

WHEATPIECES PARISH COUNCIL

FULL COUNCIL MEETING

ON THURSDAY 1ST OCTOBER 2020 AT 7.00PM

AT WHEATPIECES COMMUNITY CENTRE

PRESENT: Cllr. Meredith, Cllr. Reid, Cllr. Abel, Cllr. Dempster
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 these ongoing uncertain times. Cllr. Meredith advised Members that this meeting will fulfil the requirement to hold a minimum of three Parish Council meetings in a municipal year. Looking forward in these times Cllr. Meredith suggested that future meetings are kept to a minimum as and when required and that Environment and Community Centre issues should be incorporated into the main meeting. Cllr. Meredith also requested that all Members respond to communication when requested to do for the continuity of business.

948/FC - PUBLIC PARTICIPATION

No members of the public were in attendance

949/FC - APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Mulholland

950/FC - DECLARATIONS OF INTEREST

No declarations of interest were made

951/FC -TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 3RD SEPTEMBER 2020

The minutes of the full Council meeting held on Thursday 3rd September 2020 were approved and adopted.

Proposed: Cllr. Shyamapant Seconded: Cllr. Reid
Agreed

952/FC – COUNTY COUNCILLOR’S REPORT

➤ County Cllr. Smith had been requested to send a report for the meeting due to the limited capacity of meeting room 1, this had been duly circulated to all and was taken as read.

- Members were aware that Jubilee Way had recently been resurfaced, however, the undulations were still present on the carriageway. Cllr Meredith advised that he will make enquiries in relation to this with the Local Highways Manager for the Area
Action: Cllr. Meredith to enquire with the Local Highways Manager with regard to the undulations in the carriageway on Jubilee Way

953/FC – BOROUGH COUNCILLOR’S REPORT

Cllr. Reid had forwarded a report which had been circulated to all and was taken as read. A query was raised in relation to Tewkesbury Borough Council’s (TBC) Initiatives Programme with regard to Healings Mill, Cllr. Reid had no further details at this time and advised Members that many of TBC’s projects will be delayed due to Covid.

954/FC – FINANCIAL MATTERS

- a) Members approved the renewal of Office 365 Business for the Parish Council laptop at a cost of £94.80 + VAT
Proposed: Cllr. Reid Seconded: Cllr. Meredith
Agreed
- b) Members agreed a donation of £50.00 to the Poppy Appeal for a Poppy Wreath from the Royal British Legion
Proposed: Cllr. Reid Seconded: Cllr. Pullen
Agreed
Action: Clerk to order a Poppy Wreath accordingly
- c) The schedule of invoices paid on the 1st October 2020 were approved as follows:
Cheques from Lloyds main Parish Council account = **£14,966.39**
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 = **£340.00**
Cheques from the Barclays Extension account = **£4,550.00**
Members were also advised of credit remittances into the Lloyds main Parish Council account in respect of a VAT reclaim for 2020/2021 from HMRC = **£5,321.68** and reimbursement from TBC of S.106 monies re the extension to the Community Centre = **£66,023.93**
Proposed: Cllr. Dempster Seconded: Cllr. Reid
Agreed
- d) There were no reimbursements for approval
Cllr. Meredith expressed a thank you to Cllr, Abel and Cllr. Pullen for carrying out the cheque signing earlier in the day and to the Clerk for organising this.
- e) Cllr. Meredith advised Members that two late invoices had been received and requested authorisation for the immediate payment of these invoices as follows:
For the cover of the Community Centre in the Community Centre Manager’s absence from the Barclays Community Centre account = **£84.50**
Proposed: Cllr. Meredith Seconded: Cllr. Reid
Agreed
To carry out fabrication and modification of railings at the front of the Community Centre following the extension works from the Barclays Extension account = **£380.00**

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

955/FC – PLANNING APPLICATIONS

- Members considered **Planning Application, 20/00831/FUL**, for a single storey rear extension (revised to 20/00309/FUL) at 14 Peach Close, Walton Cardiff. Members had no objection to the application.

Action: Clerk to advise TBC accordingly

- No further planning applications had been received for consideration

956/FC – EXTENSION TO THE COMMUNITY CENTRE

- Members were advised that the extension to the Community Centre had been handed over to the Parish Council on the 4th September 2020, it is now fully in use and generating income for the Community Centre.
- Members were advised that the final valuation is awaited from the contractors, Kilbury Construction and the following items require completion, the glazing in the arch and a door retention stop for the entrance door. Topsoil has been supplied and seeding has been carried out in the gardens following completion of the building. A query was raised in relation to the railing at the front of the Community Centre and whether there is access to the gardens, Members were advised that there is no access to the gardens through the railing.
- A request was made for the final cost of the extension and associated works to be circulated to Members for their information. Once the final valuation has been received the total costings will be circulated to Members accordingly.

Action: Clerk to circulate to Members the final costings for the extension and associated works once the final valuation from Kilbury Construction has been received.

