

Wickwar Parish Council

Meeting of the Parish Council – Minutes

The annual meeting of the above Council was held on Wednesday 5th May 2021, via ZOOM, commencing at 7.00pm.

Attended:

Councillor S Isaac (Chairman)
Councillor A Carroll
Councillor C Maidment
Councillor G Fielding
Councillor A Pennington
Ward Councillor and Councillor P Trull

Also in attendance:

Ward Councillor Adrian Rush (public time only)

Apologies:

None

Clerk:

Mrs R Davis

Public time (20 minutes)

21 members of the public attended.

Two representatives of Wickwar Residents' Action Group attended to explain the questions they had posed to the Parish Council and ward councillors by email (discussed at agenda item 29.3). Ward Cllr Rush responded to the questions in relation to South Gloucestershire Council policy on development of rural greenfield sites and development outside of the settlement boundary. He explained that South Gloucestershire Council Planning Officers make recommendations on a case by case basis, once a planning application has been received.

Several members of the public asked questions and made representations in relation to the South Gloucestershire Council consultation on the Wickwar Traffic Management Scheme (proposed road humps, 20mph speed limit, waiting restrictions and zebra crossing) later discussed by the Council at agenda item 29.1.

A member of the public reported that a business owner in Chipping Sodbury had asked him whether it might be possible to set up a village shop in the downstairs area of the Town Hall. Councillors suggested that the business owner contact the Clerk directly to enquire.

1.05.21 To ELECT the Chairman of the Parish Council.

Councillor Stephen Isaac was nominated for the office of Chairman. There were no other nominations. **This was seconded and RESOLVED.**

2.05.21 To ELECT the Vice Chairman of the Parish Council

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

Councillor Gareth Fielding was nominated for the office of Vice Chairman. There were no other nominations.
This was seconded and RESOLVED.

3.05.21 To RECEIVE the Declaration of Acceptance of Office forms from the newly elected Chairman and Vice Chairman

Councillor Isaac signed the Declaration of Acceptance of Office for Chairman onscreen.

4.05.21 To RECEIVE apologies for absence

No apologies.

5.05.21 To NOTE and RECORD Declarations of Interests relevant to this meeting

None.

6.05.21 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.

It was proposed, seconded and RESOLVED to accept the minutes of the ordinary meeting held on 7th April 2021 and the extra ordinary meeting on 22nd April 2021. They were duly signed onscreen (to be signed in hard copy after the meeting).

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

No items required the public to be excluded.

The Chairman proposed to bring forward items 29.3 and 29.1 so that members of the public attending could listen to the discussion. This was seconded and RESOLVED. See minutes 29.3.05.21 and 29.1.05.21.

8.05.21 To CO-OPT to the vacancy of Councillor (Declaration of Acceptance of Office to be signed at the next meeting)

Two applications were received. **It was proposed, seconded and RESOLVED to co-opt Jason Jones to the vacancy of Councillor.** Declaration of Acceptance of Office to be signed after the meeting.

9.05.21 To CONSIDER and AGREE arrangements for holding meetings after 6th May 2021.

It was proposed, seconded and RESOLVED to cancel the June meeting and take a decision on meeting in person in July after 21st June 2021, when Covid-19 restrictions are due to be relaxed.

10.05.21 To APPROVE the proposed Scheme of Delegation to the Clerk after 6th May 2021

It was proposed, seconded and RESOLVED to adopt a Scheme of Delegation to the Clerk (see Appendix 1) until such time as face to face meetings are resumed. An outdoor meeting will take place before 30th June to approve the annual accounts for 2020/21 for submission to the external auditor as this task cannot be delegated.

11.05.21 To REVIEW and ADOPT terms of reference for Council committees and working groups (Staff Committee and Section 106 and CIL Working Group)

It was proposed, seconded and RESOLVED to adopt the terms of reference for Council committees and working groups (Staff Committee and Section 106 and CIL Working Group) without changes.

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

12.05.21 To REVIEW and AGREE membership of Council committees and working groups and next meeting dates (Staff Committee and Section 106 and CIL Working Group)

The following membership of Council committees and working groups was proposed, seconded and RESOLVED. It was further RESOLVED that the Section 106 and CIL Working Group will meet on 26th May, and the Staff Committee as and when required.

