

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 1st September 2021 at Wickwar Town Hall, High Street, Wickwar, commencing at 7pm.

Attended:

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

Apologies:

Councillor G Fielding
Councillor J Jones
Councillor A Pennington

Clerk:

Mrs R Davis

Public time (Duration 20 minutes maximum)

One member of the public attended to speak in support of an application for grant funding from the Wickwar Women's Circle (item 21 on the agenda). Councillors asked questions and responses were given.

1.09.21 To RECEIVE apologies for absence.

Councillor Fielding, Councillor Jones and Councillor Pennington sent their apologies for the meeting.

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

None.

3.09.21 To AGREE whether the minutes from the ordinary meeting held on 1st July 2021 should be signed as an accurate record of the meeting and to NOTE the draft minutes of the staffing committee meeting held on 17th August 2021

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on 1st July 2021. They were duly signed.

The draft minutes of the staffing committee meeting held on 17th August 2021 were noted

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

Items 28 and 29 required the public to be excluded.

It was proposed, seconded and RESOLVED to bring forward item 21 (To CONSIDER and take a DECISION on an application from the Wickwar Women's Circle to provide publicity materials and hold an event - £50.) so that the representative attending could listen to the discussion. See minute 21.09.21.

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

Planning

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

Noted.

5.1.09.21 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.**

5.2.09.21 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.**

5.3.09.21 P21/03168/F Homeleaze 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.**

5.4.09.21 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.**

5.5.09.21 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.**

6.09.21 Planning – For the Council to NOTE the following comments on planning applications submitted by the Clerk with delegated authority.

Noted.

6.1.09.21 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.**

6.2.09.21 P21/05247/F 5 Turnpike Gate Wickwar South Gloucestershire GL12 8ND: Erection of front porch and associated works. **Neutral response.**

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

7.1.09.21 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.

It was proposed, seconded and RESOLVED to object to the application on the grounds that it will create a separate new dwelling in the countryside, outside of the village boundary. This is in contravention of South Gloucestershire Council planning policy.

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

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

Councillor Trull left the meeting at this point in the agenda.

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

7.3.09.21 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.

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

7.4.09.21 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.

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

Items for decision

8.09.21 Items for CONSIDERATION and DECISION

8.1.09.21 To APPROVE the register of delegated decisions taken between 1st July 2021 (date of last meeting) and 1st September 2021. (Appendix 1)

It was proposed, seconded and RESOLVED to APPROVE the register of delegated decisions taken between 1st July 2021 (date of last meeting) and 1st September 2021.

8.2.09.21 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.

It was not possible for the Clerk to obtain three quotations in time for the meeting so a decision was deferred to the next meeting.

8.3.09.21 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.

It was proposed, seconded and RESOLVED to extend the King George's Field Play Area and tree area strimming contract to include a small area behind the tin shed and on the opposite side of the field, as these areas are being considered for additional benches. The additional cost of £50 (one extra cut) was approved.

8.4.09.21 To CONSIDER and take a DECISION on quotations for the electricity supply to the King George's Field pavilion (current contract end 16th September 2021) and Town Hall (current contract ends 22nd September 2021).

It was proposed, seconded and RESOLVED to accept the quotation from Octopus Energy for a 36 month fixed contract for both addresses.

(Note - the rate had increased on the date of entering into the contract [3rd Sept 2021] to 37.7p daily standing charge plus 18.91p unit rate Kwh, but this was still cheaper than the alternative quotations considered at the meeting)

8.5.09.21 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.

It was proposed, seconded and RESOLVED to fund the repairs to the Town Hall clock from an earmarked reserve for this purpose. The quotation of £1,245 +VAT (£525 hammer repair, £720 hoist hire + VAT) from the Cumbria Clock Company, was accepted.

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

8.6.09.21 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.

It was proposed, seconded and RESOLVED to refurbish the Town Hall clockface using Community Infrastructure Levy (CIL) funding. The quotation of £3,850 + VAT (£3,130 refurbishment, £720 hoist hire + VAT) from the Cumbria Clock Company, was accepted on the condition that the contractor guaranteed completion by 31st May 2022.

8.7.09.21 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.

It was proposed, seconded and RESOLVED to grant permission to Wickwar Wanderers Football Club to install a key safe inside the King George's Field pavilion for shed keys.

8.8.09.21 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 25th September 2021.

It was proposed, seconded and RESOLVED to grant permission for the Wickwar Playing Fields Association to use the pavilion power, water and toilet facilities for the Wickwar Games event on 25th September 2021.

8.9.09.21 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.

It was proposed, seconded and RESOLVED not to run a stall at this year's Wickwar Games event because there were not enough councillors available to run it throughout the day.

8.10.09.21 To CONSIDER and take a DECISION on whether to light the King George's Field beacon as part of the Platinum Jubilee celebrations on 2nd June 2022 and AGREE who will lead the project.

Decision deferred to the February 2022 meeting.

8.11.09.21 To DISCUSS options for marking the Platinum Jubilee celebrations in June 2022.

Discussion deferred to the February 2022 meeting.

