

WHEATPIECES PARISH COUNCIL

MEETING: FULL COUNCIL

DATE AND TIME: Thursday 3rd September 2020

LOCATION: Wheatpieces Community Centre

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

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

MINUTES

Cllr. Meredith welcomed all to the Wheatpieces Parish Council meeting and thanked everyone for attending in the continuing difficult times

937/FC PUBLIC PARTICIPATION

No members of the public were in attendance

938/FC APOLOGIES FOR ABSENCE

No apologies for absence had been received

939/FC DECLARATIONS OF INTEREST

No declarations of interest were made

940/FC APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 16TH JULY 2020

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

Proposed: Cllr. Mulholland Seconded: Cllr. Reid

Agreed

941/FC FINANCIAL MATTERS

- a) Members approved the recommendation from the Chairman of the Parish Council and the Community Centre Manager to award the cleaning contract of the Community Centre to Janice Taylor t/as Dusk 'Til' Dawn with effect from the 14th September 2020 – 31st August 2021

Proposed: Cllr. Mulholland Seconded: Cllr. Pullen

Agreed

Action: Clerk to advise Janice Taylor accordingly

- b) Members approved the relocation of the litter bin on the walkway between Thatcham Road and Columbine Road at a cost of £225.00

Proposed: Cllr. Reid Seconded: Cllr. Abel

Agreed

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- c) Members approved the Clerk's attendance on the Society of Local Council Clerks (SLCC) webinar 'Creating accessible word/pdf documents' at a cost of £30.00
Proposed: Cllr. Reid Seconded: Cllr. Meredith
Agreed
- d) Members considered the replacement of the missing 'No Horses Allowed' signs at the pedestrian access gates on Jenny's field at a cost of £24.27 each + p&p, after consideration Members agreed to replace the missing signs and requested for an additional sign to be ordered and kept as a spare.
Proposed: Cllr. Meredith Seconded: Cllr. Reid
Agreed
Action: Clerk to order the required 'No Horses Allowed' signs
- e) Members approved the Annual Inspection of the children's play area at the Community Centre due to be carried out November 2020 at a cost of £67.50 + VAT
Proposed: Cllr. Meredith Seconded: Cllr. Mulholland
Agreed
Action: Clerk to advise the Play Inspection Company accordingly
- f) The schedule of invoices paid on the 6th August 2020 were approved as follows:
Cheques from Lloyds main Parish Council account = **£80,553.04**
Standing Orders and Direct Debits from main Parish Council account = **£1,107.98**
Direct Debit from the Barclays Community Centre account = **£25.00**
Cheques from the TSB Sportsfield account = **£486.00**
Cheques from the Barclays Community Centre account = **£9,166.58**
Cheques from the Barclays Extension account = **£104,592.00**
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 = **£52,674.24**
Proposed: Cllr. Mulholland Seconded: Cllr. Abel
Agreed
- g) The schedule of invoices paid on the 3rd September 2020 were approved as follows:
Cheques from Lloyds main Parish Council account = **£67,437.84**
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 = **£10.00**
Direct Debit from the Barclays Community Centre account = **£25.00**
Cheques from the TSB Sportsfield account = **£368.00**
Cheques from the Barclays Community Centre account = **£58.44**
Cheques from the Barclays Extension account = **£82,647.69**
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 = **£79,321.50**

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

942/FC PLANNING APPLICATIONS

No planning applications had been received for consideration

943/FC EXTENSION TO THE COMMUNITY CENTRE

- Cllr. Meredith advised Members that a meeting with Kilbury Construction and Quattro Design Architects is scheduled for Friday 4th September 2020 for the handover of the extension to the Parish Council. The landscaping around the extension requires finishing and quotations have been requested for the outstanding works.
- Members were advised that due to the Covid19 pandemic Kilbury Construction had experienced supply chain issues which had resulted in a delay to the completion of the extension. For the period of the works a joint names/contract works insurance cover had been added to the Parish Council's insurance policy, however, this expired on the 24th August 2020 and a sum of £60.76 is required by the insurance company to extend this cover until the 4th September 2020. Members agreed the additional cost.
Proposed: Cllr. Dempster Seconded: Cllr. Reid

Agreed

- Members were advised that upon completion the extension will be required to be added to the insurance policy, a reinstatement valuation is required by the insurance company, however, pending this the policy will be increased by the value of the construction contract and the pro-rata additional premium payable from the 4th September 2020 until the next renewal date on 28th July 2021 is £478.03 including IPT. Cllr. Meredith confirmed that the Quantity Surveyor will issue a valuation letter for the Parish Council's insurance company. Members approved the additional cost of the insurance.