Committee/ Working Group	Representative(s)
Staff Committee	Cllr Isaac (Chairman) Cllr Fielding Cllr Maidment
Section 106 and CIL Working Group	All Councillors (min of four)

13.05.21 To REVIEW and ADOPT Standing Orders and Financial Regulations.

It was proposed, seconded and RESOLVED to adopt the Standing Orders and Financial Regulations with no changes.

14.05.21 To REVIEW and APPROVE arrangements with, and contributions to other local authorities, not-for-profit bodies and businesses

It was proposed, seconded and RESOLVED to approve arrangements with, and contributions to other local authorities, not-for-profit bodies and businesses as follows:

Agreements/ Leases

- **Grazing Agreement for Park Field 1st April 2021 - 31st October 2021 (£105 tendered)**
- **Buthay land and car park leased to Bromford Housing Association 1st April 2018 - 1st April 2028 (Annual rental £1000)**
- **King George V pitches, pavilion and tin shed rented to Wickwar Wanderers Football Club 1st August – 15th May ongoing**

Contracts

- **Localism Contract with South Gloucestershire Council 1st April 2021 – 31st March 2022 for grass cutting and bins**

Cut North Road & Inglestone Road verges (amenity grass) - £508.66

Cut Sodbury Road verge - £84.94

Empty dog bins x 3 - £751.46

Empty parish litter bins x 3 - £50.98

Total - £1,846.04

(Extended in 2019 to include 4 additional litter bins (Youth Club & KGV x 3) and 2 dog bins (High St & Turnpike Gate))

- **Insurance contract with Pen-Axa (via Came & Company) 1st June 2018 - 31st May 2021 (3 years) - renewal on agenda**

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

- Grass cutting contract (play area & cemetery) with DR Howse Services Ltd 1st April 2021 - 31st October 2023 (3 years)
- Grass cutting and pitch maintenance contract (KGV field) Prestige Grounds 1st April 2021 - 31st October 2023 (3 years)
- Town Hall electricity contract with Octopus Energy 22nd September 2019 - 21st September 2021 (2 years)
- Pavilion electricity contract with Octopus Energy 16th September 2019 - 15th September 2021 (2 years)
- Town Hall broadband contract with Plus Net 3rd August 2020 - 2nd August 2021 @ £18pm NET (1 year)
- Clerk's mobile phone contract with Tesco Mobile @ £10pm – monthly rolling
- Annual maintenance contract to service Town Hall Clock with Cumbria Clock Company- rolling/ ongoing
- Annual play area inspection contract with Play Safety (ROSPA) – rolling/ ongoing

15.05.21 To REVIEW and AGREE Parish Council representation on external bodies and arrangements for reporting back

The following membership of Council committees and working groups was proposed, seconded and RESOLVED:

External body	Representative(s)	Reporting arrangements
Wickwar Community Centre Management Committee	Cllr Trull (Chair) Cllr Maidment (voting committee member)	Report verbally to Full Council (monthly agenda item)
Wickwar Wanderers Football Club committee attendee	Cllr Fielding	Report verbally to Full Council (monthly KGV agenda item)
Wickwar Youth Club committee attendee	Cllr Isaac	Report verbally to Full Council (monthly KGV agenda item)
ALCA (Avon Local Councils Association) representative	Cllr Trull	Report back to next Full Council meeting under correspondence
Cotswold Community Engagement Forum	Cllr Fielding (Chair)	Report back to next Full Council meeting under correspondence
South Glos Town & Parish Council Forum	Cllr Trull	Report back via a Full Council agenda item after each quarterly meeting
Wickwar Speedwatch	Cllr Maidment	Report to Full Council as and when required
Quarry Liaison Group	Cllr Trull Cllr Carroll	Report to Full Council as and when required
Alexander Hosea School Governor	Cllr Fielding	Report to Full Council as and when required

16.05.21 To REVIEW and APPROVE the updated Asset Register for 2021/22

It was proposed, seconded and RESOLVED to approve the updated Asset Register for 2021/22.

