

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.

1. Background

Internal control - Measures to:

- ensure prompt, accurate recording
- prevent and detect error or fraud
- allow reconstitution of lost records
- ensure risk is managed

Reg 4(4), Accounts & Audit Regs 2015

The reviewed internal controls are highlighted in yellow in the risk register appended to the WPC Risk Management Policy – see item 8.2.

The review was carried out by the Clerk and Cllr Fielding with additional input from Cllr Maidment w/b/ 22nd March 2021.

2. Proposal

The following additional internal control is recommended:

-Engage an external payroll provider to calculate salary payments. (By July 2021)

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.

Consultation report: Wickwar Parish Council - benches survey

1. Background

The survey was advertised on www.wickwarparishcouncil.gov.uk and the Wickwar Village Forum Facebook Group. In addition to this approx. 30 printed copies were delivered to those living around the Cotswold Way Green, Amberley Way/ Burleigh Way Green and the immediate neighbours of the Town Hall.

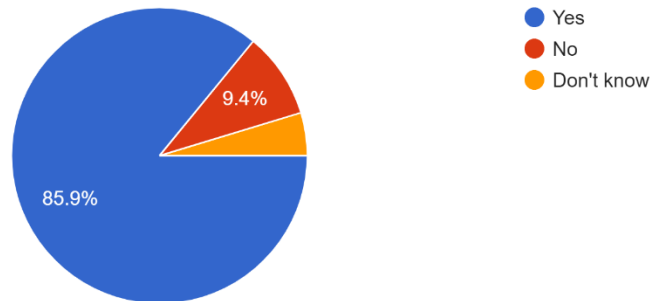
The survey ran from 9th March - 2nd April 2021

63 responses were received. Responses to the printed survey were entered into the online survey by the Clerk.

The responses to each question are summarised below, followed by recommendations for the Council to consider.

1. Location 1 - Amberley Way/ Burleigh Way green. Do you agree that this is a suitable location for a new bench?

64 responses



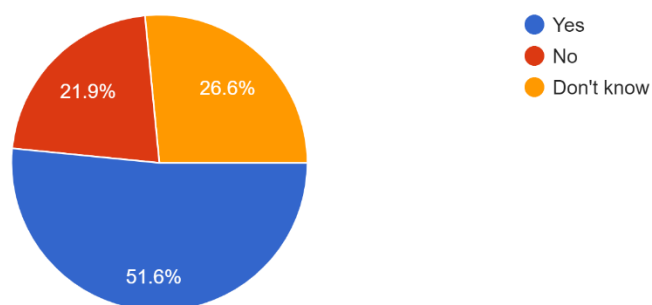
Yes – 55

No – 6

Don't know – 3

2. Location 2- Cotswold View green. Do you agree that this is a suitable location for a new bench?

64 responses





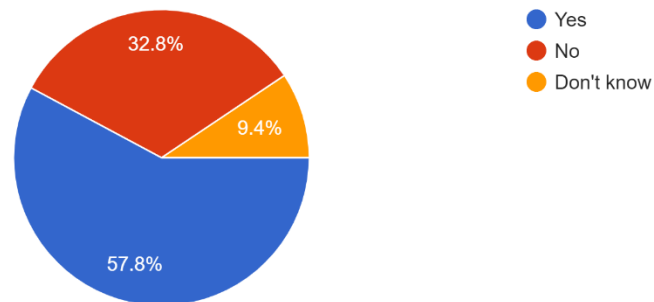
Yes – 33

No – 14

Don't know - 17

3. Location 3- Inglestone Road/ Sodbury Road verge, by the horse trough planter. Do you agree that this is a suitable location for a new bench?

64 responses



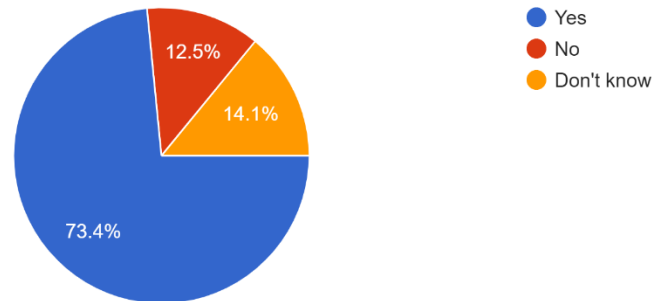
Yes - 37

No - 21

Don't know - 6

4. Location 4- High Street, outside the Town Hall set back into the alcove (door is fake and does not open). PLEASE NOTE this will be a backless bench... that this is a suitable location for a new bench?

