



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 the Annual Meeting of Wickwar Parish Council to be held

at: 7.00pm
on: Wednesday 5th May 2021
on: ZOOM

Signed Clerk to the Council:

Dated: 29th April 2021

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/89742219469?pwd=U2szVVJoT0l3dE5wTTI0RkIxSHVQdz09>

Meeting ID: 897 4221 9469 **Passcode:** 987299

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: +44 131 460 1196 United Kingdom; +44 203 481 5237 United Kingdom; +44 203 481 5240 United Kingdom; +44 203 901 7895 United Kingdom; +44 208 080 6591 United Kingdom; +44 208 080 6592 United Kingdom; +44 330 088 5830 United Kingdom

Meeting ID: 897 4221 9469

Passcode: 987299

Find your local number: <https://us02web.zoom.us/j/khGe3qX4g>

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)

1. To ELECT the Chairman of the Parish Council.
2. To ELECT the Vice Chairman of the Parish Council
3. To RECEIVE the Declaration of Acceptance of Office forms from the newly elected Chairman and Vice Chairman
4. To RECEIVE apologies for absence
5. 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.

6. To AGREE whether the minutes from the ordinary meeting on 7th April 2021 and the extra ordinary meeting on 22nd April 2021 should be signed as an accurate record of the meeting (circulated)
7. To determine which items, if any, of the Agenda should be taken with the public excluded.
8. To CO-OPT to the vacancy of Councillor (Declaration of Acceptance of Office to be signed at the next meeting)
9. To CONSIDER and AGREE arrangements for holding meetings after 6th May 2021 (see options outlined in the Agenda Report)
10. To APPROVE the proposed Scheme of Delegation to the Clerk after 6th May 2021 (see Scheme of Delegation set out in the Agenda Report)
11. To REVIEW and ADOPT terms of reference for Council committees and working groups (Staff Committee and Section 106 and CIL Working Group – see Agenda Report)
12. To REVIEW and AGREE membership of Council committees and working groups and next meeting dates (Staff Committee and Section 106 and CIL Working Group - See Agenda Report)
13. To REVIEW and ADOPT Standing Orders and Financial Regulations. (See Agenda Report)
14. To REVIEW and APPROVE arrangements with, and contributions to other local authorities, not-for-profit bodies and businesses (See Agenda Report)
15. To REVIEW and AGREE Parish Council representation on external bodies and arrangements for reporting back (See Agenda Report)
16. To REVIEW and APPROVE the updated Asset Register for 2021/22 (See Agenda Report))
17. To CONFIRM arrangements for insurance cover in respect of all insurable risks (See Agenda Report)
18. To REVIEW the Council's and/or staff subscriptions to other bodies (See Agenda Report)
19. To REVIEW and ADOPT the Council's Complaints Procedure (See Agenda Report)
20. To REVIEW and ADOPT the updated Reserves Policy (See Agenda Report)
21. To REVIEW and ADOPT the Council's policies, procedures and practices as listed (See Agenda Report)
22. To REVIEW and ADOPT the Council's employment policies and procedures as listed (See Agenda Report LINK)

- 23.To REVIEW the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the financial year 2021/22 and to NOTE the s. 137 limit for 2021/22 (See Agenda Report)
- 24.To REVIEW the Council's expenditure of CIL (Community Infrastructure Levy) for the financial year 2021/22 and note the amount of unspent CIL (See Agenda Report)
25. To REVIEW and APPROVE Direct debits and standing orders for the financial year 2021/22 (See Agenda Report)
- 26.To AGREE the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Planning

- 27.Planning - For the Council to NOTE the following planning decisions
- 27.1 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
Approve with Conditions.
- 27.2 P21/00509/F Ladyswood Mapleridge Lane Yate South Gloucestershire BS37 6PW: Demolition and replacement of detached outbuilding to provide storage. **Approve with Conditions.**
- 27.3 P21/00142/F 20 The Buthay Wickwar South Gloucestershire GL12 8NW: Erection of single storey front extension to form additional living accommodation. **Approve with Conditions.**
- 28.Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
- 28.1 P21/02551/F: The Gables 60 High Street Wickwar South Gloucestershire GL12 8NP: Erection of rear single storey open sided wooden veranda.

Items for decision

- 29.Items for CONSIDERATION and DECISION
- 29.1 To CONSIDER and APPROVE the Council's response to the following South Gloucestershire Council consultations on the Wickwar Traffic Management Scheme (See Agenda Report for response to first consultation)

[WICKWAR – HIGH STREET AND STATION ROAD – Proposed road humps – STATUTORY NOTICE – South Gloucestershire Online Consultations \(southglos.gov.uk\)](#)

[WICKWAR – VARIOUS ROADS – Proposed 20 mph Speed Limit – STATUTORY NOTICE – South Gloucestershire Online Consultations \(southglos.gov.uk\)](#)

[WICKWAR – VARIOUS ROADS – Proposed waiting restrictions – STATUTORY NOTICE – South Gloucestershire Online Consultations \(southglos.gov.uk\)](#)

[WICKWAR – SODBURY ROAD – Proposed zebra crossing – STATUTORY NOTICE – South Gloucestershire Online Consultations \(southglos.gov.uk\)](#)

