

WHEATPIECES PARISH COUNCIL

FULL COUNCIL MEETING

ON THURSDAY 21st JANUARY 2021 AT 7.00PM

**DUE TO THE CORONAVIRUS PANDEMIC THIS MEETING WAS HELD
REMOTELY VIA ZOOM VIDEO CONFERENCING**

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

IN ATTENDANCE: County Cllr. V Smith
A Fendt (Community Centre Manager)
T Shurmer (Clerk)

MINUTES

Cllr. Meredith welcomed all to the on-line Wheatpieces Parish Council meeting in these continuing ongoing uncertain times.

963/FC - PUBLIC PARTICIPATION

No members of the public were in attendance.

964/FC - APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Mulholland

965/FC - DECLARATIONS OF INTEREST

No declarations of interest were made.

966/FC -TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 1ST OCTOBER 2020

The minutes of the Full Council meeting held on Thursday 1st October 2020 were approved and adopted.

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

967/FC – COUNTY COUNCILLOR’S REPORT

- County Cllr. Smith had sent various reports from Gloucestershire County Council (GCC) for the meeting, these had been duly circulated to all and were taken as read.
- Cllr. Smith enquired if there was an update on the installation of the defibrillator at the Wheatpieces public house. Cllr. Meredith advised that the public house is currently closed due to lockdown and that he will contact the licensees when normality resumes, however, he advised that the defibrillator is for indoor use and could be installed by the maintenance team for the public house.

- Cllr. Smith advised that the M5 jct.9 off road solution is still not finalised and talks are continuing with Highways England for a solution.
- Cllr. Smith was advised that Jubilee Way is continuing to deteriorate, a request was made for a regular sweeping/cleaning programme to be implemented until GCC are able to carry out remedial works. Cllr. Smith will raise this with the Local Highways Manager for the area.

968/FC – BOROUGH COUNCILLOR’S REPORT

- Cllr. Reid had forwarded a report which had been circulated to all and was taken as read.
- Cllr. Smith and Cllr. Reid were asked if they could advise Members what the Tewkesbury Borough Precept for 2021 – 2022 was projected to be, Cllr. Smith advised Members that Tewkesbury Borough Council (TBC) had a meeting scheduled to discuss the budget next Tuesday, 26th January 2021, so he was unable to advise on this matter until after this meeting.

Cllr. Smith was thanked for his attendance and at 7.20pm duly left the meeting.

969/FC – COMMUNITY CENTRE

- The Community Centre Manager had forwarded a report on the Community Centre which had been duly circulated to all and was taken as read.
- The monthly financial reports on the Community Centre had been circulated to all and were taken as read. Members were also advised of the recent ruling of the Supreme Court in favour of claimants on the Business Interruption section in Insurance Policies, the Clerk advised that an enquiry in relation to this had been made to the Parish Council Insurance Company at the end of March 2020 and a further enquiry, following the ruling, has been made, a response is currently awaited.
- Members were advised that the contract for the maintenance of the Community Centre gardens is due to expire at the end of March 2021. Following a discussion Cllr. Abel offered to assist the Community Centre Manager to consider whether the contract required any amendments following the installation of the extension to the Community Centre. Members also agreed to extend the contract for the maintenance of the Community Centre gardens to the current contractor at the same rate for a further year until March 2022.

Proposed: Cllr. Abel Seconded: Cllr. Pullen

Agreed

Action: Cllr. Abel and the Community Centre Manager to consider the specification for the maintenance of the Community Centre gardens

Action: Clerk to advise the gardening contractor of any amendments to the specification in addition to the extension of the maintenance contract accordingly

- The Community Centre Manager advised Members that he had reviewed the Annual Play Area Inspection report, as carried out on the 20th November 2020, the findings were low risk and very low risk. The Community Centre Manager also brought to the attention of Members that the fence panels around the perimeter of the play area were constantly requiring repair/replacement panels and requested that Members gave consideration to replacing all the perimeter fencing. A discussion followed and Members agreed to review the maintenance/remedial works required in the children’s play area at the Full Council meeting scheduled for the 6th May 2021.

Action: Clerk to place on the Full Council meeting agenda scheduled for Thursday 6th May 2021 ‘To consider any required maintenance/ remedial works required in the children’s play area’

- Members approved the quotation for the purchase of the curtains from Tewkesbury Blinds for the new hall in the extension.

