

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 1st July 2021 in the garden of Elmcroft, Frith Lane, Hall End, Wickwar GL12 8PD.

Attended:

Councillor S Isaac (Chairman)
Councillor A Carroll
Councillor G Fielding
Councillor C Maidment
Councillor A Pennington

Apologies:

Councillor J Jones
Ward Councillor and Councillor P Trull

Clerk:

Mrs R Davis

Public time (Duration 20 minutes maximum)

Two members of the public addressed the meeting.

A member of the public attended to provide additional information about an application for grant funding for a community Remembrance Day poppy display. Councillors asked questions and responses were given.

A member of the public attended to ask if the council had been consulted about a possible planning application for a farm shop. The Chairman confirmed that the council had been contacted by a potential applicant, but no preapplication comments had been made to the applicant. The Chairman confirmed that if preapplication advice was requested by the applicant, they would be invited to present the application at a council meeting held in public.

1.07.21 To RECEIVE apologies for absence.

Councillor Jason Jones and Councillor Pat Trull sent apologies.

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

Cllr Pennington declared a pecuniary interest in item 7.1 (planning application P21/04327/NMA 48 Inglestone Road Wickwar South Gloucestershire GL12 8NH). In accordance with Wickwar Parish Council's Code of Conduct Cllr Pennington did not vote on this item.

3.07.21 To AGREE whether the minutes from the ordinary meetings held on 5th May 2021 and 24th June 2021 should be signed as an accurate record of the meeting.

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

It was proposed, seconded and RESOLVED to accept the minutes of the meetings held on 5th May 2021 and 24th June 2021. They were duly signed

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

No items required the public to be excluded.

It was proposed, seconded and RESOLVED to bring forward item 21 (To CONSIDER and take a DECISION on an application from Wickwar Environmental Action Group for materials for a Remembrance Day community poppy display constructed by volunteers - £500.) so that the representative attending could listen to the discussion. See minute 21.07.21.

Planning

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

5.1.07.21 P21/03032/F 9 Amberley Way Wickwar South Gloucestershire GL12 8LW: Erection of a two storey side extension to form additional living accommodation. **Approve with Conditions.**

5.2 07.21 P21/02551/F The Gables 60 High Street Wickwar South Gloucestershire GL12 8NP: Erection of rear single storey open sided wooden veranda. **Approve with Conditions.**

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

6.1.07.21 P21/04031/F 22 High Street Wickwar South Gloucestershire GL12 8NG: Erection of a detached garage. **Neutral.**

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

7.1.07.21 P21/04327/NMA 48 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Non Material Amendment attached to planning permission P20/18145/F to replace external skin with aggregate blocks and render

Cllr Pennington declared a pecuniary interest in this application. He left the meeting for the duration of the item and did not vote.

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

7.2.07.21 P21/04672/F Land at Pincots Farm Pincots Lane Wickwar South Gloucestershire GL12 8NY: Erection of 1 no. rural workers dwelling with associated works.

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

The Council considered the following applications received before the meeting (not on agenda):

7.3.07.21 P21/04482/F The Old Dairy Tanhouse Lane Yate South Gloucestershire BS37 7QL: Erection of a single storey extension to form additional living accommodation.

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

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

7.4.07.21 P21/04487/LB The Old Dairy Tanhouse Lane Yate South Gloucestershire BS37 7QL: Erection of a single storey extension to form additional living accommodation.

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

8.07.21 For the Council to REVIEW and COMMENT on PT.6973 , Informal Consultation - Application to divert footpaths LWR 21A & LWR 22 at Wickwar.

It was proposed, seconded and RESOLVED to support both diversions and the reasons put forward in the 'statement of reasons'.

Items for decision

9.07.21 Items for CONSIDERATION and DECISION

9.1.07.21 To APPROVE the register of delegated decisions taken between 5th May 2021 (date of last meeting) and 1st July 2021. (Appendix 1)

It was proposed, seconded and RESOLVED to APPROVE the register of delegated decisions taken between 5th May 2021 (date of last meeting) and 1st July 2021.

9.2.07.21 To REVIEW and ADOPT the updated Reserves Policy.

It was proposed, seconded and RESOLVED to APPROVE the updated Reserves Policy.

9.3.07.21 To CONSIDER and take a DECISION on proposed locations for additional community benches to be funded via Community Infrastructure Levy, and AGREE how the public should be consulted on the proposals.

Deferred to next meeting.

9.4.07.21 To CONSIDER the options for providing community benches that are inclusive for people with dementia.

Deferred to next meeting.