64 responses



Yes – 47

No – 8

Don't know – 9

5. Do you have any comments or questions about any of the proposed locations for the benches? (Please mention any alternative locations that you would prefer here).

No I like them

I think they are all in a suitable position.

Ok with them all.

Not near houses where teenagers may gather late into the evenings and leave litter.

Not needed.

No questions - I think that the more of these resources that are available the better; it will encourage those that cannot keep walking (for whatever reason) that they can rest a while before continuing their walk. It might just be to sit in the sun and enjoy the world going by

This is a lovely initiative

No

no

I have said yes to all locations but is there money for all?

The other proposed bench's are on green patches which seems to make sense, although even some of them appear to be close to houses. The question you need to ask is would you

like a bench outside your house? I also think that most residents of Wickwar would probably not use them, I have never seen anyone using the benches up at the playing fields and they have been there a while. I think trying to improve the village is great just not sure new benches are the answer. Thank you.

Location 1 – Amberley Way/ Burleigh Way Green

Maybe you could put 2 or 3 benches on the Amberley way green, this would allow for small social gatherings (and socially distanced small gatherings)

It may be nice to have a couple of benches on the Amberley Way / Burleigh Way green as it is often used as a communal play space during warmer months so would be good to have seating for parents / carers whilst their children play.

Would love a bench on Burleigh way green but where you have proposed to put it the kids use that spot as a football goal and often take one over there from home (best place for a goal due to the slope) so I would suggest putting the bench closer to the path on the green.

A second on Amberley way green would be nice as I'm sure they would be used. Potentially set back from the path towards the hedge on that side.

As a resident of the Burleigh Way Green for over twenty years the proposed position of the bench is right where the children have always placed their football goal. Games have always been played across the green from North to south because of the slope. I would suggest that a bench would be better sited at the bottom end of the green as it will get sunshine all day and into the evening during the summer.

Amberley way green is a popular play area and I think maybe even two benches positioned at different ends would be suitable.

Burleigh way green - lovely idea. Perhaps 2 benches here would be good as children do like to play there so would give parents somewhere to sit. Also there is a nice outlook over to the hills.

Perhaps a couple on the green as I know friends and families like to gather there

Amberley Way/Burleigh Way Green could do with two benches.

I have lived in my house for over 33 years and have very much valued the fact that the Green is unencumbered by any man-made artefacts or equipment. It offers a tranquil oasis of open space for informal recreation and play for both children and adults. As you may know, it is used regularly for football, cricket and other informal games. The trees and bushes at the north side of the Green seem to have a particular magnetic appeal for children for climbing the trees and for playing hide & seek. I believe that the proposed location for a bench is not a suitable location for the following reasons: • It would interfere with the current use as the proposed site is where 'goalposts' are often located • To access the bench, users would need to cross the grass, which is not always dry or free from mud. • A bench would encourage evening use by teenagers, with the potential for litter and noise. The area behind the Youth Centre, for example, is often full of litter, even with an easily accessible litter bin on the site. • The proposed location would not be adequately lit at night time which could give rise to unsociable behaviour and mischief. Alternative Site on the Green If there has to be a bench adjacent to the Green, I suggest that it be placed on the eastern edge of the path which runs across the Green, close to the street light at that location. This would have the advantage of being easily accessible from the footpath without having to walk over potentially wet and muddy grass, and provide a well-lit area, where anti-social behaviour would be less likely at night time. Please will you consider this alternative?

Location 2 – Cotswold View Green

The middle of Cotswold way green is not somewhere that gets walked past very often or played on, I believe this would be a waste of a bench.

If residents around Cotswold View are happy with this location for a bench, then I would not disagree. My comment above about wet grass/mud to access the bench would also apply at this location.

I don't want a bench outside my house in Cotswold View. Put the bench towards the bottom of Cotswold View Green because that is where all of the mums and their children sit in the summer or when it is warm.

