



**Wickwar**  
Parish Council

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

**Clerk: Rachel Davis**  
**07895 527353**

[clerk@wickwarparishcouncil.gov.uk](mailto:clerk@wickwarparishcouncil.gov.uk)

**AGENDA**

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

at: 7.00pm  
on: Wednesday 13<sup>th</sup> January 2021  
on: ZOOM

Signed Clerk to the Council:

Dated: 7<sup>th</sup> January 2021

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/81371933123?pwd=RS9jMHR3YlEwMjRud1ZjK1dUWVgxZz09>

**Meeting ID:** 813 7193 3123      **Passcode:** 629213

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

Meeting ID: 813 7193 3123

Passcode: 629213

Find your local number: <https://us02web.zoom.us/j/81371933123>

**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 60 minutes maximum)

**PLEASE NOTE THAT PUBLIC TIME HAS BEEN EXTENDED TO ALLOW MEMBERS OF THE PUBLIC TO ASK QUESTIONS AND MAKE COMMENTS IN RELATION TO THE PROPOSED CREST NICOHOLSON DEVELOPMENT (150 houses off Inglestone Road)**

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 P20/18145/F 48 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of a single storey rear extension to form additional living accommodation. **Approve with Conditions.**
  - 5.2 P20/19799/PDR 50 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of single storey rear extension to form additional living accommodation. **Approve with Conditions.**
  - 5.3 P20/12402/F Land Off Frith Lane Wickwar South Gloucestershire GL12 8PB: Extension to existing garage and caravan store. **Approve with Conditions.**
  - 5.4 P20/11380/LB & P20/11379/F Post Office 72 High Street Wickwar South Gloucestershire GL12 8NP: Installation of photovoltaic solar panels to southern roof elevation. **Approve with Conditions.**
  - 5.5 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. **Approve with Conditions.**
  - 5.6 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. **Refusal.**
  - 5.7 P20/22215/CLP Ladyswood Mapleridge Lane Yate South Gloucestershire BS37 6PW DESCRIPTION: Erection of outbuilding for storage. **Refuse Certificate of Lawfulness.**
  - 5.8 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. **No objection.**
6. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
  - 6.1 P20/24140/F 32 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of two storey side extension to form additional living accommodation.

#### Items for decision

7. Items for CONSIDERATION and DECISION

- 7.1 To CONSIDER and APPROVE the Council's response to the public consultation on the proposed development of 150 houses on land east of Inglestone Road Wickwar (Crest Nicholson). Deadline 22<sup>nd</sup> January 2021.
- 7.2 To APPROVE the purchase of Charles Arnold Baker 12<sup>th</sup> edition - £119 (See Agenda Report)
- 7.3 To APPROVE the localism contract with South Gloucestershire Council for 2021/22. (See Agenda Report Circulated).
- 7.4 To CONSIDER and APPROVE the proposed complaints procedure for complaints against Wickwar Parish Council. (See Agenda Report).
- 7.5 To REVIEW the Data and Access Profile for Wickwar [Wickwar DAP 2020.pdf \(southglos.gov.uk\)](https://www.southglos.gov.uk/Wickwar_DAP_2020.pdf) (Local Plan Phase 1 Consultation) and AGREE any amendments required (deadline 1<sup>st</sup> March 2021). [Consultation Homepage - Local Plan 2020: Data and Access Profiles \(DAPs\) - South Gloucestershire Online Consultations \(southglos.gov.uk\)](https://www.southglos.gov.uk/Consultation_Homepage_-_Local_Plan_2020:_Data_and_Access_Profiles_(DAPs)_-_South_Gloucestershire_Online_Consultations_(southglos.gov.uk))
- 7.6 To CONSIDER and take a DECISION on how the 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 \(southglos.gov.uk\)](https://www.southglos.gov.uk/Consultation_Homepage_-_South_Gloucestershire_Local_Plan_2020_-_South_Gloucestershire_Online_Consultations_(southglos.gov.uk)) should be formulated.
- 7.7 To CONSIDER and take a DECISION on whether to extend the deadline for expressions of interest for Wickwar Parish Council Community Infrastructure Levy grants to community organisations in light of the national lockdown (original deadline 25<sup>th</sup> January 2021). (See Agenda Report).
- 7.8 To CONSIDER and take a DECISION on a proposal to donate one or two surplus benches, purchased using CIL money, to the Wickwar Village Hall Committee for use in the Village Hall car park. (See Agenda Report)
- 7.9 To APPROVE a review of the 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. (See Agenda Report)
- 7.10 To CONSIDER whether to amend the Wickwar to Chipping Sodbury Cycling/Walking/Horse path route Highways Investigation Scheme Request Form. (Circulated)

#### Items for information only

8. To NOTE the playground inspections for November and December 2020. (Circulated).
9. To NOTE the Wickwar Community Centre accounts for y/e 30<sup>th</sup> September 2020. (Circulated)
10. 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)
11. 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.)
12. To RECEIVE the preliminary risk assessment of the Park Field site for a potential cemetery extension, undertaken by the CDS Group. (Circulated.)
13. To RECEIVE the tree condition report carried out for the trees in/ adjacent to the closed and open cemeteries in November 2020. (Circulated.)

