

WHEATPIECES PARISH COUNCIL

MEETING: FULL COUNCIL

DATE AND TIME: Thursday 6th February 2020

LOCATION: Wheatpieces Community Centre

PRESENT: Cllr. Meredith, Cllr. Reid, Cllr. Abel, Cllr. Dempster,
Cllr. Pullen, Cllr. Shyamapant

IN ATTENDANCE: T Shurmer (Clerk)

MINUTES

Cllr. Meredith welcomed all in attendance to the Wheatpieces Parish Council meeting

889/FC PUBLIC PARTICIPATION

There were no members of the public in attendance

890/FC APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Cllr. Mulholland and County Cllr. Smith

891/FC DECLARATIONS OF INTEREST

Cllr. Meredith – 900/FC a) and 900/FC g)

892/FC APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 9TH JANUARY 2020

The minutes of the Full Council meeting held on Thursday 9th January 2020 were approved and adopted

Proposed: Cllr. Reid Seconded: Cllr. Shyamapant

Agreed

APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THURSDAY 16TH JANUARY 2020

The minutes of the Extraordinary Council meeting held on Thursday 16th January 2020 were approved and adopted

Proposed: Cllr. Reid Seconded: Cllr. Dempster

Agreed

893/FC COMMUNITY SAFETY MATTERS

➤ An update from PCSO Corder had been received, following the recent report of broken glass etc. at the MUGA play area in Starling Road, advising that the play area is an asset to the community and is patrolled by Local Officers from Tewkesbury LPA. Officers have been made aware of the issues and patrols will continue in the area.

➤ A further update had been received from PCSO Simpson just prior to the meeting this evening which will be circulated to all Members for their information.

Action: Clerk to circulate PCSO Simpson's update of the 6th February 2020 to all Members.

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894/FC TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- Following the decision to use some of the Parish Council Reserves towards the extension to the Community Centre during the separate business at the extraordinary meeting held on the 16th January 2020 Members agreed that an additional bank account for the Parish Council is no longer required
- At the Parish Council meeting held on the 9th January 2020 County Cllr. Smith requested the Parish Council to enquire if the local estate agents who sponsor some of the internal roundabouts on the Wheatpieces estate would like to sponsor some flower tubs/beds at the entrance to the Nature Reserve once the new entrance is installed. Cllr. Meredith advised that he would like to receive further details on the requirements with a plan of the new entrance from County Cllr. Smith before meeting the local estate agents.

Action: County Cllr. Smith to be requested for further detail on the requirements with a plan of the new entrance to the Nature Reserve

895/FC COUNTY COUNCILLOR'S REPORT

- In County Cllr. Smith's absence he had forwarded a county council press release on agreed funding, by the county council cabinet, for climate change which had previously been circulated to Members
- In addition, a Gloucestershire Highways update had also been forwarded which the Clerk was requested to circulate.

Action: Clerk to circulate the Gloucestershire Highways update of January 2020 to all Members

896/FC BOROUGH COUNCILLORS' REPORTS

Cllr. Reid had forwarded a report from Tewkesbury Borough Council (TBC), which had previously been circulated, as follows:

- A new store, Mountain Warehouse, is moving into the old Superdrug building in Tewkesbury High Street.
- Permission has been granted for 850 homes at Fiddington.
- Electric charging points have been installed at the Borough Council Offices which are available to the public. They are at the rear car park.
- A new £8million bridge is to be built to unlock land for 10,000 homes in Ashchurch.

Cllr. Reid also gave Members an update on the current car parking proposals for Tewkesbury and advised that there is a questionnaire on the Gloucestershire County Council (GCC) website inviting residents' views on the proposals.

Action: Clerk to circulate the link to the questionnaire to Members

897/FC ENVIRONMENTAL MATTERS

- Members considered the quotation from TFN Smartcut to tidy the areas around the trees in the verge plantings in addition to cutting out the visible bramble in the verges. The quotation of £1,735.00 + VAT, which included edging board, was agreed.

