

WHEATPIECES PARISH COUNCIL

FULL COUNCIL MEETING

ON THURSDAY 1ST JULY 2021 AT 5.00PM

AT THE WHEATPIECES COMMUNITY CENTRE

PRESENT: Cllr. Meredith, Cllr. Abel, Cllr. Pullen, Cllr. Shyamapant
Cllr. Dempster (1020/FC)

IN ATTENDANCE: T Shurmer (Clerk)
2 Members of the Public

MINUTES

Cllr. Meredith welcomed all to the Wheatpieces Parish Council meeting advising all in attendance that it was nice to return to face-to-face meetings and resume partial reality albeit with the wearing of face masks and social distancing measures in place

1014/FC - PUBLIC PARTICIPATION

Both members of the public were in attendance due to an interest in joining the Parish Council. One member of the public had been a previous Parish Clerk in addition to a Parish Councillor and wished to bring his previous knowledge to assist the Parish Council
One member of the public wished to join the Parish Council to represent the residents' in Wakeman Close

1015/FC - APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Reid, Cllr. Mulholland, A Fendt, the Community Centre Manager, and County Cllr. V Smith

1016/FC - DECLARATIONS OF INTEREST

Cllr. Meredith – 1021/FC c)

1017/FC -TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 6TH MAY 2021

The minutes of the Full Council meeting held on Thursday 6th May 2021 were approved and adopted.

Proposed: Cllr. Abel Seconded: Cllr. Shyamapant

Agreed

1018/FC – COUNTY COUNCILLOR’S REPORT

- Cllr. Smith had confirmed in an email that £1,000 will be reimbursed in 2021/2022 from Gloucestershire County Council (GCC) towards weed spraying on the Wheatpieces estate in addition to a further £210.00 for the maintenance of the two highway borders in Gadwell Road and Graylag Crescent.
- Cllr. Smith expressed a thank you to Cllr. Meredith for his assistance in working with representatives of Tewkesbury Borough Council (TBC), Ubico and GCC in relation to grass cutting on the estate

- Cllr. Smith also expressed a thank you to Cllr. Meredith for his assistance in getting the defibrillator at the Wheatpieces Public House operational for use by the public

1019/FC – BOROUGH COUNCILLOR’S REPORT

Cllr. Reid had sent a report which had been duly circulated to Members and was taken as read

1020/FC – COMMUNITY CENTRE

- The Community Centre Manager had forwarded a report on the Community Centre which had been duly circulated to all Members inclusive of the following:
 - A grant of £8,000 has been received by TBC, however, this had been paid to the Parish Council by TBC in error and a repayment plan has been set up to repay this amount in three instalments in July, August and September 2021
 - The Food Safety Officer inspected the Community Centre in June 2021 and a five-star rating was given
 - Enquiries are still being received from the old website and none have been received from the new website, Cllr. Dempster has sent an email enquiry to Aubergine, who designed and host the new website, querying this.
- Members were advised that the fencing around the children’s play area requires replacing and a grant of £500.00 has been received from TBC. The Community Centre Manager is in the process of obtaining quotations for the replacement of this fencing for Members’ consideration of match funding the grant for these works
Action: The Community Centre Manager to obtain quotations for the replacement of the fencing around the children’s’ play area for Members’ consideration

At 5.10pm Cllr. Dempster joined the meeting

- Members were advised that the cleaning contract at the Community Centre expires on the 31st August 2021, following a discussion Members agreed for the contract to be extended for a further year until the end of August 2022
Proposed: Cllr. Meredith Seconded: Cllr. Abel
Agreed
Action: Clerk to advise the cleaner accordingly
- A previous letter that had been sent to residents parking in the Community Centre car park had been forwarded to Cllr. Meredith and Cllr. Abel for their perusal and agreement for the Community Centre Manager to use in an attempt to prevent non-users parking in the car park. Both Cllr. Meredith and Cllr. Abel approved the letter.
Action: Clerk to advise the Community Centre Manager accordingly

1021/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 2021 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 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 2021.

b) Members were advised of the dates for the Notice of the Period for the Exercise of Public Rights on the accounts as follows: commencing on Monday 21st June 2021 and ending on Friday 30th July 2021

c) A request for a grant from the Friends of the John Moore Primary School had been received and circulated. Following consideration of the request Members agreed to award the Friends of the John Moore Primary School the sum of £500.00 as per their request.

Proposed: Cllr. Pullen Seconded: Cllr. Abel

Agreed

Action: Clerk to advise the Friends of the John Moore Primary School accordingly

d) Members approved the quotation for the revaluation of the Community Centre for insurance purposes at a cost of £150.00

Proposed: Cllr. Meredith Seconded: Cllr. Shyamapant

Agreed

e) Members were requested to delegate the comparison of the insurance quotations for the renewal of the insurance policy to Cllr. Meredith and the Clerk due to the late receipt of the quotations. Once this comparison has been carried out this will be circulated to Members via email for a final decision prior to the renewal of the policy. Members agreed this request.

