



Wickwar
Parish Council

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

Clerk: Rachel Davis
07895 527353

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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 3rd February 2021
on: ZOOM

Signed Clerk to the Council:

Dated: 28th January 2021

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/86293509562?pwd=Mkx5Nks0UTlibXRvZXJuaGs3eEhlUT09>

Meeting ID: 862 9350 9562 **Passcode:** 132289

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

+44 203 481 5240; +44 203 901 7895; +44 131 460 1196; +44 203 051 2874; +44 203 481 5237

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Find your local number: <https://us02web.zoom.us/j/86293509562>

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 P20/22826/LB 39B High Street Wickwar South Gloucestershire GL12 8NP: External alterations to remove and replace the rear extension roof. **Approve with conditions.**
 - 5.2 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. **Approve with conditions.**
 - 5.3 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. **This application has been withdrawn and no further action will be taken on it.**
6. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
 - 6.1 P20/24180/F Newlands Farm West End Wickwar South Gloucestershire GL12 8LD: Installation of a 49.99mw solar farm and associated infrastructure including substation, transformer stations, internal access road, perimeter security fence and access gates and internal access tracks.
 - 6.2 P21/00010/F Leechpool Farm Tanhouse Lane Yate South Gloucestershire BS37 7QL: Creation of a new access onto Limekiln Road to serve equestrian/agricultural uses
 - 6.3 P21/00065/TCA Cliff House 1 High Street Wickwar South Gloucestershire GL12 8NE: Works to trees as per the attached proposed schedule of works (section 5 of application form and schedule of works document) submitted to the council. All trees situated within the Wickwar conservation area.
 - 6.4 P21/00142/F 20 The Buthay Wickwar South Gloucestershire GL12 8NW: Erection of single storey front extension to form additional living accommodation.

Items for decision

7. Items for CONSIDERATION and DECISION
 - 7.1 To APPROVE the appointment of the GAPTC Internal Audit Service to undertake the internal audit for 2020/21 (cost £235).
 - 7.2 To CONSIDER and take a DECISION on an estimate for 2x A3 permanent display boards for the Wickwar Nature & Remembrance Trails (approx. £160) to be fitted outside the Town Hall, and confirm location. (See Agenda Report)
 - 7.3 To CONSIDER and take a DECISION on an estimate to install 2x recycled plastic benches at the King George V Playing Field and the Wickwar cemetery (£75 per bench plus materials), and APPROVE CIL funding for this.
 - 7.4 To CONSIDER and AGREE the date for the Annual Parish Assembly 2021 (see Agenda Report).
 - 7.5 To CONSIDER the response from South Gloucestershire Council regarding the Council's casual vacancy and to AGREE next actions. (Response available at the meeting)

- 7.6 To CONSIDER and take a DECISION on becoming a member of CPRE (The Countryside Charity) - £36 per year.
- 7.7 To CONSIDER and APPROVE a revised six-month grazing agreement for Park Field (current agreement ends March 2021). (Available at the meeting)
- 7.8 To CONSIDER and APPROVE specifications for grass cutting at the Wickwar Play Area/ Wickwar Cemetery and King George V Playing Field (quotations for April 2021 – 2023 to be sought). (See Agenda Report)
- 7.9 To APPROVE a consultation questionnaire on the proposed locations for four parish benches, to be conducted from 8th – 26th March 2021. (Available at the meeting)
- 7.10 To CONSIDER and AGREE the Council's response to South Gloucestershire Council's consultation on the construction of road humps on the Sodbury Road/ Frith Lane (adjacent to the Linden Homes development) and speed limit changes on surrounding roads (consultation runs 3rd - 27th February 2021) (Circulated).
- 7.11 To CONSIDER and make comments to inform a Council response to the South Gloucestershire Local Plan Phase 1 Issues and Approaches Consultation [Consultation Homepage - South Gloucestershire Local Plan 2020 - South Gloucestershire Online Consultations](https://www.southglos.gov.uk/consultations/south-gloucestershire-local-plan-2020) ([southglos.gov.uk](https://www.southglos.gov.uk))

