

## WHEATPIECES PARISH COUNCIL

**MEETING:** FULL COUNCIL

**DATE AND TIME:** Thursday 5<sup>th</sup> March 2020

**LOCATION:** Wheatpieces Community Centre

**PRESENT:** Cllr. Meredith, Cllr. Reid, Cllr. Abel, Cllr. Dempster,  
Cllr. Mulholland, Cllr. Shyamapant

**IN ATTENDANCE:** One Member of the Public  
T Shurmer (Clerk)

### MINUTES

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

#### **906/FC PUBLIC PARTICIPATION**

One member of the public was in attendance to bring to the attention of the Parish Council concerns on the amount of litter overflowing from the litter bin on a regular basis in the contractors car park near the multi-use games area (MUGA) in Starling Road. The resident was requested to forward photos of the concerns and the Chairman advised that he would forward the concerns onto the Developer. The resident also advised that the contractors fencing opposite the car park is not effective.

**Action: Chairman to forward the concerns brought to the attention of the Parish Council in relation to the litter that regularly overflows from the litter bin in the contractor's car park near the MUGA in Starling Road in addition to the concerns raised with regard to the fencing opposite the car park.**

At 7.05pm the member of the public duly left the meeting.

#### **907/FC APOLOGIES FOR ABSENCE**

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

#### **908/FC DECLARATIONS OF INTEREST**

Cllr. Meredith – 918/FC a) and 918/FC g)

#### **909/FC APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 6<sup>TH</sup> FEBRUARY 2020**

The minutes of the Full Council meeting held on Thursday 6<sup>th</sup> February 2020 were approved and adopted

**Proposed: Cllr. Shyamapant    Seconded: Cllr. Dempster  
Agreed**

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### **910/FC COMMUNITY SAFETY MATTERS**

An update had been received from the Community Safety Officer at Tewkesbury Borough Council (TBC) which had been circulated for Members information and was taken as read.

### **911/FC TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**

➤ At the Parish Council meeting held on the 9<sup>th</sup> 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 had requested County Cllr. Smith to supply a drawing of the proposals for the new entrance before requesting sponsorship from the local estate agents.

**Action: County Cllr. Smith to supply a drawing of the proposals for the new entrance to the Nature Reserve**

➤ At the previous Full Council meeting, during a discussion on whether to take out a Cyber Insurance Policy, Members were advised that the Parish Council's hard disk should be encrypted in addition to backing up the Parish Council website.

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

### **912/FC COUNTY COUNCILLOR'S REPORT**

Prior to the meeting County Cllr. Smith had advised the Chairman of the following requests he had received from local residents:

- For a defibrillator at the public house in Snowdonia Road, the resident had been advised to contact the Parish Council with the request
- For the installation of litter and dog waste bins on the new development adjacent to the Wheatpieces estate. Cllr. Meredith advised that he will make an enquiry with the Developer regarding this request.

**Action: Cllr. Meredith to make an enquiry to Bloor Homes in relation to the installation of litter and dog waste bins on the new development adjacent to the Wheatpieces estate.**

- Concerns had been raised on shrubbery behind a property on the link road to the new development.
- Cllr. Smith confirmed, prior to the meeting, that he had agreed with the Local Highways Manager for the area reimbursement to the Parish Council from his Highways Budget for the weed spraying and grass cutting carried out on the Wheatpieces estate for the 2020-2021 financial year.
- Cllr. Smith also advised the Chairman of the Parish Council that he had allocated the sum of £2,000 for the 'Growing our Communities' application

### **913/FC BOROUGH COUNCILLORS' REPORTS**

No reports were received from the Borough Councillors'.

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### 914/FC ENVIRONMENT COMMITTEE

- The draft minutes of the Environment Committee meeting held on Thursday 20<sup>th</sup> February 2020 had been circulated. Members agreed to take these as read.
- Members considered the quotation to lay a hard standing at the pedestrian entrance from the car park onto Jenny's field. Members were advised that this area is used by the football club to enter and exit the field hence why a bigger area requires a hard standing. After consideration Members agreed to accept the quotation.

**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**

**Agreed**

**Action: Cllr. Meredith to advise TFN Smartcut to carry out the works to lay a hard standing at the pedestrian entrance from the car park onto Jenny's field**

### 915/FC COMMUNITY CENTRE COMMITTEE

- The draft minutes of the Community Centre Committee meeting held on Thursday 20<sup>th</sup> February 2020 had been circulated. Members agreed to take these as read.
- The Terms and Conditions for the hire of the Community Centre had previously been circulated. An amendment to point 5 had been suggested at the Community Centre Committee meeting as follows, '*Please adhere to the times that have been booked for you, any extra usage will be charged accordingly*' to include '*will be charged in 15minute increments and persistent over-runs beyond the booked time may result in future exclusion from the centre.*' Members agreed the amendment.

