

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 to be held on **Monday 29th November 2021 at 7.00 pm in the Stanton Hall, Church Piece, Charlton Kings GL53 8AR.**

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
22nd November 2021

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 wish to attend the meeting will be asked to form a socially-distanced queue at the main entrance to the Stanton Hall (by the Library) until they are given access to the building by a Councillor or member of staff immediately prior to the start of the meeting.
- Members of the public must proceed as directed to their seat at the meeting and remain in it until the end of the meeting.
- MEMBERS OF THE PUBLIC MUST CONTACT clerk@charltonkingsparishcouncil.gov.uk if they develop COVID-19 within 14 days of the date of the meeting.
- 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

- 157/21/22 Recording and filming of meetings** The Chair will ask those present if any member of the public is intending to record or film the meeting.
- 158/21/22 Public session** The Chair will ask members of the public if they wish to address the Council in the public session from 7.00 pm until 7.10 pm
- 159/21/22 Issues raised by members of the public in advance of the meeting**
- 160/21/22 Apologies** to be received.
- 161/21/22 Declarations of interest** To receive declarations of interest in respect of agenda items below (Localism Act 2011).
- 162/21/22 Minutes of previous meeting** To approve the minutes of the Full Council Meeting held on 25th October 2021 (previously circulated) as being accurate records of the meeting.
- 163/21/22 Councillor vacancy**
- To consider an application for co-option from Mr Rajesh Gandhi
 - To resolve to close the meeting to the public while the application is considered
- 164/21/22 Reports or apologies from County and Borough Councillors** To receive written reports or apologies from County and Borough Councillors (Cheltenham Charter 2021).

- 165/21/22 Monthly Accounts** To approve the monthly accounts to 31st October 2021 (previously circulated).
- 166/21/22 Payments** To ratify the payments list (previously circulated) showing payments made in October 2021
- 167/21/22 Financial Matters**
- To consider quotes for upgrade of the Parish Council website and appoint a contractor
 - To consider a recommendation from the Finance and General Purposes Committee that the Administrative Officer should have the same permissions as the Clerk relating to the Lloyds, Unity Trust and Nationwide bank accounts
- 168/21/22 Restoring Cheltenham's Escarpment Grasslands Project**
- To consider a quote for installation of a waterpipe and appoint a contractor
 - To consider quotes for a cattle crush and appoint a contractor
 - To agree that quarterly contributions will be made to the Restoring Cheltenham's Escarpment Grasslands project equal to VAT reclaimed in relation payments from its budget.
- 169/21/22 Three year rolling business plan** To agree a three year rolling business plan
- 170/21/22 Local Council Award Scheme (LCAS) – Quality Gold Award submission**
- To review updated submission and confirm by resolution that all necessary documentation and information is in place to support an application for the Quality Gold Award
 - To confirm by resolution that an updated application for the Quality Gold Award should be submitted
- 171/21/22 Governance**
- To consider and agree a new Community Development Committee structure including splitting of Community Development budget for the remainder of 2021-22 and agreement of Charing and budget holder roles
 - To review and agree the updated Health and Safety, Lone Working and Emergency Procedures Policies
 - To review and agree the updated Planning and Housing Policy
 - To review and agree the updated Equalities Statement
- 172/21/22 Grange Field**
- To receive an update from Cllr Palmer
 - To consider quotes for the access path on Grange Field and appoint a contractor
 - To consider quotes for other improvements to Grange Field and appoint a contractor
 - To consider quotes for tree work on Grange Field, agree a budget for the work and appoint a contractor
- 173/21/22 Community Open meeting – 18th November 2021** To receive a report on the meeting and agree any resulting actions
- 174/21/22 Youth Work**
- To receive a report on the Youth Work Stakeholders Group meeting on 25th November 2021 and agree any resulting actions
 - To receive a quarterly report on the work of Inspire to Aspire and to consider allocation of further funding towards the Cheltenham-wide youth project in 2022-23
- 175/21/22 Parish Council Strategy Day – 13th November 2021** To receive, consider, and agree action points from the Strategy Day
- 176/21/22 Flooding** To receive a report from Cllr Williams and agree any resulting actions

177/21/22 Cheltenham Zero To consider joining the Cheltenham Zero Partnership and signing the Cheltenham Zero Agreement

178/21/22 Community Grants and other support for partner organisations

- To consider parameters for provision of free meeting space in the Stanton Suite to partner organisations and agree offers to specified organisations as appropriate
- To re-consider an application for a Community Grant from Charlton Kings Senior Citizens Welfare Committee
- To consider new applications for Community Grants from:
 - Friends of Leckhampton Hill and Charlton Kings Common
 - Josie's Kitchen
 - CK Business Connect

179/21/22 Communications and Community Engagement

- To receive a report on the meeting of the Communications and Community Engagement Working Group on 16th November 2021
- To confirm the list of items and authors (previously circulated) for the December 2021 Parish Council Newsletter. Suggested additions or amendments to the list to be emailed to the Community Engagement Officer in advance of the meeting.
- To agree the topic for the January 2022 Local Answer article

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.

180/21/22 Update on key projects To receive written reports on key projects as applicable

- CK Futures (Cllr Parnham)
- CK Health Connect including arrangements for Community Open Meeting (Cllr Johnson)

181/21/22 Update on Standing Committees The minutes of all Standing Committee meetings are available on the Parish Council website.

- Allotments
- Community Development
- Finance and General Purposes
- Planning

182/21/22 External meetings and consultations To receive written reports in advance of the meeting regarding meetings attended by Councillors and Clerk, and on any input to consultations.

- Liaison meeting with Gloucestershire Highways – 2nd November 2021 (Cllr Palmer)
- C5 meeting - 3rd November 2021 (Cllr Williams)

183/21/22 Any other business To report on any matters for information

Date of next meeting: Full Council Meeting - Monday, 20th December 2021 at 7.00 pm