Items for information only

8. To NOTE the date of the Annual Meeting of the Parish Council– 5th May 2021 – to be conducted remotely.
9. To NOTE the playground inspections for November 2020, December 2020 and January 2021. (Circulated).
10. To NOTE the Wickwar Community Centre accounts for y/e 30th September 2020. (Circulated)
- 11.To NOTE the outcome of a review of the Tyndale Reach Multi User Path by the South Gloucestershire Council Public Rights of Way Officer, with respect to safety and ease of use by horseriders. (Verbal)
- 12.To NOTE the response from Luke Hall MP to Cllr Maidment's letter on the Wickwar Traffic Calming scheme.
- 13.To RECEIVE an update on a proposal to print and sell to members of the public, copies of a compilation of local First World War diaries prepared by a local author. (Advice from ALCA in relation to this proposal circulated.)
- 14.To RECEIVE the preliminary risk assessment of the Park Field site for a potential cemetery extension, undertaken by the CDS Group. (Circulated.)
- 15.To RECEIVE the tree condition report carried out for the trees in/ adjacent to the closed and open cemeteries in November 2020. (Circulated.)
- 16.To RECEIVE the register of correspondence received (list available at the meeting)

Reports

- 17.To RECEIVE a report from the Ward Councillor.

18.To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:

18.1 King George V Playing Fields

18.2 Wickwar Youth Club

18.3 Wickwar Community Centre

18.4 Wickwar Town Hall

18.5 Wickwar Cemetery

Requests for financial assistance

19.To CONSIDER and take a DECISION on a grant application from Yate Heritage Centre - £200.
(Circulated)

Burial matters

20.To NOTE interment IRO Pollard (plot 404).

Finance

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.Items for the next agenda.

– March agenda.

To APPROVE the donation of the five speed bumps and sign to Wickwar Playing Fields Association and retaining responsibility for future maintenance costs.

To CONSIDER and take a DECISION on estimates for a bench suitable for the space outside the Town Hall (to be ordered when South Gloucestershire Council approve the location.)

To NOTE the results of the December 2020 Parish Council communications survey.

To RECEIVE an update on the review of governance arrangements for the King George V Playing Field with respect to the Council's role as sole trustee of the charity, to be carried out by the Clerk.

Wickwar Parish Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque	
						date		
204	BACS21020		£145.92	£24.32	£121.60	18/12/20	WALKER FIRE UK - Fire extinguisher service	£145.92
	3WF							
214	BACS21020		£9.99	£1.67	£8.32	19/12/20	HP INK - 18/11/20 - 17/12/20 ink	£9.99
	3HP1							
216	DD210111T		£10.00	£0.00	£10.00	08/01/21	TESCO MOBILE - DEC 20 bill	£10.00
	M							
208	BACS21020		£64.99	£10.83	£54.16	17/01/21	Norton Anti Virus - Annual antivirus software o Jan 2022	£64.99
	3NAV							
203	BACS21020		£123.80	£0.80	£123.00	19/01/21	SLCC Enterprises Ltd - 12th Ed Local Council Administration	£123.80
	3SLCC1							

					(book)	
1	£119.00	£0.00	£119.00		CNCL 12th Ed Local Council Administration (book)	
2	£4.80	£0.80	£4.00		CNCL Delivery charge	
207 BACS21020 3SLCC2	£54.00	£9.00	£45.00	19/01/21	SLCC Enterprises Ltd - Clerk SW Regional Training Seminar 24/03/21	£54.00
215 BACS21020 3HP2	£9.99	£1.67	£8.32	19/01/21	HP INK - 18/12/20 - 17/01/21 ink	£9.99
206 BACS21020 3RED	£5.00	£0.00	£5.00	20/01/21	R E DAVIS - Feb 21 expenses 200 A4 punch pockets	£5.00
205 BACS21020 3ALCA	£30.00	£0.00	£30.00	21/01/21	ALCA - Internal Financial Controls training 10/12/20	£30.00
	£1,507.17	£0.00	£1,507.17		Confidential	
Total	£1,960.86	£48.29	£1,912.57			

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