



Wickwar
Parish Council

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

Clerk: Rachel Davis
07895 527353
clerkwickwarpc@gmail.com

AGENDA

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

at: 7.00pm
on: Wednesday 6th May 2020
on: ZOOM

Signed Clerk to the Council:

Dated: 29th April 2020

Please follow this link to join the meeting

<https://us02web.zoom.us/j/81738417403?pwd=d0lHdU15VnlaSmx6eDdSMlJub3BwZz09>

Meeting ID: 817 3841 7403 Password: 931004

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: By telephone +44 203 051 2874 United Kingdom; +44 203 481 5237 United Kingdom; +44 203 481 5240 United Kingdom; +44 131 460 1196 United Kingdom.

Meeting ID: 817 3841 7403 Password: 931004

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 RESOLVE to adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, lasting until May 7th, 2021 or the repeal of legislation whichever is the earlier. (Circulated).
2. To RECEIVE and DECIDE whether to accept apologies for absence and reasons given.

3. 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.

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

Planning

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

6a. P20/01010/F Ladys Wood Shooting School Mapleridge Lane Yate Bristol South Gloucestershire: Creation of bund.

Approve with conditions

6b. P20/04901/TCA Langley House 57 High Street Wickwar South Gloucestershire GL12 8NP: Works to reduce crown to a finished height of 6 metres and radial spread of 5 metres for 1no Apple Tree situated within the Wickwar Conservation Area.

No objection

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

7a. 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.

Items for decision

8. Items for CONSIDERATION and DECISION

8.1 i) To APPROVE the automatic delegation of the functions of the Council to the Proper Officer of the Council (Clerk) between remote Council meetings, for the duration of the period during which physical Council meetings cannot take place due to a risk to public health (i.e. current COVID-19 pandemic).

ii) As far as possible the Clerk's decisions will be made in consultation with the Chairman and Vice Chairman of the Council. In the event that either Councillor is incapacitated during the delegation period, then they should nominate a substitute for the period they are incapacitated and notify the Proper Officer accordingly.

8.2 To APPROVE the register of delegated decisions taken between 24th March 2020 (start of COVID-19 pandemic restrictions) and 6th May 2020. (Circulated).

8.3 To NOTE the resignation of Councillor Carroll from the Wickwar Community Centre Committee, and to APPOINT a replacement Parish Council representative.

8.4 To CONSIDER the annual inspection of play equipment at the King George V Play Area carried out by ROSPA on 9th April 2020, and take a DECISION on the actions required. (Circulated & see Agenda Report).

8.5 To CONSIDER and take a DECISION on quotations for repainting play equipment and resurfacing the area under the slide at the King George V Play Area, and APPROVE funding. (See Agenda Report).

8.6 To APPROVE funding for 4 x Town Hall hanging baskets, replanting 2 x troughs and associated watering costs (invoiced by self-employed gardener)) for 2020. To APPROVE proposed health and safety measures for planting and watering (to reduce risk of COVID-19 transmission).

8.7 To CONSIDER and take a DECISION on further work required to tackle ivy at the open cemetery and APPROVE funding if required.

Items for information only

9. To RECEIVE the register of correspondence received (list available at the meeting)
10. To NOTE the External Auditor Report and Certificate 2018/19 and progress with actions required. (circulated).
11. To NOTE the submission of redeclaration of compliance with the Pensions Regulator (5th November 2019). One employee enrolled in an occupational pension scheme.
12. To NOTE the review of the Council's insurance schedule which was carried out by a working group on 1st April 2020, ahead of renewal of policy with Came& Company (1st June 2020).
13. To NOTE the addition of the new toddler playhouse to the Council's insurance schedule on 30th April 2020.

Requests for financial assistance

14. To CONSIDER and take a DECISION on the VE Day grant application from the Wickwar Environmental Action Group (circulated).

Burial matters

15. To NOTE the interment of Muriel Jones, formerly Townsend on 8th April 2020 (plot 289).
16. To NOTE the planned interment of Patricia Pollard on 12th May 2020 (plot 313).
17. To APPROVE the interment of up to four sets of ashes (more by agreement) in full burial plots, subject to the legal transfer of the Exclusive Right of Burial (ERB) for the plot.
18. To APPROVE the retrospective issue of an Exclusive Right of Burial (ERB) for plot 357 IRO of Lucy Lawrence, Alma Carroll, Edward Carroll and Mary Carroll. To APPROVE the interment of up to eight sets of ashes in the plot.

Finance

19. To NOTE the contractual pay increase for the Clockwinder from 1st April 2020 in line with the national increase in the Living Wage.
20. To APPROVE the application of the NJC annual pay award and leave entitlement for the Clerk for 2020/21 (when finalised).
21. To NOTE the repayment of £3.60 to the Council by the Clerk due to monthly HMRC payment fluctuations during 2019/20 not reflected in the monthly salary standing order payment.

22. To NOTE receipt of 2020/21 CIL payment (£48,115.15) and first instalment of 2020/21 precept (£22,860) from South Gloucestershire Council.
23. To NOTE the monthly bank reconciliation for March 2020. Chairman to sign as a true record. (Circulated)
24. To APPROVE accounts for payment made between meetings (4th March and 6th May 2020) approved by delegated authority. (These are listed in the attached payment schedule).
25. To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).
26. To NOTE the budget monitoring report to 31st March 2020, prepared by the Clerk. Chairman to sign as a true record. (Circulated)
27. To APPROVE use of CIL (Community Infrastructure Levy) funding for toddler playhouse and installation (£7,373.35).
28. To APPROVE the following transfers from reserves (General and Earmarked) to balance the 2019/20 budget (approved expenditure exceeded income by £9,779.60, excluding Community Infrastructure Levy which must be accounted for separately):

Virement of £1,1001.04 from General Reserve to the Council budget;

Virement of £1,038.54 from the Earmarked Town Hall Reserve to the Council budget;

Virement of £5,064.02 from the Earmarked Town Hall reserve to the King George V Playing Field budget.

