

WHEATPIECES PARISH COUNCIL

FULL COUNCIL MEETING

ON THURSDAY 2ND SEPTEMBER 2021 AT 7.00PM

AT THE WHEATPIECES COMMUNITY CENTRE

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

IN ATTENDANCE: PCSO Ben Tylour (Community Support Officer)
PCSO Frank Ward (Community Support Officer)
A Fendt, (Community Centre Manager)
T Shurmer (Clerk)
1 Member of the Public

MINUTES

Cllr. Meredith welcomed all to the Wheatpieces Parish Council meeting

1033/FC - PUBLIC PARTICIPATION

The member of the public in attendance was present due to applying to join the Parish Council

1034/FC - APOLOGIES FOR ABSENCE

Apologies were received and accepted from County Cllr. V Smith and one member of the public who is interested in joining the Parish Council

1035/FC - DECLARATIONS OF INTEREST

There were no declarations of interest

1036/FC -TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 1ST JULY 2021

The minutes of the Full Council meeting held on Thursday 1st July 2021 were approved and adopted.

Proposed: Cllr. Dempster Seconded: Cllr. Pullen

Agreed

1037/FC – CO-OPTION TO FILL VACANCIES ON THE PARISH COUNCIL

➤ Jan Millett had applied to be co-opted onto the Parish Council. At this point Ms Millett left the meeting, Members considered her application and a vote was taken by a show of hands.

Agreed Unanimously

Ms Millett re-joined the meeting and duly signed a Declaration of Acceptance of Office & was welcomed onto the Parish Council.

➤ A Parish Council e-mail address for the co-opted Parish Councillor was approved.

Proposed: Cllr. Reid Seconded: Cllr. Pullen

Agreed

Action: Clerk to set up an e-mail address for the new co-opted Parish Councillor

- Cllr. Millett advised that she would be interested to join the Environment Committee and will attend the next Environment Committee meeting.

Cllr. Meredith invited Police Community Support Officers (PCSOs) Ben Taylour and Frank Ward to introduce themselves to Members and give an update on their work within the Wheatpieces area. PCSO Taylour advised that since the previous Parish Council meeting, held on Thursday 1st July 2021, 26 crimes had been recorded in the area. Following a request from Members for regular updates the PCSOs agreed to provide statistics to the Parish Council on a quarterly basis. PCSO Taylor and PCSO Ward advised that they are regularly patrolling the area either on foot or by car and cover the whole of the estate. They also carry out preventative policing work at the local secondary and primary schools. The PCSOs also confirmed that there had been no issues at the MUGA area this year compared to the previous year and that they were working with the residents in the vicinity to prevent issues occurring.

At 7.20pm the PCSOs were thanked for their attendance and duly left the meeting

1038/FC – COUNTY COUNCILLOR’S REPORT

No report had been submitted for the meeting.

1039/FC – BOROUGH COUNCILLOR’S REPORT

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

1040/FC – COMMUNITY CENTRE

- The Community Centre Manager had forwarded a report on the Community Centre which had been duly circulated to all Members and was taken as read.
- The monthly financial reports on the Community Centre for the previous four months up to the 31st July 2021 had been circulated to all and were taken as read.
- Members were reminded that, at the previous Parish Council meeting, Members had approved the extension of the cleaning contract for a further year until the end of August 2022, however, a satisfactory financial agreement for the extension of this contract was unable to be agreed with the contractor. Tenders were then invited for the contract and the previous cleaner, Julie Lee, submitted a tender for the cleaning of the Community Centre which was provisionally accepted subject to Members’ approval. Members agreed to award the cleaning contract of the Community Centre to Julie Lee with effect from the 2nd September 2021 – 31st August 2022
- **Proposed: Cllr. Reid Seconded: Cllr. Dempster**
Agreed
Action: Clerk to advise the cleaner accordingly
- Members approved the quotation for the installation of wi-fi into the new hall of the extension at a cost of £650.00 + VAT
Proposed: Cllr. Reid Seconded: Cllr. Meredith
Agreed
- Members discussed dates for the official opening of the new extension to the Community Centre. The date of Thursday 28th October 2021 was agreed commencing at 6.00pm until 8.00pm. Members approved the budget for this opening from the events budget up to a maximum of £750.00. Cllr. Meredith, the Community Centre Manager and the Clerk to collate an invitation list for circulation.