Location 3 – Inglestone Road/ Sodbury Road verge

One on main road would be by busy road

I've said no for the Inglestone / Sodbury one as not sure what purpose it would serve there next to the 'main' road. Not necessarily a tranquil place that someone would stop and sit by the traffic.

Personally I wouldn't use locations 3 or 4 as I wouldn't want to sit and breathe in traffic fumes, I would choose a more "rural" location. However I appreciate that these may have been chosen to suit people who cannot walk as far.

Also not blocking the visibility of vehicles exiting Inglestone Road, this spot may encourage children to run across the main road from the Youth Club.

The road is fast at location 3, so not sure encouraging children, people with dogs, to hang about here is a great idea.

The verge by the horse trough sees a lot of busy traffic. I don't feel this is a pleasant and peaceful place to sit!

Also the one on the sodbury road by the plants, should it face the road or the footpath? Overcome it by putting it perpendicular to the road, facing the village but far enough back so there is a view through the gateway shown in the photo

Because this location is adjacent to the busy Sodbury Road, there are likely to be more traffic fumes in the air, which could have negative health implications. I therefore do not think that this location is suitable for a public bench. An alternative to this location could be adjacent to the footpath on the small Green at the junction of Inglestone Road and Burleigh Way, nearby the lovely tree.

Location 4 – High Street, outside the Town Hall

For the high street one I'm not sure as it looks like it may block and entry/exit. If that is not the case then it may be a suitable place as people may use when waiting to buses / eating take out from cafe etc

I don't think sitting listening to the High St traffic is a suitable location

I think the priority location would be the Town Hall.

I feel the pavement is too narrow outside the town hall, and don't know why you'd want to sit and look at parked cars or traffic passing by!

Town hall one possibly least important.

Not sure why you'd ever want to sit on the main road watching the traffic, or by the town hall looking at parked cars.

I live near the Town Hall and would not relish the idea of having people sitting near my house. The High Street is busy and noisy, not the place you would want to sit.

Town Hall - I agree that this is a suitable location for a bench and will be useful for those people who are waiting at the Bus Stop.

6. Do you have any suggestions for other locations for benches around the village that the Parish Council could investigate?

The green in The Buthay.

Maybe the Buthay ..not the Buthay Pub ..the Buthay houses

On the Grass in the Buthay perhaps?

On the green in The Buthay.

On lane between The Buthay and the Youth Club.

More benches could absolutely be utilised at the playing fields! I love the new one in the top corner, but do feel that the area is very sparse when it comes to seating. Or perhaps more picnic benches with tables in the actual field (in addition to the ones in the playground).

You can never have too many benches at the play park. The tables are excellent but separate benches would be good for socially distanced visits

KGV to watch football

No but think we need picnic benches at the park

Next to the fire beacon on KGV

More in the playing fields in the car park by the childrens center.

Picnic benches outside of the park at the playing fields to allow those with dogs, or those who don't need to sit in the park to have somewhere to have a picnic. The benches dotted around the field are amazing, but a few picnic benches would also be a good addition.

I think one on the footpath that runs parallel to the road to the playing field car park, between the allotments and the gravel basketball court, would be nice as there's a good view over to the west side of Wickwar from there.

Village Hall car park or outside as many people sit out there waiting for kids in groups to come out.

Possibly village hall car park looking out towards the church - still in the village for those that can't walk far but at least it's a nice view. There are many lovely walks on which a bench would be well used but I doubt the land is council owned

More in church land.

By the orchards or near the church.

Somewhere up by the church

Does the council own the bit of land at the end of turnpike gate looking out over the fields

On the green on Turnpike Gate

West End on the green triangle by Rag Lane. Bottom of Frith Lane and West End Road junction. Junction of West End Road and Cowship Lane

Or on the green at the junc of Cowship & Rag Lane

Along the 'round the world' walk would be great

Bellway or Linden estates need to feel included

New estate? Or is that not covered by parish Council?

Are there benches being put by the new children's play area?

Lower woods if possible?

A lot of people use lower woods, could you not put one there?

By the tree outside No 31 Inglestone. A regular stopping point for parents on school run.