**Proposed: Cllr. Dempster    Seconded: Cllr. Abel**

**Agreed**

**Action: Clerk to advise the Community Centre Manager accordingly**

### 916/FC PLANNING APPLICATIONS

No planning applications had been received for consideration

### 917/FC EXTENSION TO THE COMMUNITY CENTRE

- Members were advised the extension works commenced on Monday 24<sup>th</sup> February 2020.
- The foundation works should be completed by Friday 6<sup>th</sup> March 2020 and the blockwork should start the week commencing the 9<sup>th</sup> March 2020. The Works Manager from Kilbury Construction has advised that he is confident that the works will be carried out within the 15-week programme.
- Members were also advised that the valued engineering is ongoing with an estimated saving of £20,000 predicted.

### 918/FC FINANCIAL MATTERS

- a) Cllr. Meredith advised Members that Cllr. Smith had allocated the total sum of £2,000 for the 'Growing our Communities' applications. At this point, 7.20pm, Cllr. Meredith left the room and Members considered the applications for the funding from GCC. Following a discussion Members agreed the allocated sum should be split between the two charity groups, Little Tinkers and Little Foxes.

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**Proposed: Cllr. Reid    Seconded: Cllr. Shyamapant**

**Agreed**

**Action: The ‘Growing our Communities’ application form to be completed on behalf of the two agreed charity groups**

At 7.25pm Cllr. Meredith re-joined the meeting.

- b) Members were advised of the problems that had occurred with a cheque payment to one of the Parish Council’s contractors when paying in via the bank’s phone app. Members were requested to consider adding the Clerk to the signatories on the Parish Council’s bank accounts as she was unable to deal with the problem due to not being a signatory on the bank account. Members agreed for the Clerk to be added to the signatories on the Parish Council’s bank accounts.

**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**

**Agreed**

**Action: Cllr. Meredith to request mandate change forms from the Parish Council’s banks**

- c) Members agreed an amendment to the Financial Regulations at 6.4 as follows: ‘*Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two signatories, i.e two members of council or one member of council and countersigned by the Clerk, in accordance with a resolution instructing that payment*’.

**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**

**Agreed**

**Action: Clerk to amend the financial regulations of 6.4 accordingly and circulate to all Members**

- d) Members approved the annual renewal of the sticker licence for the three brown garden waste bins at a cost of £49.00 per bin with effect from the 1<sup>st</sup> April 2020.

**Proposed: Cllr. Abel    Seconded: Cllr. Reid**

**Agreed**

**Action: Clerk to renew the sticker licence with TBC accordingly**

- e) Members approved the renewal of the annual membership to the Society of Local Council Clerks (SLCC) with effect from 1<sup>st</sup> April 2020 at a cost of £180.00

**Proposed: Cllr. Reid    Seconded: Cllr. Mulholland**

**Agreed**

**Action: Clerk to renew the annual membership to the SLCC**

- f) The schedule of invoices for payment dated February 2020 were considered and approved as follows:

Cheques from Lloyds main Parish Council account = **£4,116.25**

Standing Orders and Direct Debits from main Parish Council account = **£1,066.38**

Direct Debit from the Barclays Community Centre account = **£25.00**

Cheques from the Barclays Extension account = **£319.99**

Cheques from the Barclays Community Centre account = **£515.03**

**Proposed: Cllr. Shyamapant    Seconded: Cllr. Dempster**

**Agreed**

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

From Lloyds main Parish Council account = **£33.03**

**Proposed: Cllr. Shyamapant    Seconded: Cllr. Dempster**

**Agreed**

### **919/FC      JENNY'S FIELD**

Members were advised that Community Groups in Tewkesbury are currently being invited to express an interest to TBC for s.106 monies in the sum of £325,000 for 'off site sports provision and changing facilities' in the administration area of Wheatpieces Parish collected from the developer of the new houses adjacent to the Wheatpieces estate. Members were advised a restrictive covenant is currently in place on Jenny's field which will require negotiations with the landowner to remove with details of any proposals. Cllr. Reid confirmed that she had also received an enquiry in relation to the invitation to express an interest. Members were also advised that a meeting has been scheduled with an interested party on Wednesday 18<sup>th</sup> March 2020 with representatives from the Parish Council and the Community and Place Development Officer from TBC to discuss the invitation.

