

Wickhamford Parish Council

Minutes of the Meeting, 10th June 2020, 06/20.

Clerk to the Council, Andrea Evans, Ty Gwyn, Church Street, Offenham, Worcs, WR11 8RW.
01386 760332 email wickhamfordpc@gmail.com website: www.wickhamfordpc.co.uk

Meeting was held via Zoom.

Present Chairman: J Newbury, V. Chairman J. Poulter, Councillors, D. Heeks, S Wride, R Gutteridge and T Waller, County Councillor L Eyre, District Councillor N Robinson.

Clerk, A. Evans.

1. **Apologies** –

None.

2. **Declarations of Interest**

Cllr J Poulter- Item 9a. Memorial Hall Improvement Proposal- Hall Committee Member-personal interest.

3. **The meeting was adjourned for the Public Question Time.**

Two members of the memorial hall committee attended to hear items 9c 1, 2 and 3. They thanked Cllr Eyre for her donation of £800 towards new fire doors which have now been fitted.

4. The Minutes of the meeting held on the 11th March 2020 were agreed, proposed by RG, seconded by SW with a unanimous vote in favour.

5. **Matters arising from the previous meeting**

6. **District / County Councillors Report**

- a. The County Councillor and District Councillor reports are available on the website when provided.
- b. County Councillor report attached.
- c. District Council-
 - i. DC & CC have £500 to use locally with regard to coronavirus. This may be used as part of Age UK Good Neighbour Scheme.
 - ii. Grants from Wychavon for local groups, such as Sports Club and Memorial Hall. Hall confirmed that they had received a £10k grant.
 - iii. Ongoing issues with Rooftop so requested to forward any issues that Wickhamford currently to be added to list.

7. **Police Officers Report.**

Other incidents – 2
RTC – 2

8 **Parish Council:**

- a. Clerks annual review was noted and payscale increase to SCP33 rate £15.86.
- b. Grant policy was considered in response to issues raised with Worcs CALC and approved to be adopted with immediate effect, councillors considered it comprehensive with no further details to be added, proposed by RG, seconded by DH with a unanimous vote in favour.

9. **Items for Consideration:**

- a. Comments regarding HGV's through village in response to newsletter request- Two responses have been received with regard to message in newsletter, both sides of the argument were noted. Generally it was agreed that HGV's have increased and it would be ideal if they did not travel through the village, however, it is recognised that they are a vital part of food production and therefore necessary. Cllr Eyre suggested that the centre white lines on Manor Road be removed giving the illusion of a road that requires extra care and thus slowing traffic. Discussion took place but it was agreed to support this proposal.
- b. Annual play inspection has taken place with a few minor works to be carried out before re-opening. Clerk asked cllrs to consider a person to check the play area on a weekly basis to ensure that it was in full working order. Discussion took place as to whether this should be voluntary or paid. It was agreed to advertise as paid with a view that it would be done regularly and properly as person would take responsibility if paid. It was agreed to pay £5 per week for the checks which would be submitted to clerk. Clerk to advertise on Facebook.
- c. Wickhamford Memorial Hall-
 1. Complaint received from Wickhamford Memorial Hall Committee with regard to councillors visiting the memorial hall prior to March meeting to familiarise themselves with all areas of the hall so that they could properly consider the funding application. Committee felt that this should have been organised with booking clerk. Cllrs advised that they had always collected the key from central place when required and as JP is both councillor and hall committee member, that this would be all that would be required. The hall were committee were upset that they had not been asked. SW suggested that there was an assumption that this was acceptable and JN advised that the key had always been collected. TW suggested that it was an innocent mistake with the best of intentions to support the hall but that the letter of complaint was heavy handed. JP advised that he found the visit very useful. SW asked that a copy of the halls' protocol/rules be requested when responding to this complaint. It was agreed that a letter of apology be sent out, SW agreed to assist with it.
 2. Full structural survey date and consider full electrical survey details-dealt with in point 3.
 3. Memorial Hall Grant Application-JN motioned that this matter would not be discussed. This is as a result of advise that there is a pecuniary interest when a cllr is a member of a committee that is requesting funding from the PC. Members of public forum left the meeting at this point.
 - d. Cemetery-
 - i. Annual inspection of all cemetery record entries- Clerk requested that now records and plan are as accurate as they can be, that she would like the entries that she has made over the year be checked annually so that the same issues that have occurred from previous mistakes will not happen again. SW and JN agreed to help audit the records at a suitable time when lockdown allows with the assistance of TW.

