



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 2nd December 2020
on: ZOOM

Signed Clerk to the Council:

Dated: 25th November 2020

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/86887801522?pwd=Y3FoOTVoNnV5OFpidHMyZEpmS1N3UT09>

Meeting ID: 868 8780 1522 **Passcode:** 700487

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

+44 203 481 5240 United Kingdom, +44 203 901 7895 United Kingdom, +44 131 460 1196 United Kingdom,
+44 203 051 2874 United Kingdom, +44 203 481 5237 United Kingdom

Meeting ID: 868 8780 1522

Passcode: 700487

Find your local number: <https://us02web.zoom.us/j/86887801522>

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 P20/17664/TCA Maple House Station Road Wickwar South Gloucestershire GL12 8NB DESCRIPTION: Works to no.1 Horse Chestnut to remove large branch, works to no.3 Leylandi to reduce height by half Situated in the Wickwar Conservation Area. **No objection.**
 - 5.2 P20/17519/FLand At Arnoldsfield Trading Estate The Downs Wickwar South Gloucestershire GL12 8JB: Erection of single storey storage building (Class B8). **Approve with Conditions.**
 - 5.3 P20/16181/F Hall End Cottage Hall End Lane Wickwar South Gloucestershire GL12 8PD: Erection of garden gazebo. **Approve with conditions.**
6. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
 - 6.1 P20/14123/F 38 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of semi detached dwelling and associated works
 - 6.2 P20/21808/F Little Shortwood Farm Wickwar Road Yate South Gloucestershire BS37 6PA: Conversion of existing stable building to form annex ancillary to the main dwelling.
 - 6.3 P20/22215/CLP Ladyswood Mapleridge Lane Yate South Gloucestershire BS37 6PW: Erection of outbuilding for storage.
 - 6.4 P20/22520/F The Piggery Bristol Road Cromhall South Gloucestershire GL12 8BA: Creation of vehicular access onto (Class B) classified highway and installation of 1.8m security gates.
 - 6.5 P20/22324/TCA The Coach House Back Lane Wickwar South Gloucestershire GL12 8NN: Works to crown reduce 1no Eucalyptus (T1) to leave a finished height of 15m and a radial spread of 10m. Situated in the Wickwar Conservation Area.
 - 6.6 P20/22826/LB 39B High Street Wickwar South Gloucestershire GL12 8NP: External alterations to remove and replace the rear extension roof.

Items for decision

7. Items for CONSIDERATION and DECISION
 - 7.1 To APPROVE the Wickwar Parish Council Action Plan 2020 – 25. (See Agenda Report)
 - 7.2 To CONSIDER and give feedback on the draft risk assessments for the closed and open cemeteries. Take a DECISION on immediate actions required. (See Agenda Report)
 - 7.3 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)

- 7.4 To CONSIDER and take a DECISION on actions required in response to post 2nd December 2020 COVID-19 tier restrictions. (Report to be provided at meeting).
- 7.5 To CONSIDER and take a DECISION on four proposed bench locations for consultation. (See Agenda Report)
- 7.6 To CONSIDER and take a DECISION on a proposal to apply to the South Gloucestershire Council Local Transport Priority List for a Wickwar – Chipping Sodbury cycle route. (See Agenda Report)
- 7.7 To CONSIDER a proposal for a permanent display board for the Wickwar Nature & Remembrance Trails outside the Town Hall, and possibly other locations. (See Agenda Report)
- 7.8 To CONSIDER and take a DECISION on a proposal to write to South Gloucestershire Council to request that the Wickwar Traffic Calming proposals are progressed to formal consultation as quickly as possible.
- 7.9 To CONSIDER whether the Tyndale Reach adopted multi-user path is suitable for horse-riders and take a DECISION on how to address any concerns identified.
- 7.10 To CONSIDER and APPROVE reviewing the online mapping provided by The Ramblers to determine whether there are historic rights of way in Wickwar Parish that should be reinstated/registered before 2026, by means of a working party. (To include consideration of the permissive path between the Royal Observation Corp (ROC) hut and the King George V Playing Field).

Items for information only

8. To NOTE the playground inspections for July, August, September, October and November 2020. (Circulated).
9. To NOTE progress with CDS (formerly Cemetery Development Services) preliminary risk assessment of Park Field site for a potential cemetery extension.
10. To NOTE the outcome of a request to South Gloucestershire Council to protect with Tree Preservation Orders, a number of trees on land for sale in the parish.
11. To NOTE the launch of the Wickwar Parish Council Communications Survey (deadline 31st December 2020) <https://forms.gle/yfiXpjeE7QJHEbG6>
12. To NOTE the REMR Community Resilience Grant application deadline of 31st December 2020.
13. To NOTE correspondence from South Gloucestershire Council regarding Special Expenses by parish for 2021/22 Council Tax (and beyond) - (Circulated)
14. To RECEIVE the register of correspondence received (list available at the meeting)

Requests for financial assistance

15. To CONSIDER and take a DECISION on an application from Wickwar Environmental Action Group for information boards for the Wickwar Playing Fields Conservation Area and Royal Observation Corp (ROC) hut - £500. (Circulated)

Burial matters

16. To APPROVE a transfer IRO plot 415 from FINLINSON to CUTBILL and SIGN the replacement ERB form.

Finance

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

18.To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).

