

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

**FULL COUNCIL**

**Minutes of a Full Council Meeting of Charlton Kings Parish Council on**

**Monday 19th August 2024 at 7.00 pm**

**Members present:** Cllrs Honeywill (Chair), Evans, Gosling, Hall, Hawkins, Holt, Johnson, Lock, Munro, Parnham and Pickering.

In attendance: Geraldine Connor (Clerk)

County Councillor Matt Babbage

The meeting was opened at 7.00 pm.

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| **75/24/25** | **Recording and filming of meetings**  There were no requests to record or film the meeting. |
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| **76/24/25** | **Apologies**  Apologies were received and accepted from Cllrs Gandhi, Grimshaw, and Palmer. |
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| **77/24/25** | **Declarations of interest** (Localism Act 2011)  No declarations of interest were received in relation to items on the agenda. |
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| **78/24/25** | **Public Session**  No members of the public attended the meeting. |
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| **79/24/25** | **Issues raised by members of the public in advance of the meeting**  No issues for consideration had been raised by members of the public in advance of the meeting. |
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| **80/24/25** | **Minutes of previous meeting.**  The minutes of the Full Council Meeting held on 29th July 2024 (previously circulated) were APPROVED UNANIMOUSLY and were signed by Cllr Honeywill in her role as Chair, as an accurate record. |
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| **81/24/25** | **Reports and apologies from County and Borough Councillors**  Apologies were received from Borough Councillors Chris Day and Helen Pemberton.  Councillor Matt Babbage reported that changes to the planning process are imminent. Liaison continues with GCC Highways regarding the proposed works to the bridge on London Road.  The report from Councillor Chris Day, was formally noted. *This report is attached as an Appendix at the end of these minutes.*  The Chairman reported that a recent meeting was held with Borough Councillors Chris Day and Helen Pemberton and local residents to discuss proposals for QE II Park, including the installation of a noticeboard and a community event next year. |
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| **82/25/24** | **Councillor vacancies**   1. **It was noted that there are three vacancies on the Parish Council.**   If any resident is interested in becoming a Parish Councillor, they should contact the Clerk on [clerk@charltonkingsparishcouncil.gov.uk](mailto:clerk@charltonkingsparishcouncil.gov.uk)  The Chairman and Comms Officer will be reviewing recruitment publicity in the next few weeks.  A Member suggested including material to publicise Councillor vacancies at the end of the Summer Activities Survey. |
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| **83/24/25** | **Accounts**  The accounts for the year to 30th July 2024 (previously circulated) were APPROVED UNANIMOUSLY by the Council. |
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| **84/24/25** | **Payments**  The Council reviewed the list of all payments (previously circulated) issued in the calendar month JULY 2024 and UNANIMOUSLY RATIFIED the payments totalling **£** **20,486.88** (£21,567.15 plus VAT of £ 1,080.27 ) which Cllr Honeywill signed in her role as Chair.  The Chairman reminded Members of their entitlement to claim £50 pa expenses to cover costs such as inks for printing, plus 1 ream of copier paper (supplied by the office). |
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| **85/24/25** | **Financial Matters** |
|  | 1. **To review and approve CKPC Investment Strategy**   It was AGREED UNANIMOULSY to approve the new CKPC Investment Strategy with the following amendment :  ***4. SPECIFIED INVESTMENTS***  *4.1 Charlton Kings Parish Council’s current account(s) shall be maintained with a UK clearing bank. The combined total of current account balances shall not exceed* ***£85,000*** *at any one time****.***   1. **To consider the investment of the Benefactors fund , or part thereof , in**   **a higher yield account.**   1. The investments options paper was considered by Members. 2. It was RESOLVED BY MAJORITY to invest £40,000 of the Benefactors fund in the Redwood Bank 95 Day Business Savings Account - Issue 17. 3. Members noted that Redwood Bank supports green initiatives which reduce impact on the environment. |
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| **86/24/25** | **Restoring Cheltenham’s Escarpment Grasslands**  a) **To receive an update**  Cllr Duncan Munro provided a verbal update.  The dry stone wall work is due to commence in early September. A more comprehensive update will be provided at the meeting in September following the planned works.  **b) To agree a contribution to the Restoring Cheltenham’s Escarpment Grasslands project equal to VAT reclaimed in relation to payments from its budget in the period April to June 2024.**  It was AGREED UNANIMOUSLY that a contribution is made to the Restoring Cheltenham’s Escarpment Grasslands project of £1208, equal to VAT reclaimed in relation to its projects in the period April to June 2024. |
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| **87/24/25** | **Communications and Community Engagement**   1. **Communications Working Group**   The minutes of the Communications Working Group meeting on 5th August 2024 (previously circulated) were noted.  The Clerk provided an update on the Church Piece Mural Project:  Adrian has hand weeded the flower beds around the Rill. Dylan is due to erect the mural boards on 27th September 2024 in readiness for painting. Charlton Kings in Bloom have kindly offered to plant the flower beds in the autumn , with plants that bloom and bear fruit year round to attract a wide range of wildlife.   1. **Forthcoming events**   Cllr Parnham reported as follows :  Dr. Jeff Sallis will be giving a talk on ‘How Well Do you know Your Rivers?’ tomorrow evening, Tuesday 20th August 2024 at 7 p.m. at Stanton Hall. Over 50 attendees are expected including the Guardians of the River Cheltenham and Cllrs Iain Dobie and Paul Baker from Cheltenham Borough Council.  A Community litter pick will take place at QE Playing Fields on Sunday 29th September 2024, 10.00 am – 12.00 p.m.  A C5 networking event will be held on Saturday 5th October 2024 (9 a.m. to 1.30 p.m.) at the Civil Service Club on Tewkesbury Road : the theme this year is ‘collaboration’, specifically between different tiers of authority, and in relation to strategic planning, community development and nature recovery.  A meeting is planned for 30th October 2024 with Hannah Leatherland from CBC and representatives from Clean Air Cheltenham to consider a Charlton Kings Clean Air Action Group. The group hope to work with schools in managing clean air monitors.  A new group ‘ the Friends of Cox’s Meadow’ is due to be set up. |