- ii. Cemetery works- First phase of headstone works has been completed on plots that were marked as 'high risk' JN and clerk have checked the work and are happy to pay the invoice.
- e. Section 106 application and forest school area- Application to release funding has been submitted to Wychavon and will be considered by localism panel in June 2020 for fencing repairs and forest seating area. Quote and design has been received for grant application submission but further quotes will be obtained when funding is approved to get best price for works. It is hoped that works can be carried out before area re-opens.
- f. Village planters- Planters were sited on 10th June 2020 and filled with compost. Clerk will contact resident who has offered to plant them and if not arrange planting herself on this occasion.
- g. Speeding on Drysdale Close-DH raised a number of occasions that speeding and noisy car engines have caused issues in Drysdale Close. Residents have also reported these matters to DH. They are believed to be 2 lotus sports cars. It was agreed to put a message on FB and in next newsletter and to monitor the situation.

10. Correspondence-

11. Plans for Review-

- a. To consider/note the following applications and to note the following decisions:

·	Case No: W/20/00205/HP Location: 3 Drysdale Court, Drysdale Close, Wickhamford Proposal: Retrospective application for the erection of a garden building. Parish Council Decision: The size of this structure in such a confined space would have a serious visual impact on neighbours this is retrospective which undermines the planning process Wychavon Decision: Approved.
b	Case No: W/20/00534/HP Location: 12 Pitchers Hill,, Wickhamford Proposal: Demolition of detached garage and erection of two storey side extension. Re-roofing of existing single storey extension to accommodate a roof terrace. Parish Council Decision: No objections. Wychavon Decision: Approved.

12. Finance-

- a. A list of payments to be drawn this month were approved and cheques already signed ratified and the statement of balance of accounts 2020 approved as follows, proposed by RG and seconded by SW with a unanimous vote in favour.

Clerk confirmed the refund of VAT claimed for 2019/20.

b. FINANCIAL STATEMENT AND CHEQUES TO BE DRAWN			
Wickhamford Parish Council	1st May 2020	B/F	01.04.20

Deposit Account 309089 53702068	10001.58	INTEREST	73936.41
Fixed Deposit	50000.00		
Current Account No 309089 37665860	10476.99	CREDIT	
Deposit Account 309089 39325168	11626.62	PRECEPT	5500.00
	82105.19	TOTAL	79436.41
LESS			
AS LIST	82105.19		
Cheque No.		PAYMENT	
			82105.19
outstanding			-
			-
Credits			-
			0.00

Date	Paid to	Expense	Cheque	Nett	V.A.T.	Paid By
06.04.20	Andrea Evans	expenses	BACS	17.99	0.00	17.99
		Office				
06.04.20	Andrea Evans	expense	BACS	1000.00	0.00	1000.00
	Maurice					
06.04.20	Parkinson	Lengthsman	BACS	138.00	27.60	165.60
		play				
06.04.20	Rospa	inspection	BACS	86.00	17.20	103.20
		Grass				
06.04.20	Smartcut	cutting	BACS	239.00	47.80	286.80
06.04.20	Worcs CALC	membership	BACS	424.01	76.02	500.03
09.04.20	Andrea Evans	Salary	BACS	206.20	0.00	206.20
20.04.20	HMRC	Tax & NI	156.00	51.40	0.00	51.40