17.05.21 To CONFIRM arrangements for insurance cover in respect of all insurable risks

It was confirmed that the Council holds a policy with Pen-Axa until 31st May 2021 (arranged via Came & Company).

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

18.05.21 To REVIEW the Council's and/or staff subscriptions to other bodies

It was proposed, seconded and RESOLVED to approve the following subscriptions:

Subscription	Renewal date	Cost
ALCA (Avon Local Councils Association)	Renewed 01/04/21	£483.91
CVS Associate Membership	Renewal due: 01/04/21	£25
GPFA (Gloucestershire Playing Fields Association)	Renewal due: June 2021	£50
ICCM (Institute of Cemetery and Crematorium Management)	Renewal due: 01/04/2021	£95
SLCC (Society of Local Council Clerks)	Renewal due: 30/06/21	£161 approx
CPRE	Agreed to join 03/02/21 Due now	£35 minimum

19.05.21 To REVIEW and ADOPT the Council's Complaints Procedure

It was proposed, seconded and RESOLVED to adopt the Council's Complaints Procedure with no changes.

20.05.21 To REVIEW and ADOPT the updated Reserves Policy

Deferred to the next meeting.

21.05.21 To REVIEW and ADOPT the Council's policies, procedures and practices as listed

It was proposed, seconded and RESOLVED to adopt the following policies and procedures as listed, with no changes:

- **Equality and Diversity Policy;**
- **Freedom of Information Policy;**
- **Information and Data Protection Policy;**
- **Document Retention and Disposal Policy.**

22.05.21 To REVIEW and ADOPT the Council's employment policies and procedures as listed

It was proposed, seconded and RESOLVED to adopt the following employment policies as listed, with no changes:

- **Disciplinary and Grievance Policy;**
- **Sickness Absence Policy;**
- **Expenses Policy.**

23.05.21 To REVIEW the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the financial year 2020/21 and to NOTE the s. 137 limit for 2021/22

Expenditure as per the table below was noted.

Date	Details	Cheque number	Amount (Net)
12/05/2020	Wickwar Youth Club annual grant	BACS200512WYC	£3000
27/05/2020	Grant to Wotton Area Mutual Aid to fund food boxes for residents during the Covid 19	BACS200527WAMA	£250

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

	lockdown (paid via Trust in You Community Interest Company)		
12/11/2020	Poppy wreath from Royal British Legion Trading Ltd	BACS201104RBL	£18.32
Total			£3268.32

Noting the section 137 limit was deferred to the next meeting.

24.05.21 To REVIEW the Council's expenditure of CIL (Community Infrastructure Levy) for the financial year 2020/21 and note the amount of unspent CIL

Expenditure as per the table below was noted, along with the following outstanding amounts:

- Unspent CIL 2019/20 - £14,463 (from £18,019)
- Unspent CIL 2020/21 – £7,235.24 (from £48,115)
- Total unspent CIL 31/03/21 - £21,698

Date	Details	Cheque number	Amount (Net)
07/05/2020	Ledon Henson toddler playhouse installed at King George V Play Area, GB Sports and Leisure	BACS200506	£7661.47
04/09/2020	Rubber mulch surface installed under slide at King George V Play Area, GB Sports and Leisure	BACS200902	£8705.04
12/11/2020	Proludic IXO multiplay unit to replace wooden climbing tower at King King George V Play Area, Proludic Ltd	BACS201104	£20546.00
04/12/2020	3 X Tilia Cordata (lime trees) and metal tree guards installed at King George V Play Area, Landcare Nursery Ltd	BACS201202	£1865.75
04/12/2020	6 X recycled plastic Witton benches, Marmax Ltd	BACS201202	£2,101.50
Total			£40,879.76

25.05.21 To REVIEW and APPROVE Direct debits and standing orders for the financial year 2021/22

It was proposed, seconded and RESOLVED to approve the following direct debits for the financial year 2021/22:

Direct Debit	Frequency	End Date	Amount
Water Business (Pavilion)	Monthly	No end date	Currently £7.50 but variable
Water Business (Park Field trough)	Biannual	No end date	Variable based on usage
Octopus Energy (Pavilion)	Monthly	15/09/21	Variable based on usage
Octopus Energy (Town Hall)	Monthly	21/09/21	Variable based on usage
Tesco Mobile (Clerk's phone)	Monthly	Rolling monthly contract from	£10 + any additional calls
PlusNet Broadband	Monthly	02/08/21	£18.00
NEST pensions (Clerk's pension)	Monthly	No end date	Confidential

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

South Gloucestershire Council (Business Rates for pavilion)	April May June	No end date	£171/3
Public Works Loan Board (loan for WPFA field)	01 May 01 November	TBC	Dependent upon principal
ICO (Information Commissioners Office) registration	Annually	No end date	£35

26.05.21 To AGREE the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

It was proposed, seconded and RESOLVED that ordinary meetings of the Council will take place on the first Wednesday of each month at 7pm, except for August (no meeting) and January when the meeting is held on the second Wednesday of the month.

To exclude any meetings that need to be cancelled/ rearranged due to Covid restrictions – currently 2nd June 2021 meeting.

Planning

27.05.21 Planning - For the Council to NOTE the following planning decisions

The Council noted the following planning decisions.

27.1.05.21 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

Approve with Conditions.

27.2.05.21 P21/00509/F Ladyswood Mapleridge Lane Yate South Gloucestershire BS37 6PW: Demolition and replacement of detached outbuilding to provide storage. **Approve with Conditions.**

27.3.05.21 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.**

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

28.1.05.21 P21/02551/F: The Gables 60 High Street Wickwar South Gloucestershire GL12 8NP: Erection of rear single storey open sided wooden veranda.

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

Items for decision

29.05.21 Items for CONSIDERATION and DECISION

29.1.05.21 To CONSIDER and APPROVE the Council's response to the following South Gloucestershire Council consultations on the Wickwar Traffic Management Scheme

[WICKWAR – HIGH STREET AND STATION ROAD – Proposed road humps – STATUTORY NOTICE – South Gloucestershire Online Consultations \(southglos.gov.uk\)](https://www.southglos.gov.uk/consultations/wickwar-high-street-and-station-road-proposed-road-humps)

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

[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 \(southglos.gov.uk\)](#)

It was proposed, seconded and RESOLVED to submit the following response:

Wickwar Parish Council is supportive of the scheme and its objectives. It feels that the village as a whole will benefit from the proposed traffic calming and speed reduction measures.

The Parish Council wholeheartedly supports the proposed 20mph speed limit along the High Street. The Parish Council accepts and supports the rationale for the proposed waiting restrictions.

The Parish Council welcomes a zebra crossing in this location.

Regarding road humps, the Parish Council notes the responses made to its comments in the report on the first consultation carried out in autumn 2019.

A number of residents are still suggesting that speed cameras are a better solution than speed tables - as the Parish Council originally proposed in 2019. This request is addressed negatively in the original consultation report, but it is not clear whether a case could be made to the Police to install cameras based upon injury, accident and speed data. Is a speed camera on the High Street out of the question? Is there a Council policy against speed cameras in South Gloucestershire?

With regard to the proposed speed tables, the Parish Council is mindful that South Gloucestershire Council has approved/ is in the process of approving six speed tables along the Sodbury Road south of the village, to reduce speeds and increase safety at the entrance to the Saxon Gate and Tyndale Reach developments. It is anticipated that these will be installed ahead of the speed tables proposed for the High Street. The Parish Council therefore requests that the impact of the first set of speed tables is reviewed, before the remaining speed tables are installed. In particular, the Parish Council would like to see what impact the new tables have on the speed of vehicles travelling along the rest of the High Street, before the rest of the scheme is progressed.

Finally, residents of the High Street continue to raise concerns in relation to the planned speed tables, and hence these are repeated in this response.