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| **88/24/25** | **Annual Strategy Day**  The date is confirmed as 25th October 2024: 9.00 a.m. to 1.00 pm. at the Charlton Kings Club.  Our themes will be understanding our statutory requirements, community strengthening and building, and enjoying our space.  The Chairman expanded on the need to understand our statutory requirements including the provision of allotments : a new working group is being established to look at a range of improvements to all sites and ways to promote the hire of plots including a potential community event.  Cllr Holt reminded Members that two separate sums have been pledged to GCC for pending path projects.  The Clerk has been asked to draft and cost a works specification for a handyman contract, which will need to be factored into the budget. |
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| **89/24/25** | **Update on key projects** to receive written reports on key projects as applicable :   1. **CK Futures (Cllr Parnham)**   The report from Cllr Parnham (previously circulated) was noted.   1. **CK Connect and Youth Work (Cllr Johnson)**   The report from Cllr Johnson (previously circulated) was noted.  The recommendations from the youth surveys will be ready for presentation at the September meeting of Full Council : Noah Beard and Chris Scorah from The Door will both be attending.  The Summer Activities Programme was a huge success with excellent feedback from many participants and parents. Over 800 children registered to participate including children and young people of varied ages, ethnicities, abilities, and genders, particularly for the chess and science activities.  Cllr Johnson expressed her sincere thanks to Sophie and the team for their hard work in pulling everything together.  The basketball has been postponed until Friday 30th August 2024.The surface of the MUGA is a concern – the Clerk was asked to look at a plan of improvements.   1. **Community Events (Cllr Palmer)**   Cllr Palmer forwarded a brief written report :  Autumn Fayre - 21st September 2024 : we will soon be sending out a request to all councillors to let the organisers know their availability for helping with setting up, supporting during the event and clearing up. I hope as many of you as possible can help on the day in some capacity - our staff work really hard on the day but we need as many hands as possible to lighten the load.  A meeting has been held where all participants and local businesses invited to meet the team and learn about our plans. A further meeting with neighbouring businesses is planned   1. **Highways Liaison (Cllr Palmer)**   Cllr Palmer forwarded a brief written report :  A highways liaison meeting will take place on Wednesday 18th September at 10.00 a.m. Any councillor is very welcome to attend and we have a very positive relationship with our local GH area managers. If anyone has any issues they wish me to raise with GH will you please let me know as soon as possible in particular any road junctions that you think might benefit from double yellow lines to improve visibility for both drivers and / or pedestrians.   1. **Grange Field (Cllr Palmer**)   Cllr Palmer forwarded a brief written report :  John Coates with the help of some Lineover volunteers is hoping on Thursday 29th August to construct a length of dead hedging in front of our recently planted shrubs to provide a habitat for a range of insects etc - this is as shown on our original project plan. We intend to record some of the action so that we can use it as a guide in the future to plant an additional section if needed.   1. **St. Mary’s Churchyard and other community assets (Cllr Munro)**   Cllr Munro reported that a planned schedule of work is ongoing.   1. **Paths for All (Rights of Way) (Cllrs Gosling and Holt)**   Cllr Gosling thanked Audrey ,the CKPC Communications Officer, for her work on producing posters to publicise the work of the Paths for All Team and to recruit volunteers. |
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| **90/24/25** | **Update on Standing Committees**     1. **Allotments**   Cllr Hawkins reported that the incidents of damage caused by young people has reduced significantly .  The Clerk was asked to add an item for co-option to the Allotments Committee to the next agenda.   1. **Finance and General Purposes** 2. **Planning**   A member raised a query over a recent application dealt with at the Planning Committee on 22nd July 2024. |
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| **91/24/25** | **Reports for information**  No further reports were presented. |
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| **92/24/25** | **Any Other Business**  The Chairman thanked the Clerk for her work on the nomination to NALC for the Star Council Award.  Cllr Hawkins reported that he has dealt with a query on behalf of a resident regarding a local water course.  Cllr Hawkins informed Members that parts of Cox’s Meadow fall under the Resevoirs Act 1975 so consultation with the appropriate authorities may be necessary depending on the location of proposed works. |
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|  | The meeting closed at 8.19 pm. |
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|  | Date of next meeting: **Monday, 30th September 2024, 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) |
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**Appendix 1**

**CHARLTON KINGS PARISH COUNCIL**

**Report from Borough Councillor Chris Day to Full Council meeting**

I attended a meeting earlier this week between representatives of the Friends of QEII park and Cllrs Honeywill and Parnham from the Parish Council. I felt it was very productive and would like to thank the Parish Council for their offers of assistance and advice to the Friends which were gratefully received. Since the meeting, I have been in contact with Council Officers responsible for the parks who have agreed to meet with the Friends. I am confident that a positive 3 way working relationship can be developed between the Friends group, Parish Council, and Borough Council which will be very beneficial for the many residents who use the QEII park.