



**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 6<sup>th</sup> October 2021  
at: Wickwar Town Hall, High Street, Wickwar

Signed Clerk to the Council:

Dated: 30<sup>th</sup> September 2021

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### **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 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> September 2021 should be signed as an accurate record of the meeting (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 P21/05174/F Westend Grove West End Wickwar South Gloucestershire GL12 8L: Demolition of existing single storey swimming pool extension. Erection of single storey rear extension to form additional living accommodation. **Approve with Conditions.**

5.2 P21/04121/F 7 Isaac Close Wickwar South Gloucestershire GL12 8FA: Erection of single storey side/rear extension to provide additional living accommodation. **Approve with Conditions.**

5.3 P21/04847/F Land At Hunters Hall Bristol Road Cromhall South Gloucestershire GL12 8BA: Change of use of land from agricultural to equestrian (Sui Generis) and erection of 1 no. relocated stable block. **Approve with Conditions.**

5.4 P21/05247/F 5 Turnpike Gate Wickwar South Gloucestershire GL12 8ND DESCRIPTION: Erection of front porch and associated works. **Approve with Conditions.**

5.5 P21/01981/LB 4 High Street Wickwar South Gloucestershire GL12 8NE: Application to retain the works carried out to erect a single storey rear porch. Erection of out-building to form of lean-to WC/garden shed and reinstatement of garden wall. **Approve with Conditions.**

5.6 P21/01982/F 4 High Street Wickwar South Gloucestershire GL12 8NE: Erection of single storey rear porch. Erection of out-building to form lean-to WC/garden shed and reinstatement of garden wall (Retrospective). **Approve with Conditions.**

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

6.1 P21/06147/TCA Stable Cottage West End Wickwar South Gloucestershire GL12 8JZ: Works to 1 no. Horse Chestnut tree as per the attached schedule of works received by the council on 14th September 2021. Tree situated within the Wickwar conservation area.

6.2 P21/06042/TCA 3 High Street Wickwar South Gloucestershire GL12 8NE: Works to trees as per the attached proposed schedule of works (section 5 of application form) submitted to the council on 8th September 2021. All trees situated within the Wickwar conservation area.

6.3 P21/06231/F The Old School House 1 - 3 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of a single storey rear extension to form additional living accommodation.

6.4 P21/06225/TCA Ywurri 45 High Street Wickwar South Gloucestershire GL12 8NP: Works to fell 1 no. Thuja tree, crown reduce 1 no. Laburnum to leave a height of 4m and a radial spread of 3m and crown reduce 1 no. Poplar to leave a height of 9m and a radial spread of 5m all situated within the Wickwar Conservation Area

## Items for decision

7. Items for CONSIDERATION and DECISION

7.1 To CONSIDER and AGREE a list of written questions to submit to Bloor Homes, who are proposing a development of 180 house on land to the west of Sodbury Road. (See Agenda Report)

- 7.2 To NOTE that the Park Field (off Church Lane) grazing agreement ends on 31<sup>st</sup> October 2021 and to CONSIDER and take a DECISION on maintenance actions required. (See Agenda Report)
- 7.3 To APPROVE an estimate for hedge cutting at King George's Field (to include the allotments hedge) and Park Field, to be carried out after 31<sup>st</sup> October 2021. (See Agenda Report)
- 7.4 To CONSIDER and take a DECISION on a proposal to install a dog bin close to the entrance of the multi user path on the Tyndale Reach Estate, Sodbury Road (see Agenda Report)
- 7.5 To NOTE the number of unreserved cremation plots in the cemetery and take a DECISION on whether to suspend pre-purchasing of cremation plots. (See Agenda Report)
- 7.6 To APPROVE a draft application to South Gloucestershire Council to install one bench on the Burleigh Way/ Amberley Way green and one bench on the Inglestone Road/ Sodbury Road junction verge. (See Agenda Report)
- 7.7 To CONSIDER and take a DECISION on an estimate to install the two benches described in item 7.6 and APPROVE use of CIL (Community Infrastructure Levy) funding. (See Agenda Report)
- 7.8 To APPROVE a proposal to install a bench outside the Town Hall and to CONSIDER and take a DECISION on an estimate for the bench. APPROVE use of CIL (Community Infrastructure Levy) funding. (See Agenda Report)
- 7.9 To CONSIDER and take a DECISION on whether to install an additional power circuit in the pavilion for use during outdoor events and take a DECISION on the estimate provided. (See Agenda Report).
- 7.10 To CONSIDER and take a DECISION on consulting the community about whether a neighbourhood plan is wanted and to request volunteers. (See Agenda Report)
- 7.11 To CONSIDER and AGREE the distribution arrangements for the 150 copies of the 'Lest we Forget' heritage book of war diaries, which was part-funded with a £500 grant from the Council. (See Agenda Report)

#### Items for information only

8. To NOTE the playground inspection for August and September 2021 (circulated)
9. To NOTE the cemetery inspection for September 2021 (circulated)
10. To NOTE the resignation of Councillor Colin Maidment and NOTE the outcome of the public notice of a Casual Vacancy published on 15<sup>th</sup> September 2021.
11. To RECEIVE an update following the Cotswold Edge Community Engagement Forum meeting 01/07/21 (deferred from previous meeting) - verbal.
12. 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)
13. 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)
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 verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:

- 16.1 King George's Field
- 16.2 Wickwar Youth Club
- 16.3 Wickwar Community Centre
- 16.4 Wickwar Town Hall
- 16.5 Wickwar Cemetery

#### Requests for financial assistance

None.