Given the nature of the foundations of properties in the High Street and their close proximity to the planned speed tables, a number of residents are concerned about the potential for structural damage to their properties caused by vibrations from vehicles passing over the speed tables. Additional concerns relate to whether there is adequate drainage at the sites of the speed tables, and how much additional noise is likely to be caused by vehicles passing over the tables. These issues were addressed to varying degrees in the initial consultation report, but these remain concerns for residents despite the reassurances that have been given so far.

It is understood that installing speed tables is being pursued as a means of ensuring that the 20mph speed limit is not exceeded. Speed cameras are being proposed as one option, but are there other interventions which could be considered which would give the same result?

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

29.2.05.21 To CONSIDER and take a DECISION on whether to request inclusion in South Gloucestershire Council's Community Governance Review and what to request

It was proposed, seconded and RESOLVED to request one additional councillor as part of South Gloucestershire Council's Community Governance Review on the grounds of an increasing electorate and workload for the Council.

29.3.05.21 To CONSIDER and take a DECISION on requests for information and support from the Wickwar Residents Action Group

Cllr Fielding chaired this item. Cllr Isaac resumed his role as Chairman of the meeting immediately following this item.

The Council declined to pose any questions to South Gloucestershire Council on behalf of the Action Group because it was felt that the questions had been addressed by Ward Councillor Rush during public time.

The Council declined a request to put forward preferable alternative housing development sites from the South Gloucestershire call for sites list because this falls outside of the remit of the Parish Council.

The Action Group were advised that the Council would be unlikely to be able to fund legal planning advice on its behalf.

29.4.05.21 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.

It was noted that only two quotations had been obtained although three companies had been approached.

It was proposed, seconded and RESOLVED to accept the quotation from Greenfields Ltd to remove the old net from the metal multiplay unit and supply and fit a new net, at a cost of £875 + VAT.

29.5.05.21 To CONSIDER and take a DECISION on quotations for the Council's insurance renewal due 1st June 2021.

The Council considered three quotations. **It was proposed, seconded and RESOLVED to accept the quotation from BHIB Insurance at a cost of £1,482.66 per year for three years, from 1st June 2021.**

29.6.05.21 To CONSIDER and take a DECISION on whether and how the Council can participate in No Mow May

No further action was proposed.

Items for information only

30.05.21 To NOTE the playground inspection for April 2021

Deferred to the next meeting.

31.05.21 To NOTE the cemetery inspections for February -April 2021 carried out by Cllr Carroll

Deferred to the next meeting.

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

The Clerk reported that building work is taking place on the path but it is not clear if the barriers have been repositioned.

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

33.05.21 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

The Clerk reported that the Decision Report by the South Gloucestershire Council Director of Environment and Community Services 'To Consider Objections to the Sodbury Road, Wickwar – Proposed 30 MPH Speed Limit and Traffic Calming' dated 26th April 2021 contains the following information:

Tactile paving is not usually displayed during the legal consultation as they are not required to have a traffic regulation order, however a crossing point at Frith Lane has been proposed by the developer to link the existing path. This will be installed as part of the construction of the traffic calming.

34.05.21 To RECEIVE the register of correspondence received

The register of correspondence was received.

Cllr Fielding left the meeting.

Reports

35.05.21 To RECEIVE a report from the Ward Councillor

No report.

36.05.21 To RECEIVE an update on progress with the Wickwar Parish Council Action Plan 2020-25

Deferred to the S106 and CIL Working Group meeting scheduled for 26th May 2021.

37.05.21 To RECEIVE a verbal report on the South Gloucestershire Town and Parish Council Forum meeting – 27/04/2021

The Clerk reminded Councillors that a website for the South Gloucestershire Town and Parish Council Forum has been set up to enable access to agendas, papers and presentations. The Clerk has emailed log in details to Councillors.

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

38.1.05.21 King George V Playing Fields

Cllr Carroll reported that she was unable to water the 13 trees which were planted in the previous autumn/winter on her own. The Clerk will contact Wickwar Environmental Action Group to request help with watering.

38.2.05.21 Wickwar Youth Club

No report.

38.3.05.21 Wickwar Community Centre

Cllr Trull thanked the Parish Council for the £500 grant for a new website. The Committee are looking for hirers to take over from the preschool and wish to replace the storage shed. Councillors felt this may be a suitable project for CIL funding and the committee was encouraged to make an application to the Parish Council.