9.5.07.21 To CONSIDER and take a DECISION on a proposal to refurbish the Town Hall clockface using Community Infrastructure Levy funding and AGREE how the public should be consulted on the proposal.

It was proposed, seconded and RESOLVED to take a final decision on a project to refurbish the Town Hall clockface once residents have been consulted proposed via an article on the website and in the Parish News.

9.6.07.21 To CONSIDER and take a DECISION on a proposal to install a community defibrillator at the King George's Field pavilion using Community Infrastructure Levy funding and AGREE how the public should be consulted on the proposal. (Please note that this project is likely to require the permission of the King George's Field Trust.)

Deferred to next meeting.

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

9.7.07.21 To CONSIDER and take a DECISION on quotations for updating the safety surfacing under the swings at King George's Field Play Area and APPROVE the use of Community Infrastructure Levy funding for the project.

It was proposed, seconded and RESOLVED to accept the quotation from GB Sports Ltd to skim the area under the swings with black EPDM at a cost of £4,909 including VAT, using CIL funding.

Items for information only

10.7.21 To NOTE the playground inspection for April, May and June 2021.

Noted.

11.07.21 To NOTE a report from the Council's insurance provider re repairs to the Town Hall clock following suspected storm damage

Noted.

12.07.21 To RECEIVE an update following a recent informal site visit to the Tyndale Reach estate by a Councillor (progress with repositioning the northern pedestrian gate on the multi user path, trees, bins and benches) – verbal.

Deferred to next meeting.

13.07.21 To RECEIVE an update following the Cotswold Edge Community Engagement Forum meeting 01/07/21 - verbal.

Deferred to next meeting.

14.07.21 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 – verbal.

Deferred to next meeting.

15.07.21 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) – verbal.

Deferred to next meeting.

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

Deferred to next meeting.

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

Received.

Reports

18.07.21 To RECEIVE a report from the Ward Councillor

The Ward Councillor was not in attendance.

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

19. 07.21 To RECEIVE an update report on progress with the Wickwar Parish Council Action Plan 2020-25 and actions from previous meetings.

Deferred to next meeting.

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

20.1.07.21 King George V Playing Fields

20.2.07.21 Wickwar Youth Club

20.3.07.21 Wickwar Community Centre

20.4.07.21 Wickwar Town Hall

20.5.07.21 Wickwar Cemetery

All reports were deferred to the next meeting.

Requests for financial assistance

21.07.21 To CONSIDER and take a DECISION on an application from Wickwar Environmental Action Group for materials for a Remembrance Day community poppy display constructed by volunteers - £500.

It was proposed, seconded and RESOLVED to award £500 to Wickwar Environmental Action Group for materials for a Remembrance Day community poppy display. Grant to be paid between meetings to avoid delays to the construction of poppies.

Burial matters

22.07.21 To sign the retrospectively issued Exclusive Right of Burial (ERB) for plot 357 IRO of Lucy Lawrence, Alma Carroll, Edward Carroll and Mary Carroll. (See minute 18.05.20)

Signed.

23.07.21 To sign the ERB for plot 403 IRO Biggadike.

Signed.

24.07.21 To NOTE the transfer of plot 415 (Finlinson to Cutbill) and sign the duplicate ERB.

Noted and signed.

25.07.21 To NOTE the transfer of plot 256 via statutory declaration (Iles to Chappell) and the assignment of the plot to a second holder. Sign the duplicate ERB.

Noted and signed.

Finance

26.07.21 To NOTE the monthly bank reconciliations for April and May 2021 and bank balances. Chairman to sign as a true record.

Noted and signed.

27.07.21 To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations (These are listed in the attached payment schedule).

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

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

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

Noted and signed.

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

It was proposed, seconded and RESOLVED to create the following new earmarked reserves:

CILCA (carry forward of underspend) £750

Burial ground wall repair fund (renewals) £770

Community renewal grant fund (carry forward of underspend) £1,338

Clock repairs (other predicted liability) £2,805.65

And to increase the following existing earmarked reserves:

Play Area Improvement (Other – future project) increase by £1,000 to £5,837.40

CIL (developer contributions) increase by £7,235.39 unspent CIL from 2020/21 allocation to £21,698.28

30.07.21 Items for the next agenda.

Deferred items from above.

The meeting was closed at 7.55pm.

