

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

**FULL COUNCIL**

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

**Thursday 27th June 2024 at 7.00 pm**

**Members present:** Cllrs Honeywill (Chair), Gandhi, Hall, Holt, Johnson, Lock, Munro, Parnham and Pickering (39/24/25 onwards)

In attendance: Borough Councillor Chris Day,

Geraldine Connor (Clerk),

Helen Johnston (Deputy Clerk and RFO)

The meeting was opened at 7.00 pm.

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| **32/24/25** | **Recording and filming of meetings**  There were no requests to record or film the meeting. |
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| **33/24/25** | **Apologies**  Apologies were received and accepted from Cllrs Gosling, Grimshaw, Hawkins and Palmer. |
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| **34/24/25** | **Declarations of interest** (Localism Act 2011)  No declarations of interest were received in relation to items on the agenda. |
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| **35/24/25** | **Public Session**  No members of the public attended the meeting. |
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| **36/24/25** | **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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| **37/24/25** | **Minutes of previous meeting.**  The minutes of the Annual Parish Council Meeting held on 20th May (previously circulated) were UNANIMOULSY APPROVED and were signed by Cllr Honeywill in her role as Chair, as an accurate record. |
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| **38/25/25** | **Reports and apologies from County and Borough Councillors**  No reports or apologies were received. |
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| **39/24/25** | **Councillor vacancies**   1. **It was noted that there are four 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)   1. **To consider an application for co-option from Mr Gary Pickering** 2. **To resolve to close the meeting to the public while the application is discussed**   The written application submitted by Mr Gary Pickering, previously circulated, was noted by Members.  The candidate for co-option, Mr Gary Pickering addressed the Council and answered questions from councillors.  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 Pickering and Councillor Day withdrew from the meeting while the application was discussed.  THE COUNCIL RESOLVED UNANIMOUSLY that Mr Gary Pickering 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 Pickering and Borough Cllr Day re-joined the meeting.  Cllr Pickering 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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| **40/24/25** | **Internal Audit**  The internal audit report, produced following a visit by the auditor on 21st June 2024, was formally received by the Council. It was noted that the report stated that internal control procedures in operation are adequate to meet the needs of the Council and a number of examples of good practice were highlighted.  There were no recommendations.  The Chair thanked the Deputy Clerk , in her role as Responsible Financial Officer, for her exemplary work in relation to the year-end processes and accounting. |
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| **41/24/25** | **Year End Accounts for 2023/24**  The Year End Accounts for 2023/24 which had been previously circulated, were APPROVED UNANIMOUSLY and signed by Cllr Honeywill in her role as Chair and the Deputy Clerk in her role as Responsible Financial Officer (RFO). |
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| **42/24/25** | **Annual Governance and Accounting Return – Governance Statement 2023/234**  Section 1 of the Annual Governance and Accountability Return (AGAR), which consists of the Annual Governance Statement for 2023/24, had been previously circulated. The Annual Governance Statement was APPROVED UNANIMOUSLY by the Council and was signed by Cllr Honeywill in her role as Chair and the Clerk. |
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| **43/24/25** | **Annual Governance and Accounting Return - Accounting Statements**  Section 2 of the AGAR, which consists of the Accounting Statements for 2023/24 had been previously circulated. The Accounting Statements, which had previously been signed by the Deputy Clerk as RFO, were APPROVED UNANIMOUSLY by the Council and then signed by Cllr Honeywill in her role as Chair.  The Deputy Chair of Finance and General Purposes explained that the current level of general reserves is equivalent to approximately 6-9 months of the 24/25 precept. |
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| **44/24/25** | **Exercise of Public Rights**  The dates for the exercise of public rights , 1st July to 9th August 2024, were noted. |
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| **45/24/25** | **Monthly Accounts**  The accounts for the year to 31st May 2024 previously circulated) were APPROVED UNANIMOUSLY. |
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| **46/24/25** | **Payments**  The Council reviewed the list (previously circulated) of all payments issued in the calendar month May 2024 and UNANIMOUSLY RATIFIED the payments totalling £31520.18 (£30614.16 plus VAT of £ 90.02 ) which Cllr Honeywill signed in her role as Chair. |
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| **47/24/25** | **Financial matters**   1. **To note Cllr Gosling’s report of his internal review of financial processes in his role as Chair of the Finance and General Purposes Committee.**   The report from Cllr Gosling was noted.  The Chair informed Members that Cllr Ian Gosling will attend the office to carry out internal control checks on a quarterly basis (further to the Clerk’s appointment ).  Further, a Finance and Governance working group has been set up to review the Councils’ internal processes and controls. |
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| **48/24/25** | **Governance.**  The report from the Clerk, which had been previously circulated, was noted.  It was UNANIMOULSY RESOLVED TO amend the CKPC Financial Regulations to reflect the current Charlton Kings Parish Council structure and scheme of delegation regarding financial matters**.**  Financial Regulation 5.15 was amended as follows :  • the Clerk or RFO under delegated authority, for any items below £500 excluding VAT  • the Clerk or RFO , in consultation with the Chair of the Council , Chair of the appropriate committee, or appropriate budget holder, for any items below £2,000 excluding VAT. |
