



**Wickwar**  
Parish Council

**Wickwar Parish Council**  
c/o 22 Inglestone Road  
Wickwar  
Wotton-under-edge  
Gloucestershire  
GL12 8NH

**Clerk: Rachel Davis**  
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**AGENDA**

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

at: 7.00pm  
on: Wednesday 1<sup>st</sup> September 2021  
at: Wickwar Town Hall, High Street, Wickwar

Signed Clerk to the Council:

Dated: 26<sup>th</sup> August 2021

**Covid-19 Safety measures for members of the public**

If you would like to attend, please contact the Clerk (by email or text) at least 24 hours before the start of the meeting. This will allow us to manage numbers safely. Alternatively, you may submit questions in relation to any agenda item to the Clerk (via email or text) at least 24 hours before the start of the meeting. Questions will be read out by the Clerk.

Please note that in order to maintain social distancing in the meeting room, it may be necessary to limit the number of members of the public who may enter at any one time.

**Please do not attend if:**

- you have symptoms of Covid-19;
- you have tested positive for Covid-19 within the last 10 days/ are awaiting the results of a test;
- you have been told to self-isolate following contact with someone who has tested positive.

**Masks are recommended until seated.**

**Please maintain social distance inside the meeting room.**

Public time (Duration 20 minutes maximum)

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 from the ordinary meeting held on 1<sup>st</sup> July 2021 should be signed as an accurate record of the meeting (circulated) and to NOTE the draft minutes of the staffing committee meeting held on 17<sup>th</sup> August 2021 (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 P21/02180/F Langley House 57 High Street Wickwar South Gloucestershire GL12 8NP: Extension of existing outbuilding to facilitate conversion to home office. **Approve with Conditions.**
- 5.2 P21/02181/LB Langley House 57 High Street Wickwar South Gloucestershire GL12 8NP: Extension to existing outbuilding to facilitate conversion to home office. P21/02180/F. **Approve with Conditions.**
- 5.3 P21/03168/F Homelease Cowship Lane Cromhall South Gloucestershire GL12 8AY: Erection of front porch and single storey rear extension to form additional living accommodation. Erection of detached garage. **Approve with Conditions.**
- 5.4 P21/03141/F Land At Church Lane The Downs Wickwar South Gloucestershire GL12 8JZ: Demolition and rebuild of 1 no. agricultural building with associated works. **Approve with Conditions.**
- 5.5 P21/03243/F 108 Inglestone Road Wickwar South Gloucestershire GL12 8PJ: Erection of a single storey front extension to provide additional living accommodation. **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 P21/05031/F Little Shortwood Farm Wickwar Road Yate South Gloucestershire BS37 6PA: Conversion of existing stable building to form annex ancillary to the main dwelling (Resubmission of P20/21808/F). **Neutral response.**
- 6.2 P21/05247/F 5 Turnpike Gate Wickwar South Gloucestershire GL12 8ND: Erection of front porch and associated works. **Neutral response.**
7. Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.
- 7.1 P21/05303/F Stables At Celestine Cottage Limekiln Road Yate South Gloucestershire BS37 7QB: Erection of single storey extension to facilitate the conversion of existing stables to form 1 no. dwelling with associated works.
- 7.2 P21/04121/F 7 Isaac Close Wickwar South Gloucestershire GL12 8FA: Erection of single storey side/rear extension to provide additional living accommodation.
- 7.3 P21/05174/F Westend Grove West End Wickwar South Gloucestershire GL12 8LB: Demolition of existing single storey swimming pool extension. Erection of single storey rear extension to form additional living accommodation.
- 7.4 P21/05223/F 6 The Buthay Wickwar South Gloucestershire GL12 8NW: Erection of a single storey rear extension to form additional living accommodation. Erection of store. Wall to support access path.