Proposed: Cllr. Meredith Cllr. Reid

Agreed

Action: Cllr. Meredith, the Community Centre Manager and the Clerk to collate an invitation list for circulation

1041/FC – FINANCIAL MATTERS

- a) The quotation from BHIB for the renewal of the Parish Council Insurance Policy wef: 28th July 2021 at a cost of £2,893.34 was approved
Proposed: Cllr. Meredith Secoded: Cllr. Reid
Agreed
- b) Members approved the renewal of Office 365 Business for the Parish Council laptop due October 2021 at a cost of £94.80 + VAT
Proposed: Cllr. Dempster Secoded: Cllr. Reid
Agreed
- c) Members agreed a donation of £50.00 to the Poppy Appeal for a Poppy Wreath from the Royal British Legion
Proposed: Cllr. Meredith Secoded: Cllr. Reid
Agreed
Action: Clerk to order a Poppy Wreath accordingly
- d) Members approved the Annual Inspection of the children's play area at the Community Centre due to be carried out November 2021 at a cost of £69.50 + VAT
Proposed: Cllr. Dempster Secoded: Cllr. Shyamapant
Agreed
Action: Clerk to advise the Play Inspection Company accordingly
Members were advised that a grant of £500.00 has been obtained for repairs to the fencing around the play area, a requirement of this grant is for it to be match funded and the Community Centre Manager is in the process of obtaining quotations for the repair for Members' consideration.
Action: Community Centre Manager to obtain quotations for Members' consideration for the repair of the fencing around the children's play area
- e) The schedule of invoices paid on the 5th August 2021 were approved as follows:
Cheques from Lloyds main Parish Council account = **£5,957.79**
Standing Orders and Direct Debits from main Parish Council account = **£1,132.87**
Paid by the Business Debit Card on the Lloyds main Parish Council account = **£10.00**
Cheques from the TSB Sportsfield account = **£1,450.00**
Cheques from the Barclays Community Centre account = **£2,658.36**
Proposed: Cllr. Reid Secoded: Cllr. Shyamapant
Agreed
- f) The schedule of invoices paid on the 2nd September 2021 were approved as follows:
Cheques from Lloyds main Parish Council account = **£641.20**
Standing Orders and Direct Debits from main Parish Council account = **£1,132.87**
Cheques from the TSB Sportsfield account = **£388.00**
Cheques from the Barclays Community Centre account = **£4,323.23**
Members were also advised of a credit remittance received into the Lloyds main Parish Council account for the sum of **£40.00** in respect of personal fitness sessions held on Jenny's field in July 2021
Proposed: Cllr. Reid Secoded: Cllr. Shyamapant
Agreed
- g) The schedule of reimbursements paid on the 2nd September 2021 were approved as follows:
Cheques from Lloyds main Parish Council account = **£1.29**
Proposed: Cllr. Reid Secoded: Cllr. Shyamapant

Agreed

1042/FC - PLANNING APPLICATIONS

No planning applications had been received for consideration

1043/FC –COMMUNITY INFRASTRUCTURE LEVY (CIL)

Members were advised the 3rd and final instalment of the CIL monies is due in October 2021. It was agreed when 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. Cllr. Meredith, Cllr. Pullen, Cllr. Abel, Cllr. Reid and Cllr. Millett expressed an interest in forming the working group in addition to the Community Centre Manager.

Action: Cllr, Meredith to contact Tewkesbury Borough Council (TBC) for specific details of what the CIL monies can be spent on

1044/FC – PARISH COUNCIL NEWSLETTER

Cllr. Meredith advised Members that the first draft of the Parish newsletter is almost finalised. The Community Centre Manager was requested to draft an article on the user groups of the Community Centre for inclusion.

Action: Community Centre Manager to draft an article for inclusion in the Parish newsletter on the user groups of the Community Centre.