Proposed: Cllr. Shyamapant Seconded: Cllr. Pullen

Agreed

Action: Cllr, Meredith and Clerk to compare the quotations for the renewal of the insurance policy and circulate to Members for a final decision prior to renewal

f) Members approved the costs for the defibrillator cabinet, signage, replacement pads and associated electrical works for the defibrillator at the Wheatpieces public house at a total cost of £893.24 to enable it to become operational (these costs are to be reimbursed by GCC's Growing our Communities Fund in August 2021)

Proposed: Cllr. Pullen Cllr. Abel

Agreed

g) The list of Gloucestershire Association of Parish and Town Councils (GAPTC) training courses (July – October 2021) had been circulated to all Members for consideration of attendance. No-one wished to attend any of the courses.

h) Cllr. Meredith expressed a thank you to Cllrs Abel, Pullen and Reid for signing the cheques on the 3rd June 2021 and the 1st July 2021 respectively. Cllr. Meredith also expressed a thank you to the Parish Clerk for organising the cheque runs.

The schedule of invoices paid on the 3rd June 2021 were approved as follows:

Cheques from Lloyds main Parish Council account = **£1,353.13**

Standing Orders and Direct Debits from main Parish Council account = **£1,132.87**

Cheques from the TSB Sportsfield account = **£1,994.00**

Cheques from the Barclays Community Centre account = **£202.45**

Cheques from the Barclays Extension/CIL account = **£223.19**

Proposed: Cllr. Abel Seconded: Cllr. Meredith

Agreed

i) The schedule of reimbursements paid on the 3rd June 2021 were approved as follows:

Cheques from Lloyds main Parish Council account = **£3.23**

Proposed: Cllr. Shyamapant Seconded: Cllr. Dempster

Agreed

j) The schedule of invoices paid on the 1st July 2021 were approved as follows:

Cheques from Lloyds main Parish Council account = **£13,604.73**

Standing Orders and Direct Debits from main Parish Council account = **£1,132.87**

Cheques from the TSB Sportsfield account = **£368.00**

Cheques from the Barclays Community Centre account = **£11,031.87**

Members were also advised of a credit remittance received into the Lloyds main Parish Council account for the sum of **£300.00** in respect of the 2nd instalment of hire fees from Tewkesbury Town Colts FC (TTCFC) for the 2020-2021 season

Proposed: Cllr. Abel Seconded: Cllr. Pullen

Agreed

1022/FC - PLANNING APPLICATIONS

No planning applications had been received for consideration

1023/FC – COMMUNITY GOVERNANCE REVIEW

TBC is carrying out a Boroughwide Community Governance Review (CGR) which includes a review on the boundaries for parishes in the borough. The Terms of Reference for this review had been circulated to all Members for consideration and following a discussion Members agreed to put forward consideration of the new Bloor Homes development adjacent to the Wheatpieces estate to be included within the Wheatpieces boundary as part of this review.

Proposed: Cllr. Meredith Seconded: Cllr. Pullen

Agreed

Action: Clerk to advise TBC accordingly

1024/FC –COMMUNITY INFRASTRUCTURE LEVY (CIL)

Members were advised the 3rd and final instalment of the CIL monies of £23,774.72 is due in October 2021 totalling a final sum of £52,832.71. Members were reminded that there is a five-year clawback period for the spend of these monies and a suggestion was made that once all the monies have been received for a small working group to be set up for consideration of and to oversee the spend of these monies.

1025/FC – JENNY’S FIELD

➤ Members approved the cost of £990.00 for the weed and feed carried out on Jenny’s field on the 28th May 2021 in addition to the verti drain on the field which is due to be carried out next week

Proposed: Cllr. Meredith Seconded: Cllr. Abel

Agreed

➤ Members were advised, following TTCFC’s request for a Long-Term Agreement for the hire of the pitches on Jenny’s field, that enquiries had been made and Gloucestershire FA provide a scheme – ‘Site Owner and Site User Grass Pitch Maintenance Agreement’ which will meet the criteria for TTCFC to obtain funding from the FA for pitch improvement etc. A copy of the agreement has been forwarded to TTCFC for their perusal and feedback.

1026/FC – DATES OF MEETINGS FOR THE FORTHCOMING YEAR

A discussion took place of proposed dates of Full Council meetings for the forthcoming municipal year which had previously been circulated. Consideration was given to the availability of the main hall and the new hall in the Community Centre as follows on the proposed dates to enable social distancing measures to be implemented, 5.00pm in the main hall or 8.00pm in the new hall. Members agreed the date of next Full Council meeting to be held on Thursday 2nd September 2021 at 8.00pm in the new hall, most Members were in agreement of this time although a couple of Members preferred the earlier time of 5.00pm.