Proposed: Cllr. Reid Seconded: Cllr. Dempster

Agreed

970/FC – FINANCIAL MATTERS

- a) The External Auditor’s Report and Certificate had been received stating as follows: ‘on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’. The Auditor’s also made the additional comment - the fixed asset figure was increased by £310,823 in the current year to incorporate the extension to the Community Centre, however, as work had only just begun, the asset would not be expected to be included until the work had been completed. The Auditor requested the amendments are corrected accordingly when completing next year’s AGAR.

Cllr. Meredith expressed a thank you on behalf of the Parish Council to both the Clerk and the Accountant for their combined work in preparation for the audits.

- b) A budget for the Community Centre for the financial year 2021/2022 had been circulated to Members, the expected costs for 2021/2022 were £52,105.43 against an expected income of £57,540.00, this incorporated an allowance for a loss of income in April, May and June 2021 due to the pandemic. Following a discussion Members duly agreed the Community Centre budget for 2021/2022.

Proposed: Cllr. Shyamapant Seconded: Cllr. Abel

Agreed

Cllr. Meredith expressed a thank you to both the Community Centre Manager and the Accountant, on behalf of the Parish Council, for all the work they carried out in preparing the Community Centre budget for 2021/2022

- c) A draft of the Parish Precept/Budget for 2021/2022 had been circulated to Members for perusal. Members agreed to the figures presented for the precept, these figures equalled an annual increase of .80p per band D property to £43.91 (1.86% increase per band D property over the previous year) and a Parish precept figure of £53,795.43 was agreed.

Proposed: Cllr. Shyamapant Seconded: Cllr. Dempster

Agreed

Action: Clerk to advise TBC accordingly

Cllr. Meredith expressed a thank you to the Clerk, on behalf of the Parish Council, for the work carried out in preparing the Parish Council Precept/Budget for 2021/2022

- d) No grant applications had been received.
e) Members approved the Clerk’s attendance at a future Society of Local Council Clerk’s (SLCC) webinar ‘Creating Accessible Excel Documents’ at a cost of £30.00.

Proposed: Cllr. Meredith Seconded: Cllr. Reid

Agreed

Action: Clerk to book to attend a SLCC webinar ‘Creating Accessible Excel Documents’

- f) Members approved the annual renewal of the Data Protection Fee at a cost of £35.00.
Proposed: Cllr. Reid Seconded: Cllr. Dempster
Agreed
- g) Members approved the renewal of the annual membership to the Gloucestershire Playing Field Association (GPFA) at a cost of £50.00.
Proposed: Cllr. Reid Seconded: Cllr. Shyamapant
Agreed
- h) Members approved the renewal of the annual membership to the Campaign for the Protection of Rural England (CPRE) at a cost of £36.00.
Proposed: Cllr. Meredith Seconded: Cllr. Reid
Agreed
- i) Members approved the annual renewal of the Parish Council mailboxes at a cost of £444.16 + VAT.
Proposed: Cllr. Reid Seconded: Cllr. Dempster
Agreed
- j) The schedule of invoices paid on the 5th November 2020 were approved as follows:
Cheques from Lloyds main Parish Council account = **£9,147.65**
Standing Orders and Direct Debits from main Parish Council account = **£1,153.09**
Paid by the Business Debit Card on the Lloyds main Parish Council account = **£173.76**
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 = **£8,938.50**
Cheques from the Barclays Extension account = **£16,202.93**
Members were also advised of credit remittances into the Lloyds main Parish Council account in respect of the 2nd instalment of the 2020/21 Parish Precept from TBC = **£26,761.13** and the 1st instalment of Community Infrastructure Levy (CIL) from TBC = **£5,710.80**.
Members were advised of a credit remittance into the TSB Sportsfield account in respect of the 1st payment for the hire of x2 junior football pitches on Jenny’s field from Tewkesbury Town Colts (TTCFC) = **£300.00**
Proposed: Cllr. Shyamapant Seconded: Cllr. Pullen
Agreed
- k) The schedule of invoices paid on the 3rd December 2020 were approved as follows:
Cheques from Lloyds main Parish Council account = **£3,085.24**
Standing Orders and Direct Debits from main Parish Council account = **£1,115.50**
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 = **£411.72**
Members were also advised of credit remittances into the Lloyds main Parish Council account in respect of reimbursement from TBC of S.106 monies re the extension to the Community Centre = **£2,636.70**
Proposed: Cllr. Reid Seconded: Cllr. Abel