Action: Cllr. Meredith to advise TFN Smartcut accordingly

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- Cllr. Meredith advised Members that he had met with the contractor to discuss the thinning of the trees on the Parish Council borders of Jenny's field. The contractor is unable to carry out the required works prior to bird nesting season therefore it was agreed to defer the works until the Autumn when a quotation will be provided for approval.
- Cllr. Meredith also advised Members that the pedestrian entrance onto Jenny's field from the car park requires a hard standing due to its muddy condition. Members agreed for Cllr. Meredith to obtain a quotation for these works similar to the works carried out at the three other pedestrian accesses onto the field.
Action: Cllr. Meredith to obtain a quotation to lay a hard standing at the pedestrian entrance onto Jenny's field from the car park for consideration at the forthcoming Environment Committee meeting.
Action: Clerk to place on the next Environment Committee agenda 'To consider the quotation to lay a hard standing at the pedestrian entrance onto Jenny's field'

898/FC PLANNING APPLICATIONS

- Members considered Planning Application, 20/00048/FUL, for the erection of a side extension, raising of roof, installation of dormer window and extension to existing dropped kerb at 12 Gadwell Road, Walton Cardiff. Members had no objection to the application.
Action: Clerk to advise TBC accordingly
- No further planning applications had been received for consideration

899/FC EXTENSION TO THE COMMUNITY CENTRE

- Members were advised that, following approval under confidential business at the extraordinary meeting held on the 16th January 2020, Kilbury Construction have been appointed to carry out the works to the extension to the Community Centre. The JCT Minor Works Building Contract was signed by the Chairman and Vice-Chairman at the start of the Parish Council meeting witnessed by the Clerk to the Parish Council as agreed under confidential business at the extraordinary meeting held on the 16th January 2020. Members were also advised that a pre-construction meeting has been held with the contractor and the architect team and at this meeting a start date of the 24th February 2020 was agreed with enabling works to take place the week commencing 17th February 2020 consisting of the site access being put in and the removal of some trees. The contractor has advised a 15-week programme for the works and the dedicated Site Manager for Kilbury Construction overseeing the works is Wayne Mayer.
- The status of the works required prior to the construction works as agreed under the confidential business at the extraordinary meeting held on the 16th January 2020 are as follows:
 - The electrical distribution board was installed at the end of January 2020.
 - The noticeboard was relocated on the 1st February 2020
 - The relocation of the defibrillator and outside lights is scheduled to be carried out on the 11th February 2020.
 - The Community Centre Manager is looking into options for an external post-box for agreement by Members at the next Community Centre Committee meeting scheduled for Thursday 20th February 2020.

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- Cllr, Meredith advised Members that he had met with Craig Freeman, the Local Gloucestershire Highways Manager for the area, earlier and Craig Freeman had agreed the site access proposals. Cllr. Meredith confirmed there was no planning condition regarding the access onto the site.
- Members were advised that a letter will be delivered to the residents' in Redwing Walk advising of the start date of the enabling works and construction works.
- **Action: Clerk and Chairman to deliver a letter to residents' in Redwing Walk advising of the start date of the enabling works and construction works of the extension to the Community Centre**

900/FC

FINANCIAL MATTERS

- a) Members held a discussion on the GCC 'Growing our Communities' application form provided for completion on behalf of the applicants invited to apply for funding from GCC. Several queries on the form were raised which had been highlighted, Cllr. Meredith will raise the queries with Cllr. Smith via email and Cllr. Reid will pass a copy of the highlighted form onto Cllr. Smith for his reference.
Action: Cllr. Meredith to raise the queries on the GCC 'Growing our Communities' application form with Cllr. Smith
At this point Cllr. Meredith left the room and Members considered the applications for the funding from GCC. Members agreed to defer consideration of the application forms to the next meeting scheduled for Thursday 5th March 2020. Cllr. Meredith re-joined the meeting.
Action: Clerk to place on the next Full Council agenda 'To consider the applications for Gloucestershire County Council (GCC) funding prior to completion of the GCC 'Growing our Communities' application form.
- b) Members were advised that a Joint Names Policy – Contract Works Insurance for the extension project was required for the duration of the project. A quotation had been obtained of £1,008.00 inclusive of IPT from the Parish Council's Insurance company. Members approved the quotation.
Proposed: Cllr. Meredith Seconded: Cllr. Reid
Agreed
Action: Clerk to advise the Parish Council's insurance company accordingly
- c) Members held a discussion on whether to take out a Cyber Insurance Policy for the Parish Council, Cllr. Dempster advised Members that he did not feel this was necessary due to the size of the Parish Council, however, he did advise that the Parish Council's hard disk should be encrypted in addition to backing up the Parish Council website. Members were advised that a back-up of the Parish Council documents were kept on a passport which is updated at regular intervals and that a back-up of the accounts were also kept by the Accountant. Based on this Members agreed not to take out a Cyber Insurance Policy.
Proposed: Cllr. Meredith Seconded: Cllr. Reid
Agreed

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Action: Cllr. Dempster and the Clerk to encrypt the Parish Council's hard disk in addition to backing up the Parish Council website

- d) A letter had been received from Iain Selkirk FCA offering his services to carry out an internal audit of the Parish Council's 2019/2020 accounts for a fee of £135.00. Members agreed to appoint Iain Selkirk to carry out the internal audit of the Parish Council's 2019/2020 accounts.

