

WHEATPIECES PARISH COUNCIL

MEETING: FULL COUNCIL

DATE AND TIME: Thursday 16th July 2020

LOCATION: Wheatpieces Community Centre

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

IN ATTENDANCE: A Fendt (Community Centre Manager)
T Shurmer (Clerk)

MINUTES

Cllr. Meredith welcomed all in attendance to the Wheatpieces Parish Council meeting during these difficult times following a period of absence due to COVID-19. A risk assessment had been circulated prior to the meeting and a copy is available for Members perusal.

926/FC PUBLIC PARTICIPATION

No members of the public were in attendance

927/FC APOLOGIES FOR ABSENCE

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

928/FC DECLARATIONS OF INTEREST

No declarations of interest were made

929/FC APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 5TH MARCH 2020

The minutes of the Full Council meeting held on Thursday 5th March 2020 were approved and adopted

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

930/FC FINANCIAL MATTERS

- a) The Internal Audit report which had recently been carried out by Iain Selkirk FCA, Appointed Independent Internal Auditor, had been circulated to Members for perusal. The Internal Auditor reported the following:
'I have examined the books and records of the Council as at 31st March 2020 and I can confirm that the attached (Receipts and Payments) statements are in accordance therewith and comply with all the requirements stipulated by the Accounts and Audit Regulations 2011 and CIPFA guidelines. In my opinion, the systems of internal controls are adequate for the purpose intended and there are no matters to be brought to your attention'.
The Internal Auditor also added that he would like to congratulate the Clerk on maintaining an immaculate set of accounting and associated records.

WHEATPIECES PARISH COUNCIL

The Chairman expressed a thank you on behalf of the Parish Council to both the Clerk/Responsible Finance Officer and the Accountant for their combined work on the Parish Council accounts for the year ended 31st March 2020.

- b) The Annual Governance Statement for 2019/2020 was agreed and approved.
Proposed: Cllr. Reid Seconded: Cllr. Dempster
Agreed
- c) The Accounting Statements for 2019/2020 were agreed and approved
Proposed: Cllr. Reid Seconded: Cllr. Mulholland
Agreed
- d) A request for a grant from Marie Curie had been received and circulated. Following consideration of the request Members agreed to award the Marie Curie Organisation the sum of £500.00 as per their request.
Proposed: Cllr. Reid Seconded: Cllr. Meredith
Agreed
Action: Clerk to advise the Marie Curie Organisation accordingly
- e) The renewal of the annual subscription to the Gloucestershire Association of Parish and Town Councils (GAPTC) at a cost of £897.06 with effect from 1st April 2020 was approved
Proposed: Cllr. Reid Seconded: Cllr. Meredith
Agreed
- f) The works carried out to complete the tree bays in the verges at a cost of £556.12 was approved
Proposed: Cllr. Reid Seconded: Cllr. Dempster
Agreed
- g) The renewal for the insurance policy for 2020-2021 had been received for £2,760.95, inclusive of an insurance premium tax, plus an administration fee of £50.00 giving a total annual premium of £2,810.95 with effect from 28th July 2020. The renewal was agreed by Members.
Proposed: Cllr. Shyamapant Seconded: Cllr. Dempster
Agreed
- h) The schedule of invoices paid on the 2nd April 2020 were approved as follows:
Cheques from Lloyds main Parish Council account = **£81,828.99**
Standing Orders and Direct Debits from main Parish Council account = **£1,066.38**
Paid by the Business Debit Card on the Lloyds main Parish Council account = **£337.00**
Direct Debit from the Barclays Community Centre account = **£25.00**
Cheques from the TSB Sportsfield account = **£0.00**
Cheques from the Barclays Community Centre account = **£8,686.00**
Cheques from the Barclays Extension account = **£81,060.98**

WHEATPIECES PARISH COUNCIL

Members were also advised of a credit remittance into the Lloyds main Parish Council account in respect of reimbursement of s.106 monies held at TBC re extension expenditure = **£2,909.85**