On the green adjacent to the entrance to Amberley Way

The bench behind the brick wall at the entrance to Inglestone road is almost entirely rusted through. Could this one be replaced.

How about on the grass verge outside Alexander Hosea School

Inglestone Road, grassed area by the gate if proposed new development

1. Outside the Congregational Church which is the location of the unmarked Bus Stop for buses heading to Yate/Sodbury. This would be useful and help residents to sit or rest their bags whilst waiting for a bus.

2. By the street light on the Wickwar side of Poplar Lane – another unmarked Bus Stop towards Sodbury. This would be useful for residents heading to Yate/Sodbury by bus.

No, happy where they are going.

Would be nice for more dog bins to get put around the village (not right next to the benches obviously!)

No

Not needed

No

2. Recommendations

1. Location 1 - Amberley Way/ Burleigh Way Green

Allocate one bench to the green initially, but with the option to add another depending on how successful the first bench is.

Identify an alternative location near the path, but as far away from nearby houses as possible.

2. Location 2 – Cotswold View Green

This was the least popular location. Consider alternative locations suggested in the survey for this bench, and carry out a small survey of neighbours.

3. Location 3 - Inglestone Road/ Sodbury Road verge

A number of responses commented on potential safety concerns. There is also a bench on the nearby grassed area at the entrance to Inglestone Road which is in a poor state of repair.

Consider whether to go ahead with this location OR replace the existing bench.

4. Location 4 – High Street, outside the Town Hall

This was the second most popular proposed location.

Agree this location in principle and apply to South Gloucestershire Council for a licence (before ordering a backless bench for this location)

5. Consider additional benches at King George V Playing Field – see item 8.11

6. Review other suggestions for suitability at the CIL/ s106 working group (see Item 8.13)

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.

1. Background – Community Infrastructure Levy (CIL) funding.

Community Infrastructure Levy (CIL) is a charge on development that came into force in 2010 (and runs in tandem with s.106 contributions). The purpose of the CIL is to fund infrastructure to support local development.

- i. CIL funding can be used to fund the development of the local area, to fund the provision, improvement or replacement of infrastructure. Infrastructure includes physical, social and green infrastructure. For example: highways; education facilities; sports and community halls; parks and play areas.
- ii. CIL funding may also be used to fund anything else that is concerned with addressing the demands that new housing development places on an area. For example community transport schemes.
- iii. CIL monies cannot be used on items or services which fall outside the Parish Council's remit by statute.

Wickwar's allocation of CIL (which must be spent within 5 years of receipt) is as follows:

- i. 2019/20 – £18,018.59 (Spend by April 2024)
- ii. 2020/21 – £48,115 (Spend by April 2025)
- iii. 2021/22 - £26,716.68 (Spend by April 2026)

The total amount from the Bellway Homes (Tyndale Reach) development is estimated to be **£92k**, with around **£97k** further CIL funding due from the Linden Homes development.

The CIL budget for the first round of CIL (from the Bellway estate) is copied below. For the year 2021/22 there is approximately £50,069 of CIL unspent (£23,352 of which should be spent by April 2025, and £26,716.68 which should be spent by April 2026).

Some expressions of interest for the WPC Community Infrastructure Levy Grants Scheme have been received. Some potential WPC CIL projects are also identified in the Parish Council's Action Plan. Taking these projects into account there remains a large amount of unallocated CIL funding.

2019		9 months to December 2020					2021
Actual	-	Budget	Actual	Over/Under Spent	Forecast	Forecast Over/Under Spend	Budget
	<u>INCOME</u>						
	Surplus from previous year	£ 18,019	£ 18,019	£ -	£ 18,019	£ -	£ 23,352
	New CIL	£ 48,115	£ 48,115	£ -	£ 48,115	£ -	£ 26,717
£ 18,019	Total CIL income	£ 66,134	£ 66,134	£ -	£ 66,134	£ -	£ 50,069
	<u>EXPENDITURE</u>						
	Toddler playhouse (KGV)	£ 7,661	£ 7,661	£ -	£ 7,661	£ -	
	Rubber mulch under slide	£ 8,705	£ 8,705	£ -	£ 8,705	£ -	
	IXO multiplay unit	£ 20,546	£ 20,546	£ -	£ 20,546	£ -	
	6 x Marmax benches	£ 2,102	£ 2,102	£ -	£ 2,102	£ -	
	Bench installation costs	£ 500	-	-£ 500	£ 500	£ -	
	3 x lime trees (KGV)	£ 1,866	£ 1,866	£ -	£ 1,866	£ -	
	Refurbishment of metal multiplay	£ 1,402	-	-£ 1,402	£ 1,402	£ -	
	Community grant scheme	£ -	-	£ -	-	£ -	£ 12,000
	Unallocated	£ 23,352	-	-£ 23,352	-	-£ 23,352	£ 38,069
£ 3,556	Total CIL expenditure	£ 66,134	£ 40,880	-£ 25,254	£ 42,782	-£ 23,352	£ 50,069

