



**Wickwar**  
Parish Council

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

**Clerk: Rachel Davis**  
**07895 527353**

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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 3<sup>rd</sup> November 2021  
at: Wickwar Town Hall, High Street, Wickwar

Signed Clerk to the Council:

Dated: 29<sup>th</sup> October 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 6<sup>th</sup> October 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.

5. Planning - For the Council to NOTE the following planning decisions

5.1 P21/04031/F 22 High Street Wickwar South Gloucestershire GL12 8NG: Erection of detached garage. **Approve with Conditions.**

5.2 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. **No Objection.**

5.3 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. **No Objection.**

5.4 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. **No Objection.**

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

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

5.7 P20/16114/MW Wickwar Quarry The Downs Wickwar South Gloucestershire: Extraction of limestone with progressive restoration to lake. **Approved Section 106 Signed.**

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

6.1 P21/06413/F 19 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of a single storey front extension to form additional living accommodation. Installation of 1no. rear dormer to facilitate loft conversion.

**Objection. Wickwar Parish Council remains neutral with respect to the single storey front extension. Wickwar Parish Council objects to the rear dormer on the basis that it is overbearing in relation to the size of the property.**

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

7.1 P21/06712/F 3 Amberley Way Wickwar South Gloucestershire GL12 8LW: Raising of roofline, installation of rear dormer and side window to facilitate installation of loft conversion.

7.2 P21/06664/F 84 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Change of use from residential accommodation for looked after children (Class C2) to residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

7.3 P21/06815/F Building At The Old Dairy Westend Road Wickwar South Gloucestershire GL12 8LD: Change of use of ancillary annexe to 1 no. separate dwelling with associated works.

7.4 P21/05624/F Stable Cottage West End Wickwar South Gloucestershire GL12 8JZ: Conversion of attached agricultural barn to form residential accommodation ancillary to main dwelling (Class C3).

7.5 P21/06836/F Vine Cottage North Street Wickwar South Gloucestershire GL12 8NQ DESCRIPTION: Erection of single storey front extension to form additional living accommodation. Erection of detached garage with storage over.

#### Items for decision

##### 8. Items for CONSIDERATION and DECISION

8.1 To CONSIDER any response received from Bloor Homes to the list of questions submitted in October 2021 re proposed development of 180 house on land to the west of Sodbury Road and DISCUSS the Council's response to the public consultation. (See Agenda Report)

8.2 To CONSIDER and take a DECISION on quotations to carry out a ground water risk assessment of Park Field (adjacent to Wickwar Cemetery), to establish its suitability as a site for a possible cemetery extension. (See Agenda Report).

8.3 To APPROVE an application form to erect/ carry out work on a memorial in Wickwar Cemetery. (See Agenda Report).

8.4 To APPROVE an amendment to the regulations of the cemetery (Wickwar Cemetery) to clarify the respective responsibilities of memorial owners and memorial masons working in the cemetery. (See Agenda Report).

8.5 To CONSIDER the estimated 'special expenses' calculation for 2022/23 to South Gloucestershire Council for services provided in Wickwar parish and AGREE any questions to submit to South Gloucestershire Council. (Circulated).

8.6 To APPROVE the Wickwar Parish Council Community Infrastructure Levy Annual Statement 2019/20 for submission to South Gloucestershire Council. (Circulated).

8.7 To CONSIDER and take a DECISION on the charge to be made to Wickwar Wanderers Football Club for use of the pavilion and pitches during the 2020/21 season. (See Agenda Report).

8.8 To CONSIDER a request from a resident to obtain a quotation for works to modify the Town Hall clock, to prevent it from chiming during the night. (See Agenda Report).

8.9 To CONSIDER and AGREE any further action required to facilitate sales of 130 copies of the 'Lest we Forget' heritage book of war diaries - part-funded with a £500 grant from the Council.

#### Items for information only

9. To NOTE the playground inspection for October 2021. (Circulated).

10. To NOTE the outcome of the public notice of a Casual Vacancy published on 15<sup>th</sup> September 2021 – Council advertising for co-option in line with Co-option Policy (closing date 19<sup>th</sup> November 2021).

11. To NOTE the response from the Council's insurer re claim for wind damage to the Town Hall Clock mechanism in March 2021 – claim declined.

12. To NOTE advice from ALCA re the need to hold Council meetings in an accessible venue. (See Agenda Report).

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

## Reports

14. To RECEIVE a report from the Ward Councillor
15. To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:
  - 15.1 King George's Field
  - 15.2 Wickwar Youth Club
  - 15.3 Wickwar Community Centre
  - 15.4 Wickwar Town Hall
  - 15.5 Wickwar Cemetery

## Requests for financial assistance

16. To CONSIDER and take a DECISION on an application for CIL funding for additional outdoor lighting at Wickwar Community Centre- £263 + VAT. (Circulated).
17. To CONSIDER and take a DECISION on an application from Yate and District Heritage Centre Trust for a contribution towards the cost of six history workshops in 2022 - £150. (Please note this is an application for funding from the 2022/23 Small Community Grants Scheme). (Circulated).

