



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

AGENDA

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

at: 7.00pm
on: Wednesday 7th April 2021
on: ZOOM

Signed Clerk to the Council:

Dated: 31st March 2021

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/84740978224?pwd=MTFJMjdSbmgzL211WGFyT3RHUkRPdz09>

Meeting ID: 847 4097 8224 **Passcode:** 425592

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: +44 203 051 2874 United Kingdom; +44 203 481 5237 United Kingdom; +44 203 481 5240 United Kingdom; +44 203 901 7895 United Kingdom; +44 131 460 1196 United Kingdom.

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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)

- A representative from South Gloucestershire Council's Challenge Fund Flood Resilience Project will attend to discuss the works that will take place along the **B4509 The Downs** from 6th April 2021.

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 P21/00496/PNA Land Off Wickwar Road Yate South Gloucestershire BS37 6PA: Prior notification of the intention to erect 1 no. agricultural building for the storage of fodder and tools. **Refusal Prior Approval.**
 - 5.2 P20/24140/F 32 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of two storey side extension to form additional living accommodation. **Approve with Conditions.**
 - 5.3 P21/00714/F 101 Inglestone Road Wickwar South Gloucestershire GL12 8PH: Erection of single storey front extension. **Approve with Conditions.**
 - 5.4 P20/10660/F Hill House Cottage Frith Lane Wickwar South Gloucestershire GL12 8PB: Construction 1 no. dwelling house, ancillary annex, pool house, detached garage and new access with associated works (Paragraph 79 House). **Refusal.**
 - 5.5 P20/14123/F: 38 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of semi detached dwelling and associated works. **This application has now been withdrawn and no further action will be taken on it.**
 - 5.6 P21/00358/F Building At The Bristol Mineral Works Limekiln Road Yate South Gloucestershire BS37 7QB: Installation of 2 no. batch-fed gasification biomass boilers. **Approve with Conditions.**
 - 5.7 P21/00617/F 24 Turnpike Gate Wickwar South Gloucestershire GL12 8ND: Erection of 1.7 m fence. **Approve with Conditions.**
 - 5.8 P21/00488/CLE: Horwood Farm Horwood Lane Wickwar South Gloucestershire GL12 8NU: Continued use of the property as a single independent dwellinghouse. **Approve Certificate of Lawfulness.**
 - 5.9 P21/00436/F 2 Cowship Cottages Cowship Lane Cromhall South Gloucestershire GL12 8AY: Raising of roof and installation of 2 no. dormers to facilitate conversion of existing garage to annexe. Erection of 1 no. detached triple garage. **Approve with conditions.**
6. Planning – For the Council to NOTE the following comments on planning applications submitted by the Clerk with delegated authority.
 - 6.1 P21/01160/F 7 High Street Wickwar South Gloucestershire GL12 8NE: Installation of air source heat pump. **Neutral.**
 - 6.2 P21/01111/LB 7 High Street Wickwar South Gloucestershire GL12 8NE: External alterations to rebuild outbuilding wall and remove outbuilding tin roof and replace with slate tiles. **Neutral.**

7. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
- 7.1 P21/01018/NMA 77 High Street Wickwar South Gloucestershire GL12 8NP: Non Material amendments to planning permission PK18/3166/F to increase the size of the window on the Eastern elevation, decrease the size of the rooflights and include an additional rooflight on the Northern pitch roof.
- 7.2 P21/01822/F 77 High Street Wickwar South Gloucestershire GL12 8NP. Erection of a single storey rear extension to form additional living accommodation.
- 7.3 P21/01133/F Saddleback Farm The Piggeries Bristol Road Cromhall South Gloucestershire GL12 8BA: Demolition of existing timber garage and erection of new Garage/store with glazed conservatory link to house.
- 7.4 P21/01803/F The Old School House 1 - 3 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of a single storey rear extension with balcony to form additional living accommodation.
- 7.5 P21/02019/F 7 Isaac Close Wickwar South Gloucestershire GL12 8FA Erection of a single storey rear extension to form additional living accommodation.

