



Wickwar
Parish Council

Wickwar Parish Council
c/o 22 Inglestone Road
Wickwar
Wotton-under-edge
Gloucestershire
GL12 8NH

Clerk: Rachel Davis
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AGENDA

All Councillors are hereby summoned to attend a meeting of Wickwar Parish Council to be held

at: 7.00pm
on: Wednesday 1st July 2020
on: ZOOM

Signed Clerk to the Council:

Dated: 24th June 2020

Please follow this link to join the meeting

<https://us02web.zoom.us/j/81307609276?pwd=blBrcVFiNWFEQ2RqTORCdERHZUx4QT09>

Meeting ID: 813 0760 9276 Password: 172354

If you are using a mobile device please install 'Zoom Cloud Meetings' from your app store, then navigate to this URL. If you are using a personal computer you can join using most modern web browsers by navigating to this link or join using the 'Zoom Cloud Meetings' app (you will be prompted for the opportunity to do so).

Additional joining information: Dial by your location +44 131 460 1196 United Kingdom +44 203 051 2874 United Kingdom +44 203 481 5237 United Kingdom +44 203 481 5240 United Kingdom

Meeting ID: 813 0760 9276

Password: 172354

Find your local number: <https://us02web.zoom.us/j/kc2g17LYVT>

On-line Meeting Etiquette for Members of the Public – All members of the public wishing to join the meeting should join and remain on 'mute'. Please could members of the public submit any questions or comments that they wish to address to the Council during Public time, to the Clerk at least 24 hours before the start of the meeting (by email or text). During Public time members of the public should raise their hands/identify themselves, at which point they will be invited by the Chairman to speak. For more information, please read the Protocol for Remote Meetings attached to this agenda.

Public time (Duration 20 minutes maximum)

1. To RECEIVE and DECIDE whether to accept apologies for absence and reasons given.
2. To NOTE and RECORD Declarations of Interests relevant to this meeting.

Members are reminded to declare any interest on any item on this Agenda at this point or at any point during the meeting in accordance with Wickwar Parish Council's Code of Conduct.

3. To AGREE whether the minutes of the last meeting should be signed as an accurate record of the meeting. (circulated)
4. To determine which items, if any, of the Agenda should be taken with the public excluded.

Planning

5. Planning - For the Council to NOTE the following planning decisions

5a. P20/07368/CLP 37 Turnpike Gate Wickwar South Gloucestershire GL12 8ND: Remove window and french doors from rear elevation and replace with bi-fold doors.

Approve with conditions

6. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.

6a. P20/08749/F Little Birdbush Wickwar Road Yate South Gloucestershire BS37 6PA: Erection of a single storey side extension to form additional living accommodation

6b. P20/10139/NMA Half Acre Lodge Tanhouse Lane Yate South Gloucestershire BS37 7QL: Non material amendment to planning approval P19/3609/F to install two rear dormers

Items for decision

7. Items for CONSIDERATION and DECISION

7.1 To APPROVE the register of delegated decisions taken between 6th May 2020 (date of last meeting) and 1st July 2020. (Circulated).

7.2 To APPROVE the cancellation of the 2020 Annual Parish Meeting due to lockdown restrictions.

7.3 To CONSIDER and take a DECISION on quotations for a new website to meet the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018, and an ongoing hosting and support package. (See Agenda Report)

7.4 To APPROVE refunding the cost of materials used by Wickwar Wanderers Football Club to redecorate the pavilion. (See Agenda Report)

7.5 To APPROVE funding for pitch maintenance required in preparation for the 2020/21 season. (See Agenda Report)

7.6 To RECONSIDER and take a DECISION on quotations for resurfacing the area under the slide at the King George V Play Area, following a change to the specification. (See Agenda Report & item 18)

7.7 To CONSIDER and take a DECISION on estimates for the refurbishment of the metal multiplay equipment at the King George V Play Area (repainting and replacing net) and APPROVE funding. (See Agenda Report & item 18)

7.8 To CONSIDER quotations for new play equipment to replace the wooden climbing tower at the King George V Play Area, and APPROVE funding. To APPROVE a proposal to carry out a public consultation to inform the Council's choice of quotation. (see item 18)

7.9 To CONSIDER quotations for planting three semi-mature trees at the King George V Play Area and APPROVE funding. (see item 18)

- 7.10 To APPROVE funding for a new dog bin on the Tyndale Reach Estate and the ongoing costs of emptying. (see item 18)
- 7.11 To CONSIDER and take a DECISION on gate-opening arrangements for the King George V Playing Field Car Park from 1st July 2020 onwards.
- 7.12 To APPROVE reopening of the King George V Play Area and other Council assets as appropriate from 4th July 2020, and to APPROVE associated risk assessments.
- 7.13 To CONSIDER and take a DECISION on further work required to tackle ivy at the open cemetery and APPROVE funding.
- 7.14 To CONSIDER and take a DECISION on the following requests from WWFC regarding the pavilion: repair two shutters (at rear and car park side); refurbish the toilet/shower area.
- 7.15 To APPOINT a Council representative to attend ALCA meetings in 2020/21.
- 7.16 To APPROVE renewal of Clerk's annual membership of the SLCC (Society of Local Council Clerks). Cost £161.
- 7.17 To APPROVE renewal of the Council's annual membership of the GPFA (Gloucestershire Playing Fields Association). Cost £50.

