

WIXAMS PARISH COUNCIL

Councillors, I hereby summon you to attend the Meeting of WIXAMS PARISH COUNCIL on Monday, 17th February 2020 commencing at 7.30pm at Lakeview Village Hall (Swan Room), Brooklands Avenue, Wixams to consider the following items of business:

MEMBERS OF THE PUBLIC WELCOME!



Robbin Brough, Clerk to the Council
12th February 2020

AGENDA

1 Apologies for Absence

2 Public Open Session [Standing Orders will now be suspended at the discretion of the Chairman]

This council is committed to community engagement and therefore warmly invites members of the public to contribute during this part of the meeting.

- **During the Public Open Session:** Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date. Any questions not presented to the council far enough in advance of the meeting may be noted and responded to at a later time.
- **After the Public Open Session:** Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during the remainder of the meeting are not permitted.

3 Declarations of interest in items on the agenda

4 To confirm the minutes of the Parish Council Meeting held on 20th January 2020

5 Matters Arising (from Previous Minutes and Correspondence)

1. ANPR CCTV & Speed Feedback Signs install update: Exhausted all options for the borough council to allow the cameras and signs to be mounted on streetlights. Clerk has been provided a ballpark estimate for installation of separate columns from the borough council of £7k each (with electrics for CCTV) and £3k (without electrics for signs). The team won't be ready to discuss this further until March. Clerk is waiting to receive a quote from a recommended private company who install columns.
2. New benches proposal: Most of the benches are on L&Q Estates' land and they have now confirmed with their Legal team that they are content with the benches being sited. They request that the borough council confirm that this won't impact the commuted sum when the land is adopted. Clerk has contacted the borough council for confirmation; this required a statement that the parish council would be responsible for future maintenance/replacement of the benches.
3. Clerk kindly requests councillors to confirm via email in advance of a meeting if they can't attend. Recent meetings have had a high level of absence and not all councillors have alerted the clerk to this, which has resulted in a lot of paper wastage.
4. Clerk is working to remove a £400 bill from WAVE (Anglian Water) for the allotments that relates to billing before the new meter was installed (January 2019 to August 2019). The chamber had no meter in place before the new one was installed. Escalated to the second stage of complaints – next stage allows this to be reported to the Consumer Council for Water (Ombudsmen).
5. Clerk advertised the StreetWatch scheme following last month's attendance by the scheme coordinator – not interested parties have yet come forward.

6 Correspondence:

1. *Parishioner emailed explaining that the borough council were not resolving streetlight issues and they were being pushed to contact the developers themselves. That tree work was needed to replace dead trees and maintain current ones, and that lakes/streams were not being well-kept.*

Parishioner requests the parish council to do more about this issue. Clerk has asked for the CRN (ticket number) for the issues raised with the borough council, and to know which streetlights have blown.

2. *Parishioner emailed with the same comment about the borough council not taking forwards the resolution of streetlight issues in relation to Mallard Court.* Clerk has requested to know the streetlight number to work out which developer is responsible.

7 Areas of responsibility

Agenda item continued from the December and January meetings. To finalise the membership of committees and areas of responsibilities in light of new councillors on the council. This includes, but is not limited to: Planning Committee, Grants Committee, Allotments, Highways, Green Spaces, Crime/CCTV, Finance, Emergency Plan (if required) and Street Ranger supervision. Council to decide if any other groups/committees are required and to determine the responsibilities of each committee – possibly by creating a Terms of Reference (example ToRs have been circulated).

8 To receive the Crime Statistics report

Crime report issued to council prior to the meeting.

9 Village 2 Noticeboard

The preferred noticeboard location, on the green space where Harlequin Crescent meets Southern Cross road, is on Barratt Homes' land – waiting for permission to be granted to install the noticeboard.

To approve a quote from Greenbarnes for £1526, a recommended supplier, for the supply of a noticeboard and posts. Noticeboard is 1624mm wide x 760mm high; one section is lockable for parish council use, and the other section is protected but on a latch for public use.

10 BBC Highways proposal

Agenda item requested by Cllr Coombes: To review the Highways proposal that collates a number of requested Highways changes into one. The proposal can then go through one consultation instead of multiple as the process is expensive. Cllr Coombes has a number of items collected from parishioners and wishes to assign them to the proposal and discuss how these should be prioritised.

