



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 4th November 2020
on: ZOOM

Signed Clerk to the Council:

Dated: 28th October 2020

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/89650780621?pwd=ckgvbnZYWkh4TEtpamkxeGJIRGt4QT09>

Meeting ID: 896 5078 0621 **Passcode:** 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

Dial by your location

+44 203 901 7895 United Kingdom, +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: 896 5078 0621

Passcode: 172354

Find your local number: <https://us02web.zoom.us/j/kz4cvKmFB>

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 P20/14688/TCA 55 High Street Wickwar South Gloucestershire GL12 8NP DESCRIPTION: Works to 1 no. cherry tree to crown reduce by 3m and reduction in radial spread by 1.5m, situated in the Wickwar Conservation Area. **No objection.**
 - 5.2 P20/12779/F 32 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of two storey side extension to form additional living accommodation. **Approve with conditions.**
 - 5.3 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. **No objection.**
 - 5.4 P20/14684/CLP 50 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of a single storey rear extension. **Refusal.**
 - 5.5 P20/11744/F Half Acre Lodge Tanhouse Lane Yate South Gloucestershire BS37 7QL: Erection of 1no replacement detached dwelling, creation of access with associated works (Amendment to previously approved scheme P19/3609/F). **Approve with conditions.**
 - 5.6 P20/11745/F Meadow Cottage Frith Lane Wickwar South Gloucestershire GL12 8PB: Erection of first floor rear extension to form additional living accommodation. **Approve with conditions.**
 - 5.7 P20/16674/F Hall End Barn North Of Hall End Lane Wickwar South Gloucestershire GL12 8PD: Demolition of existing agricultural buildings and erection of 2no. agricultural buildings with associated hardstanding, parking and improvements to access. **Refusal.**
6. Planning – For the Council to NOTE the following comments on planning applications submitted by the Clerk using delegated powers.
 - 6.1 P20/16181/F Hall End Cottage, Hall End Lane, Wickwar, South Gloucestershire: Erection of garden gazebo. Neutral.
 - 6.2 P20/18145/F 48 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of a single storey rear extension to form additional living accommodation. Neutral.
 - 6.3 P20/18062/CLE Land And Buildings At Shortwood Farm Wickwar Road Yate South Gloucestershire BS37 6PA: Continued use of land and buildings for equestrian purposes (Sui generis) and retention of outdoor riding area. Neutral.
7. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
 - 7.1 P20/10660F Hill House Cottage, Frith Lane, Wickwar South Gloucestershire GL12 8PB: Conversion of existing buildings to form 1 no. dwelling house, annexe ancillary to main dwelling house, internal swimming pool, detached garage and new access with associated works.

- 7.2 P20/11380/LB Post Office 72 High Street Wickwar South Gloucestershire GL12 8NP: : Installation of photovoltaic solar panels to southern roof elevation.
- 7.3 P20/11379/F Post Office 72 High Street Wickwar South Gloucestershire GL12 8NP DESCRIPTION: Installation of photovoltaic solar panels to southern roof elevation.
- 7.4 P20/19205/F 62 High Street Wickwar South Gloucestershire GL12 8NP: Infill of external side door way, installation of glazing and replacement of doors and windows to rear elevation.
- 7.5 P20/19204/F 62 High Street Wickwar South Gloucestershire GL12 8NP: Creation of vehicular access and installation of driveway to form 3 no. parking spaces in rear garden and 1.8m gates.
- 7.6 P20/19799/PDR (see P20/14684/CLP for plans) 50 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of single storey rear extension to form additional living accommodation.
- 7.7 P20/19897/F Rose Cottage 1 Horwood Lane Wickwar South Gloucestershire GL12 8NU: Erection of single storey rear extension to form garden store(retrospective)

Items for decision

- 8. Items for CONSIDERATION and DECISION
- 8.1 To CONSIDER and take a DECISION on whether to engage CDS (formerly Cemetery Development Services) to undertake a free preliminary risk assessment to determine whether Park Field is a suitable site for a cemetery extension. (See Agenda Report)
- 8.2 To CONSIDER and give feedback on the three proposed options for future development of the Town Hall. (Report circulated)
- 8.3 To CONSIDER and give feedback on a draft agreement for the seasonal hire of the King George V pitches and pavilion. (See Agenda Report)
- 8.4 To CONSIDER and give feedback on the proposed charge for seasonal hire of the King George V pitches and pavilion. (See Agenda Report)
- 8.5 To CONSIDER and give feedback on the draft Wickwar Parish Council Action Plan 2020 – 25 and AGREE the date for a working group meeting to finalise the plan. (See Agenda Report)
- 8.6 To NOTE the total cost of the installation of speed bumps and signage along the King George V playing field access road (£661.85 plus £209.25 installation), and take a DECISION on how this will be funded (Community Infrastructure Levy or reserves).
- 8.7 To CONSIDER and take a DECISION on the ownership and responsibility for future maintenance of the speed bumps on the King George V playing field access road. (See Agenda Report)
- 8.8 To CONSIDER and APPROVE the expression of interest form for Community Infrastructure Levy (CIL) projects led by community organisations, and the application timetable. (See Agenda Report).
- 8.9 To CONSIDER and take a DECISION on providing additional dog bins to cover gaps – two proposed. (See Agenda Report)

Items for information only

- 9. To NOTE the playground inspections for July, August, September and October 2020.
- 10. To NOTE the outcome of enquiries regarding ownership of Wickwar Cemetery and Park Field.

