



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 2nd September 2020
on: ZOOM

Signed Clerk to the Council:

Dated: 26th August 2020

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/83581227469?pwd=bnJFSjZPOUoyMWZFVWxGMzdpMnB0dz09>

Meeting ID: 835 8122 7469 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: By telephone

Meeting ID: 835 8122 7469

Password: 172354

Dial by your location: +44 203 051 2874 United Kingdom, +44 203 481 5237 United Kingdom, +44 203 481 5240 United Kingdom, +44 203 901 7895 United Kingdom, +44 131 460 1196 United Kingdom

Find your local number: <https://us02web.zoom.us/j/83581227469>

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 apologies for absence.
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
 - 5.1 P20/12271/PNH 14 Burleigh Way Wickwar South Gloucestershire GL12 8LR: Erection of single storey rear extension which would extend beyond the rear wall of the original house by 5.8 metres for which the maximum height would be 3.5 metres and for which the height of the eaves would be 2.6 metres.

Prior Approval Not Required
 - 5.2 P20/08749/F Little Birdbush Wickwar Road Yate South Gloucestershire BS37 6PA: Change of use of land from agricultural to residential (C3) to facilitate the erection of a single storey side extension to form additional living accommodation.

Approve with conditions
6. Planning - For the Council to NOTE the following comments on planning applications submitted by the Clerk using delegated powers.
 - 6.1 P20/11745/F Meadow Cottage Frith Lane Wickwar South Gloucestershire GL12 8PB: Erection of first floor rear extension to form additional living accommodation. Neutral.
 - 6.2 P20/12271/PNH 14 Burleigh Way Wickwar South Gloucestershire GL12 8LR: Erection of single storey rear extension which would extend beyond the rear wall of the original house by 5.8 metres for which the maximum height would be 3.5 metres and for which the height of the eaves would be 2.6 metres. Neutral.
 - 6.3 P20/12779/F 32 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of two storey side extension to form additional living accommodation. Neutral.
7. – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
 - 7.1 P20/12402/F 2 Frith Lane Wickwar South Gloucestershire GL12 8PB: Extension to existing garage and caravan store.
 - 7.2 P20/14710/TCA 64 High Street Wickwar South Gloucestershire GL12 8NP: Works to 1no. Cherry tree to reduce the height by 2.5m and reduce the crown radial spread by 1m, situated in the Wickwar conservation area.
 - 7.3 P20/14684/CLP 50 Inglestone Road Wickwar South Gloucestershire GL12 8NH Erection of a single storey rear extension.

Items for decision

8. Items for CONSIDERATION and DECISION
 - 8.1 To APPROVE the register of delegated decisions taken between 1st July 2020 (date of last meeting) and 2nd September 2020. (Circulated).

- 8.2 To APPROVE an end to the automatic delegation of the functions of the Council to the Proper Officer of the Council (Clerk) between 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). Meetings to take place remotely as per The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- 8.3 To CONSIDER and take a decision on estimates for carrying out essential maintenance on the King George V Play Area. (To be provided at the meeting).
- 8.4 To CONSIDER and take a DECISION on estimates for the provision of hard-wired smoke alarms and emergency lighting for the Town Hall and pavilion, as required by Fire Risk Assessments undertaken on both buildings in February 2020. (See Agenda Report)
- 8.5 To CONSIDER and take a DECISION on quotations for the supply and planting of three semi-mature trees at the King George V Play Area. (CIL funded). (See Agenda Report)
- 8.6 To CONSIDER and take a DECISION on whether to engage ROSPA to carry out an independent interim inspection of newly installed equipment and surfacing at the King George V Play Area (after the new climbing unit has been installed). APPROVE funding. (Cost to be advised at the meeting).
- 8.7 To CONSIDER and take a DECISION on whether to replace the bench in the cemetery and CONSIDER potential locations for other benches in the village. APPROVE funding for replacement bench.
- 8.8 To CONSIDER arrangements for cleaning the pavilion in preparation for reopening changing rooms and showers (when government guidance allows).
- 8.9 To APPROVE termination of the contract for the hosting and maintenance of the Wickwar.org website as soon as possible (which has been replaced by www.wickwarparishcouncil.gov.uk)
- 8.10 To APPROVE switching to .gov.uk email addresses for Councillors by 30th September 2020. (See Agenda Report)
- 8.11 To CONSIDER and AGREE the process for identifying and consulting on infrastructure priorities and projects to be funded from unallocated Community Infrastructure Levy (CIL) funding. (See Agenda Report)
- 8.12 To CONSIDER and AGREE the proposed action planning and budget-setting process and timetable for 2020/21. (See Agenda Report).
- 8.13 To CONSIDER the consultation report on the proposed Wickwar Traffic Calming Scheme prepared by South Gloucestershire Council, and FEED BACK any issues or concerns to the ward councillor. (Circulated)
- 8.14 To CONSIDER and take a DECISION on whether to become a corporate member of the ICCM (Institute of Cemetery and Crematorium Management) pro-rata October 2020 – March 2021. Cost £47.50.
- 8.15 To CONSIDER and take a DECISION on whether to join CPRE. Cost £36.

