## Minutes of Meeting of Wixford Parish Council

## Tuesday 12th May 2020 at 7.30pm

## MINUTE: 334

**Note: This meeting was held virtually via Zoom due to Government restrictions during the Covid 19 crisis, and in accordance with Government regulations which came into force on 4th April 2020.**

## Present: Cllrs Jon Haworth (in the chair), Jack Fryer, Colin Hales (by telephone), Dean Morris and Andrew Reekes

## Cllr Mark Cargill, County and District Representative.

## Clerk: Lynne Reekes.

## In attendance: 4 members of the public.

**1. Apologies:** None

**2. Disclosure of Interests**. *Councillors are asked to declare personal interests in any items on the agenda. Councillors are reminded that the Code of Conduct that takes effect from May 2018 provides that should they have a prejudicial interest in any matter under discussion they should withdraw from the room and not seek to influence a decision about the matter.*

**Cllr. Morris re Item 10 (petanque/boules outside Wixford Grange.**

**Cllr Reekes re Item 7 (delegation of powers to Clerk.)**

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**3. Report from District and County Council Representative:**

Cllr. Cargill’s report is set out in Appendix 1. He invited questions, and dealt with the

following:

* The report confirmed 80% of schools in the region open with 2% attendance. Why so many open for so few? **A:** because no one wants children travelling many miles to school. The schools are only open for key workers at present.
* Following recent media reports, should we be wearing masks in public places? **A:** no need for the specialist masks destined for front line workers – should be left for them. Just something to cover the face needed in public places where social distancing is not possible.

**Note:** Gilli Coston asked that anyone needing a mask should contact the Wixford Volunteer Group as masks are being made in the village. Also about 10 splash masks available.

* As furlough has been extended until October and likely beyond, what is being discussed at SDC to assist businesses for which this extension may be fatal?

**A: £35 million** received from Central Government for business grants - £28 million distributed so far. Huge efforts are being made to trace other possible entitled recipients. Also (i) loan scheme for those not entitled to grants – interest free for first

year, Bank of England rate thereafter.

(ii) just over £1.6 million available for very small businesses (Small

Businesses Discretionary Grant)

(iii) SDC: An Economic Recovery Group is being formed using

experts to direct restart of businesses. No one expects this to be

easy. The Government is trying to restart businesses sector by

sector.

**4. Comments from the Public :**

Gilli Coston: attended the online WCC Community Forum on early years. A very

good session. More information on the elderly requested.

She and John Cain are looking into making the Volunteer Group a permanent

organisation.

Angela Ballard: confirmed that application for grant to Village Hall has already been

Made under the recent Government grant scheme.

**5. Minutes** of the Parish Council Meeting held on Tuesday 10th March 2020:

**Approved** as a true and accurate record. Arrangements are being made for the

Minutes to be signed by the Chairman as required.

**6.** **Matters arising (from Minutes of the previous meeting)**

**(i)** Village Speeding/Traffic Volume

Cllr Haworth reported that since lockdown, traffic volume as decreased by about two thirds. With the decrease in volume, the average speeds have increased, with extreme speeding a much higher percentage of the volume.

He is planning to draw up a table of statistics to try to persuade Graham Stanley to make Wixford a 20mph zone.

Cllr Fryer proposed sending details to the police (see also Minutes to meeting 10th **March 2020).**

(ii) Telephone kiosk refurbishment

Cllr Morris reported that he has been contacted by the firm carrying out the

refurbishment asking when the kiosk can be collected (ahead of schedule). The

concrete base needs to be taken up first. A Kanga drill is needed for that. Gilli

Coston asked **Cllr Morris** to email her with details which she will put onto Facebook.

**(iii)** George’s Elm Lane sign:

Clerk confirmed nothing further to report as yet.

**(iv**) Gulley cleaning:

Cllr. Hales reported that this has not yet been done. Flushing is essential.

**Clerk** to ask Alan Caldwell-Jones for an update, request a timescale. Importance of

flushing already mentioned.

**7. Delegation of Powers to Clerk**

A proposed Scheme of Delegation had already been circulated by the Clerk.