Items for decision

8. Items for CONSIDERATION and DECISION

8.1 To CONSIDER and take a DECISION on quotations for grass cutting contracts as follows:

- King George V Play Area and Wickwar Cemetery and closed churchyard March 2021 – Oct 2023, King George V Playing Field March 2021 – Oct 2023

8.2 To REVIEW and ADOPT the updated Risk Management Policy and risk register. (Circulated)

8.3 To REVIEW and APPROVE the recommendations of the annual review of internal controls carried out by the Clerk, Cllr Fielding and Cllr Maidment. (See Agenda Report)

8.4 To REVIEW and ADOPT the updated Data Protection and Information Policy and APPROVE related actions. (Circulated)

8.5 To ADOPT the updated Privacy Notice and associated consent forms required for compliance with GDPR (General Data Protection). (Circulated)

8.6 To ADOPT the proposed Document Retention Policy and APPROVE related actions. (Circulated)

8.7 To ADOPT the proposed Health and Safety Policy. (Circulated).

8.8 To APPROVE the Covid 19 risk assessment for use of the pavilion by Wickwar Wanderers Football Club from 29th March 2021. (Circulated).

8.9 To CONSIDER and take a DECISION on requests from Wickwar Wanderers Football Club to access the pavilion changing rooms from 12th April at the earliest (as per FA guidance) and to extend the playing season and hold events in July and August 2021 at the King George V Playing Field.

8.10 To REVIEW the results of the consultation questionnaire on the proposed locations for four benches to be installed around the village and take a DECISION on proposed actions. (See Agenda Report).

- 8.11 To CONSIDER and take a DECISION on a proposal to install two further picnic benches at King George V Playing Field following feedback from the benches questionnaire. (See Agenda Report).
- 8.12 To REVIEW the results of the consultation questionnaire carried out in December 2020 and take a DECISION on proposed actions. (See Agenda Report).
- 8.13 To CONSIDER and APPROVE the terms of reference for a CIL (Community Infrastructure Levy) and Section 106 working group to oversee development of appropriate CIL projects and planning for the proposed redevelopment of the pavilion at King George V Playing Field. (See Agenda Report).
- 8.14 To CONSIDER and take a DECISION on proposed contingency arrangements for holding Council meetings safely after 6th May 2021 when legislation allowing remote meetings expires. (See Agenda Report).

Items for information only

9. To NOTE the playground inspections for January - March 2021. (Circulated).
10. To NOTE the cemetery inspections for February and March 2021 carried out by Cllr Carroll. (Circulated).
11. To NOTE 26th April 2021 deadline for applications for the vacancy of Councillor - co-option.
12. To NOTE the addition of the hand-crafted oak noticeboard for the cemetery and two additional recycled plastic benches to the Council's insurance schedule.
13. To NOTE an update from the Clerk on the Ramblers 'Don't Lose Your Way' campaign to ensure that historic paths in the parish are registered for inclusion on official maps before the UK government deadline of 1st January 2026. (Verbal).
14. To NOTE an update from the Clerk on the separation of the governance and accounting arrangements for the King George's Field charitable trust from those of Wickwar Parish Council. (Verbal).
15. To NOTE progress with repositioning the northern pedestrian gate on the Tyndale Reach Multi User Path to facilitate use by horseriders (Verbal).
16. To NOTE the response from South Gloucestershire Council re the request for a pedestrian crossing to connect the Sodbury Road Multi User Path to Frith Lane. (Verbal).
17. To RECEIVE the register of correspondence received (list available at the meeting)

Reports

18. To RECEIVE a report from the Ward Councillor.
19. To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:
- 19.1 King George V Playing Fields
 - 19.2 Wickwar Youth Club
 - 19.3 Wickwar Community Centre
 - 19.4 Wickwar Town Hall
 - 19.5 Wickwar Cemetery

Requests for financial assistance

20. To CONSIDER and take a DECISION on a grant application from Wickwar Community Centre (charity) for funding for a website (£500). (Circulated).
21. To CONSIDER and take a DECISION on a grant application from Yate Heritage Centre to fund the printing of copies of "Lest We Forget" an important and comprehensive book on the history of the fallen of Wickwar and background to the Great War in Wickwar, for sale to residents (£500). (Circulated)
22. To CONSIDER an expression of interest for Community Infrastructure Levy funding from Wickwar Environmental Action Group. (£3000). (Circulated)

Burial matters

None.