Items for information only

9. To NOTE the outcome of the public consultation on new climbing equipment to replace the wooden climbing tower. The option from Proludic received 95% of the vote and the equipment has been ordered for installation in autumn 2020.

10. To RECEIVE an update from the ward councillor on the timetable for accessing section 106 funding for sport from the Tyndale Reach Estate.
11. To RECEIVE the register of correspondence received (list available at the meeting)
12. To NOTE that the new website www.wickwarparishcouncil.gov.uk is now live and will be advertised to parishioners.
13. To NOTE the generosity of a local parishioner who has provided photographs for the new website free of charge.

Requests for financial assistance

None.

Burial matters

14. To NOTE the interment (cremation) IRO Agnes Murden.
15. To CONSIDER and take a DECISION on an application for a memorial IRO Alan Chappell (Isles grave – subject to transfer of ERB).
16. To APPROVE an amendment to the cemetery regulations to permit only flat stones on graves with an existing headstone.
17. To NOTE approval of an application for an additional memorial inscription IRO Keith White (Winifred White cremation plot).
18. To NOTE approval of an application for additional memorial inscription IRO Muriel Townsend (Eric Townsend grave).

Finance

19. To NOTE the monthly bank reconciliation for June & July 2020. Chairman to sign as a true record. (Circulated)
20. To APPROVE accounts for payment made between meetings (1st July and 2nd September 2020) approved by delegated authority. (These are listed in the attached payment schedule).
21. To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).
22. To NOTE the budget monitoring report to 31st July 2020, prepared by the Clerk. Chairman to sign as a true record. (Circulated)
23. To APPROVE a journal from the earmarked reserve for Play Area Improvements (£15,000) to fund the following transactions (already paid):
 - £412 to Transformations Painting and Decorating to repaint play equipment
 - £9,750.60 (NET of VAT) to Proludic Ltd – trampoline and hip hop see-saw.
24. To NOTE the NJC pay increase for the Clerk to be applied from 1st September 2020 (backdated to April 2020)
25. To REVIEW and APPROVE the upper limit for Section 137 funding for the 2020/21 financial year. (See Agenda Report)

26. Items for the next agenda.

Payments made between meetings (1st July - 2nd September 2020) approved by delegated authority.

T/N	Cheque	Gross	VAT	NET	Invoice details	Date	Total
75	BACS200717RD	£16.28	£2.71	£13.57	B&Q - B&Q paint/ materials for bench painting	25/06/20	£16.28
74	BACS200717MT	£100.00	£0.00	£100.00	M Trull - Bench repainting	29/06/20	£100.00
76	BACS200717Z	£14.39	£2.40	£11.99	ZOOM VIDEO Subscription 29/06/20 -	29/06/20	£14.39
79	BACS200717M	£140.00	£23.33	£116.67	MEREDITHS - 4 x Town Hall hanging baskets	08/07/20	£140.00
77	BACS200717CN	£108.00	£18.00	£90.00	Cloud Next - Domain 2 years	13/07/20	£108.00
78	BACS200717CN2	£95.98	£16.00	£79.98	Cloud Next - Website and email hosting 1 year	13/07/20	£95.98
73	BACS200715WEAG	£250.00	£0.00	£250.00	WEAG - VE Day grant for memorial bench	15/07/20	£250.00
80	BACS200717WWFC	£35.71	£0.00	£35.71	WWFC - Materials for pavilion floor paint	15/07/20	£35.71
		£1213.08	£0.00	£1213.08	CONFIDENTIAL – SALARIES		