11.To RECEIVE the register of correspondence received (list available at the meeting)

Requests for financial assistance

12.To CONSIDER and take a DECISION on an application from Wickwar Out of School Club to fund outdoor equipment - £500. (Circulated)

13.To CONSIDER and take a DECISION on an application from Wickwar Village Hall Committee to fund a free-standing hand gel dispenser and cleaning equipment to facilitate use of the hall by a larger number of groups - £400. (Circulated)

Burial matters

14.To NOTE approval of an application for a memorial IRO Murden.

Finance

15.To NOTE the monthly bank reconciliation for September 2020. Chairman to sign as a true record. (Circulated)

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 30th September 2020, prepared by the Clerk. Chairman to sign as a true record. (Circulated)

18.To REVIEW and APPROVE changes to the asset register for 2020/21.(Circulated).

19.To NOTE the removal of the wooden playground equipment and the addition of the Proludic climbing equipment to the Council's insurance schedule, and the revised premium for 2020/21 (to be advised at the meeting).

20.Items for the next agenda.

Payments for approval – November 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
140	BACS20110 4ExpRD	£18.68	£0.00	£18.68 04/09/20	R E DAVIS - OCT 20 EXPENSES	£18.68
138	BACS20102 1CCC	£0.00	£0.00	£0.00 10/09/20	Cumbria Clock Company - Annual service - Town Hall clock	£0.00
141	BACS20110 4HP1	£7.99	£1.33	£6.66 19/09/20	HP INK - 18/08/20 - 17/09/20 ink	£7.99
143	BACS20110 4Z	£14.39	£2.40	£11.99 29/09/20	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/09/20 - 28/10/20	£14.39

152 DD201007O ETH	£16.61	£0.79	£15.82	29/09/20	Octopus Energy - TH Aug 20 electricity	£16.61
139 BACS20110 4EIT	£249.60	£41.60	£208.00	08/10/20	Edge IT Systems Limited - AdvantEDGE Finance annual fee (y2)	£249.60
156 DD201022T M	£10.00	£0.00	£10.00	08/10/20	TESCO MOBILE - Sept 20 bill	£10.00
137 BACS20110 4RBL	£21.98	£3.66	£18.32	12/10/20	ROYAL BRITISH LEGION TRADING LTD - POPPY WREATH	£21.98
153 DD201020O EPAV	£125.13	£5.96	£119.17	12/10/20	Octopus Energy - Pav Aug 20 electricity	£125.13
154 DD201021O EPAV	£21.07	£1.00	£20.07	12/10/20	Octopus Energy - Pav Sept 20 electricity	£21.07
146 BACS20110 4AE	£748.80	£124.80	£624.00	13/10/20	Active Electrical - Town Hall & Pavilion smoke alarms & emergency lighting	£748.80
1	£178.20	£29.70	£148.50		PF Pavilion smoke alarm and emergency light	
2	£570.60	£95.10	£475.50		CNCL 3 smoke alarms & 4 emergency lights	
144 BACS20110 4P	£24,655.20	£4,109.20	£20,546.00	15/10/20	Proludic Ltd - IXO multiplay unit & remove climbing tower	£24,655.20
155 DD201023O ETH	£16.70	£0.80	£15.90	15/10/20	Octopus Energy - TH Sept 20 electricity	£16.70
142 BACS20110 4HP2	£7.99	£1.33	£6.66	19/10/20	HP INK - 18/09/20 - 17/10/20 ink	£7.99
145 BACS20110 4TG	£209.25	£0.00	£209.25	23/10/20	TONY GARDNER PROPERTY MAINTENANCE - Fit five speed bumps and sign	£209.25
147 BACS20110 4EIT2	£18.00	£3.00	£15.00	27/10/20	Edge IT Systems Limited - AdvantEDGE Finance temp upgrade fee (Band 1 to 2)	£18.00
	£1,507.17	£0.00	£1,507.17		Confidential	
Total	£27,648.56	£4,295.87	£23,352.69			

Signature

Signature

Date

Paid between meetings

Direct debits paid between meetings not listed above:

Water Business Pavilion Sept 20 - £7.50

PLUS NET Broadband Sept 20 - £21.60

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