FINANCIAL STATEMENT AND CHEQUES TO BE DRAWN			
Wickhamford Parish Council		1st June 2020	B/F 01.04.20
			73936.41
Deposit Account 309089 53702068	10001.58	INTEREST	0.00
Fixed Deposit	50000.00		
Current Account No 309089 37665860	10665.14	CREDIT	2381.91
Deposit Account 309089 39325168	11626.62	PRECEPT	5500.00
	82293.34	TOTAL	81818.32
LESS			
AS LIST	82293.34		
Cheque No.		PAYMENT	4524.98
			82293.34
outstanding			-
			-
			-
			-
Credits			-
			-
			-

				0.00		
Payments to be made				NET	VAT	GROSS
Date	Name	Product	Chq			
11.05.20	Andrea Evans	Salary	BACS	206.20	0.00	206.20
13.05.20	Andrea Evans	expenses	BACS	17.99	0.00	17.99
13.05.20	Smartcut	Grass cutting	BACS	304.00	60.80	364.80
13.05.20	Maurice Parkinson	Lengthsman	BACS	98.00	19.60	117.60
13.05.20	Came & Co	insurance	BACS	1035.57	0.00	1035.57
13.05.20	Andy Tyrell	planters	BACS	300.00	0.00	300.00
13.05.20	Terry Miles	Audit	BACS	100.00	0.00	100.00
13.05.20	HMRC	Tax & NI	157	51.60	0.00	51.60
					Total	2193.56

Payments to be made				NET	VAT	GROSS
Date	Name	Product	Chq			
10.06.20	Andrea Evans	Salary	BACS	206.20	0.00	206.20
10.06.20	HMRC	Tax & NI	158	52.00	0.00	52.00
10.06.20	Maurice Parkinson	VAS	BACS	196.00	39.20	235.20
10.06.20	Smartcut	grass cutting	BACS	478.00	95.60	573.60
10.06.20	Glo-electrics	survey	BACS	180.00	0.00	180.00
10.06.20	Andrea Evans	Expenses	BACS	10.09	0.00	10.09
10.06.20	Zoom	SUBS	BACS	11.99	2.40	14.39
					Total	1271.48

- a. The Annual Governance Statement on the annual return for the year ending 31st March 2020 was approved and signed by Chairman and clerk, proposed by SW, seconded by DH with a unanimous vote in favour.
- b. The statement of accounts for the year ending 31st March 2020 was approved and signed by Chairman and clerk, proposed by SW, seconded by TW with a unanimous vote in favour.
- c. The Report of the Internal Auditor on the annual return for the year ending 31st March 2020 was noted and approved, proposed by RG, seconded by SW with a unanimous vote in favour.

12. Lengthsman-

a. Tasks agreed:

- Clear weeds in gutters on Drysdale Close and Sally Close as well as centre path in cemetery.
- Put roofing back on bus shelter on Pitchers Hill and remind regarding painting.

- Check speed sign and repeaters and clear them, make a list of signs that require replacing.
- b.** The lengthsman budget for 2020-2021 as £1804.63 was note

13. Items for the next Agenda

- **Memorial Hall.** JP advised that this matter should be on next agenda and this started further discussion about the matter. JP advised that he thought that a survey of the building was pointless as hall committee can provide this information. This information has been previously requested but has not been forthcoming. TW and SW asked that the decision to provide a survey agreed in March 2020 be reconsidered as the hall committee appear to not want this survey. All councillors must agree to change a decision that was voted on and agreed in order for it to be reconsidered, RG is not in agreement as he feels that it is vital that the PC understand what is required. SW stated that if a survey is not done then the application for funding would be considered taking the fact that a survey has not been done into account when making a decision. Clerk reminded cllrs that at this point they are only considering whether to reconsider the decision. Further discussion took place. Clerk clarified what councillors were considering is to change an agreed decision at this point. JN proposed that the decision to carry out a survey remained but was deferred until it can be established whether the hall committee support this being done.

14. Date of next meeting: Wednesday 22nd July 2020.

Items for the next Agenda must be received 7 days prior to the above date.

Andrea Evans

Clerk to Wickhamford Parish Council.

Meeting Closed at 9.05pm.

Signed.....

Date.....

Chairman