Reserves	Reserves Start of year 2019/20	EOY transfers	Reserves EOY 2019/20
General	£ 19,445.40	£ - 1,001.04	£ 18,444.36
Elections	£ 2,000.00	£	£ 2,000.00
Play Area Improvement	£ 15,000.00	£	£ 15,000.00
Benches	£ 2,676.00	£ -2,676.00 *	£ -
Town Hall Ground Floor Meeting Room	£ 17,084.77	£ - 1,038.54 £ - 5,064.02	£ 10,982.21
Earmarked total	£ 36,760.77	£ - 8,778.56	£ 27,982.21
Total reserves from cash book	£ 56,206.17	£ - 9,779.60	£ 46,426.57
CIL	£18,018.59	£ -3,555.70	£ 14,462.89

*This transfer was approved at the Council's meeting on 2nd Oct 2019.

29. To APPROVE the transfer of £40,000 from the Council reserves account with Unity Trust to another bank to reduce balance held with Unity Trust Bank to under £85,000 (FSCS secured sum). Total sum held with Unity Trust Bank at 30/04/20 due to be £129,058.88.
30. Items for the next agenda.

Payments made between meetings and approved by delegated authority.

Invoice Date	Supplier	Expenditure	Net amount	Gross amount (inc VAT)
19/03/20	HP instant Ink (repaid to RE Davis)	Ink for March 2020	£6.66	£7.99 (£1.33 VAT)
01/04/20	RE Davis expense claim 1	Travel to SLCC practitioners conference 21/02/20	n/a	£67.05
01/04/20	RE Davis expense claim 2	Homeworking allowance 1.04.19 – 31.03.20	n/a	£200.00
11.03/20	Tony Gardner Property Maintenance	Emergency plumbing work and removal of blind end pipework at Pavilion	n/a	£45.00
11/03/20	Active Electrical	Electrical installation safety checks Town Hall & Pavilion (£300) Remeidal works and PAT testing at Town Hall (£80)	£380.00	£456.00 (£76.00 VAT)
12/03/20	Holy Trinity Chrch Wickwar	Printing services – 100 copies of Village Welcome Pack	n/a	£100
16/03/20	Amazon Business (repaid to RE Davis)	SSD hard drive for PC laptop	£55.78	£66.94 (£11.94 VAT)
-	Plus NET	Town Hall Broadband Feb 2020	£23.50	£28.20
03/03/20	Octopus Energy	Town Hall electricity Feb 2020 D/D	£23.95	£25.15 (£1.20 VAT)
04/03/20	Octopus Energy	Pavilion electricity March 2020 D/D	£22.70	£23.84 (£1.14 VAT)
-	South Gloucestershire Council	Pavilion rates D/D	n/a	£171.52
08/03/20	Tesco Mobile	Clerk mobile Feb 2020	n/a	£10.00
19/03/20	Water2business	Parkfield water 03/08/19 – 06/02/20 D/D	n/a	£41.53
10/04/20	R Davis	March 20 salary		£1137.77
10/04/20	A Mackie	March 20 Salary		£51.03
10/04/20	HMRC	Tax & NI R Davis, Tax A Mackie		£190.13
10/04/20	NEST	R Davis pension contributions		£53.15
Total				£2675.48

	Paid between meetings
--	-----------------------

Accounts for payment

Invoice Date	Supplier	Expenditure	Net amount	Gross amount (inc VAT)
01/03/20	ALCA	Annual subscription to NALC and ALCA 1 st April 2020 – 31 st March 2021	n/a	£375.01
31/03/20	Yate Town Council	Clerking of Joint Cycleways Meeting 2019/20 (partial contribution)	£100.00	£120.00 (£20 VAT)
03/04/20	Tony Gardner Property Maintenance	Urgent repair to KGV pavilion shutter (car park side)	n/a	£50.00
03/04/20	PWLB	Annual loan repayment due 01/05/20 (usually paid by D/D)	n/a	£1,169.60
14/04/20	ROSPA PLAY SAFETY	Annual play area inspection (King George V)	£103.50	£124.20 (£20.70 VAT)
16/04/20	EDGE IT SYSTEMS LTD	Installation and set-up of Office 365	£216	£259.20 (£43.20 VAT)
16/04/20	EDGE IT SYSTEMS LTD	Office 365 annual fee + back-up for Office 365	£141.60	£169.92 (£28.32 VAT)
16/04/20	Viking	Stationery and stamps	£24.68	£31.42 (£3.84 VAT)
17/04/20	HP instant Ink (repaid to RE Davis)	Ink for March 2020	£6.66	£7.99 (£1.33 VAT)
23/04/20	GB SPORTS & LEISURE	Ledon Henson toddler playhouse, grass matting and installation	£7,373.35	£9,193.76 (£1,532.29 VAT)
-	Plus NET	Town Hall Broadband March 2020	£23.50	£28.20
06/04/20	Octopus Energy	Town Hall electricity March 2020 D/D	£20.88	£21.92 (£1.04 VAT)
06/04/20	Octopus Energy	Pavilion electricity March 2020 D/D	£26.37	£27.69 (£1.32 VAT)
08/04/20	Tesco Mobile	Clerk mobile March 2020 D/D	n/a	£10.00
10/05/20	Salaries	April 20 salary		£1206.22
10/05/20	HMRC	April 20 Tax & NI		£202.69
06/05/20	NEST	Pension contributions		£54.37
Total				£13,052.23

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