

WIXAMS PARISH COUNCIL

Councillors, I hereby summon you to attend the Meeting of WIXAMS PARISH COUNCIL on Monday, 20th July 2020 commencing at 7.30pm to consider the following items of business. Due to the current government coronavirus response, the parish council will be meeting online using Zoom.us. If you wish to attend then please email or call the clerk who will share the meeting link or phone dial in details with you. If you haven't registered your intent to attend with the clerk by 6pm on the 20th July then you may not be admitted to the meeting, in line with police guidance for online meeting security.

Robbin Brough, Clerk to the Council
16th July 2020

MEMBERS OF THE PUBLIC WELCOME!

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 **Cooption** – To vote on the cooption of Tony Blanch
- 5 **To confirm the minutes of the Parish Council Meeting held on 17th February 2020**
- 6 **Matters Arising (from Previous Minutes and Correspondence)**
 1. Clerk successfully challenged WAVE (Anglian Water) on the water bill for the allotments that relates to billing before the new meter was installed; council has been reimbursed. The chamber had no meter in place before the new one was installed yet readings were being taken by WAVE.
 2. Village 2 noticeboard location: Barratt Homes have confirmed they won't be able to perform the install as per the parish council's request. They suggested we might want to wait until later in the year as they are completing the creation of a more central/suitable place for the noticeboard – a "centre" for village 2 with an expected higher footfall.
 3. BBC Highways proposal: Proposal contains a number of suggested changes to restrictions and signage for the roads. This was updated following February's meeting and sent to Cllr Coombes to take to BBC Highways for agreement.
 4. New Councillor Induction training: seven councillors requested to join the training, but this has since been cancelled by BATPC.
- 7 **Correspondence (requiring councilor attention):**
 1. *Parishioner emailed with an interest in having the "stone snake" created by Wixams' children during lockdown cemented into place.* Clerk shared this with the council to gauge interest, and also asked the parishioner to come back with a proposal detailing what type of support they are requesting – no response as yet.
- 8 **To receive the Crime Statistics report**
Crime reports issued to council prior to the meeting.

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

9 ANPR CCTV & Speed Feedback Signs

- Columns: To consider a quote from Hickford Lighting to provide and install 2 columns for the new ANPR cameras and 3 columns for the speed feedback signs (£1,558 + VAT). This company were recommended by L&Q Estates and have fitted some of the streetlights in Wixams. Council exhausted all options for the borough council to allow the cameras and signs to be mounted on streetlights. Clerk was provided a ballpark estimate for installation of separate columns for CCTV from the borough council of £7k each (with electrics for CCTV) and £642 (without electrics for 4 speed signs).
- CCTV electricity: To approve the £34 annual electricity charge from the borough council for using power from their streetlights for the CCTV cameras

10 Speed Feedback Sign column locations

- To consider purchasing speed feedback signs from Morelock
 - MSID Vario battery powered: £2,495 (Extra batteries £70 each)
 - MSID Vario Solar Charging: £2,795
 - MSID Plus (Customisable text) Solar Charging: £3,700 (£65 delivery on each)
- To decide the exact locations of the Speed Feedback Sign columns
- To agree the council's approach to the operating the signs: charging batteries/collection of data

11 New benches

- a) To consider quotes from two local contractors for installing the new benches in Wixams. Three contractors attended "walkaround" site visits, but one decided not to tender due to the difficulties of accessing the dispersed locations. Four others were invited to tender but withdrew after being sent the documentation.
- KMF Construction: £3,600 + VAT to place slabs under each bench
 - Mayfair Carpentry: £2,820 + VAT to place slabs under each bench, or £2,000 for slabs under the two picnic benches and concrete under the other benches
- b) To agree to purchase the following benches from Glasdon (previously chosen by the council)
- 3 x Countryside Benches (Backless) @ £340.32 = £1,021
 - 4 x Countryside Seat (with backs) @ £515.56 = £2,062
 - 2 x Clifton picnic benches with wheelchair access @ £658.02 = £1,316
 - Total = £4,400 + VAT

12 Design of village entrance signs

To choose a contractor to design and build the new village entrance signs using the artwork from the winner of the sign design competition. Clerk was requested in the February meeting to seek a "mock up" of the Morris Cast Signs design; this was sent out to councillors.

- 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.

13 Meeting dates & Annual parish Council meeting

- To decide meeting dates for the coming year
- To decide whether to defer the annual parish council meeting until 2021, in-line with coronavirus-related government legislation

14 Committees

To discuss the membership of committees and working groups.