Proposed: Cllr. Reid Seconded: Cllr. Shyamapant

Agreed

- i) The schedule of invoices paid on the 7th May 2020 were approved as follows:

Cheques from Lloyds main Parish Council account = **£1,316.97**

Standing Orders and Direct Debits from main Parish Council account = **£1,107.98**

Paid by the Business Debit Card on the Lloyds main Parish Council account = **£0.00**

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

Cheques from the TSB Sportsfield account = **£1,895.58**

Cheques from the Barclays Community Centre account = **£245.00**

Cheques from the Barclays Extension account = **£0.00**

Members were also advised of a credit remittance into the Lloyds main Parish Council account in respect of reimbursement of s.106 monies held at TBC re extension expenditure = **£66,600.82** in addition to the first instalment of the Parish Precept for 2020/2021 = **£26,761.13**

Proposed: Cllr. Dempster Seconded: Cllr. Mulholland

Agreed

- j) The schedule of invoices paid on the 4th June 2020 were approved as follows:

Cheques from Lloyds main Parish Council account = **£44,171.47**

Standing Orders and Direct Debits from main Parish Council account = **£1,107.98**

Paid by the Business Debit Card on the Lloyds main Parish Council account = **£0.00**

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

Cheques from the TSB Sportsfield account = **£0.00**

Cheques from the Barclays Community Centre account = **£110.00**

Cheques from the Barclays Extension account = **£53,071.24**

Proposed: Cllr. Reid Seconded: Cllr. Dempster

Agreed

- k) The schedule of invoices paid on the 2nd July 2020 were approved as follows:

Cheques from Lloyds main Parish Council account = **£68,678.35**

Standing Orders and Direct Debits from main Parish Council account = **£1,107.98**

Paid by the Business Debit Card on the Lloyds main Parish Council account = **£20.00**

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

Cheques from the TSB Sportsfield account = **£276.00**

WHEATPIECES PARISH COUNCIL

Cheques from the Barclays Community Centre account = **£405.34**

Cheques from the Barclays Extension account = **£63,209.09**

Members were also advised of a credit remittance into the Lloyds main Parish Council account in respect of reimbursement of s.106 monies held at TBC re extension expenditure = **£42,726.03**

Proposed: Cllr. Reid Seconded: Cllr. Dempster

Agreed

- l) The schedule of reimbursements paid on the 2nd July 2020 was approved as follows:

From Lloyds main Parish Council account = **£26.25**

Proposed: Cllr. Mulholland Seconded: Cllr. Meredith

Agreed

- m) Members approved the delegation of Parish Council decisions to the Clerk, the Chairman and the Vice-Chairman during any further period of restricted activity declared by the Government in respect of the Covid-19 virus to enable the council to fulfil its responsibilities to its residents.

Proposed: Cllr. Meredith Seconded: Cllr. Reid

Agreed

931/FC PLANNING APPLICATIONS

- Members considered **Planning Application 20/00617/FUL** (received after the publication of the agenda) for a single storey side and rear extension at no. 9 Peach Close, Walton Cardiff. Members agreed they had no objection to the application.

Action: Clerk to advise TBC accordingly

- No further planning applications had been received for consideration

932/FC EXTENSION TO THE COMMUNITY CENTRE

Cllr. Meredith updated Members on the progress of the extension to the Community Centre and advised that Members would be able to view the extension at the conclusion of the meeting.

933/FC COMMUNITY CENTRE GARDENS

Members were advised that the contract for the maintenance of the Community Centre gardens is due to expire at the end of September 2020. A discussion followed on the way forward for the gardens, the Clerk advised prudence on additional spend on the gardens at this stage due to the unprecedented times because of Covid-19 and the lack of income for the Community Centre. Members agreed that the specification should be revised at the end of the financial year and in the interim the contract for the maintenance of the gardens be extended until the end of March 2021.

