

# **WHEATPIECES PARISH COUNCIL**

## **FULL COUNCIL MEETING**

**ON THURSDAY 4<sup>TH</sup> NOVEMBER 2021 AT 5.00PM**

**AT THE WHEATPIECES COMMUNITY CENTRE**

**PRESENT:** Cllr. Meredith, Cllr. Reid, Cllr. Abel, Cllr. Pullen, Cllr. Shyamapant,  
Cllr. Dempster (from 1060/FC f)

**IN ATTENDANCE:** T Shurmer (Clerk)  
PCSO Ben Tylour (Community Support Officer) from 1062/FC  
PCSO Frank Ward (Community Support Officer) from 1062/FC  
1 Member of the Public

### **MINUTES**

Cllr. Meredith welcomed all to the Wheatpieces Parish Council meeting

#### **1050/FC - PUBLIC PARTICIPATION**

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

#### **1051/FC - APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. Dempster (to 1060/FC f), Cllr. Millett, County Cllr. Smith and A Fendt, the Community Centre Manager

#### **1052/FC - DECLARATIONS OF INTEREST**

Cllr. Meredith – 1060/FC i)

#### **1053/FC - TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 2<sup>ND</sup> SEPTEMBER 2021**

The minutes of the Full Council meeting held on Thursday 2<sup>nd</sup> September 2021 were approved and adopted.

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

**Agreed**

#### **1054/FC – CO-OPTION TO FILL VACANCIES ON THE PARISH COUNCIL**

➤ Mike Saunders had applied to be co-opted onto the Parish Council. Members asked Mr Saunders some questions in relation to his application then he was requested to leave the meeting whilst Members considered his application. A vote was taken by a show of hands.

**Agreed Unanimously**

Mr Saunders 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 newly 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**

#### **1055/FC – COMMUNITY SAFETY MATTERS**

The Police Community Safety Officers had advised that they will attend later in the meeting so this item was deferred.

#### **1056/FC – COUNTY COUNCILLOR’S REPORT**

In his absence County Cllr. Smith has forwarded a report for Members’ perusal which had been duly circulated and was taken as read.

#### **1057/FC - BOROUGH COUNCILLOR’S REPORT**

Cllr. Reid had sent a report which had been duly circulated to Members and was taken as read. Cllr. Reid advised that Tewkesbury Borough Council is seeking views on modifications to the Tewkesbury Borough Plan. Members were requested to forward any comments to the Clerk for consideration at the next Full Council meeting.

#### **1058/FC – ENVIRONMENT COMMITTEE**

The draft minutes of the Environment Committee meeting held on Wednesday 6<sup>th</sup> October 2021 had been circulated. Members agreed to take these as read.

#### **1059/FC - COMMUNITY CENTRE COMMITTEE**

- The draft minutes of the Community Centre Committee meeting held on Wednesday 6<sup>th</sup> October 2021 had been circulated. Members agreed to take these as read.

- The Finance Report on the Community Centre for October 2021 is still awaited, the Clerk will circulate to Members upon receipt

**Action: Clerk to circulate the finance report on the Community Centre for October 2021 to Members upon receipt**

- Three quotations for the replacement of the fencing around the children’s play area had been circulated. Further detail of the works quoted for was required from one of the companies and Members agreed to defer consideration of the quotations until the Full Council meeting scheduled for Thursday 2<sup>nd</sup> December 2021.

**Action: Community Centre Manager to request further detail of the works quoted for from one of the companies**

**Action: Clerk to place on the next Full Council agenda ‘To consider the quotations received for the replacement of the fencing around the children’s play area’**

#### **1060/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’.

Members were also made aware of the additional comment for their attention – The annual Internal Audit report focuses on a series of internal control objectives covering an authority's key financial and accounting systems. We note that information received from the smaller authority indicates that the Internal Auditor has not tested the following internal control objectives: M. The annual internal audit report will inform the authority's response to assertions 2 and 6 in the Annual Governance Statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

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) Members approved the renewal of the annual membership of the Gloucestershire Playing Field Association (GPFA) at a cost of £50.00

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

**Agreed**

- c) Members approved the renewal of the annual membership to the Campaign to Protect Rural England (CPRE) at a cost of £36.00

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

**Agreed**

- d) Members approved for the newly co-opted Councillors' attendance at future Gloucestershire Association of Parish and Town Council (GAPTC) 'Being a Better Councillor' training sessions part 1 and 2 at a cost of £25.00 per session

**Proposed: Cllr. Meredith    Seconded: Cllr. Abel**

**Agreed**

**Action: Clerk to liaise with the new Councillors for their availability and book accordingly**

- e) Members approved the grass cutting of the green space in Buckingham Close at a cost of £55.00

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

**Agreed**

At 5.33pm Cllr. Dempster joined the meeting

- f) Members held a discussion in relation to refunding security deposits for hall hire. A suggestion was made that the Terms of Hire of the Community Centre should state the procedure for refunding security deposits in addition to a further suggestion that the deposits should be paid into a separate holding account. Members agreed to discuss this further at the next Community Centre Committee meeting.