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

1045/FC – POLICIES

Members requested the Clerk to compile a list of Parish Council policies for review/updating for consideration of the way forward

Action: Clerk to compile a list of Parish Council policies for Member’s review/updating

Action: Clerk to place on a forthcoming Full Council agenda upon compilation of a list of Parish Council policies ‘To consider a program to update/review Parish Council policies’

1046/FC – WEBSITE

➤ Cllr. Dempster advised Members the transfer of the domains from the old websites to the new website has been completed. The Community Centre Manager advised that he is still not receiving any booking enquiries for the Centre via the new website. Cllr. Dempster advised that he will investigate this.

Action: Cllr. Dempster to investigate the redirection of the booking enquiries from the old Community Centre website to the new website

➤ Cllr. Dempster advised Members that he is in the process of setting up a Goole Analytics account to monitor the new Parish Council website for its use.

1047/FC - CORRESPONDENCE

➤ GAPTC have advised the new Police and Crime Commissioner is running a series of roadshows across the county during September and October. He is going to be talking about his Police and Crime Plan intentions and the Chief Constable Rod Hansen will also be at each event along with local police management teams. The date for the free Tewkesbury event is: Wednesday 13 October 2021 at Gupshill Manor, Tewkesbury from 6pm until 8.30pm. Members were requested to advise the Clerk if they would like to attend.

➤ TBC have confirmed that the next Town and Parish Council Seminar will take place on 23rd September – 6pm to 7.30pm. The seminar will be face to face at the TBC public service centre in the Severn room.

Topics for the seminar are still being considered and they are hoping to have the topics confirmed the week commencing 6th September 2021.

Cllr. Pullen expressed an interest in attending this event and requested the Clerk to advise TBC of her attendance accordingly.

Action: Clerk to advise TBC of Cllr. Pullen’s attendance at the Town and Parish Council seminar accordingly.

- Members considered requests put forward from two separate local residents in relation to the upkeep of the shrubbery on the corner of Peach Close and Cypress Road following the unsatisfactory cutting of the shrubbery by Gloucestershire Highways (GH) at the end of July. Cllr. Meredith advised that he is shortly meeting with the Local Gloucestershire Highways Manger to discuss various issues and will arrange a site visit to request GH to remedy the residents’ concerns.

Action: Cllr. Meredith to meet with the Local Gloucestershire Highways Manger and conduct a site visit to request GH to remedy the residents’ concerns in relation to the upkeep of the shrubbery on the corner of Peach Close and Cypress Road.

Action: Clerk to advise the local residents accordingly

- Members discussed the request from a local resident for a meeting to discuss boundary ownership issues near the properties in Lime Road. Cllr. Reid and Cllr. Meredith agreed to meet with the resident and will also seek the availability of Officers from TBC.

Action: Cllr. Meredith to seek the availability of Officers from TBC for a meeting to discuss boundary ownership issues near the properties in Lime Road

Action: Clerk to advise the local resident accordingly once the availability of Officers from TBC has been sought.

1048/FC – MEMBERS REPORTS

- Members were advised the 2nd visit to the estate to carry out weed spraying and verge maintenance will commence the week of the 6th September 2021.
- Members were advised a meeting had taken place between a representative of Bovis Homes and an Officer of TBC to progress the adoption of the Public Open Spaces (POS) in the Wigeon Lane area of the estate. Agreement had been reached for railings to be placed at the POS in Gadwell Road in addition to filling in a pond in the Cambrian Road area. The works are scheduled to be carried out in September 2021 then TBC Legal will consider the adoption.
- The Community Centre Manager was requested to place a new notice on the fence of the Community Centre.
- Members were advised of ivy encroaching onto Redwing Walk from the Community Centre gardens. The Community Centre Manager will request the gardener to remedy this.
Action: Community Centre Manager to request the gardener to clear the ivy from the public footpath on Redwing Walk
- Concerns were raised of the condition of the Parish notice boards on the estate and Members requested for costs of replacement notice boards to be obtained.
Action: Clerk to obtain costs of replacement notice boards

1049/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 1st July 2021

DATE OF NEXT MEETINGS

Environment Committee Meeting
Community Centre Meeting
Full Council Meeting

Wednesday 6th October 2021 at 5.00pm
Wednesday 6th October 2021 at 5.45pm
Thursday 4th November 2021 at 5.00 pm

at the Wheatpieces Community Centre (in the main hall to
accommodate social distancing)

The meeting closed at 8.40pm