**Confirmed as approved.** Copy attached (Appendix 2).

**8. Finance**

(i) The following accounts were **approved** for payment by **Clerk** online:

Clerk’s salary January/February 2020: £334.00

Office expenses: toner £41.18; Zoom subscription (Cllr Haworth): £143.88.

PAYE: £10.55.

(ii) The following Accounts reconciliations were **noted:**

* Year End to 31stMarch 2020.
* To 30th April 2020. Cllr. Fryer commented that a comparison with Budget to date is still needed, although only one month into the year. **Clerk** to rectify.

(iii) First instalment of precept for 2020/21 (£3500) credited to bank account on 27th April

2020: **noted.**

(iv) The following payments since the last meeting were confirmed (already approved).

All made online (where applicable) due to coronavirus crisis):

* Village Hall hire fee 2020: £210.00
* BHIB Ltd. Insurance premium 2020/21: £382.84
* WALC subscription 2020/21: £105.00
* E.ON electricity bill £55.07
* Wixford PCC (annual grant towards maintenance of churchyard): £500.00
* Payroo (PAYE software paid by direct debit), March and April @£5+VAT £1 each: total £12.00

**9. Planning.**

Crabtree Farm Ref. No. 20/00752/COUQ

Application for Prior Approval for change of use of agricultural building into one dwelling

Including associated operational development under Class Q(b):

**Granted 1 May 2020 subject to conditions**

(Cllr Hales requested a copy – **Clerk** to deal)

**10. To deal with any correspondence:** email correspondence between Nic Allen and

Cllrs Haworth and Morris regarding possible petanque/boules site outside Wixford

Grange for use by the village residents in addition to those using The Three

Horseshoes public house and Wixford Grange residents.

**Note:** Cllr Morris withdrew from discussions having declared an interest (ref para 2)

Some present felt that a petanque/boules site would be beneficial for the village, and

welcomed by families, if properly planned and presented. There were, however, safety

concerns in its siting next to the road; also possible rowdiness and disruption for the

houses on that side of the road, and the fact that these sites tend to deteriorate and

become “tatty” quickly.

**A vote** for and against was taken by the Councillors, which was inconclusive.

**It was agreed** that Cllr. Haworth would request plans from Nic Allen, and the matter

would be considered again once those plans are available.

**11. Any other business**

(i) AGAR (Annual Governance and accountability Returns) documents: Clerk explained

that Regulations have been passed granting a delay of two months for submission and

publication of the AGAR forms, but would prefer to arrange the Internal Audit and

submit the AGAR forms to the External Auditors as soon as possible. It was agreed in

principle to hold a Parish Council meeting in June, only for the purpose of approving the

AGAR forms is Clerk requests. NB ”wet” signatures still required.

(ii) Mr. John Cain requested an update re the Wilcox and Allen Funds for the Poor: it

was confirmed that the papers had been inspected by Mrs Ballard and Mr Cain. Mrs

Ballard will contact Cllr Haworth to discuss. The Fund is no longer a Charity. It is

proposed to close its bank account and transfer the funds to the Village Hall.

Cllr Morris suggested that the Parish Council could “underwrite” the payment in the

unlikely event of a claim in the future that such action was unauthorised. Cllr Haworth

confirmed no action possible until the current coronavirus crisis at an end as a personal

visit to the bank by Cllrs Haworth and Hales would be needed.

(iii) **Potholes in verges** Grafton Road: Mrs Vincent reported that these are now

dangerous. She will send photos to the Clerk so that this can be reported as

appropriate and remedial action requested.

Also the **drain cover** on Grafton Road is still damaged. Cllr. Hales confirmed he had

spoken to a Council operative when the damage was inspected ,who confirmed that

the repair could not take place until the new financial year, which is now well under

way. Therefore **Clerk** can now chase this up.

Also **overhanging tree branches** on Grafton Road, particularly on the left hand side

leaving Wixford, are a problem, particularly as traffic tends to speed around the bend

coming into Wixford. It was thought that adjoining land is owned by the SDC. **Clerk** to

report to Alan Caldwell-Jones (copy to Cllr Cargill).

**The meeting was declared closed at 8.40pm**