

# **WHEATPIECES PARISH COUNCIL**

## **FULL COUNCIL MEETING**

**ON WEDNESDAY 1<sup>ST</sup> JUNE 2022 AT 7.10PM**

**AT THE WHEATPIECES COMMUNITY CENTRE**

**PRESENT:** Cllr. Meredith, Cllr. Reid, Cllr. Millett,  
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

#### **1172/FC - PUBLIC PARTICIPATION**

No members of the public were in attendance

#### **1173/FC - APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. Abel, County Cllr. Smith and Police Community Support Officer (PCSO) Ben Tylour. Cllr. Dempster and Cllr. Saunders were absent.

#### **1174/FC - DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **1175/FC -TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 4<sup>TH</sup> MAY 2022**

The minutes of the Full Council meeting held on Wednesday 4<sup>th</sup> May 2022 were approved and adopted.

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

**Agreed**

#### **1176/FC - COMMUNITY SAFETY MATTERS**

PCSO Tylour had forwarded a crime report with an explanation of the incidents contained in the report which had been duly circulated. There had been a reduction of 50% in incidents compared to same period last year. Members agreed to take the report as read.

#### **1177/FC – COUNTY COUNCILLOR’S REPORT**

County Cllr. Smith had forwarded a report which had been duly circulated to Members. Members agreed to take the report as read.

## 1178/FC - BOROUGH COUNCILLOR'S REPORT

Borough Cllr. Reid had forwarded a report which had been duly circulated to Members. Members agreed to take the report as read. Cllr. Reid advised Members that the final recommendations to the Parish Boundary review are still under consideration at Tewkesbury Borough Council (TBC).

Cllr. Meredith expressed a thank you to Cllr. Reid, on behalf of the Parish Council, for the work she had carried out on the internal roundabout at the junction of Monterey Road, Cypress Road and Thatcham Road.

## 1179/FC - COMMUNITY CENTRE

- The Community Centre Manager had forwarded a report on the Community Centre as follows:
  - Members were advised that the Community Centre Manager will seek to purchase x30 chairs for the new hall in the extension using the profit that the Community Centre is currently making.
  - S K Heating and Cooling Ltd will commence work shortly to install the heating units as part of the decarbonisation of the existing building.
  - The Community Centre Manager is receiving a lot of hiring enquiries and bookings at the Centre have increased
- The financial report on the Community Centre for April 2022 had been circulated to all. The surplus for April 2022 is £3,054.11 against a budgeted deficit of £1,543.80. The income for April 2022 is £7,114.25 and the expenditure for April 2022 is £4,060.14.

## 1180/FC – FINANCIAL MATTERS

- a) Members were advised that Cllr. Dempster had carried out an internal check on the accounts for 2021-2022. There were a few instances where invoices had only been initialled by one Member but otherwise all was in order. Cllr. Meredith expressed a thank you, on behalf of the Parish Council, to Cllr. Dempster for carrying out the internal check of the Parish Council accounts for 2021-2022
- b) Cllr. Dempster had advised the Clerk that he was happy to continue as the Internal Checker of the accounts for a further twelve months. Members agreed  
**Proposed: Cllr. Reid    Seconded: Cllr. Pullen**  
**Agreed**
- c) The Internal Audit report had recently been carried out by Iain Selkirk FCA, Appointed Independent Internal Auditor, and 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 2022 and I can confirm that the attached (Receipts and Payments) statements are in accordance therewith. 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'.*  
A discussion followed on the Petty Cash payments for the Community Centre and the Clerk will raise the query with the Accountant.  
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 2022.  
**Action: Clerk to raise the Petty Cash query with the Accountant**
- d) Members were advised of the dates for the Notice of the Period for the Exercise of Public Rights on the accounts for the year ending 31<sup>st</sup> March 2022 as follows: commencing on Monday 20<sup>th</sup> June 2022 and ending on Friday 29<sup>th</sup> July 2022.

- e) The Annual Governance Statement for 2021/2022 was agreed and approved.  
**Proposed: Cllr. Reid    Seconded: Cllr. Shyamapant**  
**Agreed**
- f) The Accounting Statements for 2021/2022 were agreed and approved  
**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**  
**Agreed**
- g) Members approved the increase in the monthly standing order to the Accountant to £165.00 for the work carried out on the Community Centre accounts.  
**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**  
**Agreed**  
**Action: Clerk to advise the Bank to increase the standing order to the Accountant**
- h) Members approved the renewal of the annual domain registration for wheatpiecescommunitycentre.com to Aubergine 262 Ltd at a cost of £35.00 + VAT  
**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**  
**Agreed**
- i) Members approved the purchase of a new laptop and printer for the Clerk's office  
**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**  
**Agreed**  
**Action: Clerk to source and purchase new laptop and printer for the Clerk's office**
- j) The schedule of invoices paid on the 1<sup>st</sup> June 2022 were approved as follows:  
Cheques from Lloyds main Parish Council account = **£1,867.98**  
Standing Orders and Direct Debits from main Parish Council account = **£1,199.59**  
Paid by the Business Debit Card on the Lloyds main Parish Council account = **£181.00**  
Cheques from TSB Sportsfield account = **£440.00**  
Cheques from the Barclays Community Centre account = **£896.00**  
**Proposed: Cllr. Shyamapant    Seconded: Cllr. Millett**  
**Agreed**
- k) The schedule of reimbursements paid on the 1st June 2022 was approved as follows  
Cheques from Lloyds main Parish Council account = **£7.65**  
**Proposed: Cllr. Shyamapant    Seconded: Cllr. Millett**  
**Agreed**

#### **1181/FC - PLANNING APPLICATIONS**

- No planning applications had been received for consideration
- Members considered proposals in relation to register new street names at the development on land south of Nightingale Way as part of the street naming consultation being carried out by Cheltenham Borough Council (CBC). The submitted names put forward are Meadow, Celandine and Park followed by Road, Close, Fields, Street etc. Members had no objections to the submitted names.  
**Action: Clerk to advise CBC accordingly**

#### **1182/FC – CONSULTATION FROM TEWKESBURY BOROUGH COUNCIL (TBC) FOR THE REINTRODUCTION OF A PUBLIC SPACE PROTECTION ORDER FOR DOG CONTROL**

Members considered the consultation from TBC for the reintroduction of a Public Space Protection Order for Dog Control. Following a discussion Members raised no objections to the reintroduction of a Public Space Protection Order for Dog Control.