- 29.2 To CONSIDER and take a DECISION on whether to request inclusion in South Gloucestershire Council's Community Governance Review and what to request (See Agenda Report)

- 29.3 To CONSIDER and take a DECISION on requests for information and support from the Wickwar Residents Action Group (See Agenda Report)
- 29.4 To CONSIDER and take a DECISION on quotations for replacement of the climbing net on the metal multiplay unit at King George V Playing Field. (Tabled at the meeting)
- 29.5 To CONSIDER and take a DECISION on quotations for the Council's insurance renewal due 1st June 2021. (Tabled at the meeting)
- 29.6 To CONSIDER and take a DECISION on whether and how the Council can participate in No Mow May (See Agenda Report)

Items for information only

30. To NOTE the playground inspection for April 2021 (circulated)
31. To NOTE the cemetery inspections for February -April 2021 carried out by Cllr Carroll (circulated)
32. To NOTE progress with repositioning the northern pedestrian gate on the Tyndale Reach Multi User Path to facilitate use by horseriders (Verbal)
33. 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)
34. To RECEIVE the register of correspondence received (list available at the meeting)

Reports

35. To RECEIVE a report from the Ward Councillor
36. To RECEIVE an update on progress with the Wickwar Parish Council Action Plan 2020-25 (circulated)
37. To RECEIVE a verbal report on the South Gloucestershire Town and Parish Council Forum meeting – 27/04/2021
38. To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:
- 38.1 King George V Playing Fields
 - 38.2 Wickwar Youth Club
 - 38.3 Wickwar Community Centre
 - 38.4 Wickwar Town Hall
 - 38.5 Wickwar Cemetery

Requests for financial assistance

39. To CONSIDER and take a DECISION on a grant application from Above and Beyond - charity fundraising for Bristol hospitals - £310 - £500 (circulated)
40. To CONSIDER the outstanding element of the expression of interest for Community Infrastructure Levy funding from Wickwar Environmental Action Group, and advice provided by ALCA. - £500 (See Agenda Report)

Burial matters

41. To NOTE approval of additional inscription IRO Pollard plot 313.

Finance

42. To NOTE the monthly bank reconciliation for March 2021 and bank balances. Chairman to sign as a true record (circulated)
43. To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations (These are listed in the attached payment schedule).
44. To APPROVE an increase from £200 per year to £312 homeworking allowance for eligible employees from 1st April 2020 (as per HMRC guidelines).
45. To APPROVE the payment of the £2060 CIL grant to Wickwar Environmental Action Group agreed on 22nd April (5.04.21EM) in the following proportions– sleepers from Country Style Supplies £1,617.06 (+ £323.42 VAT to be reclaimed), grant to WEAG £442.94
46. To NOTE the budget monitoring report to 31st March 2021, prepared by the Clerk. Chairman to sign as a true record (circulated)
47. To Note the 2020/21 Annual Audit Statement from the Public Works Loan Board – amount outstanding £16,000 (circulated)
48. To NOTE CIL expected in 2021/22 (See Agenda report)
49. To APPROVE the creation of new earmarked reserves listed (amounts and purposes) from underspend during the financial year 2020/21 (See Agenda report)
50. 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.

To REVIEW the results of the consultation questionnaire carried out in December 2020 and take a DECISION on proposed actions.

Wickwar Parish Council Expenditure transactions - payments approval list

Cheque	Gross	Vat	Net Invoice date	Details	Cheque
BACS210505Z	£14.39	£2.40	£11.99 29/03/21	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/03/21 - 28/04/21	£14.39
DD210520SGC	£57.00	£0.00	£57.00 02/03/21	South Gloucestershire Council - Pavilion rates 2021/22 Instalment 2 of 3	£57.00
DD2100501 WBPav	£7.50	£0.00	£7.50 03/03/21	WATER BUSINESS - Water pav March 2021	£7.50*
DD2104080 ETH	£14.68	£0.70	£13.98 08/04/21	Octopus Energy - TH March 21 electricity	£14.68*
DD2104080 EPAV	£34.62	£1.65	£32.97 08/04/21	Octopus Energy - Pav March 21 electricity	£34.62*
DD210422T M	£10.00	£0.00	£10.00 08/04/21	TESCO MOBILE – March 21 bill	£10.00*
BACS210505HP	£9.99	£1.67	£8.32 18/04/21	HP INK - 18/03/20 - 17/04/21 ink	£9.99
DD210513PN	£21.60	£3.60	£18.00 31/04/21	PLUS NET - Town Hall b/b April 2021	£21.60
BACS210505RD1	£312.00	£0.00	£312.00 31/03/21	Homeworking allowance 2020-21	£312.00
BACS210505WEAG	£442.94	£0.00	£442.94 22/04/21	CIL grant for env projects	£442.94
BACS210505CSS	£1940.47	£323.41	£1,617.06 29/04/21	CIL grant for sleepers (WEAG)	£1940.47
BACS210505WCC	£500.00	£0.00	£500.00	Grant for Comm Centre website	£500.00
	£1,505.73	£0.00	£1,505.73	Confidential	
Total	£4,870.92	£333.43	£4,537.49		

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