

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 3rd March 2021, via ZOOM, commencing at 7.00pm.

Attended:

Councillor S Isaac
Councillor A Carroll
Councillor C Maidment
Councillor G Fielding
Councillor A Pennington

Apologies:

Ward Councillor and Councillor P Trull

Clerk:

Mrs R Davis

Public time (20 minutes)

Five members of the public addressed the meeting.

A member of the public attended to ask what could be done about the damage that has been caused to the Turnpike Gate green by horseriders using it as a safe cut-through. The Council asked the Clerk to contact South Gloucestershire Council to request an inspection to consider how to make good the damage and manage the issue in future.

A member of the public attended to alert the Council to the overgrown stone stile on the footpath running from Church Lane. The Council asked the Clerk to report it to South Gloucestershire Council.

A member of the public attended to complain that the grassed area in the Buthay (leased by the Council to Bromford) had been used recently to wash stones, leaving the grass in a poor state and washings collected under the bushes. The Council asked the Clerk to request that Bromford write to the resident concerned, to request they clear the area.

A member of the public attended to give more information about a grant request (item 18).

A member of the public attended to give more information about a planning application (item 6.5).

1.03.21 To RECEIVE apologies for absence.

Apologies were received from Cllr Trull.

2.03.21 To NOTE and RECORD Declarations of Interests relevant to this meeting.

None.

3.03.21 To AGREE whether the minutes of the last meeting and extra ordinary meeting should be signed as an accurate record of the meetings.

Signed.....Chairman.....Date

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on Wednesday 3rd February 2021 and the minutes of the extra ordinary meeting held on Tuesday 9th February. They were duly signed onscreen (to be signed in hard copy after the meeting).

4.03.21 To determine which items, if any, of the Agenda should be taken with the public excluded.

No items required the public to be excluded.

It was proposed, seconded and RESOLVED to bring forward item 18 (To CONSIDER and take a DECISION on a grant application from Wickwar Environmental Action Group for litter picking sticks and equipment (£273.14)) so that the representative attending could listen to the discussion. See minute 18.03.21.

5.03.21 Planning - For the Council to NOTE the following planning decisions:

5.1.03.21 P20/19205/F 62 High Street Wickwar South Gloucestershire GL12 8NP DESCRIPTION: Infill of external side door way, installation of glazing and replacement of doors and windows to rear elevation. **Approve with Conditions.**

5.2.03.21 P21/00065/TCA Cliff House 1 High Street Wickwar South Gloucestershire GL12 8NE: Works to trees as per the attached proposed schedule of works (section 5 of application form and schedule of works document) submitted to the council. All trees situated within the Wickwar conservation area. **No Objection.**

5.3.03.21 P21/00010/F Leechpool Farm Tanhouse Lane Yate South Gloucestershire BS37 7QL: Creation of a new access onto Limekiln Road to serve equestrian/agricultural uses. **Approve with conditions.**

6.03.21 Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.

6.1.03.21 P21/00714/F: 101 Inglestone Road Wickwar South Gloucestershire GL12 8PH; Erection of single storey front extension.

It was proposed, seconded and RESOLVED to submit a neutral response.

6.2.03.21 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.

Cllr Isaac declared a non-pecuniary interest in this item. He left the meeting for the duration of the item and did not take part in the discussion or subsequent vote.

It was proposed, seconded and RESOLVED to submit a neutral response and the following comment. It would be beneficial if the applicant stated the intended use of the annexe, as this looks like it could be used as standalone accommodation.

6.3.03.21 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.

It was proposed, seconded and RESOLVED to support the application and submit the following comment. Wickwar Parish Council supports this application as it is a more environmentally friendly solution which supports renewable energy use going forward.

6.4.03.21 P21/00617/F 24 Turnpike Gate Wickwar South Gloucestershire GL12 8ND: Erection of 1.7 m fence.

Signed.....Chairman.....Date

It was proposed, seconded and RESOLVED to submit a neutral response.

6.5.03.21 P21/00621/LB 3 High Street Wickwar South Gloucestershire GL12 8NE: Removal of existing non-porous render and application of replacement lime render to front, side and first floor rear elevations.

It was proposed, seconded and RESOLVED to submit a neutral response.

6.6.03.21 P21/00623/LB 7 High Street Wickwar South Gloucestershire GL12 8NE
Replace 9 no. rear windows with double glazed units made from accoya wood and associated works.

It was proposed, seconded and RESOLVED to submit a neutral response and submit the following comment. Wickwar Parish Council has assumed that the Conservation Officer will approve the replacement windows.

6.7.03.21 P21/00904/F 78 High Street Wickwar South Gloucestershire GL12 8NP: Raising of rear roofline. Erection of a single storey side/ rear extension to form additional living accommodation.

It was proposed, seconded and RESOLVED to submit a neutral response.

6.8.03.21 P21/00509/F Ladyswood Mapleridge Lane Yate South Gloucestershire BS37 6PW: Erection of detached outbuilding.

It was proposed, seconded and RESOLVED to submit a neutral response.

