

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.

1. Background

- 1.1 In November 2020 Wickwar Environmental Action Group (WEAG) launched two 'Nature & Remembrance' walking trail maps suitable for all ages and abilities. The short and long routes start at the Town Hall on the High Street and capture historical and natural sites of interest in Wickwar and the local countryside, including the VE Day 75th Anniversary bench. The maps have been well-publicised including appearing in the Dec/ Jan Parish News, a planned full page spread in the Wotton Times, on Facebook and on the Parish Council website where they can be downloaded: Footpaths – Wickwar Parish Council
- 1.2 At its December 2020 meeting the Parish Council asked the Clerk to obtain an estimate for two permanent display boards from a local sign writing company, to be mounted outside the Town Hall. WEAG suggested that boards could also be provided at other locations e.g. King George V Playing Fields, but the Parish Council agreed to look at boards for the Town Hall initially.

2. Proposal

- 2.1 A local sign-writing company provided the following estimate:
300mm x 400mm (approx. A3) either stand-off acrylic or 25mm aluminium tray sign = £80 each supplied.

(To include anti-graffiti laminate seal)

- 2.2 These could be fitted in two possible locations:

- i) The northern wall of the Town Hall adjacent to no 50 High Street
- ii) On the fake wooden door where it is planned to install a bench (with the maps mounted above the bench)



3. Budgetary implications

- 3.1 £160 for both maps plus a small amount for installation. This could be funded from CIL (Community Infrastructure Levy) or from the earmarked reserve for the Town Hall.

7.4 To CONSIDER and AGREE the date for the Annual Parish Assembly 2021

1. Background

NALC (National Association of Local Councils) announced in late January that the government is not currently planning to extend the remote meeting regulations beyond 7 May 2021. Along with other local government bodies, NALC is continuing to press for this extension. NALC is also preparing guidance for local councils on preparing for and managing the return to physical meetings in May and beyond.

The Annual Parish Assembly should normally be held between 1st March and 1st June each year. ALCA has advised that under the remote meetings regulation there is NO requirement to hold an Annual Parish Assembly this year. HOWEVER, if the remote meetings regulations are not extended beyond 7 May 2021, a Parish Assembly will have to be held, in person, before 1st June 2021.

2. Proposal

There are two options currently open to the Parish Council:

- 2.1 Hold a remote Annual Parish Assembly before 7 May 2021. Proposed date in April (21st).
- 2.2 Review the situation at the March meeting to see if the regulations have been extended. If it looks likely that they will not be extended, revert to option 1 and agree a date in April for a remote Assembly. If the regulations are extended/ look likely to be extended, either agree a date in late May for a remote meeting or consider a physical meeting later in the year (subject to what the regulations allow).
- 2.3 A further consideration is IF a virtual meeting is agreed does the Council wish to run the first Annual Parish Council Community Awards to coincide with it?

2.8 To CONSIDER and APPROVE specifications for grass cutting at the Wickwar Play Area/ Wickwar Cemetery and King George V Playing Field (quotations for March 2021 – 2023 to be sought). (See Agenda Report)

The proposed specifications are copied below.

Wickwar Parish Council

Grass-cutting and grounds maintenance contract 2021– 2023 (3 years)

King George V Play Area, (Buthay Lane, Wickwar, Wotton-under-Edge
GL12 8JB) &

Wickwar Cemetery, Holy Trinity Church, Wickwar, Wotton-under-Edge GL12
8NB

Wickwar Parish Council ("the Council") hereby invites quotations for carrying out the service of grass cutting in accordance with the Contract document attached herewith.

1. Prospective Contractors should arrange to meet with the Clerk to acquaint themselves with the conditions of work before submitting quotations.
2. Quotations should be submitted for all works.
3. Prospective Contractors should provide quotations on the attached form.
4. The prices submitted must indicate the rate for carrying out each Contract individually and should be identified separately.
5. The prices submitted should specify a price exclusive of VAT.
6. Prospective Contractors should note that the Council is not bound to accept the lowest quotation and that the Council's decision is final.
7. The successful quotation, together with the Council's written acceptance, shall form a binding agreement in the terms and conditions of the Contract document.
8. The completed quotation form should be returned no later than 26th February 2021 to the Parish Clerk, Rachel Davis. The form may be returned by email or post.