**Action: Clerk to place on the next Community Centre Committee agenda 'To consider the procedure for refunding security deposits for hall hire'**

- g) The schedule of invoices paid on the 7<sup>th</sup> October 2021 were approved as follows:

Cheques from Lloyds main Parish Council account = **£15,227.92**

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 = **£368.00**

Cheques from the Barclays Community Centre account = **£10,695.78**

Members were also advised of credit remittances received into the Lloyds main Parish Council account for the sum of **£26,897.71** from Tewkesbury Borough Council (TBC) in respect of the 2nd instalment of 2021/2022 Parish precept, **£893.24** from Gloucestershire County Council (GCC) for the reimbursement of expenditure on the defibrillator at the Wheatpieces public house and **£5,187.18** from H M Revenue and Customs (HMRC) in respect of the VAT reclaim for the Parish Council & Community Centre for 2020-2021.

Members were also advised of a credit remittance received into the TSB Sportsfield account for the sum of **£70.00** in respect of personal fitness sessions held on Jenny's field in August 2021

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

**Agreed**

- h) The schedule of reimbursements paid on the 7<sup>th</sup> October 2021 were approved as follows:

Cheques from Lloyds main Parish Council account = **£39.85**

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

**Agreed**

- i) The schedule of invoices paid on the 4<sup>th</sup> November 2021 were approved as follows:

Cheques from Lloyds main Parish Council account = **£2,818.10**

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

Paid via the Business Debit Card from main Parish Council account = **£258.82**

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

Cheques from the Barclays Community Centre account = **£357.50**

Members were also advised of credit remittances received into the Lloyds main Parish Council account for the sum of **£250.00** in respect of insurance excess recovered re insurance claim

November 2020 and **£300.00** in respect of the 1<sup>st</sup> payment re hire of x2 junior football pitches on Jenny's field for the 2021-2022 season.

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

**Agreed**

- j) The schedule of reimbursements paid on the 4<sup>th</sup> November 2021 were approved as follows:

Cheques from Lloyds main Parish Council account = **£112.19**

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

**Agreed**

#### **1061/FC - PLANNING APPLICATIONS**

- Members considered Planning Application 21/01199/FUL for Provision of 3 temporary consulting rooms and landscaping works at Folly Gardens Veterinary Practice (part retrospective) at the Wheatpieces District Centre, Columbine Road, Walton Cardiff. Following a discussion Members had no objection.

**Action: Clerk to advise TBC accordingly**

- Members considered Planning Application 21/01293/FUL for replacement of existing conservatory with single storey extension at 10 Lime Road, Walton Cardiff. Following a discussion Members had no objection.

**Action: Clerk to advise TBC accordingly**

- No further planning applications had been received for consideration

#### **1062/FC –COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Cllr. Meredith advised Members that he had held a meeting with Paul Hardiman, CIL Manager at TBC with the Clerk and Community Centre Manager. At this meeting it was confirmed that the CIL can be spent on infrastructure, i.e. provision/improvement/maintenance etc. and it was also confirmed that as the Community Centre is a community asset it would fall into this category. The total sum of £52,832.71 has been received and Members were advised there is a five-year clawback on these funds. An annual return is required to be made to TBC, inclusive of a Parish Funding Statement, advising of the individual items of the spend. In the first instance Members agreed to investigate the viability and costings of installing solar panels at the Community Centre in addition to heater units in the existing building as a replacement for the current system of the radiators being heated by the gas boilers. A working group of Members will be set up in the New Year to consider further items of expenditure.

**Action: Cllr. Meredith and the Community Centre Manager to investigate the viability and costings of installing solar panels at the Community Centre in addition to heater units in the existing building as a replacement for the current system of the radiators being heated by the gas boilers**

**Action: A working group of Members to be set up in the New Year to consider further items of CIL expenditure.**

At 5.40pm PCSOs Ben Taylour and Frank Ward joined the meeting.