## Items for decision

### 8. Items for CONSIDERATION and DECISION

- 8.1 To APPROVE the register of delegated decisions taken between 1st July 2021 (date of last meeting) and 1st September 2021. (Circulated).
- 8.2 To CONSIDER and take a DECISION on quotations for repairing safety surfacing at the King George's Field play area under the roundabout and igloo plus other maintenance work. (See Agenda Report)
- 8.3 To CONSIDER and take a DECISION on extending the King George's Field Play Area and tree area strimming contract to include strimming some small additional areas detailed in the Agenda Report and APPROVE the expenditure. (See Agenda Report)
- 8.4 To CONSIDER and take a DECISION on quotations for the electricity supply to the King George's Field pavilion (current contract end 16<sup>th</sup> September 2021) and Town Hall (current contract ends 22<sup>nd</sup> September 2021). (see Agenda Report)
- 8.5 To CONSIDER a report from the Council's insurance provider re repairs to the Town Hall clock following suspected storm damage and take a DECISION on whether to fund the repairs from reserves, and quotations to complete the repair. (See Agenda Report)
- 8.6 To CONSIDER feedback from residents regarding a proposal to refurbish the Town Hall clockface using Community Infrastructure Levy (CIL) funding and take a DECISION on quotations to undertake the project. APPROVE use of CIL funding. (See Agenda Report)
- 8.7 To CONSIDER and take a DECISION on a request from Wickwar Wanderers Football Club to install a small key safe inside the King George's Field pavilion for shed keys.
- 8.8 To CONSIDER and take a DECISION on a request from the Wickwar Playing Fields Association to use the pavilion power, water and toilet facilities for the Wickwar Games event on 25<sup>th</sup> September 2021. (See Agenda Report)
- 8.9 To CONSIDER and take a DECISION on a proposal to run a Parish Council stall at the Wickwar Games Event. AGREE who will run the stall and rota of volunteers as required.
- 8.10 To CONSIDER and take a DECISION on whether to light the King George's Field beacon as part of the Platinum Jubilee celebrations on 2<sup>nd</sup> June 2022 and AGREE who will lead the project. (Information circulated)
- 8.11 To DISCUSS options for marking the Platinum Jubilee celebrations in June 2022. (See Agenda Report)
- 8.12 To AGREE a date for the next Community Infrastructure Levy (CIL)/ S106 working group – late September.

## Items for information only

- 9. To NOTE the playground inspection for July 2021 (circulated)
- 10. To RECEIVE an update following the Cotswold Edge Community Engagement Forum meeting 01/07/21 (deferred from 01.07.21 meeting) - verbal.
- 11. To RECEIVE an update on progress with obtaining quotations for a ground water risk assessment for a potential cemetery extension into Park Field. (See Agenda Report)

12. To RECEIVE an update on the cedar tree adjacent to the open cemetery which requires further inspection work. (As per Tree Condition Report conducted Nov 2020). (See Agenda Report)
13. To RECEIVE an update on progress with obtaining Listed Building Consent to mount two Nature & Remembrance Trail maps on the Town Hall – verbal.
14. To RECEIVE the register of correspondence received (list available at the meeting)

#### Reports

15. To RECEIVE a report from the Ward Councillor
16. To RECEIVE a report from the Tyndale Reach Residents' Group (circulated)
17. 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 King George's Field
  - 17.2 Wickwar Youth Club
  - 17.3 Wickwar Community Centre
  - 17.4 Wickwar Town Hall
  - 17.5 Wickwar Cemetery

#### Requests for financial assistance

18. To CONSIDER and take a DECISION on an application for CIL funding from Wickwar Out of School Club for a replacement storage shed and concrete base- £3000. (Circulated).
19. To CONSIDER and take a DECISION on an application from the Wickwar Playing Fields Association on behalf of the Wickwar Games Committee for an event shelter and prize money -£500. (Circulated)
20. To CONSIDER and take a DECISION on an application from the Wickwar Parochial Church Council to purchase fireworks for the village fireworks display 2021 - £500. (Circulated)
21. To CONSIDER and take a DECISION on an application from the Wickwar Women's Circle to provide publicity materials and hold an event - £500. (Circulated)

#### Burial matters

22. To APPROVE the purchase of Exclusive Right of Burial IRO plot 406. ERB to be signed.

#### Finance

23. To NOTE the monthly bank reconciliations for June and July 2021 and bank balances. Chairman to sign as a true record (circulated)
24. To APPROVE accounts for payment and NOTE additional payments made between meetings in line with Financial Regulations (These are listed in the attached payment schedule).
25. To NOTE the budget monitoring report to 31<sup>st</sup> July 2021, prepared by the Clerk. Chairman to sign as a true record (circulated)
26. To APPROVE the transfer of £1,338 from the earmarked reserve 'Community Grant Fund' to increase the donations budget for 2021/22 to £6,538.

27. To APPROVE a direct debit payment of £3 per month to CPRE (corporate membership) from August 2021.
28. To APPROVE the recommendation of the Staffing Committee to increase the clerk's salary by 5 scale points (National Joint Council for Local Government Services (NJC) pay scale) backdated to 1<sup>st</sup> May 2021. (See confidential report)
29. To NOTE an error in the calculation of clerk's pro rata salary. The error will be rectified for salary calculations from 1st September 2021 onwards.

#### Items for the next agenda.

Please note: Meetings take place in the first-floor meeting room which is only accessible via stairs. If you would like to attend the meeting, but are unable to use the stairs, please advise the Clerk as soon as possible so that the meeting can be moved downstairs.