957/FC – WEBSITE ACCESSIBILITY REGULATIONS

Members had been made aware that, following the last meeting, the Clerk had contacted Aubergine, the company the SLCC had negotiated the discount with, to start the process for a new combined website for the Parish Council and the Community Centre. Aubergine had forwarded a 'know your customer' questionnaire for completion prior to commencing work on the new website in addition to requesting information in relation to the Parish Council's requirements. Cllr. Dempster was requested to advise the Clerk on the information requested by Aubergine to enable the completion of the questionnaire for return to Aubergine. Cllr. Dempster advised that he would endeavour to respond to the Clerk by next Friday, 9th October 2020.

Action: Cllr. Dempster to advise the Clerk on the information requested by Aubergine to enable the completion of the questionnaire for return to Aubergine.

958/FC – ENVIRONMENT COMMITTEE

- The minutes of the Environment Committee meeting held on Thursday 20th February 2020 were approved and adopted.

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

- Members were advised of a report of a missing litter bin in the vicinity of the junction of Cambrian Road/Gainsborough Road. Cllr. Meredith will visit the location and advise accordingly.

Action: Cllr. Meredith to visit the location of the report of the missing litter bin to ascertain the requirement for a replacement

- Members were advised that an enquiry had been made to Gloucestershire Highways as to when the annual cut of the trees/hedgerow in Rudgeway Lane is scheduled to be carried out.
- Concerns were raised of trees overhanging public footpaths on the estate, Cllr. Meredith advised that he will enquire with the Local Highways Manager if remedial works can be carried out.

Action: Cllr. Meredith to enquire with the Local Highways Manager for remedial works to be carried out to trees overhanging the public footpaths on the estate.

- Members were advised that a response is still awaited from TBC in relation to weeding and feeding the public open space areas on the estate.
- Concerns were raised in relation to the overgrown bushes near the footpath by Peach Cottages, Members were advised that this area is the responsibility of TBC.

Action: Clerk to request TBC to carry out remedial works to this area accordingly

- Concerns were raised with regard to the visibility of the 'Peach Cottages' street sign on Monterey Road.

Action: Clerk to report the lack of visibility of the 'Peach Cottages' street sign to Gloucestershire Highways

959/FC – COMMUNITY CENTRE COMMITTEE

- The minutes of the Community Centre Committee meeting held on Thursday 20th February 2020 were approved and adopted.

Proposed: Cllr. Pullen Seconded: Cllr. Dempster

Agreed

- The latest finance report up to the end of August 2020 had been circulated to all Members and was taken as read.
- The Community Centre Manager gave the following update to the meeting:
 - Sixteen groups have returned to the Community Centre since it reopened in July in addition to three new groups starting at the Centre. Six groups are unsure when they will return, three groups have ceased, and one group is unable to return at present.
 - The new extension is currently used for thirty-two hours per week and is working well.
 - Booking for birthday parties have ceased due to the social distancing rules
 - A blood donation session is scheduled to be held in December 2020
 - The new cleaner has settled in and the cleaning of the centre is spotless
 - The income for September has been good and as a result the month should be in profit.
 - If there are no further changes to legislation the Community Centre should be in profit at the end of the year.
 - The Community Centre Manager advised that a Covid 19 Action Plan should be drawn up in the event that he should have to isolate due to Covid 19 and be unable to carry out the required work at the centre, he requested a meeting with Cllr. Abel to assist in the preparation of a Covid 19 Action Plan.

Action: The Community Centre Manager and Cllr. Abel to meet to draw up a Covid 19 Action Plan

- The Community Centre Manager advised that curtains/blinds are still required for the extension in addition to further items for the kitchenette. These items were budgeted for when considering the initial expenditure for the extension

- A query was raised in relation to the height of the hedges in the Community Centre gardens, Members were advised that the gardener will be reducing the height of the hedge in the Community Centre car park in the near future. The specification for the maintenance of the gardens is due to be reviewed before the contract expires on the 31st March 2021 and the height of the boundary hedge around the gardens will be reviewed at this time.

Action: Clerk to place on the Full Council agenda scheduled for Thursday 7th January 2021 ‘To review the specification for the maintenance of the Community Centre gardens’

- Cllr. Meredith expressed a thank you to the Community Centre Manager for all the assistance he had given during the building of the new extension in addition to keeping up to date with the latest guidelines in relation to Covid 19 for the centre.

960/FC – POLICIES

- Cllr. Mulholland was not in attendance, so the review of the Health and Safety Policy was unable to be carried out
- The Community Centre Manager made an enquiry with regard to the mandatory wearing of masks in the centre as to who is responsible if people are not wearing masks. Members agreed that the organiser of the group hiring the centre should be responsible and ensure all in their group are following the current regulations. A suggestion was made that the Community Centre Manager has a supply of spare masks at the centre.

961/FC – MEMBERS REPORTS

Members were advised that the Parish Council are due to receive a Community Infrastructure Levy (CIL) allocation due to the development on the land adjacent to the John Moore Primary School, this will be made in three instalments between October 2020 to October 2021. Cllr. Meredith and the Clerk are scheduled to attend an on-line seminar on Wednesday 14th October 2020 to find out what the Parish Council’s responsibilities are in line with the regulations and how to assess the local community’s infrastructure requirements. Members were also advised that there is a five-year clawback period on this funding.

962/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 3rd September 2020

DATE OF NEXT MEETING

Full Council Meeting

Thursday 7th January 2021 at 7.00pm

The meeting closed at 8.10pm