PCSO Taylour and PCSO Ward advised Members that the Police are putting in patrol plans for the area, following the tragic incident in Snowdonia Road. Both the Police Community Engagement Vehicle and the NHS Wellbeing Vehicle will also be visible on the estate. The PCSOs were unable to discuss the incident as it is still under investigation and advised once the investigation is complete it will be released to the press and public. Enquiries were made to the PCSOs in relation to any other issues of concern.

At 6.00pm The PCSOs were thanked for their attendance and duly left the meeting.

### **1063/FC – REVIEW OF TEWKESBURY BOROUGH COUNCIL’S STATEMENT OF COMMUNITY INVOLVEMENT**

Following a discussion Members agreed they had no comments to feedback on the review of TBC’s Statement of Community Involvement.

### **1064/FC - PARISH COUNCIL NEWSLETTER**

Cllr. Meredith advised that he hopes to have a first draft of the Parish newsletter for Members’ perusal in the New Year.

### **1065/FC – POLICIES**

A list of the Parish Council’s current policies had been circulated to Members. Members were requested to volunteer to review the current policies and advise the Clerk accordingly.

**Action: Members to volunteer to review the current Parish Council policies and advise the Clerk accordingly**

**Action: Clerk to place on the next Full Council agenda ‘To consider a program for the review of the Parish Council Policies’**

### **1066/FC – STANDING ORDERS AND FINANCIAL REGULATIONS**

Members agreed an amendment to the Financial Regulations to enable the signing of the monthly cheque payments outside of Parish Council meetings. The schedule of monthly invoices and reimbursements would be circulated to all prior to the cheque signing and be approved at the Full Council meetings.

Members agreed to amend 6.6 of the Financial Regulations to read: ‘Cheques or orders for payment shall be circulated to all prior to the cheque signing and routine payments shall be approved between meetings out of an approved budget. All payments shall be reported to the council at the next convenient meeting’.

**Action: Clerk to amend 6.6 of the Financial Regulations and circulate to all Members**

### **1067/FC - CORRESPONDENCE**

An invitation had been received from the Tewkesbury Neighbourhood Policing Team to a Community Building workshop on Thursday 18th November 2021. They are looking at sharing ideas and enthusiasm to work with communities, helping to make them stronger, building connections and vital links.

Cllr. Meredith and Cllr. Millett expressed that they would attend this event.

**Action: Clerk to advise the Tewkesbury Neighbourhood Policing Team accordingly.**

## 1068/FC – MEMBERS REPORTS

- Members were advised Cllr. Meredith and Cllr. Reid had attended a closed meeting with the Police following the tragic incident in Snowdonia Road. The minute of the meeting had previously been circulated to Members.  
**Action: Cllr. Meredith to forward a copy of the minute to Cllr. Saunders**
- Members were advised that, at a recent meeting with the Local Highways Manager, Gloucestershire Highways will arrange for remedial works to be carried out to the overgrown trees and hedgerow in the walkway adjacent to the John Moore Primary School.
- Members were advised that the Official Opening of the Extension to the Community Centre was successful and a thank you was expressed to the Community Centre Manager for organising the catering for the event.
- Members were advised the two English Oak trees for planting in celebration of The Queen’s Platinum Jubilee in 2022 are due to be delivered in December. Members were requested to consider locations for the planting of these trees and advise the Clerk accordingly. The locations will be considered at the next Full Council meeting scheduled for Thursday 2<sup>nd</sup> December 2021.  
**Action: Members to consider locations for the planting of the two English Oak trees in celebration of The Queen’s Platinum Jubilee in 2022 and advise the Clerk accordingly prior to the next Full Council meeting.**  
**Action: Clerk to place on the next Full Council agenda ‘To consider suggested locations for the planting of two English Oak trees in celebration of The Queen’s Platinum Jubilee in 2022’**
- An enquiry was made as to when the gates across Starling Road to the new estate will be reopened. Members were advised that a road safety audit is required to be carried out by Gloucestershire Highways. Cllr. Meredith advised that he will enquire with Bloor Homes when this is expected to take place.  
**Action: Cllr. Meredith to enquire with Bloor Homes when the road safety audit of the new link road into Starling Road is expected to take place**
- Members were advised that new railings at the public open space in Gadwell Road have been installed as part of the adoption process.
- A thank you was expressed to Cllr. Dempster for remedying the direction of visitors from the old Community Centre website to the new website. Members were advised that the Facebook link to the new website is not working. Members were advised that the Community Centre Manager will need to remedy this.  
**Action: Community Centre Manager to remedy the Facebook link to the new website**

## DATE OF NEXT MEETINGS

**Full Council Meeting**

**Thursday 2<sup>nd</sup> December 2021 at 5.00 pm**

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

The meeting closed at 6.35pm