| **49/24/25** | **Paths For All**  The report from Cllrs Holt and Gosling in relation to the repair of a pathway between Pilford Avenue and Old Pats Sports Ground, which had been previously circulated, was noted.  A Member expressed reservations about the proposal:   * The land in question is owned by Cheltenham Borough Council. The Parish Council should not fund a project which falls under the responsibility of another authority as this may create a precedent (in relation to the maintenance of green spaces not in the ownership or control of the Parish Council). The Member suggested part or match funding as a more appropriate way forward. * There is an alternative access available and the ‘path’ is not a legal or permissive right of way. * Alternative surfacing materials should be considered ( e.g. mesh matting ) as an alternative to a more permanent surface finish. * In the Members opinion , the project does not fall within the parameters of the policy agreed in 2022 in relation to the benefaction fund (expressly, rights of way).   The Member acknowledged that the interpretation of the donor’s original intentions is a matter for Council.  A number of Members spoke in support of the project - the following points were raised :   * The original donation was made in 2015 , of which a significant sum remains unspent. * The path is a well-used route by residents who would derive direct benefit from the proposed works. * The proposed timeline for the project is tight: the optimum time to undertake works is when the weather is dry. Further, the cost will increase by approximately 10 % if the project is deferred until 2025.   It was AGREED BY MAJORITY (with one Member against and two abstentions) to approve the recommendation to fund the project from CKPC benefaction fund. |
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| **50/24/25** | **Community Grant and Support applications**  a) i. To consider an application by Let’s Cook with Josie CIC  It was UNANIMOUSLY RESOLVED that a grant of £250 should be made to Let’s Cook with Josie towards the ongoing project costs for the after-school cookery club and the provision of ‘ goody bags’ for the children in attendance. |
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| **50/24/25** | **Communications and Community Engagement**   1. **To receive a report on the Communications Working Group meeting on 3rd June 2024 and note any resulting actions**   Cllr Parham thanked Cllr Helen Evans for her work on the Annual Review.  It was noted that some copies have not yet been delivered. A follow up meeting will take place on 8th July 2024.  Cllr Parnham thanked the Chair and the Clerk for their work with Charlton Kings in Bloom regarding the Mural project in Church Piece. The Clerk confirmed that a grant has been submitted to Cheltenham Borough Council for this project.   1. **For Councillors to share information about forthcoming events**   CK Futures – a litter pick will take place from Planted on 7th July 2024.  CK Futures hope to arrange 3 per year.  Cllr Parnham has been approached by a speaker wishing to deliver a talk on water pollution in the River Chelt ; the air quality team would also like to be involved. |
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| **51/24/25** | **Update on key projects .**   1. **CK Futures (Cllr Parnham)**   The report from Cllr Parnham, which had been previously circulated, was noted.   1. **CK Connect and Youth Work (Cllr Johnson)**   The report from Cllr Johnson which had been previously circulated, was noted.  Cllr Johnson spoke about the Children and Young People’s Partnership Working Group and the current research project (on the health and well-being of young people) being undertaken by the youth worker Noah on behalf of CK Connect.  Noah has been talking to students at Balcarras and a range of stake holders : two separate surveys ( one for young people aged 11- 17 and one for adults ) will inform the project recommendations which will be reported to Full Council in September. A Member reported that the survey QR code did not work – this will be fed back to staff.  A meeting will take place with Noah, the Clerk and Dr. Ubhi on Wednesday 3rd July 2024.  There is a two week youth activity programme planned for August , with an extended age group ( under 5’s up to 16 ) with over 45 activities including a chess tournament.  There will also be a Community Picnic on Saturday 10th August 2024 in Grange Field – the Music Man will be attending.   1. **Community Events (Cllr Palmer)**   The Chair reported that the event was a huge success with lots of positive feedback. A follow up meeting is scheduled for Monday 15th July 2024 at 10.00 am. to review learning points.   1. **Highways Liaison (Cllr Palmer)**   The report from Cllr Palmer , which had been previously circulated, was noted.  Members acknowledged the quality of the submission made to Glos Highways regarding the speed limit on the A40.   1. **Grange Field (Cllr Palmer)**   Nothing to report.   1. **St Mary’s Churchyard and other community assets (Cllr Munro)**   St Mary’s Churchyard  The Lych gate work is completed.   1. **Restoring Cheltenham’s Escarpment Grasslands (Cllr Munro)**   A programme of works will be carried out over the summer – a number of health and safety notices will be erected. |
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| **52/24/25** | **Update on Standing Committees**     1. **Allotments**   Nothing to report   1. **Finance and General Purposes**   Cllr Gandhi reported that the Council has now changed to a different accounting system due to the increased level of annual income and expenditure.   1. **Planning**   The Chair reported on the recent planning app by CBC to install 6 EV charging points in Church Piece Car Park and the comments made by the Council, as a consultee. |
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| **53/24/25** | **Reports for information**  No further reports were presented. |
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| **54/24/25** | **Any Other Business**  A Member asked if there was a briefing paper or advice note on the operation of the Community Infrastructure Levy.  The Clerk will draft an advice note for Members. |
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|  | The meeting closed at 8.21 pm. |
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|  | Date of next meeting: **Monday, 29th July 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) |