2. Background - Section 106

South Gloucestershire Council has indicated that s106 funding for PK16/4006/O – Land South of Poplar Lane (Bellway Estate), Wickwar has been received from the developer. Wickwar Parish Council is invited to submit an expression of interest for project funding.

The S106 agreement states that the funding must be spent on Outdoor Sport improvements or enhancements at King George V Playing Fields. There is a total of **£144,126.86 capital and £44,641.00 revenue** available for improvements at that location.

There is approximately **£170k capital + £52k revenue** in ADDITIONAL S106 money for sport expected from the Linden Homes development. It is acceptable to get a project agreed and 'bank' the first allocation towards it, then wait for the second allocation to fund the full cost of the project. This makes a large project a possibility.

An expression of interest form must be completed which can be found here.

<https://beta.southglos.gov.uk/section-106-funding-to-support-outdoor-sports-provision-for-children-and-young-people/>

The deadline for the application was initially Friday 19th February but the Clerk has received confirmation that it can be submitted later.

The money must be ALLOCATED within 5 years of receipt by South Gloucestershire Council (Jan 2026). Once it is allocated it is considered 'spent' and the money is saved for the project it has been allocated to.

3. Proposal - Risk management

In the latest review of the Council's risk register (see item 8.2) the Clerk has identified the following risk with regard to CIL/ s106 management.

Failure to properly manage the development and delivery of high profile CIL and s106 projects and engage the appropriate professional services, resulting in loss/ waste of public money.

Actions required :

-Set up a working group to oversee the development and management of CIL and S106 projects – (April 2021)

-Engage a project manager and/ or other appropriate professionals at the earliest stage possible for large projects to carry out a feasibility study and to obtain indicative costs to enable an assessment on taking the project forward by the Parish Council (recognizing the lack of capacity within the existing staff team) –(By March 2022)

In order to mitigate this risk the following CIL and s106 Working Group Terms of Reference are proposed.

Wickwar Parish Council – CIL and s106 Working Group Terms of Reference

1. The objective of the group is to support the management and ongoing development of Community Infrastructure Levy (CIL) and Section 106 (s106) projects to spend funding allocated to Wickwar from two recent housing developments.
2. The group will support the Clerk, with items related to the management of CIL and s106 projects within the parish.
3. Responsibilities
 - 3.1 Oversee the WPC Community Infrastructure Levy (CIL) grants scheme which will award infrastructure grants of £500 - £3000 to community groups. This will include scrutinising and providing feedback on expressions of interest and full applications and recommending funding allocations.
 - 3.2 Oversee the development and implementation of a programme of WPC CIL projects.
 - 3.3 Oversee the development of an expression of interest and full application for s106 sports funding to South Gloucestershire Council, by an appropriately qualified and experienced contractor.
 - 3.4 Oversee the implementation of s106 projects which receive funding.
4. The group will comprise of a minimum of four (4) councillors to be appointed by the Parish Council by resolution. Three (3) members of the group shall constitute a quorum.
5. The working group will nominate a chairperson.
6. The working group will meet on an ad hoc basis as required, but this is likely to be bi-monthly initially.
7. The working group will report back to the Parish Council on a regular basis and there will be a standing item on the agenda for an update (where appropriate). Any decisions or recommendations from the working group will be agenda items on the Full Council agenda.
8. The working group shall cease when CIL and s106 projects have been completed.
9. These Terms of Reference shall be reviewed annually in June or earlier if deemed necessary.