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

Wickwar Parish Council

Expenditure transactions - payments approval list

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
85	BACS21070 7EDGE	£48.00	£0.00	£48.00 01/04/21	Edge IT Systems Limited - Finance EOY webinar 2020-21	£48.00
80	BACS21070 7Z	£14.39	£2.40	£11.99 29/04/21	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/05/21 - 28/06/21	£14.39
81	BACS21070 7T	£740.00	£0.00	£740.00 01/06/21	TRANSFORMATIONS PAINTING & DECORATING - CIL paint metal mutliplay	£740.00
82	BACS21070 7CPRE	£40.00	£0.00	£40.00 01/06/21	CPRE Gloucestershire - Planning seminar 2 01/06/21 re Cllr Fielding	£40.00
84	BACS21070 7CN	£95.98	£15.99	£79.99 03/06/21	Cloud Next - Annual website hosting 2021-22	£95.98
*91	DD210607O EPav	£27.75	£1.32	£26.43 07/06/21	Octopus Energy - Pav May 21 electricity	£27.75
*87	DD210622T M	£10.00	£0.00	£10.00 08/06/21	TESCO MOBILE - May 21 bill	£10.00
83	BACS21070 7M	£148.00	£24.65	£123.35 09/06/21	MEREDITHS - 4 X hanging baskets Town Hall 2021-22	£148.00
55	BACS21070 7GAPTC	£265.00	£0.00	£265.00 17/06/21	Gloucestershire Association of Parish and Town Councils - Internal audit 2020/21	£265.00
90	BACS21070 7ALCA	£30.00	£0.00	£30.00 20/06/21	ALCA - Data Protection for Clerks course 18/06/21	£30.00
89	BACS21070 7HP	£9.99	£1.67	£8.32 24/06/21	HP INK - Ink 18/05/221 - 23/06/21	£9.99
86	BACS21070 7TG	£53.76	£0.00	£53.76 25/06/21	TONY GARDNER PROPERTY MAINTENANCE - Repair KGV balance beam & fit pavilion sign	£53.76
92	DD210701O EPav	£93.81	£4.47	£89.34 01/07/21	Octopus Energy - Pav June 21 electricity	£93.81
*97	DD210701W Bpav	£7.50	£0.00	£7.50 01/07/21	WATER BUSINESS – Water pav May 21	£7.50
56	BACS21070 7WCC	£3,940.78	£0.00	£3,940.78 07/07/21	Wickwar Community Centre - CIL grant for storage shed	£3,940.78
		£1,505.73	£0.00	£1,505.73	Confidential	
Total		£7,030.69	£50.50	£6,980.19		

Signature
Date

Signature

*paid between meetings

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

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

Decision No.	Date	Issue	Decision taken/ resolution	Approved by/ approval method
31	12.05.21	Decision on two quotes for replacement play area net (third quote requested from Sunshine Playgrounds recommended by GPFA but no response). Greenfields quote accepted Remove net from unit. Send net off to have a replacement net made. Return to install new net. £875.17 plus VAT	Select Greenfields quote	Approved by four councillors via email 12.05.21
32	17.05.21	Wickwar Parish Council response to planning application P21/03032/F 9 Amberley Way Wickwar South Gloucestershire GL12 8LW: Erection of a two storey side extension to form additional living accommodation. Neutral response submitted.	Neutral response submitted.	Emailed to Councillors to request response if not neutral by 14.05.21. No responses received.
33	24.06.21	Wickwar Parish Council response to planning application 1 P21/03141/F Land At Church Lane The Downs Wickwar South Gloucestershire GL12 8JZ: Demolition of existing building and erection of 1 no. agricultural building. Neutral response submitted.	Neutral response submitted.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
34	24.06.21	Wickwar Parish Council response to planning application 4 High Street Wickwar South Gloucestershire GL12 8NE: Removal and replacement of 7 no. rear windows. Neutral response submitted.	Neutral response submitted.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
35	24.06.21	Wickwar Parish Council response to planning application 108 Inglestone Road Wickwar South Gloucestershire GL12 8PJ: Erection of a single storey front extension to provide additional living accommodation.	Neutral response submitted.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
36	24.06.21	AGREE the partnership arrangements with Wickwar Environmental Action Group to water the 13 semi mature trees at the King George's Field and for the whips and other trees planted on the Wickwar Playing Fields Association field (WPFA) - spring - autumn 2021.	To provide an outdoor tap on the pavilion and a hitchlock for the WEAG water bowser (max cost £100). To grant	Councillors consulted at informal meeting 24/06/21 - three