Proposed: Cllr. Meredith Seconded: Cllr. Dempster

Agreed

Action: Clerk to advise the gardener accordingly in addition to requesting for all the wooden trellis in the gardens to be removed.

WHEATPIECES PARISH COUNCIL

934/FC FULL COUNCIL MEETINGS

Members held a discussion on the way forward for future Parish Council meetings due to the restrictions from the COVID-19 virus. Members agreed that face-to-face meetings were the preferable option, however, social distancing and the availability of the main hall needed to be a consideration for this option. Members also agreed that virtual meetings should be explored as a contingency, however, the Clerk expressed concerns in relation to poor internet connectivity. The Clerk will look at the different options for holding virtual meetings with associated costs and organise a practice session for Members. Members also agreed the date of **Thursday 3rd September 2020 as the date of the next meeting** and it is proposed to hold the meeting in the new hall of the extension at **10.30am**.

Action: Clerk to look at the different options for holding virtual meetings with associated costs and organise a practise session for Members

935/FC MEMBERS REPORTS

- Cllr. Meredith advised Members that the Clerk will continue to work from home for the foreseeable future due to the restrictions from the COVID-19 virus.
- Members agreed to continue with the recent system being used for approval of the cheque signing for the invoices due to be paid at the beginning of August 2020 whereby the schedule of payments will be circulated to all in advance of payment for agreement.

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

- Cllr. Meredith advised Members that residents near the MUGA in Starling Road have been experiencing anti-social behaviour in the area recently, the Police and Tewkesbury Borough Council (TBC) Officers have been holding multi-agency meetings to consider ways of dealing with the issues occurring. Cllr. Meredith will be attending a meeting on Wednesday 22nd July 2020 with representatives of Gloucestershire County Council (GCC) and Bloor Homes to discuss options for the link road in the future.
- Members were advised the further leaning of the tree near the bus shelter in Monterey Road had been reported, Gloucestershire Highways will inspect the tree and carry out any required remedial works accordingly.
- Members raised concerns in relation to the quantity of brambles in Central Park, TBC have been advised.
- A query was raised in relation to the ownership of a section of land on the corner of Thatcham Road, Cllr. Meredith will investigate this issue.

Action: Cllr. Meredith to investigate the ownership of the section of land on the corner of Thatcham Road

- A report was made that a homeless person may possibly be living in the shrubbery behind the trees on the Jubilee Way by-pass near the roundabout at Monterey Road at the back of Lime Road.

Action: Clerk to advise TBC accordingly

- Cllr. Meredith expressed a thank you to Adam Fendt, the Community Centre Manager, for successfully obtaining a grant of £10,000 due to the restrictions from the COVID-19 virus in addition to an extra £1,000 towards making the Community Centre COVID-19 secure.

WHEATPIECES PARISH COUNCIL

- The Community Centre Manager updated Members on the current situation at the Community Centre as follows:
 - The Centre was able to reopen with effect from the 4th July 2020, however, the groups/hirers were unable to gain approval from their insurance companies to return at that time.
 - With effect from the 25th July 2020 approximately 10 groups are intending to return to the Centre
 - The local U3A and after school club are unable to return and birthday parties are currently not being held at the Centre.
 - The ballet group wishes to hire the new hall in the extension for 30 hours per week once completed.
 - A blood donation session is scheduled to be held in the main hall in August 2020.
 - Due to additional hours offered at the local primary school, the cleaner has tendered her resignation, giving one month's notice. The Community Centre Manager has commenced the process of inviting interested parties to contact him to apply and has amended the tender accordingly.
 - Michael Lee has advised that he will be able to provide cover until the end of the year for the Community Centre Manager's holidays.

936/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 5th March 2020

DATE OF NEXT MEETINGS

Full Council Meeting

Thursday 3rd September 2020 at 10.30am

The meeting closed at 11.35am