

Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL

You are hereby summoned to a Meeting of the Parish Council on Monday 26th September 2022 at 7.00 pm in the Stanton Hall, Church Piece, Charlton Kings GL53 8AR.

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
20th September 2022

The legislation that permitted virtual meetings ended on 7th May 2021 so we are now required to hold all in-person meetings for Full Council and all Standing Committees. Members of the public are permitted to attend these meeting subject to the following points.

- MEMBERS OF THE PUBLIC WHO FEEL UNWELL MUST NOT ENTER THE BUILDING. You must return home and follow government guidance.
- IF YOU ARE IN A VULNERABLE CATEGORY, OR OVER 70, YOU ARE ADVISED THAT YOU ENTER THIS BUILDING AT YOUR OWN RISK.
- If members of the public do not feel comfortable attending a face-to-face meeting they may submit any questions or comments in advance by 12.00 noon on the day of the meeting to clerk@charltonkingsparishcouncil.gov.uk

AGENDA

There will be a two-minute silence at the start of the meeting in memory of Her Majesty Queen Elizabeth the Second.

- 104/22/23** **Recording and filming of meetings** The Chair will ask all those present if any member of the public is intending to record or film the meeting.
- 105/22/23** **Apologies** to be received
- 106/22/23** **Declarations of interest** To receive declarations of interest in respect of agenda items below (Localism Act 2011)
- 107/22/23** **Public session** The Chair will ask members of the public if they wish to address the Council in the public session.
- 108/22/23** **Issues raised by members of the public in advance of the meeting**
- 109/22/23** **Minutes of previous meeting** To approve the minutes of the meeting of the Parish Council on 22nd August 2022 (previously circulated) as being an accurate record of the meeting.
- 110/22/23** **Reports and apologies from County and Borough Councillors** To receive reports or apologies from County and Borough Councillors

FINAL

- 111/22/23** **Vacancies on Parish Council** To note that there are three vacancies on the Parish Council and receive an update on the way forward
- 112/22/23** **Monthly Accounts** To approve the monthly accounts to 31st August 2022 (previously circulated)
- 113/22/23** **Payments** To ratify the payments list (previously circulated) showing payments made in August 2022
- 114/22/23** **Audit and internal financial and Health and Safety review**
- a) To note that the Notice of Completion in relation to the external audit for 2021- 22 has been received from PKF Littlejohn. The Annual Governance and Accountability Return for 2021-22 including the external auditor's report can be viewed on the website at <https://www.charltonkingsparishcouncil.gov.uk/financial-year-2021-22.html>
 - b) To formally appoint an internal auditor for the financial year 2022-23
 - c) To note that Cllr Gandhi has undertaken an internal inspection of financial and Health and Safety records in his role as Chair of Finance and General Purposes Committee and agree any actions arising from his report
- 115/22/23** **Restoring Cheltenham's Escarpment Grasslands Project**
- a) To receive an update from Cllr Munro
 - b) To consider quotes for work to larch trees on Leckhampton Common and agree a contractor
 - c) To consider quotes for work on veteran trees on Leckhampton Hill and agree a contractor
 - d) To agree the way forward in relation to water bills and electricity charges for Ravensgate Common
 - e) To consider quotes for work to ash trees on Ravensgate Common and agree a contractor
 - f) To agree submission of an application to Cotswold National Landscape's Farming in Protected Landscapes grant fund for the purchase of cow collars and ancillary equipment for use on Ravensgate Common, and agree a supplier if the bid is successful
- 116/22/23** **Grange Field**
- a) To receive an update from Cllr Palmer
 - b) To agree quotes for purchase and installation of fencing adjacent to the new vehicle gate and agree budget from which the payment will be taken
 - c) To agree quotes for the removal of existing benches and the purchase and installation of two new benches and agree budget from which the payment will be taken
- 117/22/23** **CK Futures**
- a) To receive an update from Cllr Parnham
 - b) To consider and approve a Project Proposal Form for the Tree Charter Week
- 118/22/23** **Parish Council Strategy Day 2022**
- To consider and approve a Project Proposal Form for the Strategy Day 2022 and note the way forward
- 119/22/23** **Parish Council's Annual Report for 2022-23**
- To consider and approve a Project Proposal Form for production of the Parish Council's Annual Report for 2022-23 and to note the way forward

- 120/22/23 Parish Plan**
- To consider and approve a Project Proposal Form for production of the next Parish Plan and to note the way forward
- 121/22/23 Community Grants and Support**
- To consider an application for use of free meeting space from Gloucestershire Endometriosis Support Group
- 122/22/23 Communications and Community Engagement**
- a) To receive a report from Cllr Parnham on the Communications Working Group meeting on 15th September 2022
 - b) To formally adopt the updated Communications Strategy
 - c) To formally adopt the updated Terms of Reference for the Communications Working Group
- FOR INFORMATION – Written reports in relation to any of the items in this section may be submitted to the Clerk for circulation in advance of the meeting. Verbal reports will be by exception if there is a critical issue to raise or a question to be answered from another Councillor.**
- 123/22/23 Update on key projects** To receive written reports on key projects as applicable
- a) CK Health Connect (Cllr Johnson)
 - b) Youth Work (Cllr Johnson)
- 124/22/23 Update on Standing Committees** The minutes of all Standing Committee meetings are available on the Parish Council website.
- a) Allotments (Cllr Hawkins)
 - b) Community Assets (Cllr Munro)
 - c) Community Engagement and Wellbeing (Cllr Palmer)
 - d) Finance and General Purposes (Cllr Gandhi)
 - e) Planning (Cllr Grimshaw)
- 125/22/23 External reports for information** To receive written reports in advance of the meeting on matters for information
- C5 - To receive an update regarding a proposed networking event for Parish Councillors in Cheltenham
- 126/22/23 Any other business** To report on any matters for information

Date of next meeting: Full Council Meeting – Monday, 31st October 2022 at 7.00 pm