8.12.09.21 To AGREE a date for the next Community Infrastructure Levy (CIL)/ S106 working group – late September.

It was proposed, seconded and RESOLVED to hold the next Community Infrastructure Levy (CIL)/ S106 working group meeting on Wednesday 13th October at 7pm in the Town Hall.

Items for information only

9.09.21 To NOTE the playground inspection for July 2021.

Noted.

10.09.21 To RECEIVE an update following the Cotswold Edge Community Engagement Forum meeting 01/07/21 (deferred from 01.07.21 meeting) - verbal.

Deferred to next meeting.

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

11.09.21 To RECEIVE an update on progress with obtaining quotations for a ground water risk assessment for a potential cemetery extension into Park Field.

The Clerk has obtained two quotations, one for a tier two groundwater risk assessment and one for a more in-depth tier one risk assessment. An independent consultant (Peter Mitchell Associates) reviewed the free tier one assessment carried out by CDS and recommended a quotation be obtained for trial excavations and a professional analysis of the site (between a tier one and tier two risk assessment). The clerk will request a third quotation.

12.09.21 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).

A tree officer from South Gloucestershire Council has instructed a contractor to carry out a Picus test to identify the extent of any decay within the main stem of the cedar. The results will be communicated to the Clerk.

13.09.21 To RECEIVE an update on progress with obtaining Listed Building Consent to mount two Nature & Remembrance Trail maps on the Town Hall

An application needs to be submitted to South Gloucestershire Council.

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

Received.

Reports

15.09.21 To RECEIVE a report from the Ward Councillor

The ward councillor was not in attendance.

16.09.21 To RECEIVE a report from the Tyndale Reach Residents' Group. (Appendix 2)

Received.

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

17.1.09.21 King George's Field

Nothing further reported.

17.2.09.21 Wickwar Youth Club

Wickwar Environmental Action Group volunteers are creating a wildlife garden at the centre.

17.3.09.21 Wickwar Community Centre

Nothing further reported.

17.4.09.21 Wickwar Town Hall

Cllr Carroll and Cllr Isaac met with a builder to discuss options for refurbishing the ground floor to create an accessible Council meeting room and community meeting space, as a potential CIL project. They discussed installing a glass inner porch, a suspended floor and replacing the kitchen. The builder will report back with proposals and outline costs.

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

17.5.09.21 Wickwar Cemetery

Nothing further reported.

Requests for financial assistance

18.09.21 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.

The Clerk confirmed that one quotation had been obtained for the concrete base. However, three quotations had been obtained to prepare an almost identical base for the neighbouring community centre shed in July (funded by CIL) and the Council agreed that it was acceptable to use the successful contractor again. **It was proposed, seconded and RESOLVED to award £3000 of Community Infrastructure Levy funding to Wickwar Out of School Club for a replacement storage shed and concrete base.**

19.09.21 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.

It was proposed, seconded and RESOLVED to award a grant of £200 to Wickwar Playing Fields Association to purchase an event shelter for the Wickwar Games.

20.09.21 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.

It was proposed, seconded and RESOLVED to award a grant of £500 to Wickwar Parochial Church Council to purchase fireworks for the village fireworks display 2021

21.09.21 To CONSIDER and take a DECISION on an application from the Wickwar Women's Circle to provide publicity materials and hold an event - £500.

It was proposed, seconded and RESOLVED to award a grant of £500 to Wickwar Women's Circle to provide publicity materials and hold an event.

Burial matters

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

Approved and ERB signed.

Finance

23.09.21 To NOTE the monthly bank reconciliations for June and July 2021 and bank balances. Chairman to sign as a true record.

Noted and signed.

Account balances at 31/07/21 as follows:

Unity Trust current account	£35,806.78
Unity Trust savings account 1	£10,556.59
Unity Trust savings account 2	£5,211.73
Redwood savings account	£80,612.71
Total	£132,187.81

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

24.09.21 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).

It was proposed, seconded and RESOLVED to APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations.

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

Noted.

26.09.21 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.

It was proposed, seconded and RESOLVED 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.

27.09.21 To APPROVE a direct debit payment of £3 per month to CPRE (corporate membership) from August 2021.

It was proposed, seconded and RESOLVED to APPROVE direct debit payment of £3 per month to CPRE (corporate membership) from August 2021.

It was proposed, seconded and RESOLVED to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, S100, as the following items considered matters relating to the employment of staff.

28.09.21 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 1st May 2021.

It was proposed, seconded and RESOLVED to approve the recommendation of the Staffing Committee to increase the clerk's salary by 5 scale points to scale point 23 (National Joint Council for Local Government Services (NJC) pay scale) backdated to 1st May 2021.

29.09.21 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.

Noted.

Items for the next agenda.

The meeting was closed at 9.49pm.