#### Burial matters

- 17. To APPROVE the purchase of Exclusive Right of Burial IRO plot 31A (cremation). ERB to be signed.
- 18. To NOTE interments IRO Laker (cremation plot 31A) and IRO Williamson (cremation plot 4A).

#### Finance

- 19. To NOTE the monthly bank reconciliations for August 2021 and bank balances. Chairman to sign as a true record (circulated)
- 20. 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).
- 21. To NOTE the budget monitoring report to 31<sup>st</sup> August 2021, prepared by the Clerk. Chairman to sign as a true record (circulated)
- 22. To RECEIVE the external auditor report and certificate (Section 3 of the AGAR Part 3) for the financial year ended 31st March 2021 (circulated) and AGREE the period of time for which the notice of conclusion of audit should be available to the public.
- 23. To APPROVE a replacement third signatory on the Council's current account with Unity Trust Bank.

#### 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

## Expenditure transactions - payments approval list

Start of year 01/04/21

| Tn no        | Cheque              | Gross     | Vat     | Net       | Invoice date | Details                                                                 | Cheque    |
|--------------|---------------------|-----------|---------|-----------|--------------|-------------------------------------------------------------------------|-----------|
| 141          | BACS21100<br>6T     | £245.00   | £0.00   | £245.00   | 31/08/21     | TRANSFORMATIONS PAINTING & DECORATING - Repaint roundabout in play area | £245.00   |
| *132         | DD210901W<br>BPav   | £7.50     | £0.00   | £7.50     | 01/09/21     | WATER BUSINESS - Water pav July 21                                      | £7.50     |
| 143          | BACS21100<br>6WWC   | £500.00   | £0.00   | £500.00   | 01/09/21     | WICKWAR WOMEN'S CIRCLE - Grant for publicity and event                  | £500.00   |
| 144          | BACS21100<br>6PCC   | £500.00   | £0.00   | £500.00   | 01/09/21     | PCC of Wickwar - Grant for Fireworks display 2021                       | £500.00   |
| 146          | BACS21100<br>6WOOSC | £3,000.00 | £0.00   | £3,000.00 | 01/09/21     | WICKWAR OUT OF SCHOOL CLUB - Payment for shed and base                  | £3,000.00 |
| *133         | DD210910P<br>N      | £21.60    | £3.60   | £18.00    | 03/09/21     | PLUS NET - Town Hall b/b Sept 2021                                      | £21.60    |
| *137         | DD210906O<br>EPav   | £27.09    | £1.29   | £25.80    | 06/09/21     | Octopus Energy - Pav Aug 21 electricity                                 | £27.09    |
| *138         | DD210906O<br>ETH    | £12.42    | £0.59   | £11.83    | 06/09/21     | Octopus Energy - TH Aug 21 electricity                                  | £12.42    |
| *136         | DD210922T<br>M      | £12.50    | £0.00   | £12.50    | 08/09/21     | TESCO MOBILE - Aug 21 bill                                              | £12.50    |
| 139          | BACS21100<br>6PKF   | £480.00   | £80.00  | £400.00   | 18/09/21     | PKF LITTLEJOHN LLP - External audit YE 31 March 2021                    | £480.00   |
| 140          | BACS21100<br>6HP    | £9.99     | £1.67   | £8.32     | 19/09/21     | HP INK - Ink 18/08/21 - 17/09/21                                        | £9.99     |
| 142          | BACS21100<br>6PG    | £1,968.00 | £328.00 | £1,640.00 | 20/09/21     | PRESTIGE GROUNDS -                                                      | £1,968.00 |
| 1            |                     | £1,248.00 | £208.00 | £1,040.00 |              | PF 13 cuts of KGV to 30/09/21                                           |           |
| 2            |                     | £720.00   | £120.00 | £600.00   |              | PF Weed and feed x 2 pitches                                            |           |
| 135          | BACS21100<br>6GF    | £1,496.60 | £249.43 | £1,247.17 | 21/09/21     | GREENFIELDS GARDEN SERVICES LTD -                                       | £1,496.60 |
| 1            |                     | £1,050.20 | £175.03 | £875.17   |              | CIL Replace climbing net                                                |           |
| 2            |                     | £446.40   | £74.40  | £372.00   |              | PF Weld slide and replace grass mat                                     |           |
| *147         | DD210921C<br>PRE    | £3.00     | £0.00   | £3.00     | 21/09/21     | CPRE - Monthly membership Sept 2021                                     | £3.00     |
| 145          | BACS21100<br>6RDExp | £28.98    | £0.00   | £28.98    | 23/09/21     | R E DAVIS - Expense claim - markers for cemetery                        | £28.98    |
| 134          | BACS21100<br>6RBL   | £42.99    | £0.00   | £42.99    | 28/09/21     | ROYAL BRITISH LEGION TRADING LTD - Poppy wreath and donation            | £42.99    |
| <b>Total</b> |                     | £8,355.67 | £664.58 | £7,691.09 |              |                                                                         |           |

Signature

Signature

Date

\*Paid between meetings