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

Decision No.	Date	Issue	Decision taken/ resolution	Approved by/ approval method
			permission for Wickwar Environmental Action Group to use water from the newly-fitted pavilion outdoor tap to water the semi-mature trees on King George's Field and whips on the Wickwar Playing Fields Association Field.	councillors in attendance
37	24.06.21	To AGREE the price for pitch maintenance at King George's Field provided by the Council's contractor and to approve the work.	Agreed £300 per pitch weed and feed, £300 reseed goalmouths on pitch nearest pavilion. £900 in total.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
38	24.06.21	To DISCUSS a further request for information from the Wickwar Residents Action Group – 1. ask the planning department to help WRAG to understand SGC planning policy namely, the exceptions for building outside of the village boundary and building car dependent developments. 2. identify areas that would be more suited to this development	Agreed to decline both requests and email WRAG to explain reasoning 1. Questions already answered by Ward Cllr Rush, 2. Not the Parish Council's remit.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
39	24.06.21	To DISCUSS the date and arrangements for the next Full Council meeting and resumption of regular face to face meetings of Full Council.	Agreed outdoor meeting on 7 th July, no meeting in August, meeting in Holy Trinity Church 1 st September (subject to permission)	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
40	24.06.21	To AGREE to renew the Clerk's membership of the Society of Local Council Clerks (SLCC) - £185.	Agreed.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance

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

Decision No.	Date	Issue	Decision taken/ resolution	Approved by/ approval method
41	24.06.21	To AGREE to renew the Council's membership of the Gloucestershire Playing Fields Association (GPFA) - £50.	Agreed.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
42	24.06.21	To AGREE to renew the Council's membership of the Institute of Cemetery and Crematorium Management (ICCM) – £95.	Agreed.	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
43	24.06.21	To AGREE to renew the Council's associate membership of CVS South Gloucestershire - £25.	Agreed	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
44	24.06.21	To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. as per table below:	Approved	Councillors consulted at informal meeting 24/06/21 - three councillors in attendance
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	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

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

Cheque no	Gross	VAT	Net	Invoice date	Details	Cheque amount
BACS210602CVS	£25.00	£0.00	£25.00	22/04/2021	Annual associate membership SG CVS	£25.00
BACS210602ICCM	£95.00	£0.00	£95.00	01/04/2021	Annual ICCM membership	£95.00
BACS210602TG1	£36.85	£0.00	£36.85	13/05/2021	Repair KGV pavilion guttering	£36.85
BACS210602SF	£49.55	£8.25	£41.30	15/05/2021	Fence pins x 10, cable ties x 200 for KGV	£49.55
BACS210602ROSPA	£128.40	£21.40	£107.00	04/04/2021	KGV annual play area inspection	£128.40
BACS210602TG2	£80.39	£0.00	£80.39	23/05/2021	Pavilion outside tap fitting	£80.39
BACS210602ExpRD	£22.39	£0.00	£22.39	17/05/2021	Paper x 4 & padlock	£22.39
BACS210602AB	£500.00	£0.00	£500.00	05/05/2021	Grant- craft materials Above & Beyond (Bristol Children's Hospital)	£500.00
BACS210602WEAG	£442.94	£0.00	£442.94	05/05/2021	CIL grant sensory garden and planting to WEAG	£442.94
BACS210602SGC	£753.01	£125.50	£627.51	13/05/2021	SGC - Bins and grass cutting Apr - June 21	£753.01
BACS210602SLCC	£185.00	£0.00	£185.00	28/05/2021	SLCC annual membership (Clerk)	£185.00
BACS210602GPFA	£50.00	£0.00	£50.00	27/05/2021	Glos PFA annual membership	£50.00
BACS210602BHIB	£1,482.66	£0.00	£1,482.66	20/05/2021	BHIB annual insurance premium	£1,482.66

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

BACS210602HP	£9.99	£1.67	£8.32	19/05/2021	HP Ink 18/04/21 - 12/05/21	£9.99
*DD210524TM	£10.26	£0.00	£10.26	08/05/2021	Tesco Mobile May 21 bill	£10.26
*DD210508OEPav	£28.64	£1.36	£27.28	06/05/2021	Octopus Energy - Pav Apr 21 electricity	£28.64
*DD210508OETH	£13.14	£0.63	£12.51	06/05/2021	Octopus Energy - TH Apr 21 electricity	£13.14
*DD210613PN	£21.60	£3.30	£18.00	31/05/2021	PLUS NET - Town Hall b/b May 21	£21.60
*DD210601WBPav	£7.50	£0.00	£7.50	03/05/2021	Water Business - Water pav Apr 21	£7.50
BACS210602Z	£14.39	£2.40	£11.99	29/04/2021	ZOOM VIDEO COMMUNICATIONS INC subscription 29/04/21 - 28/05/21	£14.39
	£1,507.95	£0.00	£1,507.95	31/05/2021	Confidential	£1,507.95
Total	£5,464.66	£164.51	£5,299.85			£5,464.66

*Paid between meetings

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