Items for information only

- 8. To RECEIVE the register of correspondence received (list available at the meeting)
- 9. To NOTE the addition of the new trampoline and spinning see-saw to the Council's insurance schedule on 24th June 2020.

Requests for financial assistance

- 10. To CONSIDER and take a DECISION on an application for repairs the historic Wickwar ARP tower following recent vandalism.
- 11. To CONSIDER and take a DECISION on an application to fund an information board for the historic Wickwar ARP tower.

Burial matters

- 12. To NOTE the interment IRO David Biggadike (PLOT 403) 14.05.20.
- 13. To NOTE approval of an application to add an inscription to the memorial stone of Winifred White IRO Keith White (cremation plot), in preparation for a future interment.

Finance

- 14. To NOTE the monthly bank reconciliation for May 2020. Chairman to sign as a true record. (Circulated)
- 15. To APPROVE accounts for payment made between meetings (6th May 2020 and 1st July 2020) approved by delegated authority. (These are listed in the attached payment schedule).
- 16. To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).

17. To NOTE the budget monitoring report to 31st May 2020, prepared by the Clerk. Chairman to sign as a true record. (Circulated)
18. To REVIEW CIL (Community Infrastructure Levy) expenditure and funding commitments to date, and CONSIDER and take a DECISION on the use of CIL for the following projects: refurbishment of the metal multiplay equipment; planting three trees at the King George V Play Area; resurfacing under the slide; replacement of wooden climbing tower; new dog bin for Tyndale Reach Estate.
19. To REVIEW and APPROVE changes to the asset register for 2019/20. (Circulated)
20. To REVIEW and APPROVE the end of year accounts for 2019/20. (Circulated)
21. To REVIEW and APPROVE the Annual Governance Statement for the year 2019/20 (Section 1). Chairman to sign. (Circulated)
22. To REVIEW and APPROVE the Accounting Statement for 2019/20. (Section 2). Chairman and Clerk to sign. (Circulated)
23. To REVIEW the report from the Internal Auditor for 2019/20. (Circulated)
24. To REVIEW and APPROVE the reserves policy for 2020/21 and level of reserves. (Circulated)
25. To REVIEW and APPROVE the upper limit for Section 137 funding for the 2020/21 financial year. (See Agenda Report)
26. To REVIEW and APPROVE regular payments made by direct debit as listed below:

Town Hall broadband – PlusNet (monthly) £28.20pm (£23.30 + £4.70 VAT)

Town Hall electricity – Octopus Energy (monthly) variable

Town Hall water – Water2Business variable (biannual) variable

Pavilion electricity – Octopus Energy (monthly) variable

Pavilion water – Water2Business (monthly) £1.50pm

Clerk mobile - Tesco Mobile (monthly) £10pm + chargeable calls

Clerk pension - NEST pension (monthly) varies with hours worked

Parkfield trough water – Water2Business (biannual) variable

PWLB loan repayment – (biannual May, Nov) variable

Pavilion rates – South Gloucestershire Council (three payments Apr £57.52, May, June £57.00)

27. To APPROVE the transfer of a further £20,000 from the Council reserves account with Unity Trust to 35 day notice savings account with Redwood Bank to attract a better rate of interest.
28. Items for the next agenda.

Payments made between meetings and approved by delegated authority. June 2020

Wickwar Parish Council

Expenditure transactions - payments approval list start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
53 DD200401W		£1.50	£0.00	£1.50 01/04/20	WATER BUSINESS - Water pav	£1.50