Agreed

- l) The schedule of invoices paid on the 7th January 2021 were approved as follows:
Cheques from Lloyds main Parish Council account = **£12,232.80**
Standing Orders and Direct Debits from main Parish Council account = **£1,150.50**
Direct Debit from the Barclays Community Centre account = **£25.00**
Cheques from the Barclays Community Centre account = **£359.00**
Cheques from the Barclays Extension account = **£1,200.00**
Proposed: Cllr. Reid Seconded: Cllr. Pullen
Agreed
- m) The schedule of reimbursements paid on the 3rd December 2020 were approved as follows:
From Lloyds main Parish Council account = **£22.05**
Proposed: Cllr. Abel Seconded: Cllr. Reid
Agreed
Cllr. Meredith enquired if Cllr, Abel and Cllr. Pullen were available to carry out the next scheduled cheque signing on the 4th February 2021, they both confirmed they were available.

Cllr. Shyampant and the Community Centre Manager duly left the meeting.

971/FC – PLANNING APPLICATIONS

- Members considered **Planning Application, 20/01098/FUL**, for a change of use of land to residential, the creation of a new driveway and erection of a boundary wall (part retrospective) at no. 1 Beauchamp Road, Walton Cardiff. Following a discussion Members had no objection to the application.
Action: Clerk to advise TBC accordingly
- No further planning applications had been received for consideration.

972/FC – ENVIRONMENT MATTERS

- The Woodland Walk is the responsibility of TBC to maintain and therefore Members requested that TBC should be asked to consider the installation of a litter bin on the footpath near the bench leading to Jenny's field.
Action: Clerk to request TBC accordingly
- A discussion took place on the way forward for the replacement of some of the litter and dog bins on the estate. Members were advised that a sum to replace x3 litter and x3 dog waste bins has been put in the budget and agreed that when the bins are due for replacement they should be replaced with the mixed litter/dog waste bins. Cllr. Pullen was requested to forward to the Clerk the locations of the dog waste bins that require replacing.
- **Action: Cllr. Pullen to forward to the Clerk the locations of the dog waste bins that require replacing.**

973/FC – COMMUNITY INFRASTRUCTURE LEVY (CIL)

Members were advised that the first instalment of the CIL = £5,710.80 had been received in October 2020, the second instalment of £25,560.95 is due in April 2021 and the final instalment of £25,560.96 is due in October 2021.

Members were requested to forward ideas for projects for the use of these CIL monies for consideration, Members were also advised that there is a five-year clawback period for the spend of these monies.

Action: Members to forward ideas for projects for the use of the CIL monies for consideration

974/FC – WEBSITE

Cllr. Dempster advised Members that the new combined Parish Council and Community Centre website had gone live earlier in the day. Members were advised that there are still a few issues that require sorting out, a sub domain is required for the email account and Cllr. Dempster advised that there may be a need to move the DNS.

Cllr. Meredith expressed a thank you to Cllr. Dempster, on behalf of the Parish Council, for the work he has carried out on the new website to enable it to go live.

975/FC – STANDING ORDERS

Members approved the adoption of the 2020 version of the Standing Orders to show the new 2020 EU procurement threshold figures in section 18, Financial Controls and Procurement, sub-sections f) & g) of the model standing orders, however, it was requested to query with the Gloucestershire Association of Parish and Town Councils (GAPTC) if this still applied now that the U.K. had left the E.U.

Proposed: Cllr. Meredith Seconded: Cllr. Reid

Agreed

Action: Clerk to raise the query with GAPTC

Action: Clerk to amend the Standing Orders accordingly and circulate the amended Standing Orders to Members.

976/FC – POLICIES

Cllr. Mulholland was not in attendance, so the review of the Health and Safety Policy was unable to be carried out.

977/FC – MEMBERS REPORTS

Cllr. Meredith advised Members that he hopes to produce a first draft of a Parish newsletter in the near future for Members consideration.

DATE OF NEXT MEETING

Full Council Meeting Thursday 4th March 2021 at 7.00pm
via Zoom Video conferencing

The meeting closed at 8.25pm