It was also agreed that an Environment Committee and a Community Centre Committee will be held on the 7th October 2021 at a time to be advised.

It was also agreed for Full Council meetings to be held on Thursday 4th November 2021, Thursday 2nd December 2021 and Thursday 13th January 2022. A review of future Full Council meetings will be considered at the Full Council meeting on the 13th January 2022.

Action: Clerk to advise absent Members and the Community Centre Manager of the dates agreed for future Parish Council meetings

Action: Clerk to place on the Full Council agenda for the 13th January 2022 ‘To consider the dates and times of Parish Council meetings for the remainder of the municipal year’

1027/FC – PARISH COUNCIL NEWSLETTER

Cllr. Meredith advised Members that he is still working on the first draft of a Parish newsletter and hopes to have the draft ready for Member’s consideration shortly.

Action: Clerk to place on the next Full council agenda ‘To receive an update on the Parish newsletter’

1028/FC – POLICIES

Members were advised that Cllr. Mulholland had tendered her resignation of the Parish Council in an earlier telephone call so therefore an update on the review of the Health and Safety Policy was unavailable. It was agreed to defer this item until the next meeting scheduled for Thursday 2nd September 2021.

Action: Clerk to place on the next Full council agenda ‘To consider the way forward to update/review the Parish Council Policies’

1029/FC – WEBSITE

Cllr. Dempster advised Members that he had contacted Aubergine in relation to the taking over of the DNS in addition to the old Community Centre website and if the new website can be monitored for how frequently it is used.

Action: Clerk to place on the next Full Council agenda ‘To receive an update on queries relating to the website’

1030/FC - CORRESPONDENCE

- Members were advised that GAPTC have a vacancy on their Executive Committee for a representative from the area, the details of the three candidates were circulated to all on the 25th June 2021. Members agreed that as the candidates were unknown to them that they did not wish to vote on a choice of candidate
- The Community Centre Manager has received a request from a new business selling puddings out of a mobile dessert van enquiring if they can park in the Community Centre car park for a couple of hours working around the Community Centre timetable. The Community Centre Manager has asked for this to be discussed at a Parish Council meeting but has expressed concerns in relation to litter, congestion & insurance etc. Following a discussion, most Members were in agreement that this request is declined.
Action: Clerk to advise the Community Centre Manager accordingly of Members’ decision
- Ubico have requested to replace a broken dog waste bin at the location where Maxstoke Close joins Clifford Avenue footpath at the edge of Central Park and TBC are seeking Wheatpieces Parish Council’s approval of this. Members agreed for this broken dog bin to be replaced at a cost of £271.16 + VAT.
**Proposed: Cllr. Meredith Seconded: Cllr. Shyamapant
Agreed**
Action: Clerk to advise TBC accordingly
- Members were advised that the Parish Council is receiving, via the Parish Council website contact form, message requests to add various links to the website.

Members agreed that only links from official government sites should be added to the website and any other requests should be directed to the district or county council

1031/FC – MEMBERS REPORTS

- Cllr. Meredith advised Members following the installation of the defibrillator at the Wheatpieces Public House that, in the first instance, he will carry out the monthly checks.
- Cllr. Meredith updated Members on his communications with representatives of TBC, Ubico and GCC in relation to grass cutting on the estate. TBC have agreed to maintain certain areas on behalf of GCC and the Highways Manager will liaise with TBC on the areas required to be maintained.
- Cllr. Pullen advised that, following the recent resurfacing works carried out on Jubilee Way, the speed signs and sandbags had not been collected by Gloucestershire Highways and were a hazard on the verges.
- Cllr. Pullen also advised the directional and roundabout signs were becoming obscured by overgrowth
Action: Cllr. Meredith will contact Gloucestershire Highways to report the previous two bullet points
- Cllr. Pullen advised that the grassed area and footpath next to the Woodland Walk in the Crown Walk area is very overgrown. Members were advised that a Management Company was responsible for the maintenance of the overgrowth on the footpaths in this area and the responsibility had recently been taken over by another Management Company.
- Members were advised that Fieldfare Walk is very overgrown again.
Action: Cllr, Meredith will advise Bromford Housing accordingly
- Members were advised of brambles overhanging the footpaths around Central Park creating a pedestrian hazard.
Action: Cllr. Meredith will advise TBC accordingly

At 6.10pm the two members of the public left the meeting

1032/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 consider the request from Ashchurch Rural Parish Council, including any financial implications, to join a Gloucestershire and Worcestershire Parish Association in relation to TBC's Garden Town proposals

DATE OF NEXT MEETINGS

Full Council Meeting

Thursday 2nd September 2021 at 8.00pm

at the Wheatpieces Community Centre in the new hall to accommodate social distancing

The meeting closed at 6.25pm