BPav				March 2020		
37 BACS20060 8SF	£20.99	£3.50	£17.49	20/04/20	SCREW FIX - COMBINATION PADLOCK KGV GATE	£20.99
40 BACS20060 8CVS	£25.00	£0.00	£25.00	23/04/20	CVS SOUTH GLOUCESTERSHIRE - 2020/21 ANNUAL MEMBERSHIP	£25.00
38 BACS20060 8Z	£14.39	£2.40	£11.99	29/04/20	ZOOM VIDEO COMMUNICATIONS INC - ZOOM MAY 2020 PAYMENT	£14.39
52 DD200512P N	£28.20	£4.70	£23.50	01/05/20	PLUS NET - Town Hall b/b Apr 2020	£28.20
54 DD200501W BPav	£1.50	£0.00	£1.50	01/05/20	WATER BUSINESS - Water pav Apr 2020	£1.50
33 DD200502O E1	£18.62	£0.89	£17.73	02/05/20	Octopus Energy - TH April 20 electricity	£18.62
34 DD200502O E2	£23.04	£1.10	£21.94	02/05/20	Octopus Energy - Pav April 20 electricity	£23.04
41 BACS20060 8CC	£1,730.76	£0.00	£1,730.76	07/05/20	CAME AND COMPANY - 2020/21 INSURANCE PREMIUM	£1,730.76
29 BACS20051 2WYC	£3,000.00	£0.00	£3,000.00	12/05/20	Wickwar Youth Club - 2020/21 grant	£3,000.00
48 BACS20060 8SGC	£398.41	£66.40	£332.01	14/05/20	South Gloucestershire Council - Bins and grass cutting Apr - June 2020	£398.41
cutting 1	£149.66	£24.94	£124.72		CNCL Village dog bins x2, grass Apr - June 2020	
2	£248.75	£41.46	£207.29		PF KGV bins x 4 Apr - June 2020	
31 BACS20052 7WAMA	£250.00	£0.00	£250.00	20/05/20	TRUST IN YOU COMMUNITY INTEREST COMPANY - GRANT TO WOTTON AREA MUTUAL AID	£250.00
39 BACS20060 8GAPTC	£235.00	£0.00	£235.00	31/05/20	Gloucestershire Association of Parish and Town Councils - 2019/20 INTERNAL AUDIT	£235.00
49 BACS20060 8AC	£22.00	£0.00	£22.00	01/06/20	Angie Carroll - May expense claim bedding plants stone planter	£22.00
43 BACS20060 8PG	£450.00	£75.00	£375.00	03/06/20	PRESTIGE GROUNDS - 07/04/20 - 04/06/20 5X CUTS KGV	£450.00
44 BACS20060 8TG	£118.86	£0.00	£118.86	03/06/20	TONY GARDNER PROPERTY MAINTENANCE - REMOVE CEMETERY SLABS	£118.86
42 BACS20060 8TPD	£412.00	£0.00	£412.00	05/06/20	TRANSFORMATIONS PAINTING & DECORATING - REPAINT KGV PLAY EQUIPMENT	£412.00
	£1,465.50	£0.00	£1,465.50		Confidential	
Total	£8,215.77	£153.99	£8,061.78			

Signature
Date

Signature

Payments for approval – July 2020

Wickwar Parish Council

Expenditure transactions - payments approval list start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
64	BACS20070 1PT	£25.00	£0.00	£25.00	20/05/20	P TRULL - July 20 expenses plants for village trough	£25.00
35	DD2006010 E1	£18.02	£0.86	£17.16	01/06/20	Octopus Energy - TH May 20 electricity	£18.02
36	DD2006010 E2	£22.05	£1.05	£21.00	01/06/20	Octopus Energy - Pav May 20 electricity	£22.05
59	DD200601W BPav	£1.50	£0.00	£1.50	01/06/20	WATER BUSINESS - Water pav May 2020	£1.50
61	BACS20070 1GPFA	£50.00	£0.00	£50.00	04/06/20	GLOUCESTERSHIRE PLAYING FIELDS ASSOC. - Annual membership 2020/21	£50.00
58	DD200608T M	£10.00	£0.00	£10.00	08/06/20	TESCO MOBILE - May 20 bill	£10.00
63	BACS20070 1AE	£60.00	£10.00	£50.00	09/06/20	Active Electrical - Pavilion electricity repair	£60.00
66	BACS20070 1GG	£540.00	£90.00	£450.00	14/06/20	Green Gorilla Trees Services - Fell ash tree and remove from playing field	£540.00
71	BACS20070 1WWFC	£217.88	£0.00	£217.88	20/06/20	WICKWAR FOOTBALL CLUB - Materials for pavilion redcoration - donation	£217.88
67	BACS20070 1PL	£11,700.72	£1,950.12	£9,750.60	22/06/20	Proludic Ltd - Trampoline and Hip Hop seesaw	£11,700.72
62	BACS20070 011SLCC	£161.00	£0.00	£161.00	24/06/20	Society of Local Council Clerks - Clerk annual membership 2020/21	£161.00
65	BACS20070 1RD	£11.99	£0.00	£11.99	24/06/20	R E DAVIS - July expenses - basketball nets donated to WPFA	£11.99
		£1,210.90	£0.00	£1,210.90		Confidential	
Total		£14,029.06	£2,052.03	£11,977.03			

Signature
Date

Signature

Already paid/ paid between meetings

Protocol for Remote Meetings

Wickwar Parish Council

1.0. Introduction

1.1. On 4th April 2020 the Government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows local councils to meet remotely. These regulations apply to meetings held before 7th May 2021.