Total £1973.44 £62.44 £1911

Paid between meetings

Payments for approval – September 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
97	DD200803W BTH	£42.47	£0.00	£42.47	01/07/20	WATER BUSINESS - Water TH 21/01/20 - 30/06/20	£42.47
105	BACS20090 2HP1	£7.99	£1.33	£6.66	19/07/20	HP INK - 18/06/20 - 19/07/20 ink	£7.99
112	BACS20090 2RD	£9.01	£0.00	£9.01	27/07/20	R E DAVIS - AUG 20 expenses	£9.01
98	DD200901WB	£7.26	£0.00	£7.26	28/07/20	WATER BUSINESS - Pakfield trough 03/08/19 - 28/07/20	£7.26
111	BACS20090 2GB	£10,446.05	£1,741.01	£8,705.04	28/07/20	G B SPORTS AND LEISURE -£10,446.05 Installation of rubber mulch surface under slide	
104	BACS20090 2Z	£14.39	£2.40	£11.99	29/07/20	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/07/20 - 28/08/20	£14.39
86	DD200803O E2	£22.50	£1.07	£21.43	03/08/20	Octopus Energy - Pav July20 electricity	£22.50
87	DD200803O E1	£16.46	£0.78	£15.68	03/08/20	Octopus Energy - TH July 20 electricity	£16.46
99	DD200824T M	£10.26	£0.00	£10.26	08/08/20	TESCO MOBILE - July 20 bill	£10.26
85	BACS20090 2TG	£50.00	£0.00	£50.00	13/08/20	TONY GARDNER PROPERTY MAINTENANCE - Supply and fit new rail to wooden climbing tower	£50.00

89 BACS20090 2TBF	£3.28	£0.55	£2.73	18/08/20	Tudor Business Forms - Sticky fixers for pavilion	£3.28
90 BACS20090 2VP	£21.40	£3.57	£17.83	18/08/20	Value Products Ltd - Fire Action signs x 5 pavilion	£21.40
92 BACS20090 2DE	£2.78	£0.46	£2.32	18/08/20	Divya Enterprises Ltd - 100 plastic punch pockets	£2.78
94 BACS20090 2ZL	£3.76	£0.62	£3.14	18/08/20	Zimplicity Ltd – hot water signs	£3.76
91 BACS20090 2A	£4.68	£0.78	£3.90	19/08/20	Amazon EU - Town Hall Accident Book	£4.68
93 BACS20090 2EL	£7.13	£1.19	£5.94	19/08/20	EUROOFFICE LTD - 100 laminating pouches	£7.13
95 BACS20090 2CB	£14.99	£2.50	£12.49	19/08/20	Charles Bentley and Son Ltd - Floor squeegee pavilion	£14.99
88 BACS20090 2SGC	£549.93	£91.65	£458.28	20/08/20	South Gloucestershire Council - Bins and grass cutting July - Sept 2020	£549.93
100 BACS20090 2EP	£700.00	£0.00	£700.00	20/08/20	Eyelid Producitons Ltd - New website	£700.00
106 BACS20090 2HP2	£7.99	£1.33	£6.66	20/08/20	HP INK - 18/07/20 - 17/08/20 ink	£7.99
96 BACS20090 2A2	£18.99	£3.17	£15.82	23/08/20	Amazon EU - Plastic mesh safety barrier	£18.99
	£1,212.88	£0.00	£1,212.88		Confidential	
Total	£13,174.20	£1,852.41	£11,321.79			

Signature Signature
Date

26/08/20 11:45 AM Vs: 8.47.02

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Direct debits paid between meetings not listed above:

Octopus Energy PAV June 20

Octopus Energy TH June 20

Tesco Mobile June 20

Water Business PAV June 20

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