15 Councillors' Reports including:

1. Report from Borough Councillor Coombes
2. Report from Planning Committee RE: No Planning Meeting
3. Report from Cllr Ali re: Allotments
4. Report from Grants committee: No Grants Meeting

16 **Any other business**

17 **Finance**

1. To approve the following payments and note receipts:

<u>Date</u>	<u>Payee/payer</u>	<u>Type</u>	<u>Description</u>	<u>Payment</u>	<u>Receipt</u>
27/02/2020	R Cox	BACS	Feb Salary	711.33	
27/02/2020	R Brough	BACS	Feb Salary	798.40	
02/03/2020	Tesco Mobile	DD	Monthly mobile phone charge	15.00	
03/03/2020	NEST	DD	Pension	38.44	
03/03/2020	Anglian Water	DD	Water at Allotments	25.00	
03/03/2020	R Brough	BACS	Street Ranger boots	50.94	
03/03/2020	Bedford BC	BACS	Election recharge	39.71	
24/03/2020	HMRC	BACS	Tax & NI - Mar	303.77	
24/03/2020	R Cox	BACS	Mar Salary	431.39	
24/03/2020	R Brough	BACS	Mar Salary	825.94	
27/03/2020	Lakeview VH	BACS	Hall hire: February meeting	45.00	
27/03/2020	Wixams Community Group	BACS	Covid leaflets	52.95	
31/03/2020	NEST	DD	Pension	38.44	
01/04/2020	Nationwide A/C	Transfer	Interest from savings a/c	-	277.01
01/04/2020	Tesco Mobile	DD	Monthly mobile phone charge	15.00	
02/04/2020	Anglian Water	DD	Water at Allotments	25.00	
07/04/2020	Wixams Community Group	FPO	Wixams Community Group Covid Shopping P	15.00	
21/04/2020	BBC	BACS	1st Half Precept		30,400.00
22/04/2020	R Brough	BACS	Apr Salary	794.64	
22/04/2020	R Cox	BACS	Apr Salary	707.33	
28/04/2020	NEST	DD	Pension	38.44	
01/05/2020	Tesco Mobile	DD	Monthly mobile phone charge	15.00	
04/05/2020	Anglian Water	DD	Water at Allotments	25.00	
11/05/2020	HMRC	BACS	Tax & NI - Apr	298.30	
11/05/2020	R Brough	FPO	Litterpick expenses	20.92	
11/05/2020	R Brough	FPO	Zoom account	143.88	
11/05/2020	Came & Company	BACS	Annual Insurance	528.17	
26/05/2020	R Brough	BACS	May Salary	794.96	
26/05/2020	R Cox	BACS	May Salary	707.33	
26/05/2020	Lloyds Bank	DD	Credit card payment - Annual fee	32.00	
01/06/2020	HMRC	BACS	Tax & NI - May	298.30	
01/06/2020	NEST	DD	Pension	37.88	
01/06/2020	Tesco Mobile	DD	Monthly mobile phone charge	15.00	
02/06/2020	Anglian Water	DD	Water at Allotments	58.00	
04/06/2020	K J Betts	BACS	Internal audit	140.00	
29/06/2020	R Brough	BACS	June Salary	807.48	
29/06/2020	R Cox	BACS	June Salary	448.30	
01/07/2020	Tesco Mobile	DD	Monthly mobile phone charge	15.00	
02/07/2020	Anglian Water	DD	Water at Allotments	58.00	
02/07/2020	NEST	DD	Pension	37.88	
10/07/2020	HMRC	BACS	Tax & NI - June	274.14	

2. To note the bank account balances:

<u>Account</u>	<u>Type</u>	<u>Balance £</u>
Lloyds Business Account	Current	83,600
Nationwide - Instant 0.65%	Saver	42,500
Nationwide - Expired 0.10%	Saver	43,167
		<u>169,267</u>

3. Savings account – Previously the council approved opening a Hampshire Trust Bank (HTB) 30 Day business account (offering 1.25% variable interest) and transferring £80k from existing accounts. Hampshire Trust Bank have withdrawn all variable interest rate accounts. Other suitable accounts include:
 - Nationwide 1 Year Fixed 0.40% (Could transfer from existing Nationwide savings accounts)
 - HTB 1 Year Fixed 0.30%
 - HTB 95 day Variable 0.20%
 - Cambridge & Counties 5 year Fixed 1.30%Council to decide on a savings account and signatories.
4. To approve the annual accounts, which have successfully passed the internal audit, before they are sent to the external auditors (Mazars)

18 Date of the next meeting: To be confirmed