Finance

23. To NOTE the monthly bank reconciliation for February 2021 and bank balances. Chairman to sign as a true record. (Circulated)
24. To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).
25. To APPROVE the updated Asset Register for YE 31st March 2021.
26. To NOTE the budget monitoring report to 28th February 2021, prepared by the Clerk. Chairman to sign as a true record. (Circulated)
27. Items for the next agenda.
- To RECEIVE an update on progress with identifying suppliers to quote for a ground water risk assessment as specified in the CDS Group report on Park Field as a suitable site for cemetery expansion.
- To RECEIVE an update on progress identifying responsibility for the cedar tree adjacent to open cemetery which requires further inspection work. (As per Tree Condition Report conducted Nov 2020)
- To RECEIVE an update on progress with obtaining Listed Building Consent to mount two Nature & Remembrance Trail maps on the Town Hall.

Wickwar Parish Council Expenditure transactions - payments approval list

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
231	BACS21040 7Z1	£14.39	£2.40	£11.99 29/01/21	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/01/21 - 27/02/21	£14.39
247	BACS20040 7TG	£194.00	£0.00	£194.00 26/02/21	TONY GARDNER PROPERTY MAINTENANCE - BENCH INSTALLATION X 2 (CIL)	£194.00
249	BACS21040	£14.39	£2.40	£11.99 28/02/21	ZOOM VIDEO	£14.39

7Z2						COMMUNICATIONS INC - Subscription 28/02/21 - 38/03/21	
246	BACS21040 7ALCA	£483.91	£0.00	£483.91	01/03/21	ALCA - ANNUAL SUBSCRIPTION 01/04/21 - 31/03/21	£483.91
251	DD210420S GC	£57.52	£0.00	£57.52	02/03/21	South Gloucestershire Council - Pavilion rates 2021/22 Instalment 1 of 3	£57.52
244	BACS21040 7WEAG	£273.14	£0.00	£273.14	03/03/21	Wickwar Environmental Action Group - Grant litter picking equip approved 03/03/21	£273.14
253	DD2100401 WBPav	£7.50	£0.00	£7.50	03/03/21	WATER BUSINESS - Water pav Feb 2021	£7.50*
242	DD210308O ETH	£13.88	£0.66	£13.22	08/03/21	Octopus Energy - TH Feb 21 electricity	£13.88*
243	DD210308O EPAV	£34.10	£1.62	£32.48	08/03/21	Octopus Energy - Pav FEB 21 electricity	£34.10*
254	DD210322T M	£10.50	£0.00	£10.50	08/03/21	TESCO MOBILE - FEB21 bill	£10.50*
256	BACS21040 7JAX1	£33.88	£5.65	£28.23	15/03/21	JAX FIRST AID SUPPLIES - 10 MEDIUM HI VIS VESTS FOR WEAG	£33.88
257	BACS21042 1JAX2	£63.76	£10.63	£53.13	15/03/21	JAX FIRST AID SUPPLIES - 20 XL HI VIS VESTS FOR WEAG	£63.76
258	BACS21040 7JAX3	£27.90	£4.65	£23.25	15/03/21	JAX FIRST AID SUPPLIES - 8 CHILD HI VIS VESTS FOR WEAG	£27.90
255	BACS21040 7HP	£9.99	£1.67	£8.32	19/03/21	HP INK - 18/02/20 - 17/03/21 ink	£9.99
250	BACS21040 7Z3	£14.39	£2.40	£11.99	29/03/21	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/03/21- 28/04/21	£14.39
245	BACS21040 7YHC	£500.00	£0.00	£500.00	30/03/21	yate & district heritage centre - Grant for publishing 'Lest we forget' WW1 book	£500.00
248	BACS21040 7WYC	£3,000.00	£0.00	£3,000.00	30/03/21	Wickwar Youth Club - Grant 2021/22	£3,000.00
252	DD210413P N	£21.60	£3.60	£18.00	31/03/21	PLUS NET - Town Hall b/b March 2021	£21.60
		£1,506.48	£0.00	£1,506.48		Confidential	
Total		£6,281.33	£35.68	£6,245.65			

Paid between 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