

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 30th September 2024 at 7.00 pm**

**Members present:** Cllrs Honeywill (Chair), Gandhi, Gilbert (from 7.10 p.m. : minute 101.24.25), Gosling, Hall, Holt, Johnson, Lock, Munro, Parnham and Pickering.

In attendance: Geraldine Connor (Clerk)

Three members of the public :

* + - Mr Gilbert
    - Mr Noah Beard, Youth Worker, The Door
    - Mr Chris Scorah, Youth Program Manager ,The Door

The meeting was opened at 7.00 pm.

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| **93/24/25** | **Recording and filming of meetings**  There were no requests to record or film the meeting. |
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| **94/24/25** | **Apologies**  Apologies were received and accepted from Cllrs Evans, Grimshaw, Hawkins and Palmer. |
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| **95/24/25** | **Declarations of interest** (Localism Act 2011)  No declarations of interest were received in relation to items on the agenda. |
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| **96/24/25** | **Public Session**  No members of the public attended the meeting. |
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| **97/24/25** | **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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| **98/24/25** | **Minutes of previous meeting.**  The minutes of the Full Council Meeting held on 19th August 2024 (previously circulated) were APPROVED BY MAJORITY (with one abstention) and were signed by Cllr Honeywill in her role as Chair, as an accurate record. |
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| **99/24/25** | **Reports and apologies from County and Borough Councillors**  Apologies were received from County and Borough Councillors Paul Baker and Matt Babbage, and Borough Councillors Angie Boyes, Chris Day, Steve Harvey and Helen Pemberton.  The Clerk had circulated the written reports from Borough and County Cllr Baker and Borough Cllrs Boyes, Day and Harvey in advance of the meeting and these were formally noted. These reports are attached as an Appendix at the end of these minutes. |
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| **100/25/24** | **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, Clerk and Communications Officer will be reviewing recruitment publicity in the next few weeks.   1. **To consider an application for co-option** 2. **To resolve to close the meeting to the public while the application is discussed**   The written application submitted by Mr Tim Gilbert previously circulated, was noted by Members.  THE COUNCIL RESOLVED UNANIMOUSLY that the meeting should be closed to members of the public while the Council considered co-option of the candidate.  Mr. Gilbert, Mr Beard and Mr. Scorah withdrew from the meeting while the application was discussed.  THE COUNCIL RESOLVED UNANIMOUSLY that Mr Tim Gilbert should be co-opted with immediate effect as a councillor to fill the casual vacancy on the Council.  THE COUNCIL RESOLVED UNANIMOUSLY that the meeting should be re-opened to members of the public. Cllr Gilbert, Mr Beard and Mr. Scorah re-joined the meeting.  Cllr Gilbert signed a Declaration of Acceptance of Office in the presence of the Clerk and participated in the remainder of the meeting as a councillor. |
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| **101/24/25** | **Monthly Accounts**  The accounts for the year to 31st August 2024 (previously circulated) were APPROVED UNANIMOUSLY by the Council. |
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| **102 /24/25** | **Payments**  The Council reviewed the list of all payments (previously circulated) issued in the calendar month August 2024 and UNANIMOUSLY RATIFIED the payments totalling **£21937.47 (**£20963,43 plus VAT of £976.04) which Cllr Honeywill signed in her role as Chair. |
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| **103/24/25** | **Financial Matters** |
|  | 1. **a) To formally appoint an internal auditor for the financial year 2024-2025** 2. The report of the Responsible Financial Officer and quote from Mulberry Local Authority Services were considered by Members.   It was AGREED UNANIMOUSLY that Mulberry Local Authority Services be appointed as the internal auditor for the financial year 2024-2025.   1. **b) To consider and approve expenditure of up to £2,000 [ Noticeboard + Installation Costs ] for a new noticeboard for QEII park from CIL Funds /Charlton Kings Futures Budget.** 2. The following quotes were considered by Members :  * Whitehill - Double Fronted Noticeboard : **£1195.00 + VAT** * Greenfields - Installation **£ 420.50 + VAT**  1. Both quotes were APPROVED UNANIMOUSLY in the total sum of **£1615.50**, expenditure to be made from CIL funds. |