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

#### Reports

15.To RECEIVE a report from the Ward Councillor.

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

16.1 King George V Playing Fields

16.2 Wickwar Youth Club

16.3 Wickwar Community Centre

16.4 Wickwar Town Hall

16.5 Wickwar Cemetery

#### Requests for financial assistance

17.To CONSIDER and take a DECISION on a grant application from Wickwar Youth Centre - £3000.  
(Circulated)

#### Burial matters

None.

#### Finance

18.To NOTE the monthly bank reconciliation for November and December 2020. Chairman to sign as a true record. (Circulated)

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

20.To NOTE the budget monitoring report to 31<sup>st</sup> December 2020, prepared by the Clerk. Chairman to sign as a true record. (Circulated)

21. To CONSIDER and APPROVE the proposed budget for Wickwar Parish Council for the financial year 2021/22 (circulated).

22.To CONSIDER and APPROVE the proposed precept demand for Wickwar Parish Council for the financial year 2021/22. Chairman to sign the s41 notification to South Gloucestershire Council (circulated).

23.Items for the next agenda.

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) – Feb agenda

To APPROVE a consultation questionnaire on the proposed locations for four benches to be installed around the village. – Feb agenda.

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

To NOTE the Councillor check of the bank reconciliations for March - Dec 2020 against invoices and bank statements, carried out virtually (internal control).- Feb agenda.

# Wickwar Parish Council

## Expenditure transactions - payments approval list **Start of year 01/04/20**

| Tn no        | Cheque             | Gross     | Vat     | Net Invoice date   | Details                                                                           | Cheque    |
|--------------|--------------------|-----------|---------|--------------------|-----------------------------------------------------------------------------------|-----------|
| 195          | BACS21011<br>3Z1   | £14.39    | £2.40   | £11.99 29/11/20    | ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/11/20 - 28/12/20                  | £14.39    |
| 197          | BACS21011<br>3WTC  | £275.00   | £0.00   | £275.00 03/12/20   | WOTTON TREE CONSULTANCY - Tree Condition Survey closed and open cemeteries Nov 20 | £275.00   |
| 199          | BACS21011<br>3ALCA | £15.00    | £0.00   | £15.00 05/12/20    | ALCA - Risk Management training 04/12/20                                          | £15.00    |
| 194          | BACS21011<br>3TG   | £137.00   | £0.00   | £137.00 19/12/20   | TONY GARDNER PROPERTY MAINTENANCE - Town Hall noticeboard refurb                  | £137.00   |
| 196          | BACS21011<br>3Z2   | £14.39    | £2.40   | £11.99 29/12/20    | ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/12/20 - 28/01/21                  | £14.39    |
| 198          | BACS21011<br>3DH   | £2,112.00 | £352.00 | £1,760.00 30/12/20 | D HOWSE -                                                                         | £2,112.00 |
| 1            |                    | £648.00   | £108.00 | £540.00            | PF Grass cutting Wickwar Play Area 2020 (18 cuts)                                 |           |
| 2            |                    | £960.00   | £160.00 | £800.00            | CNCL Grass cutting Wickwar Cemetery x 20 cuts                                     |           |
| 3            |                    | £24.00    | £4.00   | £20.00             | CNCL Grass cutting closec churchyard x 2 cuts                                     |           |
| 4            |                    | £480.00   | £80.00  | £400.00            | CNCL Chemical spray X 4                                                           |           |
| 200          | DD210113P<br>N     | £21.60    | £3.60   | £18.00 01/01/21    | PLUS NET - Town Hall b/b Dec 2020                                                 | £21.60    |
| 201          | DD210101W<br>BPav  | £7.50     | £0.00   | £7.50 01/01/21     | WATER BUSINESS - Water pav Dec 2020                                               | £7.50     |
| 191          | BACS21011<br>3PG   | £180.00   | £30.00  | £150.00 05/01/21   | PRESTIGE GROUNDS - Grass cutting x 2 28/09& 12/20                                 | £180.00   |
| 192          | DD210114O<br>EPav  | £35.38    | £1.68   | £33.70 06/01/21    | Octopus Energy - Pav Dec 20 electricity                                           | £35.38    |
| 193          | DD210114O<br>ETH   | £14.85    | £0.71   | £14.14 06/01/21    | Octopus Energy - TH Dec 20 electricity                                            | £14.85    |
|              |                    | £1,507.17 | £0.00   | £1,507.17          | Confidential                                                                      |           |
| <b>Total</b> |                    | £4,334.28 | £392.79 | £3,941.49          |                                                                                   |           |

Signature

Signature

Date

**Paid between meetings**

Direct debit payments paid between meetings

**Octopus Energy – Electricity pavilion, Nov 20 - £31.68 (09/12/20)**

**Octopus Energy – Electricity Town Hall, Nov 20 - £18.03 (15/12/20)**

**Tesco Mobile - Nov 20 - £10.00 (22/12/20)**

## **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 7<sup>th</sup> 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