**Action: Clerk to advise TBC accordingly**

### **1183/FC – COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- As advised at agenda item 1179/FC S K Heating and Cooling Ltd will commence work shortly to install the heating units as part of the decarbonisation of the existing building
- Members were advised that tenders are currently being sought for the installation of solar panels. Cllr. Meredith is carrying out the final completion of the form required for planning permission consent which should take approximately eight weeks.

### **1184/FC – POLICIES**

No update was received on the review of the Parish Council policies

### **1185/FC – STANDING ORDERS AND FINANCIAL REGULATIONS**

- Members considered a review of the Financial Regulations and agreed an amendment to Financial Regulation 2.2 in relation to the term of the Internal Checker to amend it to read '*The term of the Internal Checker to be two years or to extend to further years as considered necessary by agreement*'.  
**Action: Clerk to amend Financial Regulation 2.2 accordingly**
- Members were advised Model Standing Order 18 (financial controls and procurement) had been updated to bring it into line with the procurement position post-Brexit and the recently reissued Legal Topic Note (LTN) 87, which contains the current procurement threshold figures. The change is only to model standing order 18 c. & f., however, Members were advised the full standing orders will be updated later this year. Members agreed the amendment to standing order 18c. & f.  
**Proposed: Cllr. Meredith    Seconded: Cllr. Reid**  
**Agreed**  
**Action: Clerk to amend standing order 18c. & f. accordingly**
- Members were requested to look at the Terms of Reference for both the Environment and Community Centre Committees and advise the Clerk of any suggested amendments prior to the committee meetings recommencing. This will be considered at the next Full Council meeting scheduled for Wednesday 13<sup>th</sup> July 2022.  
**Action: Members to look at the Terms of Reference for both the Environment and Community Centre Committees and advise the Clerk of any suggested amendments prior to the next Full Council meeting.**  
**Action: Clerk to place on the next Full Council agenda 'To consider a review of the Terms of Reference for the Community Centre and Environment Committees'**

### **1186/FC – CLIMATE & ECOLOGICAL EMERGENCY BILL**

Members were requested to consider the Parish Council signing the open letter asking the Member of Parliament to back the Climate and Ecological Bill. Following a discussion Members agreed for this letter to be signed in the name of the Parish Council. Members were also advised of an open event in relation to this at the Watson Hall scheduled for Friday 17<sup>th</sup> June 2022. Cllr. Millett will forward details of this event.

**Action: Clerk to sign the open letter, on behalf of the Parish Council, asking the Member of Parliament to back the Climate and Ecological Bill.**

## **1187/FC – DATES FOR ENVIRONMENT AND COMMUNITY CENTRE COMMITTEE MEETINGS**

Members considered dates for the resumption of the Environment and Community Centre Committees. Following a discussion Members agreed for these meetings to be scheduled for Thursday 21<sup>st</sup> July 2022 in meeting room 2, with the Environment Committee commencing at 7.00pm and the Community Centre Committee commencing at 7.45pm.

## **1188/FC - CORRESPONDENCE**

Members were advised of the receipt of an email invitation from Tewkesbury Town Council, on behalf of Tewkesbury Abbey, to attend a Civic Service at Tewkesbury Abbey on Sunday 5<sup>th</sup> June 2022 at 10.30am to celebrate her Majesty's Platinum Jubilee

## **1189/FC – MEMBERS REPORTS**

- Members were advised that grass cutting had taken place on the estate with some areas having been duplicated
- Members were advised that TBC had advised that the wall at Beauchamp Road which had been refused planning permission is due to be removed in June 2022 and is to be replaced with a new hedge and low fence.
- Members were advised that the Head Teacher of the John Moore Primary School had provided an update on the query in relation to the Gloucestershire County Council (GCC) land near the school in Thatcham Road, she advised that the resident is renting the land from GCC.
- Members were advised that the Land Director at Bloor Homes had made an enquiry to the Chair of the Parish Council as to whether the Parish Council wished to be involved in the management of the proposed sports pitches and changing facilities incorporated in their pre-planning proposals for approximately 250 homes on land south of Jenny's field and the new offices for Bloor Homes Western. TBC have indicated they do not wish to be involved in the management of these, a Management Company may be an alternative option.
- Members were advised that reels of cabling, following works, had been left on the grassed area between Starling Road and Woodpecker Walk.

**Action: Cllr Meredith will seek to ascertain who the cabling belongs to**

## **1190/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 separate minutes of the meeting held on Wednesday 4<sup>th</sup> May 2022

To discuss staffing matters

## **DATE OF NEXT MEETING**

**Full Council Meeting**

**Wednesday 13<sup>th</sup> July 2022 at 7.00pm**

at the Wheatpieces Community Centre (in the new hall)

**Environment Committee**

**Thursday 21<sup>st</sup> July 2022 at 7.00pm**

**Community Centre Committee**

**Thursday 21<sup>st</sup> July 2022 at 7.45pm**

in meeting room 2

The meeting closed at 8.15 pm