# Wickwar Parish Council August 2021 (paid between meetings) Expenditure transactions - payments approval list

Start of year 01/04/21

| Tn no        | Cheque             | Gross                  | Heading | Invoice date | Details                                                                       | Cheque  |
|--------------|--------------------|------------------------|---------|--------------|-------------------------------------------------------------------------------|---------|
| *109         | BACS210810<br>TG   | £34.35                 | 3000/2  | 08/07/21     | TONY GARDNER PROPERTY MAINTENANCE - Fix pavilion guttering                    | £34.35  |
| *106         | BACS210810<br>HP   | £9.99                  | 2010/8  | 19/07/21     | HP INK - Ink 18/06/221 - 17/07/21                                             | £9.99   |
| *107         | BACS210810<br>Z    | £14.39                 | 2050/10 | 29/07/21     | ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/06/21 - 28/07/21              | £14.39  |
| *110         | BACS210810<br>EP   | £100.00                | 2010/7  | 31/07/21     | Eyelid Producitons Ltd - Annual website support                               | £100.00 |
| *102         | BACS210810<br>WEAG | £500.00                | 2020    | 09/08/21     | Wickwar Environmental Action Group - Grant for poppy display approved July 21 | £500.00 |
| *103         | BACS210810<br>RED2 | £26.99                 |         | 09/08/21     | R E DAVIS -                                                                   | £26.99  |
| 1            |                    | £16.99                 | 3000/11 |              | Hitchlock for WEAG trailer re watering KGV trees                              |         |
| 2            |                    | £10.00                 | 2010/8  |              | Stationery - files, dividers etc                                              |         |
| *104         | BACS210810<br>RED  | £26.15                 | 2010/8  | 09/08/21     | Amazon EU - Stationery - 100 laminating pouches + 5*500 paper                 | £26.15  |
| *105         | BACS210810<br>AC   | £49.03                 |         | 09/08/21     | Angie Carroll -                                                               | £49.03  |
| 1            |                    | £40.50                 | 2010/1  |              | Plants for village trough from G Osmond Nursery                               |         |
| 2            |                    | £8.53                  | 3000/11 |              | No Dogs signs*2 for KGV play area                                             |         |
| *108         | BACS210810<br>T    | £30.00                 | 4000    | 09/08/21     | TRANSFORMATIONS PAINTING & DECORATING - KGV metal multiplay - paint underside | £30.00  |
| Sub Total    |                    | £790.90                |         |              |                                                                               |         |
| *            |                    | £1,507.95 Confidential |         |              |                                                                               |         |
| <b>Total</b> |                    | £2,298.85              |         |              |                                                                               |         |

Signature                      Signature  
 \*paid between meetings

Additional direct debits paid between meetings

| Gross   | Vat   | Net    | Details                           | Cheque |
|---------|-------|--------|-----------------------------------|--------|
| *£7.50  | £0.00 | £7.50  | WATER BUSINESS – Water pav May 21 | £7.50  |
| *£21.60 | £3.60 | £18.00 | PLUSNET Town Hall b/b June 21     | £21.60 |
| *£10.00 | £0.00 | £10.00 | TESCO MOBILE June 21              | £10.00 |

# Wickwar Parish Council September 21 Expenditure transactions - payments approval list

Start of year 01/04/21

| Tn no        | Cheque             | Gross     | Vat     | Net Invoice date | Details                                                                                      | Cheque  |
|--------------|--------------------|-----------|---------|------------------|----------------------------------------------------------------------------------------------|---------|
| *123         | DD210801W<br>BPav  | £7.50     | £0.00   | £7.50 01/08/21   | WATER BUSINESS - Water pav<br>June 21                                                        | £7.50   |
| *122         | DD210810P<br>N     | £21.60    | £3.60   | £18.00 03/08/21  | PLUS NET - Town Hall b/b July<br>2021                                                        | £21.60  |
| *120         | DD210823T<br>M     | £10.00    | £0.00   | £10.00 08/08/21  | TESCO MOBILE - July 21 bill                                                                  | £10.00  |
| *121         | DD210819O<br>EPav  | £33.22    | £1.58   | £31.64 11/08/21  | Octopus Energy - Pav July 21<br>electricity                                                  | £33.22  |
| 126          | BACS21090<br>1SGC  | £753.01   | £125.50 | £627.51 19/08/21 | South Gloucestershire Council -                                                              | £753.01 |
| cutting      | 1                  | £293.08   | £48.85  | £244.23          | CNCL Village dog bins and verge<br>July - Sept 21                                            |         |
| 21           | 2                  | £459.93   | £76.65  | £383.28          | PF KGV bin emptying July - Sept                                                              |         |
| 124          | BACS21090<br>1HP   | £9.99     | £1.67   | £8.32 24/08/21   | HP INK - Ink 18/07/21 - 17/08/21                                                             | £9.99   |
| 125          | BACS21090<br>1WPFA | £500.00   | £0.00   | £500.00 01/09/21 | Wickwar Playing Fields Ass -<br>Grant for Wickwar Games<br>approved 01/09/21<br>Confidential | £500.00 |
|              |                    | £1,507.95 | £0.00   | £1,507.95        |                                                                                              |         |
| <b>Total</b> |                    | £2,843.27 | £132.35 | £2,710.92        |                                                                                              |         |