Email: clerk@wickwarparishcouncil.gov.uk

Address: Wickwar Parish Council

c/o 22 Inglestone Road

Wickwar

Wotton-under-edge

Gloucestershire

GL12 8NH

Wickwar Parish Council

Grass Cutting and Maintenance Contract 2021 – 23

Extent of Work

Generally, the work will comprise the cutting of grass and some grounds maintenance on the following land within the parish of Wickwar:

Area A – Wickwar Parish Open Cemetery, Holy Trinity Church, Wickwar, Wotton-under-Edge GL12 8NB

- Fortnightly cuts from 15th March – 31st October (17 cuts)
- Clippings evenly distributed and not left in piles
- Grass clippings cleared from open grassed area in front of cremation plots and disposed of in green bin onsite
- Clippings brushed or blown from tarmac path and all headstones and flat stones
- Do not mow wildflower and daffodil areas until after die back (usually 1st July, area to be shown)

In addition to the above:

- Apply weedkiller along all walls (interior) and tarmac path edges, twice per year
- Apply weedkiller to 10 untended graves, twice per year

Area B - Wickwar Parish Closed Cemetery, Holy Trinity Church, Wickwar, Wotton-under-Edge GL12 8NB

- Fortnightly cuts from 1st July to 15th October, after wildflowers have died back (9 cuts) to include strimming area from War Memorial to far wall (area to be shown)
- Clippings evenly distributed and not left in piles

In addition to the above:

- Apply weedkiller to ?? untended graves and tough weeds, twice per year

Area C – King George V Play Area, Buthay Lane, Wickwar, Wotton-under-Edge GL12 8JB

- Fortnightly cuts from 15th March – 31st October (17 cuts) to include strimming area up to boundary hedge to ensure it is kept nettle and bramble free
- Strimming around four benches outside the play area (on the playing field, to be shown)
- Strimming around the green boundary fence as required (inside and outside)
- Clippings evenly distributed and not left in piles
- Clippings brushed or blown from play area hard surfaces

In addition to the above:

- Apply weedkiller around play equipment poles in grass, as required (do not trim to avoid damage)
- Apply weedkiller to 2 x metal grids at entrance gates, twice per year
- Trim interior face of boundary hedge and shrubs once per year in the autumn (not top)

Workmanship and Equipment

The workmanship must be of an acceptable standard, which will be verified by a Council member on the first cut of the season. The Contractor is responsible for providing all relevant equipment and maintaining it to a good, safe and legal standard in order to carry out the works.

Insurance

The Contractor is required to have professional insurance and Public Liability Insurance of at least £1,000,000 for Contracts. A current Certificate of Insurance to this effect must be produced to the Parish Clerk, prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any persons or property or animals, as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

The Council will not be liable for any damage or loss of equipment incurred by the Contractor during the period of the Contract howsoever caused. The Contractor is expected to survey each area before cutting commences to ensure no obstacles are present.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Regulations and all other Acts and Regulations in respect of the work comprised in this Contract.

Payment to Contractor

The Contractor shall submit an invoice at least once per year, in arrears. The Council will aim to settle accounts submitted, by BACS, and within three days of the invoice being approved at the next available full Council meeting (meetings take place on the first Wednesday of the month).

Duration of Contract

The duration of the Contract will be three years from the date of this Contract. There will be no opportunity to alter the rates quoted during the Contract term.

Termination of Contract

Either party may, without reason, terminate the Contract in writing, giving two months' notice.

Agreed price

2021	2022	2023
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Signed.....	Signed.....
Chairman of the Council	Contractor

Dated.....	Dated.....
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Wickwar Parish Council Grass Cutting and Maintenance Contract 2021 – 23

Quotation form

Name of Contractor:

Address:

Tel:

Email:

Contract	2021 price £	2022 price £	2023 price £
Area A – Wickwar Parish Open Cemetery			
Area B - Wickwar Parish Closed Cemetery			
Area C – King George V Play Area			
Total			

Please include any other relevant information below:

Wickwar Parish Council

King George V Playing Field (Buthay Lane, Wickwar, Wotton-under-Edge
GL12 8JB) grass-cutting and pitch maintenance contract 2021– 2023 (3 years)

Wickwar Parish Council (“the Council”) hereby invites quotations for carrying out the service of grass cutting and pitch maintenance in accordance with the Contract document attached herewith.