Proposed: Cllr. Meredith Seconded: Cllr. Reid

Agreed

Action: Clerk to advise Iain Selkirk accordingly

- e) Following the agreement of the use of some of the Parish Council Reserves for the extension work under the confidential business at the extraordinary meeting held on the 16th January 2020 Members were requested to consider the transfer of funds in readiness for use as follows:
- Transfer £40,000 from the Barclays Community Centre account to the Barclays Extension account
 - Transfer the balance of the Barclays Community account of £38,741.05 to the Barclays Extension account and close this account
 - Transfer the balance of the Barclays Premium savings account of £25,382.31 to the Barclays Extension account and close this account

Proposed: Cllr. Meredith Seconded: Cllr. Pullen

Agreed

Action: Clerk to request Barclays Bank to transfer the above funds and close the two specified accounts accordingly

- f) The schedule of invoices for payment dated January 2020 were considered and approved as follows:
Cheques from Lloyds main Parish Council account = **£1,073.45**
Standing Orders and Direct Debits from main Parish Council account = **£1,106.94**
Direct Debit from the Barclays Community Centre account = **£25.00**
Payments made from the Business Debit Card (previously approved) = **£655.39**
Cheques from the Barclays Extension account = **£2,909.85**
Cheques from the Barclays Community Centre account = **£693.00**

Proposed: Cllr. Shyamapant Seconded: Cllr. Dempster

Agreed

- g) The schedule of reimbursements for payment dated January 2020 were considered and approved as follows:

From Lloyds main Parish Council account = **£14.03**

Proposed: Cllr. Reid Seconded: Cllr. Pullen

Agreed

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Reimbursement for weed spraying and grass cutting carried out on the estate in 2019-2020 had been received from GCC in the sum of **£1,224.04**.

Reimbursement of s.106 monies for extension expenditure had been received from TBC in the sum of **£754.00** in addition to the sum of **£300.00** received in relation to the second payment for the hire of x2 junior football pitches on Jenny's field by Tewkesbury Town Colts for the 2019-2020 season.

These funds had all been paid into the Lloyds main Parish Council account.

This had been circulated for Members information.

901/FC

PARISH COUNCIL NEWSLETTER

Cllr. Meredith advised Members that he will produce a first draft of a Parish newsletter to include an update on the extension to the Community Centre and suggestions for inclusion made at previous meetings at his earliest convenience.

Action: Cllr. Meredith to produce a first draft of the newsletter for consideration at his earliest convenience and circulate to Members for further input

Action: Clerk to place on the next Full council agenda 'To consider the draft Parish newsletter'

902/FC

CORRESPONDENCE

- Members were advised of a website enquiry from a local company enquiring if the Parish Council may have any community volunteering events coming up this year as they are going out within the community to volunteer on community projects as part of their 'Giving Back to the Community 2020' drive. The Clerk had responded advising that no events are currently being planned but that the Parish Council would be advised of the message accordingly.
- Members were advised that the next Chartered Parish and Town Council meeting is scheduled to be held on Wednesday 4th March 2020 from 7.00pm to 9.00pm. RSVP for attendance is by Friday 21st February 2020. Cllr. Meredith will advise the Clerk if he wishes to attend.

903/FC

SIGNING OF PARISH COUNCIL CHEQUES

The signing of the cheques approved at 900/FC f) & g) with regard to the schedule of invoices was carried out.

904/FC

MEMBERS REPORTS

- Members were advised that Gloucestershire Highways are carrying out the required environmental works on Jubilee Way and Cambrian Road this week.
- A request was made for consideration of a litter bin in the location of the pedestrian crossing on Jubilee Way near the roundabout with Monterey Road to be placed on the next Environment Committee agenda.

Action: Clerk to place on the next Environment committee agenda 'To consider a litter bin in the location of the pedestrian crossing on Jubilee Way near the roundabout with Monterey Road'

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905/FC SEPARATE BUSINESS

Members then moved into confidential business:

Under Section 100(A)(4) Local Government Act 1972, the minutes are excluded from publication on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

- To approve the confidential minutes of the separate business on Thursday 9th January 2020
- To approve the confidential extraordinary minutes of the separate business on Thursday 16th January 2020
- To discuss staffing matters

DATE OF NEXT MEETINGS

Environment Committee	Thursday 20 th February 2020 at 7.00pm
Community Centre Committee Meeting	Thursday 20 th February 2020 at 7.30pm
Full Council Meeting	Thursday 5 th March 2020 at 7.00pm

The meeting closed at 8.35pm