Following a discussion on various possibilities Members agreed the Parish Council was not in favour of having changing facilities on Jenny's field.

**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**

**Agreed**

**Action: Clerk to advise the Community and Place Development Officer at TBC accordingly**

### **920/FC      ANNUAL PARISH MEETING**

The date of the Annual Parish Meeting was agreed for Thursday 23<sup>rd</sup> April 2020.

The format was discussed, and it was decided to request written reports from the organisations who had received a grant from the Parish Council during the financial year. In addition, the County Cllr. and Borough Cllrs should be requested to provide a report along with Tewkesbury Town Colts, who hire the football pitches on Jenny's field.

**Action: Clerk to request written reports from the organisations who received grants from the Parish Council in addition to reports from the County Cllr., Borough Cllrs and Tewkesbury Town Colts for the Annual Parish Meeting.**

### **921/FC      PARISH COUNCIL NEWSLETTER**

Cllr. Meredith advised Members that he hopes to produce a first draft of a Parish newsletter for the next Full Council meeting to include an update on the extension to the Community Centre and suggestions for inclusion made at previous meetings.

Cllr. Meredith advised that he would draft the articles for the newsletter in word and Cllr. Abel offered to copy the draft newsletter into a suitable package for printing (A5 size).

**Action: Cllr. Meredith to produce a first draft of the newsletter for consideration and Cllr. Abel to copy the draft newsletter into a suitable package for printing (A5 size).**

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

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### 922/FC      **CORRESPONDENCE**

- Members were advised that TBC have sent an invitation to the Tewkesbury Borough Mayor's Civic Ball to be held on Friday 3<sup>rd</sup> April 2020 at the Hayden Suite, Cheltenham Regency Hotel, Gloucester Road at a cost of £40.00 per ticket. Members were requested to advise the Clerk if they wished to attend.
- Following the Environment Committee meeting held on Thursday 20<sup>th</sup> February 2020, an enquiry was made to TBC as to whether they provide stickers stating 'Litter only – no dog waste' for placing on some of the litter bins on the estate. TBC responded advising that they do not provide stickers.

### 923/FC      **SIGNING OF PARISH COUNCIL CHEQUES**

The signing of the cheques approved at 918/FC f) & g) with regard to the schedule of invoices was carried out.

### 924/FC      **MEMBERS REPORTS**

- Members held a discussion in relation to the Community Centre and the corona virus. Members agreed that there should be plenty of soap available in the kitchen and toilet areas for users to frequently wash their hands and follow any updated public health advice for public premises as and when it is offered.
- A report of brambles on the other side of the fence by the Community Centre gardens was made. Cllr. Meredith advised that he would follow this up with the relevant owner responsible for the land.  
**Action: Cllr. Meredith to follow up the report of brambles on the other side of the fence by the Community Centre gardens**
- A report was also made of brambles overhanging the public footpaths in the Central Park area of the estate.
- **Action: Clerk to report the brambles overhanging the public footpaths in the Central Park area of the estate to TBC accordingly**
- A report was made of an area of brambles on the side of the footpath on Monterey Road towards Jubilee Way between the new development and the existing houses.  
**Action: Cllr. Meredith will look at the concerns raised of brambles in the area**
- Members were advised of two properties who had received a couple of the Parish Council's polite request letters to cut back overhanging shrubbery from their properties that is encroaching onto the public footpath/cycle paths. The requested works had not been carried out and a request was made to advise GCC accordingly  
**Action: Clerk to advise GCC accordingly**
- Members were advised that TBC's Environmental Health Officer had informed the Parish Council that following the concerns raised about the condition of a garden, front and back, in the local vicinity, Members should see an improvement to the property in the coming months.

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### **925/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 6<sup>th</sup> February 2020
- To discuss staffing matters

### **DATE OF NEXT MEETINGS**

Full Council Meeting Thursday 2<sup>nd</sup> April 2020 at 7.00pm

Annual Parish Meeting Thursday 23<sup>rd</sup> April 2020 at 7.00pm

Community Centre Committee Meeting Thursday 23<sup>rd</sup> April 2020 at 7.30pm

Environment Committee Thursday 21<sup>st</sup> May 2020 at 7.00pm

The meeting closed at 8.25pm

### **Addendum - 17 March 2020:**

**All Wheatpieces Parish Council meetings suspended until further notice**

**In light of Government guidance to stop non-essential contact with others, all Wheatpieces Parish Council meetings are postponed until further notice.**