Proposed: Cllr. Reid Seconded: Cllr. Abel

Agreed

Action: Clerk to advise the insurance company accordingly

944/FC WEBSITE ACCESSIBILITY REGULATIONS

Members had been made aware of a new legal requirement (Web Content Accessibility Guidelines) for public body websites that is required with effect from the 23rd September 2020. A summary of the response to the enquiry made to the company who manage the Community Centre's website in relation to these regulations in addition to estimated costs for a new website from a company who the Society of Local Council Clerks (SLCC) have negotiated a discounted pricing and package options for SLCC members had been previously circulated to Members for their consideration. Members were also advised that in the latest Gloucestershire Association of Parish and Town Councils (GAPTC) newsletter that free websites, such as WIX who the Parish Council's current website is with, do not and cannot comply with the requirements. After a discussion Members agreed to having a new combined website for the Parish Council and the Community Centre and requested the Clerk to contact the company the SLCC have negotiated the discount with to start the process. Cllr. Dempster was requested to support the Clerk with the requirements for a new website.

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Proposed: Cllr. Pullen Seconded: Cllr. Dempster

Agreed

Action: Clerk to contact the company the SLCC have negotiated the discount with to start the process of a new website for the Parish Council and the Community Centre

945/FC

MEMBERS REPORTS

Cllr. Meredith advised Members the following:

- The homeless person, reported at the previous meeting, has now moved out of the area.
- The surface dressing works on Jubilee Way are scheduled to be carried out on Saturday 5th September 2020.
- The second visit to carry out maintenance to the verges on Monterey Road and Snowdonia Road has been completed
- The weed spraying on the estate commenced on the 2nd September 2020.
- Tewkesbury Town Colts have resumed training on Jenny's field and will forward a copy of their fixtures shortly. Once this has been received an invoice for the hire of the field will be raised.

Action: Clerk to raise an invoice to Tewkesbury Town Colts for the hire of Jenny's field upon receipt of their fixtures

- An enquiry was made in relation to the way forward for future meetings. A discussion followed on virtual meetings and face to face meetings wearing face masks and with social distancing measures in place. Zoom was the preferred platform choice if virtual meetings are to be held, however, Members were also advised that the Clerk's current home internet speed would only host up to approximately 5 participants. Various options were considered as follows: the Clerk attending the virtual meetings at the Community Centre, the Parish Council financing fibre broadband for the Clerk's home working and/or continuing with face to face meetings. Members agreed to hold the next meeting, scheduled for Thursday 1st October 2020 at 7.00pm, in meeting room 1 at the Community Centre which, under the COVID restrictions, has a capacity of up to 10 persons. The Clerk was also asked to enquire on the cost of the provision of fibre broadband to her home.

Action: The Clerk to make an enquiry of the cost of the provision of fibre broadband

- Members also considered the next meetings for the Environment Committee and the Community Centre Committee, following a discussion Members agreed to hold both of these committee meetings at the conclusion of the next Full Council meeting on Thursday 1st October 2020
- Concerns were raised on environmental issues in various locations on the estate as follows: the area around the sub-station by the Community Centre, the shrubbery on Crown Walk which is encroaching onto the public footpath and the brambles in Central Park which are also encroaching onto the public footpath.
Action: Cllr. Meredith will visit the areas identified and report the issues to the authorities responsible for their upkeep
- It was also brought to Members attention that the majority of grassed areas on the estate are full of dandelions, Cllr, Meredith advised that he would request Tewkesbury Borough Council (TBC) to weed and feed the areas

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Action: Cllr. Meredith to request TBC to weed and feed the grassed areas on the estate

The Community Centre Manager updated Members on the current situation at the Community Centre as follows:

- Fourteen user groups have returned to use the Community Centre following the easing of restrictions
- A local ballet company has booked the new hall in the extension for 30 hours a week with effect from the 7th September 2020
- The After-School Club has ceased due to the current restrictions
- Maintenance works at the Community Centre ceased during the spring/summer months due to lack of use in addition to services being switched off to save money
- A small profit was made in August 2020 and the projected turnover for September 2020 is encouraging
- The new burglar alarm and key fob system was installed during the week and due to be completed next week. Members will be advised of the entry codes upon completion of the works. Members were also advised that the Parish Office will be alarmed.

946/FC LOCAL GOVERNMENT ACT 1972 – SECTION 85 (VACATION OF OFFICE BY FAILURE TO ATTEND MEETINGS)

Cllr. Abel and Cllr. Pullen were both in attendance therefore it was unnecessary to request Members to approve an extension until May 2021 during the ongoing pandemic

947/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 discuss staffing matters

DATE OF NEXT MEETINGS

Full Council Meeting

Thursday 1st October 2020 at 7.00pm

The meeting closed at 8.00pm