In order to meet the regulations, the following conditions must be satisfied.

Members in remote attendance must be able:

- a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

2.0. Technology

2.1. For the purposes of holding remote meetings, Wickwar Parish Council will use Zoom Cloud Meetings.

2.2. Guidance on how to use the video-conferencing platform will be circulated to all members and officers and will be publicly available on the Council's website.

2.3. Members or officers will advise the Clerk of any technical issues relating to access to these meetings.

3.0. Preparation for Meetings

3.1. The meeting will be advertised on the Council's website and all members and officers due to attend will be issued with a notice and agenda by email. This will be within the usual timeframe for meeting notices.

3.2. All non-confidential meeting papers will be available on the Council's website.

3.3. Minutes will be taken in the usual way and displayed on the within four weeks of the meeting. Minutes will be circulated after the meeting and signed at a future face-to-face meeting once restrictions have been lifted.

3.4. Where a member is unable to attend a meeting, apologies will be submitted and received in the usual way.

3.5. The meetings will be open to the public and ways of accessing the meeting will explained on the agenda (or on the meeting notice).

3.6. The same standards of behaviour are applied to remote meetings as to physical meetings. All members are bound by the Council's Code of Conduct. Members, officers and members of the public are asked to be patient with those who are less experienced in such meetings.

3.7. Members and officers in attendance at the meeting are reminded to check the background of their video range in order to ensure confidentiality, data protection and Code of Conduct requirements are met.

3.8. It is possible that technical issues may arise. It may be necessary for the host to request clarification or ask for dialogue to be repeated to make sure everyone can be heard and that they have the correct information for the minutes.

3.9. Those in attendance are asked to physically raise their hands when they wish to speak. Anyone dialing in by telephone will be advised of a word (“speak”) to use to enable them to “raise a hand” vocally.

3.10. Where a councillor has an interest in a matter and would normally leave a physical meeting, they will exit the meeting. They will either wait in the virtual “waiting room” or leave completely and be advised by text message (by the Clerk) when they can return to the meeting.

3.11. It may be necessary for members to prepare themselves for the meeting in a different way than usual. Where members do not have access to a printer, it may be necessary to familiarise themselves with the agenda and any reports beforehand.

4.0. The Meeting

4.1. The Clerk of the Council will set up and technically host the meeting. An email invitation, with an explanation of how to access the meeting, will be sent to all members.

4.2. Councillors are asked to ensure they are in a place with as little background noise as possible. Once checks have been carried out to ensure that everyone in attendance can be heard, all those in attendance are asked to “mute” their microphones until such a time as they are ready to speak. This eliminates background and feedback as well as ensures people are not talking over one another as there can sometimes be a time delay. Where this is not done, the host of the meeting may mute attendees

4.3. Whilst the Clerk is hosting the meeting, it will be chaired in the usual manner. There is a possibility that there will be more input from the Clerk than is usual given that, where members do not have access to a printer, it is possible that they will not be able to use the computer video function and look at the agenda and/or supporting papers at the same time.

4.4. It is possible that the meeting will be recorded (via the video conferencing platform itself). This is to aid the writing of minutes in a situation where the minute-taker is involved with technical aspects of the meeting as well as for openness and transparency.

4.5. If a vote is required, those attending by video will be asked to raise their hand until they have been advised that their vote has been recorded. Any members attending by telephone will be asked to express their vote vocally.

4.6. If you have difficulty hearing or being heard throughout the meeting, you are asked to advise the Clerk via the text “chat” function. Please be aware that this can be seen by everyone in attendance.

5.0. Public Participation

5.1. The agenda will invite the public to attend and will include information of how to access meetings.

5.2. The usual public participation session will take place. Members of the public are reminded that the Council cannot make any decisions on matters that do not appear on the agenda. If members of the public have questions about matters not on the agenda, they are requested to contact the Council outside of the meeting.

5.4. The meeting host may remove anyone from the meeting who is being intentionally disruptive, using offensive language or incessantly interrupting the meeting proceedings.

5.5. Members of the public are requested to submit any questions or comments that they wish to address to the Council during the public participation session, to the Clerk, at least 24 hours before the start of the meeting (by email or text).

5.6 During the public participation session members of the public should raise their hands/identify themselves, at which point they will be invited by the Chairman to speak.

6.0. Relation to other policies and procedures

6.1. The Clerk will ensure that Data Protection requirements are followed when organising remote meetings

6.2. Members of the Council and members of the public are asked to ensure that they do not breach the General Data Protection Regulations (GDPR) and general confidentiality when they contribute to the meeting.

6.3. Where relevant, the Council's Privacy Notices will be amended to incorporate remote meetings

6.4. Where relevant, the Council's Risk Assessment will be amended to incorporate remote meetings