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| **104/24/25** | **CK Youth Community Profile**   1. **To receive the Youth Community Profile report from Noah Beard, youth worker, previously circulated.** 2. **To receive the report from youth working group meeting 19th September 2024**   Members received the Youth Community Profile report and Youth Working Group Report.  Noah Beard, Youth Worker, the Door, delivered a presentation to Members on his findings.  Cllr Johnson informed Members that the Youth Working Group will now thoroughly examine the Report’s recommendations.  Cllr Honeywill, Chairman thanked Noah sincerely for his excellent report and presentation. |
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| **105/24/25** | **Governance**  **a) To consider and approve recommendations from Finance and General Purposes Committee 19th September 2024**   1. **Schedule of Publications (1)**   The updated Schedule of Publications, which had been previously circulated, was ADOPTED UNANIMOUSLY.   1. **Safeguarding Policy (8c)**   The updated Safeguarding Policy, which had been previously circulated, was ADOPTED UNANIMOUSLY.   1. **Child Protection Policy (8d)**   It was UNANIMOULSY AGREED to defer this policy to the next meeting of the Finance and General Purposes Committee.   1. **Photography and Filming (8e)**   The updated Photography and Filming Policy , which had been previously circulated, was ADOPTED UNANIMOUSLY.   1. **Dignity at Work Policy (9f)**   The updated Dignity at Work Policy, which had been previously circulated, was ADOPTED UNANIMOUSLY.   1. **Policy Schedule ( updated )**   The updated Policy Schedule , which had been previously circulated, was ADOPTED UNANIMOUSLY.   1. **b) To consider and approve recommendations from the Finance and General Purposes Committee 19th September 2024:** 2. **Personnel matters**   **i. To approve recommendation regarding terms and conditions for Administration Officer**  The terms and conditions were UNANIMOULSY APPROVED.  **ii To approve recommendation for back payment of 2024-25 NJC for Local Government Services Salary Award [pending] to 1st April 2024**  The recommendation to approve back pay to 1st April 2024 was UNANIMOULSY APPROVED.  **c) To consider amendment to CKPC investment policy : para 4.1 as follows :**  *As a general principle funds held in any single financial institution should not exceed £85,000.*  The amendment was UNANIMOULSY APPROVED. |
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| **106/24/25** | **Committee Membership**  To appoint Cllr Gary Pickering as a Member of the Allotments Committee  The appointment of Cllr Gary Pickering to the allotments committee was UNANIMOULSY APPROVED. |
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| **107/24/25** | **Restoring Cheltenham’s Escarpment Grasslands**   1. **To receive an update on the Restoring Cheltenham’s Escarpment**   **Grasslands project**  Cllr Munro provided a short verbal update :  The work on the dry stone wall began a little later than expected on Ravensgate due to poor weather.  The path on Hollow Way ( from the gate on Lynch Lane up to the Common ) has been widened to facilitate access with equipment and materials.   1. **To approve a request for expenditure for Gorse Control on Charlton**   **Kings Common, in the total sum of £11,250 + vat, previously circulated.**  The request for expenditure in the sum of **£11,250 + vat**, was UNANIMOUSLY APPROVED   1. **To approve a request for expenditure for Veteran Tree management**   **on Leckhampton Hill, in the sum of £1860 + vat , previously circulated.**  The request for expenditure in the sum of **£1860 + vat,** was UNANIMOUSLY APPROVED.   1. **To approve a request for expenditure for mixed Scrub management on**   **Leckhampton Hill, in the sum of £9340 + VAT, previously circulated.**  The request for expenditure in the sum of **£9340 + vat**, was UNAINMOUSLY APPROVED. |
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| **108/24/25** | **Planted**   1. **To note update report 24/25 , previously circulated**   The report was noted.   1. b**) To consider and approve Memorandum of Understanding , previously circulated**   The Memorandum of Understanding was UNANIMOUSLY APPROVED  **c) To consider and approve financial support in the sum of £5,000 from the budget allocation agreed at Full Council, 29th January 2024, Minute 203.23.24 (a)**  An award in the sum of £5,000 was UNANIMOUSLY APPROVED. |