38.4.05.21 Wickwar Town Hall

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

The Clerk reported that an insurance claim has been submitted for the repair of the connecting wire between the mechanism and the bell which was damaged during stormy weather in March 2021.

38.5.05.21 Wickwar Cemetery

Nothing to report.

Requests for financial assistance

39.05.21 To CONSIDER and take a DECISION on a grant application from Above and Beyond - charity fundraising for Bristol hospitals - £310 - £500

It was proposed, seconded and RESOLVED to award a grant of £500 to the Above and Beyond charity to supply craft materials for Bristol Royal Hospital for Children.

40.05.21 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

It was proposed, seconded and RESOLVED to award the outstanding CIL grant of £500 to Wickwar Environmental Action Group to carry out a project on land adjacent to the Buthay, subject to confirmation that further investigations have been carried out with neighbours to check that the land is not owned.

Burial matters

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

Noted.

Finance

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

Noted. Chairman signed onscreen.

43.05.21 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.

44.05.21 To APPROVE an increase from £200 per year to £312 homeworking allowance for eligible employees from 1st April 2020 (as per HMRC guidelines).

It was proposed, seconded and RESOLVED to approve an increase to £312 per year homeworking allowance for eligible employees from 1st April 2020.

45.05.21 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

It was proposed, seconded and RESOLVED to approve the payment of the £2060 CIL grant to Wickwar Environmental Action Group previously agreed, in the following proportions: sleepers from Country Style Supplies £1,617.06 (+ £323.42 VAT to be reclaimed), grant to WEAG £442.94.

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

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

Noted. Chairman signed onscreen.

47.05.21 To Note the 2020/21 Annual Audit Statement from the Public Works Loan Board – amount outstanding £16,000

Noted.

48.05.21 To NOTE CIL expected in 2021/22

It was noted that £52,218.63 of CIL (Community Infrastructure Levy) funding is expected in 2021/22.

49.05.21 To APPROVE the creation of new earmarked reserves listed (amounts and purposes) from underspend during the financial year 2020/21

Deferred to next meeting.

50.05.21 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.

The meeting was closed at 9.45pm.

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

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
DD2100501WBPav	£7.50	£0.00	£7.50 03/03/21	WATER BUSINESS - Water pav March 2021	£7.50*
DD2104080ETH	£14.68	£0.70	£13.98 08/04/21	Octopus Energy - TH March 21 electricity	£14.68*
DD2104080EPAV	£34.62	£1.65	£32.97 08/04/21	Octopus Energy - Pav March 21 electricity	£34.62*
DD210422TM	£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*

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

Appendix 1 – Temporary Scheme of Delegation to the Clerk (approved 05/05/21)

Authority

Section 101 of the Local Government Act 1972 – Arrangements for discharge of functions (except those excluded -1) by local authorities – allows a local authority to arrange for the discharge of any of their functions:

a) By a committee, a sub-committee or an officer of the authority;

or b) By any other local authority.

Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

Temporary Scheme of Delegation

Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Council, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken. As a temporary measure, to allow for effective decision making whilst COVID-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions discussed with them by Full Council.

This empowerment does not affect the delegations already in place via Standing Orders or Financial Regulations.

1 Exclusion list includes:

- To adopt and change the Standing Orders.
- To approve and adopt a Budget.
- To determine the Council's objectives.
- To appoint the Chair and Vice-Chair, Committee Chairman and Vice-Chairman.
- To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
- To set the Precept.
- To appoint staff.
- To make byelaws.
- To borrow money.
- To consider any matter required by law to be considered by full Council

The Parish Council's Temporary Scheme of Delegation authorises the delegation of the functions of the Council to the Proper Officer of the Council (Clerk) except for those functions set out in the Exclusion list above. The Scheme will apply from the period starting 7th May until such time as the Council agrees it can lawfully meet safely within COVID-19 restrictions. At that time the Temporary Scheme of Delegation to be reviewed.

As far as possible the Clerk's decisions will be made in consultation with the Full Council via informal online meetings.

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