19.To NOTE the budget monitoring report to 31st October 2020, prepared by the Clerk. Chairman to sign as a true record. (Circulated)

20. To RECEIVE the external auditor report and certificate (Section 3 of the AGAR Part 3) for the financial year ended 31st March 2020 (circulated) and AGREE the period of time for which the notice of conclusion of audit should be available to the public.

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

22.To NOTE delegated approval for a tree condition report of nine trees in the open/closed cemetery to be completed by Wotton Tree Consultancy - £275.

23.Items for the next agenda.

To NOTE the outcome of enquiries regarding ownership of Wickwar Cemetery and Park Field.

To CONSIDER and give feedback on the proposed charge for seasonal hire of the King George V pitches and pavilion. (See Agenda Report)

Wickwar Parish Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
164	BACS20120 2ALCA	£40.00	£0.00	£40.00	16/07/20	ALCA - LCA 3 Course 14/07/20	£40.00
176	BACS20110 7PWLB	£1,152.80	£0.00	£1,152.80	05/10/20	Public Works Loan Board - 2020/21 LOAN REPAYMENT 2 OF 2	£1,152.80
159	BACS20120 2Z	£14.39	£2.40	£11.99	29/10/20	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/10/20 - 28/11/20	£14.39
160	BACS20120 2SLCC1	£72.00	£12.00	£60.00	30/10/20	SLCC Enterprises Ltd - Charitable Trusts webinar 11 & 18/11/20	£72.00
161	BACS20120 2SLCC2	£90.00	£15.00	£75.00	30/10/20	SLCC Enterprises Ltd - Virtual Practitioners' Conference 23 to 25/02/21	£90.00
178	DD201106P N	£21.60	£3.60	£18.00	01/11/20	PLUS NET - Town Hall b/b Oct 2020	£21.60
179	DD201101W BPav	£7.50	£0.00	£7.50	01/11/20	WATER BUSINESS - Water pav Oct 2020	£7.50
167	DD201202O E2	£17.20	£0.82	£16.38	02/11/20	Octopus Energy - TH Oct 20 electricity	£17.20
177	DD201104ICO	£35.00	£0.00	£35.00	04/11/20	INFORMATION COMMISSIONER - ICO Registration to 04 Nov 2021	£35.00

157	DD201202T M	£10.00	£0.00	£10.00	08/11/20	TESCO MOBILE - Oct 20 bill	£10.00
158	BACS20120 2ICCM	£24.00	£0.00	£24.00	09/11/20	INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT - Corporate membership 2020/21 pro-rated	£24.00
162	BACS20120 2PKFL	£360.00	£60.00	£300.00	10/11/20	PKF LITTLEJOHN LLP - Limited Assurance Review AGAR 2019/20	£360.00
166	DD2012020 E1	£30.22	£1.44	£28.78	10/11/20	Octopus Energy - Pav Oct 20 electricity	£30.22
163	BACS20120 2SGC	£549.93	£91.65	£458.28	12/11/20	South Gloucestershire Council - Bins and grass cutting Oct - Dec 2020	£549.93
1		£301.20	£50.20	£251.00		CNCL Village dog bins x2, grass cutting Oct - Dec 2020	
2		£248.73	£41.45	£207.28		PF KGV bins x 4 Oct - Dec 2020	
165	BACS20120 2LN	£2,238.90	£373.15	£1,865.75	17/11/20	LANDCARE NURSERY LTD - 3 X Tilia Cordata & metal tree guards supply/ plant	£2,238.90
169	BACS20120 2MP	£2,521.80	£420.30	£2,101.50	17/11/20	MARMAX Recycled Products - 6 X Witton Benches plus fixings	£2,521.80
168	BACS20120 2HP	£7.99	£1.33	£6.66	19/11/20	HP INK - 18/10/20 - 17/11/20 ink	£7.99
170	BACS20120 2WVHC	£200.00	£0.00	£200.00	25/11/20	Wickwar Village Hall Committee - Grant for sanitisation equipment (COVID-19)	£200.00
171	BACS20120 2WOOSC	£500.00	£0.00	£500.00	25/11/20	WICKWAR OUT OF SCHOOL CLUB - Grant for outdoor improvements Confidential	£500.00
		£1,504.99	£0.00	£1,504.99			
Total		£9,398.32	£981.69	£8,416.63			

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:

- to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- 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