

December 2020 payments

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	DD201202O 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

Appendix 1 - Wickwar Parish Council Action Plan 2020 – 25

Projects/ priorities which could be delivered early (in 2020/21)

CIL projects

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH*/ funding source
Recreation, sport, play								
1.	Recreation, sport, play	Finish refurbishment of the King George V Play Area – painting, infill equipment, signage	High	Cllr Carroll	-	Cllr Maidment (RM)	Within 1 year	MEDIUM Earmarked reserves, CIL
2.	Recreation, sport, play	Consult on plans for adult gym equipment and install	Medium	Cllr Carroll	WPFA	Wickwar Wunners	1-3 yrs	HIGH s106 sports funding
3.	Recreation, sport, play	Redevelop pavilion to include publicly accessible toilet facilities	Low	Cllr Carroll		WWFC	3-5 yrs	HIGH s106 sports funding
4.	Recreation, sport, play	Investigate potential for multi-use games area (tennis courts, all-weather 5-a-side pitch)	Low	Cllr Carroll	WPFA	WWFC	3-5 yrs	HIGH s106 sports funding
Cemetery								
5.	Cemetery	Update/ improve cemetery documentation, boundaries and signage - Carry out cemetery risk assessment and memorial inspection - clear ivy and carry out preventative maintenance work on open cemetery and closed cemetery walls - Install new cemetery noticeboard - Revise cemetery regulations and update cemetery management procedures	High	Cllr Carroll/ Cllr Maidment (RM)		PCC of Wickwar SGC	Within 1 year	MEDIUM Precept
6.	Cemetery	Provide additional cremation plots along south wall of cemetery	Medium	Cllr Carroll/ Cllr Maidment (RM)		PCC of Wickwar SGC Environment Agency	1 – 3 yrs	LOW/ MEDIUM Business Support Grant
7.	Cemetery	Prepare for cemetery extension – survey, planning permission	High	Cllr Carroll/ Cllr Maidment (RM)		PCC of Wickwar SGC	1 – 3 yrs Delivery 3 – 5 yrs	HIGH Business Support Grant / earmarked reserve

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH*/ funding source
						Environment Agency		
Town Hall								
8	Town Hall	Carry out risk assessment and update fire safety measures	High	Cllr Maidment			Within 1 year	LOW Precept
9	Town Hall	Refurbishment - heating and make downstairs usable for Parish Council and community meetings.	Low	Cllr Fielding		Providers of other meeting spaces	5 – 10 yrs	HIGH Could be £200k+ but aim for 70% lottery funding + CIL
Environment, public spaces and footpaths								
10	LINK CIL Environment, public spaces and footpaths	Consult on locations and install a minimum of six new benches to enhance public spaces around the village	High	Cllr Carroll	SGC		Within 1 yr	MEDIUM CIL
11	Environment, public spaces and footpaths	Recruit village orderly/ handyperson to maintain public spaces and Parish Council assets (weeding, litter picking, general maintenance)	High	TBC			Within 1 yr	MEDIUM Precept
12	Environment, public spaces and footpaths	Develop climate change action plan to underpin Council activities	High	TBC	WEAG		Within 1 yr	LOW Precept
13	Environment, public spaces and footpaths	Work in partnership with Wickwar Environmental Action Group (WEAG) and other groups as appropriate, to improve the Public Rights of Way/ footpaths network and enhance the natural environment and public spaces by targeting grant funding	High	Cllr Carroll / Cllr Trull	WEAG WPFA	SGC	1-2 yrs	MEDIUM Precept & CIL
14	Environment, public	Seek opportunities to work in partnership to deliver a village craft and produce show	Medium	TBC	TBC	WPFA, Wickwar	1-2 yrs	MEDIUM Precept & CIL

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH*/ funding source
	spaces and footpaths					Allotment Association		
Roads, traffic and transport								
15	LINK CIL	Investigate the feasibility of providing a village bus shelter at the new bus stop on Sodbury Road (CIL project)	Medium	TBC	SGC		1-3 yrs	HIGH CIL
16	LINK CIL	Consult on project to install village 'entrance gates' on Sodbury Road, Downs Road and Station Road to reduce speeding	Medium	TBC	SGC		1-2 yrs	HIGH CIL
17	Roads, traffic, transport	Engage with South Gloucestershire Council (SGC) to progress proposed traffic calming measures and 20mph limit on the High Street	High	Cllr Maidment	SGC		1 – 3 yrs	N/A
18	Roads, traffic, transport	Engage with SGC to provide proposed road safety measures in the Buthay – signage and road markings	High	Cllr Maidment	SGC		Within 1 yr	N/A
Community Centre								
19	Community Centre	Install community defibrillator	High	Cllr Trull	Comm Centre Cmttee	AHP school WOOSC	Within 1 yr	LOW Poss CIL, grant funding
20	Community Centre	Install disabled toilet	Low	Cllr Fielding	Comm Centre Cmttee	AHP school WOOSC	1-3 yrs	HIGH Poss CIL, grant funding
Communications, engagement and governance								
21	Comms, engagement, governance	To continue to implement robust risk management and health and safety policies and procedures	High	Cllr Maidment			Within 1 yr	LOW Precept
22	Comms, engagement, governance	Redesign the Annual Parish Assembly - include an award ceremony for the Annual Parish Council	High	Cllr Fielding		Grant recipients	Within 1 yr	LOW Precept

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH* / funding source
		Awards, showcasing the impact of small grant funding (when Covid 19 restrictions allow)						
23	Comms, engagement, governance	Prepare a communications strategy to underpin effective community engagement	High	TBC			Within 1 yr	LOW Precept – training/ support from ALCA
24	Comms, engagement, governance	Develop the 'Parish' section of the website	High	N/A		Parish organisations	Within 1 yr	LOW Precept
25	Comms, engagement, governance	Refurbish the Parish Council and community noticeboard outside the Town Hall and review their use via a communications survey	Medium	N/A		Parish organisations	Within 1 yr	LOW Precept
26	Comms, engagement, governance	Carry out an annual community survey to obtain feedback on the Parish Council	Medium				Within 1 yr	LOW Precept – training/ support from ALCA
Community Infrastructure Levy (CIL)								
27	CIL	Invite applications from community organisations for grants of £500 - £3,000 towards infrastructure projects to mitigate the impact of new development in the village (up to £12,000 available in first instance)	High	ALL	Grant applicants		Within 1 yr	HIGH CIL
28	CIL	Develop and consult on a programme of Parish Council-led infrastructure projects to be added to the action plan	High	ALL			Within 1 yr	LOW Precept

*Resource requirement LMH

L – LOW <£1000

M – MEDIUM > £1000

H – HIGH >£5000

<£5000