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

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 TG	£34.35	3000/2	08/07/21	TONY GARDNER PROPERTY MAINTENANCE - Fix pavilion guttering	£34.35
*106	BACS210810 HP	£9.99	2010/8	19/07/21	HP INK - Ink 18/06/221 - 17/07/21	£9.99
*107	BACS210810 Z	£14.39	2050/10	29/07/21	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/06/21 - 28/07/21	£14.39
*110	BACS210810 EP	£100.00	2010/7	31/07/21	Eyelid Producitons Ltd - Annual website support	£100.00
*102	BACS210810 WEAG	£500.00	2020	09/08/21	Wickwar Environmental Action Group - Grant for poppy display approved July 21	£500.00
*103	BACS210810 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 RED	£26.15	2010/8	09/08/21	Amazon EU - Stationery - 100 laminating pouches + 5*500 paper	£26.15
*105	BACS210810 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 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	
Total		£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

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

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 BPav	£7.50	£0.00	£7.50 01/08/21	WATER BUSINESS - Water pav June 21	£7.50
*122	DD210810P N	£21.60	£3.60	£18.00 03/08/21	PLUS NET - Town Hall b/b July 2021	£21.60
*120	DD210823T M	£10.00	£0.00	£10.00 08/08/21	TESCO MOBILE - July 21 bill	£10.00
*121	DD210819O EPav	£33.22	£1.58	£31.64 11/08/21	Octopus Energy - Pav July 21 electricity	£33.22
126	BACS21090 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 July - Sept 21	
21	2	£459.93	£76.65	£383.28	PF KGV bin emptying July - Sept	
124	BACS21090 1HP	£9.99	£1.67	£8.32 24/08/21	HP INK - Ink 18/07/21 - 17/08/21	£9.99
125	BACS21090 1WPFA	£200.00	£0.00	£200.00 01/09/21	Wickwar Playing Fields Ass - Grant for Wickwar Games approved 01/09/21 Confidential	£200.00
		£1,207.95	£0.00	£1,207.95		
Total		£2,543.27	£132.35	£2,410.92		

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

Appendix 1 - Record of Wickwar Parish Council decisions taken using delegated powers 2 (effective from 5th May 2021) – COVID 19 Pandemic (1st July 2021 – 1st September 2021 only)

Decision No.	Date	Issue	Decision taken/ resolution	Approved by/ approval method
45	20.07.21	To APPROVE reopening of pavilion changing rooms and to notify WWFC of the following advisory COVID-19 precautions for use of the changing rooms: -Windows are opened when the changing rooms are in use - The use of masks is encouraged inside the changing rooms - Time spent in the changing room is minimised Risk assessment completed by the Clerk and forwarded to WWFC.	Approved	Councillors consulted via email 20.07.21. Five positive responses received.
46	20.07.21	To APPROVE an estimate of £340 from Greenfilelds to weld the metal multiplay at KGV before the net can be replaced – safety issue.	Approved	Email from Chairman 20.07.21
47	25.08.21	To APPROVE a risk assessment for face to face Council meetings from 1 st September 2021 (completed the Clerk 25.08.21)	Approved	Councillors consulted via email 25.08.21. Three positive responses received and an amendment which was actioned.

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

Appendix 2 - Tyndale Reach Residents Update August 2021

The site appears to be nearing completion, but the pace of work seems to have been very slow over the last few months although there seems to have been a few more contractors on site this week (w/c 23 August). Some of the issues being discussed by residents on the site are as follows.

The LEAP and Pond area

The LEAP and Pond area remains fenced off with little sign of activity and the area in general is still in need of work. The site manager has advised there is an issue with council signoff of the children's play equipment but there has been no confirmation of a date for resolution because he's waiting on a response from the council on the required corrective action although this isn't the only feature that needs to be finished. Now that the development is almost fully occupied the unavailability of this amenity is a frustration for many.

Landscaping

Several trees from the landscaping plan are missing or dead. Bellway have indicated this will be resolved before the before they leave.

Roads Pavements and Common Areas

Many of these areas are unfinished with the following needing attention

1. Many of the roads and pavements are awaiting the final surfacing
2. Some street lighting awaiting connection
3. Various defects including broken/loose kerb stones and some areas of the block paved pavement have become uneven
4. Bin store locations semi-finished
5. A large trench has been dug on the green at the front and left cordoned off for some time It appears most if not all of this is being worked on albeit at a relatively slow pace.

The hedge row on the Border with Sodbury Road

This has become overgrown over the summer reducing visibility when turning out of the development onto Sodbury road. The site manager has been discussing this with someone from the council but it could turn into a recurring issue if not addressed properly.

Closure of Sodbury Road Evenings of w/c 20th September

Several residents are concerned that the notice of the closure of Sodbury Road does not include confirmation that there will be access to Tyndale reach during the works because many are still going to/returning from work and other activities at that time. The PC Clerk and Cllr Pat Trull have forwarded a question on this to South Glos Council and we await a response.

Waste Bins

The public waste bins on site have been covered up to prevent the depositing of dog waste as the contract to empty them doesn't make provision for this sort of waste. The site manager has been in contact with the council to request dog waste bins be installed and it would be useful if the Parish Council could support this request

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