7.03.21 Items for CONSIDERATION and DECISION

7.1.03.21 To REVIEW and ADOPT updated Standing Orders and Financial Regulations (to reflect the latest NALC model documents 2019/20).

It was proposed, seconded and RESOLVED to adopt the updated Standing Orders and Financial Regulations (to reflect the latest NALC model documents 2019/20).

7.2.03.21 To ADOPT an updated Publication Scheme for Wickwar Parish Council and revised charges (Freedom of Information).

It was proposed, seconded and RESOLVED to adopt the updated Publication Scheme for Wickwar Parish Council and revised charges.

7.3.03.21 To CONSIDER and AGREE the date for the Annual Parish Assembly 2021.

It was proposed, seconded and RESOLVED not to hold an Annual Parish Assembly at this time due to the Covid-19 restrictions on public gatherings.

7.4.03.21 To APPROVE the donation of five speed humps and warning signs (total value £661.85) installed on the access lane to the WPFA/ King George V field, to Wickwar Playing Fields Association and AGREE to fund future maintenance costs.

It was proposed, seconded and RESOLVED to donate the five speed humps and warning signs (total value £661.85) installed on the access lane to the WPFA/ King George V field, to Wickwar Playing Fields Association and to fund future maintenance costs.

7.5.03.21 To REVIEW progress against the internal audit report for the financial year 2019/20 and AGREE any further actions required.

Signed.....Chairman.....Date

Progress was noted. No further actions were required.

7.6.03.21 To CONSIDER and APPROVE a proposed inspection schedule for Wickwar closed churchyard and open cemetery.

It was proposed, seconded and RESOLVED that Cllr Carroll will carry out monthly inspections of the closed churchyard and open cemetery using a proforma. Memorial safety inspections should take place every three years, with the next inspection due in 2021.

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

It was proposed, seconded and RESOLVED to approve the proposed consultation questionnaire.

7.8.03.21 To CONSIDER and take a DECISION on the preferred option for the position of the Nature & Remembrance Trail map signs outside the Town Hall (and APPROVE funding for Listed Building pre-application advice if required - approx. £210).

It was proposed, seconded and RESOLVED to submit a request for Listed Building pre-application advice to South Gloucestershire Council to determine whether the trail maps can be positioned on the north side wall of the Town Hall. Funding was approved.

7.9.03.21 To CONSIDER and take a DECISION on how an expression of interest for Section 106 sports funding allocated to King George V Playing Field, should be developed.

It was agreed that the Clerk should contact Fields in Trust for advice on what may be possible with regard to developing the pavilion in the first instance, and that a working group should then be set up.

7.10.03.21 To CONSIDER whether to write to Luke Hall MP to request the extension of legislation to allow remote Parish Council meetings after 6th May 2021 [The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020]

It was agreed that the Clerk should write on behalf of the Council using a template provided by Avon Local Councils Association.

8.03.21 To NOTE the playground inspections for January and February 2021.

Deferred to next meeting.

9.03.21 To NOTE the submission of the annual return for King George's Fields (for y/e 31st March 2020) to the Charity Commission.

Noted.

10.03.21 To NOTE the advertisement of the vacancy for Councillor for co-option, as per Wickwar Parish Council's Co-option Policy.

Noted.

11.03.21 To NOTE the responses submitted to the South Gloucestershire Council Local Plan 2020 consultation and Data and Access Profile consultation on behalf of Wickwar Parish Council.

Noted.

Signed.....Chairman.....Date

12.03.21 To NOTE the donation of a hand-crafted oak noticeboard for the cemetery by a parishioner.

The Council noted its thanks to the parishioner for the donation of a hand-crafted oak noticeboard for the cemetery.

13.03.21 To NOTE progress with repositioning the northern pedestrian gate on the Tyndale Reach Multi User Path to facilitate use by horseriders.

The Council noted that the gate had not yet been moved and asked the Clerk to contact the developers to chase this action.

14.03.21 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.

The Clerk reported that a grant application from Yate Heritage Centre to print and distribute copies was expected.

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

Received.

16.03.21 To RECEIVE a report from the Ward Councillor.

The Ward Councillor was not in attendance – no report

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

17.1.03.21 King George V Playing Fields – New bench has been installed. Use of the field for fitness classes will be reviewed in July. (Currently permission has been granted for one class).

17.2.03.21 Wickwar Youth Club – Nothing to report.

17.3.03.21 Wickwar Community Centre – Grant application for defibrillator has been successful.

17.4.03.21 Wickwar Town Hall – The clock face is looking faded- possible Community Infrastructure Levy project.

Councillor Fielding left the meeting.

18.03.21 To CONSIDER and take a DECISION on a grant application from Wickwar Environmental Action Group for litter picking sticks and equipment (£273.14).

It was proposed, seconded and RESOLVED to award WEAG a grant of £273.14 for litter picking sticks plus a further grant of £120 (inc VAT) to purchase high-vis vests for litter picking.

19.03.21 To CONSIDER an expression of interest for Community Infrastructure Levy funding from Wickwar Village Hall. Three projects. (Min £3000).