- 11 **To agree meeting dates for the coming year** – to allow the Clerk to book the Village Hall, which gets booked up quickly. Remaining dates this year are 16th March (Swan), 20th April (Swan), 18th May (Swan).

12 Wixams Community Litterpick – Saturday 14th March

To agree how to coordinate councillor support for the community litterpick. Setup starts at 8am at Lakeview Village Hall on 14th March and extends to 12pm.

13 Annual Risk Assessment

To approve the annual Risk Assessment. The Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

14 Design of village entrance signs

To consider contractors to design and build the new village entrance signs using the artwork from the winner of the sign design competition.

a) Morris Cast Signs have quoted £6k (Ex VAT) for two signs, or £7.8k for three. b) Signs of the Times guide price is £6200 per sign. c) The Village Sign People have indicative prices of £4000 for one cast aluminium sign on oak posts, and have a lead time of at least 12 months.

15 New councillor induction training

BATPC have announced the dates of their new training programme. To decide which councilors would like to attend which training days.

16 Councillors' Reports including:

1. Report from Borough Councillor Coombes
2. Report from Planning Committee RE: No Planning Meeting
3. Report from Cllrs Ali & Carr re: Allotments

Mrs R Brough, Clerk, Wixams Parish Council
Tel: 07554 443800 E-mail: wixamspc@gmail.com

Clerk has received the annual rent requests, after chasing, from all tenants wishing to keep their tenancy. Four tenants decided not to continue and have been replaced by people on the waiting list.

4. Report from Grants committee: Grants meeting outcome

- Wixams Events Team: To discuss further the payment of a grant application from the December 19 meeting:
“Wixams Events team for a total of £427: the Christmas tree at the village hall £120, a snow machine for events £123.22, and Christmas lights £183.78. Council had previously confirmed that the events team to return with a proposal up to the amount of £500.”
The representative of the Events Team has now sent the council the requested email confirmation that the lights were not financed already by the developer.
- Friends of WixamsTree (PTA): £2000 towards an external teaching structure for Wixams Forest School. See grant application form for full details.
- Wixams 1st Brownies:
 - a) £499 towards capital items “on their first International trip to Disneyland Paris on May 26th 2020 for 4 days returning on the 29th May. Grant will help towards the cost of t-shirts, backpacks and caps for the Brownies and Leaders on this holiday and will be retained by the unit for use on future holidays.”
 - b) £300 for revenue expenditure relating to the “cost of the coach for the above trip, which includes the cost of the Euro Tunnel”.

17 **Any other business**

18 **Finance**

1. To approve the following payments and note receipts of £2028.75 for a VAT reclaim and £6 allotment income:

<u>Date</u>	<u>Payee/payer</u>	<u>Type</u>	<u>Description</u>	<u>Payment</u>
28/01/2020	R Brough	BACS	Jan Salary	785.68
28/01/2020	R Cox	BACS	Jan Salary	621.44
03/02/2020	Tesco Mobile	DD	Monthly mobile phone charge	15.00
04/02/2020	HMRC	BACS	Tax & NI - Jan	300.66
04/02/2020	NEST	DD	Pension	38.44
04/02/2020	Info Commissioners Office	DD	Annual ICO Data Protection fee	35.00
04/02/2020	Anglian Water	DD	Water at Allotments	25.00
Not yet paid	Eyelid Productions	BACS	New website setup & annual support	420.00
Not yet paid	Lakeview VH	BACS	Hall hire: December meeting	33.00
Not yet paid	Lakeview VH	BACS	Hall hire: January meeting	45.00
Not yet paid	R Brough	BACS	Litterpick: 24 Childrens Hi Vis vests	66.96
Not yet paid	R Brough	BACS	Litterpick: Equipment nametags	24.90
				<u>2,411.08</u>

2. To note the bank account balances:

<u>Account</u>	<u>Type</u>	<u>Balance £</u>
Lloyds Business Account	Current	63,221
Nationwide - Savings 1	Saver	42,500
Nationwide - Savings 2	Saver	42,817
		<u>148,538</u>

- 13 Date of the next meeting: Monday, 16th March 2020 at 7.30pm - Swan Room, Lakeview Village Hall