing**

Nothing to report.

- **Finance and General Purposes**

Nothing to report.

- **Planning**

Nothing to report except that, as previously mentioned under Agenda Item 133/22/23 planning permission for a significant residential development at Oakley Farm had been approved on appeal by Cheltenham Borough Council.

148/22/23 External reports for information

a) **C5 – To receive an update regarding a proposed networking event for Parish Councillors in Cheltenham**

Cllr Honeywill reminded councillors about the networking event for Parish Councillors in Cheltenham which was due to take place from 10.00 am to 1.00 pm on Saturday, 12th November 2022 and encouraged them to attend.

b) **Report from Cllr Palmer on Gloucestershire Highways meeting on 12th October 2022**

The report from Cllr Palmer, which had been previously circulated, was noted. Cllr Palmer said that, despite the Parish Council's best efforts, it has not been successful in its application to Gloucestershire Highways to make the temporary 40 mph speed limit on the A40 permanent. Therefore, the speed limit will revert to 60 mph in due course. A statement on behalf of the Parish Council will be included in its November Newsletter. Residents who have concerns about this decision will be asked to contact the Gloucestershire Highways directly. Cllr Honeywill thanked Cllr Palmer for the significant work that she had done in relation to this matter.

149/22/23 Any Other Business

- **Victorian Christmas at Sixways – Friday, 25th November 2022**

Cllr Holt highlighted this event, supported by the Parish Council. Further details can be found on the Parish Council website:

<https://www.charltonkingsparishcouncil.gov.uk/a-victorian-christmas-at-sixways.html>

There was no other business.

The meeting closed at 8.16 pm.

Date of next meeting: Monday, 28th November 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