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| **109/25/25** | **Annual Strategy Day Friday 25th October 2024**  To receive an update on arrangements and program for the event.  Cllr Honeywill reminded Members that the day will focus on:   * understanding CKPC statutory obligations * community strengthening and building * enjoying our community space   The day will start with breakfast at 9.00 a.m. |
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| **110/24/25** | **Communications and Community Engagement**   1. **Communications Working Group**   The minutes of the Communications Working Group meeting on 2nd September 2024 (previously circulated) were noted.   1. **Forthcoming events**   A Member reported that the new nursery school has expressed an interest in participating in the Six Ways Christmas event.  The Big Tea Party will take place at Balcarras School on Wednesday 13th November 2024 from 2pm to 4 p.m.  The C5 meeting scheduled for Saturday 5th October 2024 has been cancelled. |
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| **111/24/25** | **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.  A litter pick took place at QEII park yesterday with 22 volunteers in attendance : 26kg litter was collected.  A Library of Things meeting was held this morning. A total of 400 items have been borrowed to date : the pilot program has now finished. An impact report will be tabled for Full Council in November.  CK Futures are planning to launch a repair shop next year.  Planted currently hold sewing repair classes once per month.   1. **CK Connect and Youth Work (Cllr Johnson)**   The report from Cllr Johnson (previously circulated) was noted.  The Gloucestershire County Council Build Back Better grant application has been approved : monies received will fund the Summer Activities Program.  The next Youth Taskforce meeting will be held in the Stanton Hall on Thursday 10th October 2024 at 7.00 p.m. Thereafter the Youth Working Group Meeting will consider the Youth Report presented this evening and consider next steps.  The marking for basketball has been completed.  Feedback from the Summer Activities Program has been very positive.  Adult Education will run 2 courses on digital inclusion :  *Managing your life online safely*  *Confidence with email and messaging*   1. **Community Events (Cllr Palmer)**   No report   1. **Highways Liaison (Cllr Palmer)**   The report from Cllr Palmer (previously circulated) was noted.  Members noted a report of a recent serious accident on the Cirencester Road when a pedestrian was hit by a motorcycle.   1. **Grange Field (Cllr Palmer**)   The report from Cllr Palmer (previously circulated) was noted.   1. **St. Mary’s Churchyard and other community assets (Cllr Munro)**   Cllr Munro reported that a planned schedule of work is ongoing. A more detailed report will be submitted for Full Council in October.   1. **Paths for All (Rights of Way) (Cllrs Gosling and Holt)**   Poor weather has prevented projects proceeding.  Work is currently planned for Route ZCK4. A handrail is planned for Route ZCK 53.  The posters which publicise the works of the ROW volunteer team have encouraged expressions of interest from residents. |
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| **112/24/25** | **Update on Standing Committees**   1. **Allotments**   No report  The Clerk has prepared an update report on legionella for the next Committee Meeting.   1. **Finance and General Purposes.**   The last meeting was held on Thursday 19th September 2024.   1. **Planning**   Members were thanked for their objections to the proposed paddle courts at East Glos Tennis Club. |
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| **113/24/25** | **Reports for information**  The report on Community Resilience , previously circulated , was noted.  Cllr Parnham emphasised the importance of having an up to date Emergency Plan.  Cllr Parnham recently attended the inaugural meeting of the Friends of Cox’s Meadow . The main focus of the meeting was how to enhance wildlife habitats. |
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| **114/24/25** | **Any Other Business**  Cllr Pickering informed Members that an Allotments Working Group will be held on Tuesday 8th October 2024 at 7.00 p.m. at Planted. All Members are welcome.  A Christmas party will be held at 7.00 pm on Wednesday 11th December 2024 at the Royal, Charlton Kings. |
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|  | The meeting closed at 8.19 pm. |
|  | Date of next meeting: **Monday, 28th October 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**