The option to replace the scout hut to provide storage and more meeting space was preferred. The Clerk will request a more detailed project proposal for consideration by the Council.

Signed.....Chairman.....Date

20.03.21 To CONSIDER an expression of interest for Community Infrastructure Levy funding from Wickwar Youth Centre to refurbish the toilets (£3000).

The project was considered suitable for CIL. The Clerk will request a full application be completed.

21.03.21 To APPROVE permission for interment of two/ three further sets of ashes IRO Stimpson cremation plot.

It was proposed, seconded and RESOLVED to approve permission for the interment of up to three further sets of ashes IRO Stimpson cremation plot.

22.03.21 To NOTE the monthly bank reconciliation for January 2021 and bank balances. Chairman to sign as a true record.

Deferred to next meeting.

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

It was proposed, seconded and RESOLVED to approve the accounts for payment listed.

24.03.21 To APPROVE transfer of £10,000 from Unity Trust savings account (balance £20,556.59) to Redwood Bank savings account to attract a higher rate of interest.

Deferred to next meeting.

25.03.21 To NOTE the budget monitoring report to 31st January 2021, prepared by the Clerk. Chairman to sign as a true record.

Deferred to next meeting.

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

Deferred to next meeting.

27.03.21 Items for the next agenda.

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

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 reviewing governance arrangements for the King George's Field Charity.

Signed.....Chairman.....Date

To DISCUSS how to engage with the Ramblers Association '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.

Wickwar Parish Council

Expenditure transactions - payments approval list start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
222	BACS21030 3AS	£175.00	£0.00	£175.00	21/01/21	AREBEE SIGNS -	£175.00
	1	£15.00	£0.00	£15.00		PF KGV car park disclaimer sign	
	2	£160.00	£0.00	£160.00		CNCL 2 x A3 trail map signs for Town Hall	
233	BACS21030 3M	£108.00	£18.00	£90.00	26/01/21	MEREDITHS - 3 x Xmas trees & fitting (Town Hall)	£108.00
224	BACS21030 3ROW	£319.20	£53.20	£266.00	31/01/21	RO WILLIAMS & SON -	£319.20
	1	£91.20	£15.20	£76.00		PF Hedge cutting at KGV autumn 2020 (2 hours)	
	2	£228.00	£38.00	£190.00		CNCL Hedge cutting at Park Field (5 hours)	
218	DD210301W BTH	£55.23	£0.00	£55.23	02/02/21	WATER BUSINESS - Water TH 01/07/20 - 01/02/21	£55.23*
232	DD210303Z 2	£48.00	£8.00	£40.00	02/02/21	ZOOM VIDEO COMMUNICATIONS INC - Large meetings add on (for CN meeting 10/02) Feb 21	£48.00
219	DD210301W BPF	£17.16	£0.00	£17.16	03/02/21	WATER BUSINESS - Pakfield trough 29/07/20-02/02/21	£17.16*
220	DD210301W BPav	£7.50	£0.00	£7.50	03/02/21	WATER BUSINESS - Water pav Jan 2021	£7.50*
228	DD210208O EPAV	£38.26	£1.82	£36.44	08/02/21	Octopus Energy - Pav Jan 21 electricity	£38.26*
229	DD210208O ETH	£15.48	£0.74	£14.74	08/02/21	Octopus Energy - TH Jan 21 electricity	£15.48*
230	DD210208T M	£10.00	£0.00	£10.00	08/02/21	TESCO MOBILE - JAN21 bill	£10.00*
221	BACS21030 3TG	£58.00	£0.00	£58.00	09/02/21	TONY GARDNER PROPERTY MAINTENANCE - Cut old cricket net posts to ground	£58.00
226	BACS21030 3SGC	£398.41	£66.40	£332.01	10/02/21	South Gloucestershire Council - Bins and grass cutting Jan-March 2021	£398.41
	1	£149.66	£24.94	£124.72		CNCL Village dog bins x2, grass cutting Apr - June 2020	
	2	£248.75	£41.46	£207.29		PF KGV bins x 4 Apr - June 2020	

Signed.....Chairman.....Date

225	BACS21030 3PCC	£11.50	£0.00	£11.50	23/02/21	PCC of Wickwar - Grass Keep Advert March 21 Parish News	£11.50
227	BACS21030 3SLCC	£36.00	£6.00	£30.00	23/02/21	SLCC Enterprises Ltd - Employment the Basics webinar 08/03/21	£36.00
223	DD210313P N	£21.60	£3.60	£18.00	01/03/21	PLUS NET - Town Hall b/b Feb 2021	£21.60*
217	BACS21030 3YHC	£150.00	£0.00	£150.00	03/03/21	yate & district heritage centre - Grant for workshops 2021/22 (LGA1972 Section 145)	£150.00
		£1,500.63	£0.00	£1,500.63	Confidential		
Total		£2,969.97	£157.76	£2,812.21			

Signature

Signature

Date

Paid between meetings*

Signed.....Chairman.....Date