## Burial matters

18. To NOTE interments IRO White (cremation plot 24A), IRO Drew (cremation plot 32A) and IRO Chappell (burial plot 246, ashes).

## Finance

19. To NOTE the monthly bank reconciliations for September 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 30<sup>th</sup> September 2021, prepared by the Clerk. Chairman to sign as a true record. (Circulated).
22. To APPROVE an increase in the annual contract subscription price for the AdvantEDGE finance package from £214 to £360 (due to increased Council income).
23. To APPROVE payment of 30% deposit for Town Hall Clock strike hammer repair (listed under payment BACS211103CCC below) £373.50 excl VAT, from Earmarked reserve 'Clock Repairs' (£2,805.65).
24. To APPROVE the virement of £738.41 underspend (£2,987) from the Wages (Village Warden) budget heading 2001, to the following overspent budget headings:

Insurances (2020) - £82.66

Donations (2040) - £479.75

Audit Fees (2100) - £114.00

Clerk home working allowance - £62.00

Total - £738. 41

#### 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.

#### **Other payments made between meetings, not listed on previous agenda**

DD210930UT   £0.60   Unity Trust Bank cheque charges (30/09/21)

DD210930UT2   £24.60   Unity Trust Bank service charge (01/07/21 – 30/09/21)

# Wickwar Parish Council

## Expenditure transactions - payments approval list

Start of year 01/04/21

| Tn no        | Cheque              | Gross      | Vat       | Net Invoice date   | Details                                                               | Cheque    |
|--------------|---------------------|------------|-----------|--------------------|-----------------------------------------------------------------------|-----------|
| *154         | DD211001W<br>BPav   | £2.00      | £0.00     | £2.00 01/10/21     | WATER BUSINESS - Water pav Aug 21                                     | £2.00     |
| *155         | DD211001W<br>BPF    | £20.58     | £0.00     | £20.58 01/10/21    | WATER BUSINESS - Water                                                | £20.58    |
| 162          | BACS21110<br>3ALCA  | £30.00     | £0.00     | £30.00 02/10/21    | ALCA - Building a two-way conversation with your community 06/07/21   | £30.00    |
| *156         | DD212011P<br>N      | £21.60     | £3.60     | £18.00 03/10/21    | PLUS NET - Town Hall b/b Oct 2021                                     | £21.60    |
| 163          | BACS21110<br>3SLCC  | £54.00     | £9.00     | £45.00 04/10/21    | SLCC Enterprises Ltd - Virtual training seminar Nov 21                | £54.00    |
| 164          | BACS21110<br>3SLCC2 | £36.00     | £6.00     | £30.00 04/10/21    | SLCC Enterprises Ltd - Memorial Safety 18/10/21                       | £36.00    |
| *165         | DD211101P<br>WLB    | £1,119.20  | £0.00     | £1,119.20 04/10/21 | Public Works Loan Board - Loan repayment 2 of 2                       | £1,119.20 |
| 169          | BACS21110<br>3EDGE  | £256.80    | £42.80    | £214.00 08/10/21   | Edge IT Systems Limited - Y3 of 5Y contract - 06/12/21 - 05/12/22     | £256.80   |
| 161          | BACS21110<br>3SGC   | £70.60     | £0.00     | £70.60 11/10/21    | South Gloucestershire Council - Cherry picker licence re clock repair | £70.60    |
| *157         | DD211021O<br>ETH    | £17.19     | £0.82     | £16.37 13/10/21    | Octopus Energy - TH Sept 21 electricity                               | £17.19    |
| 166          | BACS21110<br>3MT    | £250.00    | £0.00     | £250.00 18/10/21   | M Trull - Watering hanging baskets 01/06/21-30/09/21                  | £250.00   |
| 158          | BACS21110<br>3HP    | £9.99      | £1.67     | £8.32 19/10/21     | HP INK - Ink 18/09/21 - 17/10/21                                      | £9.99     |
| 167          | BACS21110<br>3CCC   | £1,834.20  | £305.70   | £1,528.50 19/10/21 | Cumbria Clock Company -                                               | £1,834.20 |
| 1            |                     | £448.20    | £74.70    | £373.50            | CNCL 30% deposit strike hammer repair                                 |           |
| 2            |                     | £1,386.00  | £231.00   | £1,155.00          | CIL 30% deposit clock face refurb                                     |           |
| *160         | DD211021C<br>ORE    | £3.00      | £0.00     | £3.00 21/10/21     | CPRE - Monthly membership Oct 2021                                    | £3.00     |
| 168          | BACS21110<br>3GB    | £5,890.80  | £981.80   | £4,909.00 21/10/21 | G B SPORTS AND LEISURE - Overlay safety surface under swings          | £5,890.80 |
| *159         | DD211022T<br>M      | £10.25     | £0.00     | £10.25 08/12/21    | TESCO MOBILE - Sept 21 bill                                           | £10.25    |
|              |                     | £1,703.17  | £0.00     | £1,703.17          | Confidential                                                          |           |
| <b>Total</b> |                     | £11,329.38 | £1,351.39 | £9,977.99          |                                                                       |           |

Signature

Signature

Date

\*Paid between meetings