**Reports from Borough and County Councillors to Full Council meeting**

**on 30th September 2024**

**Borough Councillor Paul Baker**

1. Following the recent accident between a pedestrian and motorcyclist on the Cirencester Road, at the build out opposite the path to Gladstone Road, I have arranged for speed surveys to be carried out by GCC at three locations, near to the build outs, above the bridge by the Clock Tower and to the south of Bafford Approach. Hopefully this data will give us a better understanding of traffic speeds.
2. Residents’ concerns about road safety have been raised following this incident and I believe there is a strong case to be made for a zebra crossing to replace the build outs. I am working with residents and Councillors on a number of initiatives currently and I am sure CKPC would strongly support a new crossing.
3. I have been inundated with calls about blocked drains, flooding and in some cases property damage across my division including Cirencester Road, Pinetrees and Harp Hill. The recent rainfall was exceptional but is likely to be a more common occurrence sadly so it is likely GCC is going to have to find funds to invest in new infrastructure and enhanced maintenance and drain clearance, I know that won’t be easy. It does seem the Cox’s Meadow flood alleviation scheme worked well but the River Chelt was up to 9’ deep in place and nearly breached the bridge over Keynsham Road.
4. CBC have appointed a contractor to instal the new footpath between the Old Pats and Pilford Avenue, thank you to CKPC for funding this improvement.
5. The first meeting of Friends of Cox’s Meadow had to be cancelled but is now taking place on 25th September, a good attendance is anticipated.
6. Planning permission was granted for the additional traveller caravan at Castle Dream Stud due essentially to the absence of any alternative traveller sites in the Borough, conditions applied re lighting. Permission was also granted, against officer recommendation for the demolition of outbuildings and their replacement with 6 holiday lets and facilities at Glenfall House. The scheme includes the desperately needed restoration of this magnificent, listed property.

**Borough Councillor Chris Day**

During the last month I met with the Head of the Battledown Centre for Children & Families located at the bottom of Harp Hill, and heard about the incredible work they are doing teaching and supporting SEND children. The school has grown in size in recent years from around 40 pupils to over 70. They are keen to raise their profile in the local community and would welcome visits from any members of CKPC who wish to find out more about the work they are doing.

I enjoyed helping the Friends of QEII park and CBC parks staff install two ‘sleeper’ benches in the park. Special mention must go to Tim Gilbert from the Friends who made the benches to a high professional standard. They look tremendous and had been used by several people even before we had left the park.

I spoke at CBC Planning Committee against the Castle Dream Stud application and in favour of the Glenfall House application. Both applications were approved – Glenfall House against the recommendation of the Planning Officer. Approving the Glenfall House application will lead to a much more secure future for Glenfall House with revenue from the proposed holiday lets being used to help finance the restoration and maintenance of the listed main house.

I didn’t receive any reports of flooding during the recent heavy rain other than the perennial problem of excessive surface water flooding on Priors Road/Hales Road at the bottom of Harp Hill. Despite this having been reported to GCC many times in the past nothing appears to have been done to ameliorate the situation.

**Borough Councillor Steve Harvey**

I echo Cllr Baker comments re road safety, there was actually also another traffic incident at/near Lidl on the old railway bridge on Friday 29 Sept, I witnessed the aftermath because I was driving delivering meds from Charlton pharmacy and I would get past the police. I have no more details and whilst I saw 2 police cars in attendance, I did not see an ambulance but tats not to say one didn’t arrive after I had left.

**Borough Councillor Angie Boyes**

Trees causing problems and in need of maintenance on Brookway Road are going to be dealt with by Highways.

The bus stop on Cirencester Road opposite the Double Tree has now been moved to the correct position after years of me asking Highways.

Apparently, a bench near a bus stop on Copt Elm Road has been removed. I have yet to get to the bottom of this.

I look forward to the next outreach meeting with partners to hear the report from Noah.

I am continuing to receive a lot of emails about the temporary lights on the A40 and the traffic in CK which I continue to raise with Cllr Babbage and at our very useful meeting with CKPC and Highways.

Smart Fish Bar continue to raise complaints with me about the offerings from the food stalls at CKPC fairs.

A resident group is being set up to address the issue of safety and school children and pedestrians crossing Cirencester Road.