1. Prospective Contractors should arrange to meet with the clerk to acquaint themselves with the conditions of work before submitting quotations.
2. Quotations should be submitted for all works.
3. Prospective Contractors should provide quotations on the attached form.
4. The prices submitted must indicate the rate for carrying out each Contract individually and should be identified separately.
5. The prices submitted should specify a price exclusive of VAT.
6. Prospective Contractors should note that the Council is not bound to accept the lowest quotation and that the Council’s decision is final.
7. The successful quotation, together with the Council’s written acceptance, shall form a binding agreement in the terms and conditions of the Contract document.
8. The completed quotation form should be returned no later than 26th February 2021 to the Parish Clerk, Rachel Davis. The form may be returned by email or post.

Email: clerk@wickwarparishcouncil.gov.uk

Address: Wickwar Parish Council

c/o 22 Inglestone Road

Wickwar

Wotton-under-edge

Gloucestershire

GL12 8NH

Wickwar Parish Council

King George V Playing Field (Buthay Lane, Wickwar, Wotton-under-Edge GL12 8JB) grass-cutting and pitch maintenance contract

Extent of Work

Generally, the work will comprise the cutting of grass at the King George V Playing Field Wickwar (two pitches and tree-planted area, not including the Play Area) and annual pitch maintenance within the parish of Wickwar:

- Fortnightly cuts from 15th March – 15th October (16 cuts)
- Clippings evenly distributed and not left in piles

In addition to the above:

- Apply weed spray and feed to both pitches once per year.
- Goal mouth reseeding one pitch per year/ other reseeding according to need and agreed with the Parish Council.

Please note that Wickwar Wanderers Football Club use the pitches from 1st August – 15th May each year, and may wish to contact the contractor to arrange additional cuts or to request that scheduled cuts be carried out at certain times to coincide with matches. Any additional cuts (above the 16 specified) are chargeable at the price per cut specified in this contract.

Workmanship and Equipment

The workmanship must be of an acceptable standard, which will be verified by a Council member on the first cut of the season. The Contractor is responsible for providing all relevant equipment and maintaining it to a good, safe and legal standard in order to carry out the works.

Insurance

The Contractor is required to have professional insurance and Public Liability Insurance of at least £1,000,000 for Contracts. A current Certificate of Insurance to this effect must be produced to the Parish Clerk, prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any persons or property or animals, as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

The Council will not be liable for any damage or loss of equipment incurred by the Contractor during the period of the Contract howsoever caused. The Contractor is expected to survey each area before cutting commences to ensure no obstacles are present.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Regulations and all other Acts and Regulations in respect of the work comprised in this Contract.

Payment to Contractor

The Contractor shall submit an invoice at least once per year, in arrears. The Council will aim to settle accounts submitted, by BACS, and within three days of the invoice being approved at the next available full Council meeting (meetings take place on the first Wednesday of the month).

Duration of Contract

The duration of the Contract will be three years from the date of this Contract. There will be no opportunity to alter the rates quoted during the Contract term.

Termination of Contract

Either party may, without reason, terminate the Contract in writing, giving two months' notice.

Agreed price

2021	2022	2023
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Signed..... Signed.....

Chairman of the Council Contractor

Dated..... Dated.....

Wickwar Parish Council

King George V Playing Field (Buthay Lane, Wickwar, Wotton-under-Edge
GL12 8JB) grass-cutting and pitch maintenance contract
Quotation form

Name of Contractor:

Address:

Tel:

Email:

Contract	2021 price per cut/ spray £	2022 price per cut/spray £	2023 price per cut/ spray £
King George V Playing Field			
Annual weed spray			
Annual goal mouth reseeding (one pitch)			
Total			

Please include any other relevant information below: